

## COMMUNITY AND ENTERPRISE RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 22 May 2018

### Chair:

Councillor Isobel Dorman (Depute)

### Councillors Present:

Alex Allison (*substitute for Councillor McGeever*), Maureen Chalmers, Gerry Convery, Margaret Cooper, Peter Craig, Isobel Dorman, Joe Fagan, George Greenshields, Eric Holford (*substitute for Councillor Le Blond*), Graeme Horne, Mark Horsham (*substitute for Councillor Anderson*), Martin Lennon, Ian McAllan, Hugh Macdonald, Jim McGuigan, Lynne Nailon, Richard Nelson (*substitute for Councillor McCreary*), Mo Razzaq, Collette Stevenson, Margaret B Walker, Jared Wark, David Watson, Josh Wilson

### Councillors' Apologies:

John Anderson (Chair), Ann Le Blond, Monique McAdams, Kenny McCreary, Mark McGeever, Davie McLachlan, John Ross (*ex officio*)

### Attending:

#### Community and Enterprise Resources

M McGlynn, Executive Director; S Clelland, Head of Fleet and Environmental Services; P Elliott, Head of Planning and Economic Development; S Keating, Property Development Manager; G Mackay, Head of Roads and Transportation Services; A McKinnon, Head of Facilities, Waste and Ground Services; K Meek, Project Manager

#### Finance and Corporate Resources

N Docherty, Administration Assistant; L Harvey, Finance Manager; G McCann, Head of Administration and Legal Services; J McDonald, Administration Adviser; E McPake, Human Resources Business Partner; L O'Hagan, Finance Manager (Strategy)

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## 1 Declaration of Interests

The following interest was declared:-

<b>Councillor(s)</b>	<b>Item(s)</b>	<b>Nature of Interest(s)</b>
Greenshields	Community Benefit Funds – Renewable Energy Fund – Grant Applications	Project Manager for Coalburn Miners' Welfare Charitable Society

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## 2 Minutes of Previous Meeting

The minutes of the meeting of the Community and Enterprise Resources Committee held on 6 March 2018 were submitted for approval as a correct record.

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

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### **3 Community and Enterprise Resources - Revenue Budget Monitoring 2017/2018**

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A joint report dated 18 April 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted comparing actual expenditure at 2 March 2018 against budgeted expenditure for 2017/2018 for Community and Enterprise Resources.

Details were provided on proposed budget virements in respect of Community and Enterprise Resources to realign budgets.

**The Committee decided:**

- (1) that the overspend on the Community and Enterprise Resources' revenue budget of £0.588 million and the forecast to 31 March 2018 of an overspend of £0.684 million be noted; and
- (2) that the budget virements, as detailed in Appendices B to F of the report, be approved.

*[Reference: Minutes of 6 March 2018 (Paragraph 3)]*

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### **4 Community and Enterprise Resources - Capital Budget Monitoring 2017/2018**

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A joint report dated 11 May 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted advising of progress on the Community and Enterprise Resources' capital programme 2017/2018 and summarising the expenditure position at 2 March 2018.

**The Committee decided:** that the report be noted.

*[Reference: Minutes of 6 March 2018 (Paragraph 4)]*

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### **5 Community and Enterprise Resources - Workforce Monitoring - January to March 2018**

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A joint report dated 12 April 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the following employee information for Community and Enterprise Resources for the period January to March 2018:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers

**The Committee decided:** that the report be noted.

*[Reference: Minutes of 6 March 2018 (Paragraph 5)]*

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### **6 South Lanarkshire Biodiversity Strategy and Biodiversity Implementation Plan**

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A report dated 30 April 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the development of a new South Lanarkshire Biodiversity Strategy and Biodiversity Implementation Plan for 2018 to 2022.

The South Lanarkshire Biodiversity Strategy was produced on behalf of the South Lanarkshire Biodiversity Partnership and set an agreed framework for furthering the conservation of biodiversity across South Lanarkshire. The delivery of the Biodiversity Strategy was managed and monitored through the Council's Biodiversity Implementation Plan.

The current Biodiversity Strategy and Implementation Plan were due to be refreshed and a new Strategy and Implementation Plan for 2018 to 2022 had been produced. The documents had been circulated for consultation and copies made available in the members' libraries.

