

FINANCE AND CORPORATE RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 20 June 2018

Chair:

Councillor Gladys Miller

Councillors Present:

Alex Allison, John Anderson, John Bradley (*substitute for Councillor Calikes*), Walter Brogan, Graeme Campbell, Andy Carmichael (*substitute for Councillor Logan*), Margaret Cooper, Peter Craig, Maureen Devlin, Mary Donnelly (*substitute for Councillor Gray*), Isobel Dorman, Joe Fagan, Eric Holford, Graeme Horne (Depute), Ian McAllan, Catherine McClymont, Hugh Macdonald, Mark McGeever, Jim McGuigan, Lynne Nailon (*substitute for Councillor Wark*), Graham Scott, Collette Stevenson (Depute), Margaret B Walker (*substitute for Councillor McAdams*), Jim Wardhaugh

Councillors' Apologies:

Janine Calikes, Geri Gray, Eileen Logan, Monique McAdams, John Ross (ex officio), Jared Wark

Attending:

Finance and Corporate Resources

P Manning, Executive Director; S Abbott, Administration Assistant; C Fergusson, Head of Finance (Transactions); G McCann, Head of Administration and Legal Services; S McLeod, Administration Officer; K McVeigh, Head of Personnel Services; J Taylor, Head of Finance (Strategy); B Teaz, Head of Information Technology Services

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Finance and Corporate Resources Committee held on 25 April 2018 were submitted for approval as a correct record.

The Committee decided: that the minutes be approved as a correct record.

3 Minutes of Appeals Panel

The minutes of the meeting of the Appeals Panel held on 10, 18 and 24 May 2018 were submitted for approval as a correct record.

The Committee decided: that the minutes be approved as a correct record.

4 Finance and Corporate Resources - Workforce Monitoring - March and April 2018

A report dated 15 May 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the following employee information for Finance and Corporate Resources for the period March and April 2018:-

- ◆ attendance statistics
- ◆ occupational health statistics

- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ Staffing Watch as at 10 March 2018

The Committee decided: that the report be noted.

[Reference: Minutes of 25 April 2018 (Paragraph 6)]

Councillor Carmichael left the meeting during this item of business

5 Council-wide Workforce Monitoring - March and April 2018

A report dated 11 May 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period March and April 2018:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances, Dignity at Work cases and mediation referrals
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ Staffing Watch as at 10 March 2018

The Committee decided: that the report be noted.

[Reference: Minutes of 25 April 2018 (Paragraph 7)]

6 Revenue Collection and Approval for Write-Offs

A report dated 25 May 2018 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ collection performance for 2017/2018 on revenues income which comprised Council Tax, non-domestic rates, sundry debts and arrears
- ◆ the write-off of irrecoverable Council Tax, Hamilton and Carluke Town Centre Improvement District (BID) levies, sundry debt, former tenant rent arrears and housing benefit overpayments

It was proposed that the following debts be written off:-

- ◆ irrecoverable Council Tax accounts from 1993/1994 to 2017/2018 to the value of £48,417.36, relating primarily to prescribed debt, sequestrations and estates of the deceased
- ◆ BID levies totalling £600.54
- ◆ sundry debts to a value of £2,668.56
- ◆ former tenant rent arrears totalling £63,819.59 and housing benefit overpayments totalling £7,208.81

The Committee decided:

- (1) that the Council's performance in the collection of revenues be noted; and

(2) that the write-off of the following irrecoverable debts be approved:-

- ◆ Council Tax debt from 1993/1994 to 2017/2018 to the value of £48,417.36
- ◆ Hamilton and Carluke Town Centre Business Improvement District levies totalling £600.54
- ◆ sundry debts to a value of £2,668.56
- ◆ house rent and associated charges totalling £71,028.40

[Reference: Minutes of 25 April 2018 (Paragraph 8)]

7 Prudential Indicators, Treasury Management Strategy and Annual Investment Strategy 2017/2018

A report dated 21 May 2018 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ Treasury Management activity and interim Prudential Code Indicators for 2017/2018
- ◆ the proposed Annual Investment Report for 2017/2018

The Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice for Treasury Management required the Council to prepare an annual report on its Treasury Management activities. The introduction of the Prudential Framework in April 2004 required councils to prepare a series of financial indicators that demonstrated affordability, prudence and sustainability with regard to capital financing decisions.