**The Committee decided:** that the South Lanarkshire Biodiversity Strategy and Biodiversity Implementation Plan 2018 to 2022 be endorsed.

**The Committee recommended to the Executive Committee:** that the South Lanarkshire Biodiversity Strategy and Biodiversity Implementation Plan 2018 to 2022 be approved and published on the Council's website.

*[Reference: Minutes of the Executive Committee 7 March 2012 (Paragraph 15)]*

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## **7 Scottish Government Vacant and Derelict Land Fund Programme 2018/2019**

A report dated 30 April 2018 by the Executive Director (Community and Enterprise Resources) was submitted on:-

- ◆ the progress made during 2017/2018 in implementing the agreed strategy to address the issues of contaminated and derelict land in South Lanarkshire
- ◆ the proposed Vacant and Derelict Land Delivery Plan for 2018/2019

A Local Delivery Plan had been established in February 2017 to deliver key objectives of the Vacant and Derelict Land Fund which were to:-

- ◆ tackle long-term vacant and derelict land
- ◆ stimulate economic growth and wealth creation
- ◆ develop a diverse sustainable environment with a focus on temporary and permanent greening
- ◆ support communities to flourish and tackle inequalities

Details were provided on the programme of works undertaken in 2017/2018.

The Vacant and Derelict Land Fund Delivery Plan for 2018/2019 had received grant funding of £901,000 from the Scottish Government and details of the Delivery Plan for 2018/2019 were provided in the report.

**The Committee decided:**

- (1) that the progress achieved during 2017/2018 in delivering the agreed Vacant and Derelict Land Fund Programme be noted; and
- (2) that the South Lanarkshire Local Vacant and Derelict Land Delivery Plan for 2018/2019, as detailed in the report, be approved.

*[Reference: Minutes of 12 December 2017 (Paragraph 11)]*

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## 8 Community Benefit Funds - Renewable Energy Fund - Grant Applications

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A report dated 30 April 2018 by the Executive Director (Community and Enterprise Resources) was submitted on 5 applications to the various Community Benefit Funds. The Community Benefit Funds had been established to provide funding to suitable projects providing community benefits in eligible areas.

It was proposed that, subject to the applicants providing written confirmation that all other additional funding for the projects had been secured, a grant be awarded of up to a maximum of:-

- ◆ £80,000 towards eligible costs associated with the upgrade of a current sand dressed pitch with a 3G surface to South Lanarkshire Leisure and Culture Limited from the Blacklaw Renewable Energy Fund
- ◆ £40,253 towards eligible costs associated with the management and maintenance of the network routes throughout the windfarm area to East Renfrewshire Council from the Whitelee Renewable Energy Fund
- ◆ £35,023.40 towards eligible costs associated with the redevelopment and enhancement of the existing play area in Carstairs Junction to Carstairs Community Council from the Muirhall Renewable Energy Fund
- ◆ £39,901.73 towards eligible costs associated with the creation of a new building to provide changing rooms, showers and toilet facilities to Strathaven Dynamo AFC from the High Dyke (£33,333), Dykehead (£2,293), Tanhill (£367) and Couplaw (£3,908.73) Renewable Energy Funds
- ◆ £35,304 towards eligible costs associated with the installation of a biomass boiler to Coalburn Miners' Welfare Charitable Society from Nutberry Renewable Energy Fund

### The Committee decided:

that, subject to the applicants providing written confirmation that all other additional funding for the projects had been secured, a grant be awarded of up to a maximum of:-

- ◆ £80,000 towards eligible costs associated with the upgrade of a current sand dressed pitch with a 3G surface to South Lanarkshire Leisure and Culture Limited from the Blacklaw Renewable Energy Fund
- ◆ £40,253 towards eligible costs associated with the management and maintenance of the network routes throughout the windfarm area to East Renfrewshire Council from the Whitelee Renewable Energy Fund
- ◆ £35,023.40 towards eligible costs associated with the redevelopment and enhancement of the existing play area in Carstairs Junction to Carstairs Community Council from the Muirhall Renewable Energy Fund
- ◆ £39,901.73 towards eligible costs associated with the creation of a new building to provide changing rooms, showers and toilet facilities to Strathaven Dynamo AFC from the High Dyke (£33,333), Dykehead (£2,293), Tanhill (£367) and Couplaw (£3,908.73) Renewable Energy Funds
- ◆ £35,304 towards eligible costs associated with the installation of a biomass boiler to Coalburn Miners' Welfare Charitable Society from Nutberry Renewable Energy Fund

*[Reference: Minutes of 12 December 2017 (Paragraph 9)]*

*Councillor Greenshields, having declared an interest in the above item, withdrew from the meeting during its consideration*

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## 9 Clyde Gateway Urban Regeneration Company - Approval of a Members' Agreement Reserved Matter to Allow Access to Loan Finance

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A report dated 25 April 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the Clyde Gateway Urban Regeneration Company (URC) Members' Agreement.

The Members' Agreement governed the operation and activities of the Clyde Gateway URC and, in certain circumstances, the URC required to obtain the written consent of the 3 members, namely South Lanarkshire Council, Glasgow City Council and Scottish Enterprise, before it could enter into certain contracts, engage in specific activities, borrow or grant a security over its assets or make amendments to the URC Articles of Association.

The Clyde Gateway URC had secured funding of £2 million from the Scottish Government associated with the development of office pavilions at Rutherglen Links Business Park, Farmecross. In order to obtain a secured loan of up to £3.5 million to fund development activity, approval from the 3 members was required.

It was proposed that 'in principle' approval be granted to the Clyde Gateway URC to seek loan finance up to £3.5 million to assist in the delivery of regeneration projects within the URC operating area.

### The Committee decided:

- (1) that 'in principle' approval be granted to the Clyde Gateway Urban Regeneration Company to seek loan finance up to the value of £3.5 million to assist in the delivery of regeneration projects within the URC operating area; and
- (2) that the Executive Director (Community and Enterprise Resources), in consultation with the Executive Director (Finance and Corporate Resources), be authorised to conclude all other relevant matters pertaining to the loan finance proposals in the best interests of the Council.

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## 10 New Initiatives - Staffing Implications

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A joint report dated 2 May 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the proposed increase to the staffing establishment within Community and Enterprise Resources to meet the cleaning and catering requirements for the Council's 'New Initiatives' as follows:-

- ◆ holiday lunch clubs
- ◆ free lets for Parent Council/PTA fundraising
- ◆ introduction of auto enrolment for those families entitled to free school meals

It was proposed that the following posts be established within Community and Enterprise Resources:-

Post	Number of posts	Grade/SCP	Annual Salary
Facilities Assistant (Catering)	9.24	Grade 1, Level 1 SCP20	£16,861
Facilities Assistant (Cook in Charge) Catering	0.42	Grade 1, Level 1-4 SCP 20-31	£16,861 to £19,831
Facilities Assistant (Cleaning)	0.58	Grade 1, Level 1 SCP20	£16,861

Facilities Assistant (Janitor)	1.05	Grade 1, Level 1-4 SCP 20-31	£16,861 to £19,831
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The costs associated with the establishment of the above posts would be met from the funding provided as part of the 2018/2019 budget setting process.

**The Committee decided:** that the establishment of the posts detailed above within Community and Enterprise Resources, to meet the cleaning and catering requirements for the Council's 'New Initiatives', be approved.

*[Reference: Minutes of the Executive Committee of 28 February 2018 (Paragraph 7) and Minutes of Education Resources Committee of 24 April 2018 (Paragraphs 6 and 7)]*

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## 11 Food Development - Policy Officer

A joint report dated 9 May 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the establishment of a post of Food Development Policy Officer within Community and Enterprise Resources.

In order to develop and co-ordinate a range of food related projects for the Council, it was proposed that a post of Food Development Policy Officer on Grade 3, Level 2-4, SCP 61-74 (£29,161 to £35,311) be established for a fixed term of 18 months within Community and Enterprise Resources.

The costs associated with the establishment of the post would be met through reserves which was subject to approval by the Executive Committee in June 2018.

**The Committee decided:** that a post of Food Development Policy Officer on Grade 3, Level 2-4, SCP 61-74 (£29,161 to £35,311) be established for a fixed term of 18 months within Community and Enterprise Resources, subject to approval of the funding by the Executive Committee.