The Council's Capital Programme included, within its funding package, planned borrowing. The Prudential Code provided a framework to assist the management of the financial implications and helped to demonstrate that borrowing was both affordable and prudent.

The Council's Treasury Management Activity Report for 2017/2018 and the Treasury Management and Prudential Code Indicators for 2017/2018 were attached as Appendices 1 and 2 respectively to the report.

In terms of the Local Government Investments (Scotland) Regulations 2010, the Council was required to prepare an Annual Investment Strategy prior to the start of each financial year and an Annual Investment Report after the financial year end. Both documents required to be approved by the Council.

The Annual Investment Strategy for 2017/2018 had been approved by the Council at its meeting on 16 February 2017 and covered the following areas:-

- ◆ permitted investments
- ◆ risk management
- ◆ borrowing in advance

The Annual Investment Report, attached as Appendix 3 to the report, detailed the Council's activity in each of those 3 areas for 2017/2018 and Appendix 4 detailed the permitted investments that the Council had approved for the financial year 2017/2018.

The Committee decided:

(1) that the Treasury Management Activity Report for 2017/2018 and the 2017/2018 Treasury Management and Prudential Code Indicators be noted and referred to the Executive Committee for noting; and

- (2) that the 2017/2018 Annual Investment Report be endorsed and referred to the Executive Committee prior to submission to the Council for formal approval in line with The Local Government Investments (Scotland) Regulations 2010.

[Reference: Minutes of South Lanarkshire Council (Special) of 16 February 2017 (Paragraph 7)]

Councillor Holford entered the meeting during this item of business

8 Common Good - Tote Building at Lanark Racecourse

A report dated 22 May 2018 by the Executive Director (Finance and Corporate Resources) was submitted on repairs that were required to the Tote Building within the grounds of Lanark Racecourse.

The Tote Building was an asset held in the account of the Royal Burgh of Lanark Common Good and was a Category B listed building. Due to concerns about its condition, a multi-discipline survey had been carried out which had included a structural appraisal, environmental survey and asbestos survey.

The survey had identified the need for repair work to maintain the structural integrity of the Tote Building and prevent health and safety risks. Details of the required repairs were provided in the report and an estimate of £28,000 had been provided for the completion of the work.

It was proposed that the costs of the repair work be met from the Lanark Common Good Fund.

In response to a question from Councillor McClymont, the Head of Finance (Strategy) agreed to request that Property Services (Housing and Technical Resources) carry out annual inspections of the Tote Building.

The Committee decided: that the costs associated with repair works required at the Tote Building within the grounds of Lanark Racecourse totalling £28,000 be met from the Lanark Common Good Fund.

[Reference: Minutes of 25 April 2018 (Paragraph 11)]

Councillor Devlin entered the meeting during this item of business

9 Common Good - Funding for a Shelter at Springbank Cemetery

A report dated 22 May 2018 by the Executive Director (Finance and Corporate Resources) was submitted on a request for funding for the provision of a shelter with seating at Springbank Cemetery, Lanark.

The Royal Burgh of Lanark Community Council and the Lanark Tenants' and Residents' Association had been working together to secure funding for a shelter at Springbank Cemetery for the benefit of the community of Lanark. A suitable shelter had been identified at a cost of £11,000, including the cost of ground works. Currently, the Community Council and Tenants' and Residents' Association had raised £1,000 towards the cost of the project.

In order to progress the project, the Community Council and Tenants' and Residents' Association had requested that the Council carry out the ground works and that funding be provided from the Lanark Common Good Fund.

Following discussions with Community and Enterprise Resources, it had been agreed that the Resource would undertake the work subject to planning requirements and in line with the Council's procurement policies and procedures.

It was proposed that a contribution of £10,000 from the Lanark Common Good Fund be provided towards the cost of the shelter and ground works and that any further contributions received be used to augment or enhance the project.

The future maintenance of the shelter would be met from the Lanark Common Good Fund.

The Committee decided: that a contribution of £10,000 be made from the Lanark Common Good Fund towards the cost of the provision of a shelter with seating at Springbank Cemetery.

[Reference: Minutes of 25 April 2018 (Paragraph 11)]

10 Business Rates Incentivisation Scheme

A report dated 25 May 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the Business Rates Incentivisation Scheme.

The Business Rates Incentivisation Scheme (BRIS) had been introduced by the Scottish Government in 2014/2015 and was designed to incentivise local authorities to grow their business tax base, with a view to increasing rateable values.

BRIS targets were set annually by the Scottish Government and councils that met their target would retain 50% of the additional income as calculated by the Scottish Government.

South Lanarkshire Council had not met the BRIS target levels in previous years and details of the BRIS targets and the Council's growth since 2014/2015 were provided in the report.

The Scottish Government had confirmed that the BRIS target for 2017/2018 was 1.7% and the Council had achieved growth of 0.3%, which was 1.4% below target.

The Scottish Government had set a provisional BRIS target for 2018/2019 of 1.8% and performance against this target would continue to be reported to this Committee on a quarterly basis.

The Committee decided: that the report be noted.

[Reference: Minutes of 7 February 2018 (Paragraph 10)]

11 Procurement Strategy - Action Plan Update 2017/2018

A report dated 29 May 2018 by the Executive Director (Finance and Corporate Resources) was submitted on progress made in relation to the Council's Procurement Strategy Action Plan for the 6 month period up to 31 March 2018.

The Procurement Strategy, covering the period January 2017 to March 2020, which had been approved by the Executive Committee at its meeting on 8 February 2017, reflected those actions continued from the previous Strategy, including the introduction and roll out of supplier and contract management modules for appropriate contracts.

The Procurement Strategy Action Plan was attached as Appendix 1 to the report and included details on progress which had been achieved and actions which had been completed. A summary of the main achievements and remaining actions, which would form part of a continual improvement programme, were summarised in the report.

The Action Plan would continue to be monitored and updates would be reported to this Committee on a 6 monthly basis.

The Committee decided: that progress on the Procurement Strategy Action Plan be noted.

[Reference: Minutes of 7 February 2018 (Paragraph 13) and Minutes of the Executive Committee of 8 February 2017 (Paragraph 8)]

12 Early Retirement, Voluntary Severance and Switch 2

A report dated 27 April 2018 by the Executive Director (Finance and Corporate Resources) was submitted on early retirements, voluntary severances, re-employment of early retirees and the Switch 2 programme for the period 1 October 2017 to 31 March 2018.

The Committee decided: that the report be noted.

[Reference: Minutes of 15 November 2017 (Paragraph 15)]

13 Safety at Sports Grounds - Re-issue of General Safety Certificate - Hamilton Park Racecourse

A report dated 23 May 2018 by the Executive Director (Finance and Corporate Resources) was submitted on action taken, in terms of Standing Order No 36(c), in view of the timescales involved, by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to re-issue the General Safety Certificate for Hamilton Park Racecourse, Bothwell Road, Hamilton.

The revised format of the General Safety Certificate for Hamilton Park Racecourse had been approved by this Committee at its meeting on 11 December 2013 and the certificate was required to be reviewed and re-issued annually.

Following the annual safety inspection, the Grandstand had been found to be well maintained and in a good state of repair. The engineer's annual inspection concluded that the Grandstand was in a satisfactory structural condition. The report had identified some minor remedial and maintenance works which had been attended to.

Ground management had provided copies of the appropriate annual inspection and test certificates and the relevant records had been made available for inspection.

The ground management and the South Lanarkshire Sports Grounds Safety Advisory Group had reviewed the revised General Safety Certificate and the safety management arrangements at the Racecourse. The following revisions had been made to the Certificate:-

- ◆ the names of the Safety Officer and Deputy Safety Officer had been updated to reflect changes in personnel
- ◆ the operational manual had been reviewed and updated for the 2018 racing season

The Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, approved the reviewed General Safety Certificate for Hamilton Park Racecourse to allow it to be re-issued prior to the start of the new racing season which commenced on Sunday 6 May 2018.

The Committee decided: that the action taken, in terms of Standing Order No 36(c), by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to re-issue the General Safety Certificate for Hamilton Park Racecourse, Bothwell Road, Hamilton, be noted.

[Reference: Minutes of South Lanarkshire Council of 18 May 2017 (Paragraph 10)]

14 Urgent Business

There were no items of urgent business.