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## 12 Business Support Services Annual Report

A report dated 30 April 2018 by the Executive Director (Community and Enterprise Resources) was submitted on:-

- ◆ business support activity undertaken by the Council in 2017/2018
- ◆ a range of business and sector development programmes and initiatives offered by the Council for 2018/2019
- ◆ an update on the Lanarkshire Business Gateway contract

To secure continuity of delivery, an overall programme of business support for 2018/2019 was proposed as follows:-

<b>Programme 2018/2019</b>	<b>Budget</b>
Business Support Grants	£230,000
ERDF 2015 to 2020 Programme	£ 59,250
Less base budget income amount	(£42,900)
<b>Sub Total (Business Development)</b>	<b>£246,350</b>
Tourism Sector Support	£ 41,000
Business Support Initiatives	£ 58,000
Supplier Development Programme	£ 10,000
<b>Overall Total</b>	<b>£355,350</b>

**The Committee decided:**

- (1) that the business development programmes and initiatives for 2018/2019 amounting to £355,350, as detailed above, be noted;
- (2) that the outcomes of the Council's programmes to support local companies during 2017/2018 be noted; and
- (3) that the progress made to date on the new Lanarkshire Business Gateway contract, as detailed in the report, be noted.

*[Reference: Minutes of 8 August 2018 (Paragraph 5)]*

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### **13 Community Benefit Funds - Annual Report**

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A report dated 25 April 2018 by the Executive Director (Community and Enterprise Resources) was submitted on:-

- ◆ grants awarded in 2017/2018 from the Community Benefit Funds administered by the Council's Planning and Economic Development Services
- ◆ the introduction of an online application process and associated improvements to the administration and management of the Community Benefit Funds following the independent review and an internal audit of the Renewable Energy Fund (REF)

The Community Benefit Funds had been established to provide funding to suitable projects providing community benefits in eligible areas. Details of the grants awarded since the inception of the Funds were provided in the appendices to the report.

Following the independent review and an internal audit of the REF, an online application process and associated improvements had been introduced, the details of which were contained in the report.

Councillor Cooper requested that the grant funding from all of the Community Benefit Funds administered by the Council's Planning and Economic Development Services be increased from £5,000 to £10,000. The Executive Director (Community and Enterprise Resources) advised that the grant funding criteria for all of the Community Benefit Funds would be reviewed.

**The Committee decided:**

- (1) that the grants awarded from the Community Benefit Funds in 2017/2018, as detailed in the appendices to the report, be noted; and
- (2) that the introduction of an online application process and associated improvements, as a result of the independent review and an internal audit of the REF, be noted.

*[Reference: Minutes of 8 August 2017 (Paragraph 10)]*

*Councillor McGuigan left the meeting during this item of business*

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### **14 Appointment of Public Analysts, Agricultural Analysts and Food Examiners**

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A report dated 8 May 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the legislative requirement to appoint Public Analysts, Agricultural Analysts and Food Examiners for the Council.

The Local Government etc (Scotland) Act 1994 placed a duty on local authorities to appoint one or more Public Analyst and Agricultural Analyst to undertake duties associated with the Food Safety Act. Whilst there was no statutory requirement to appoint Food Examiners, it was of benefit to do so.

Since 2007, Edinburgh City Council had been contracted to undertake analytical services and had appointed Andrew C Mackie and Robert C Beattie as Public Analysts, Agricultural Analysts and Food Examiners.

As a result of the retirement of Andrew C Mackie, Christopher Hunt had been appointed as Public Analyst, Agricultural Analyst and Food Examiner by Edinburgh City Council.

**The Committee decided:**

- (1) that the continued appointment of Robert C Beattie as Public Analyst, Agricultural Analyst and Food Examiner be noted; and
- (2) that the appointment of Christopher Hunt as Public Analyst, Agricultural Analyst and Food Examiner be noted.

*[Reference: Minutes of Community Resources Committee of 21 August 2007 (Paragraph 7)]*

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**15 Community and Enterprise Resources - Notification of Contracts Awarded - 1 October 2017 to 31 March 2018**

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A report dated 1 May 2018 by the Executive Director (Community and Enterprise Resources) was submitted on contracts awarded by Community and Enterprise Resources in the period 1 October 2017 to 31 March 2018.

In terms of Standing Order Nos 9.4, 21.8 and 22.5 of the Standing Orders on Contracts, Resources were required to notify the relevant Committee of contracts awarded. Details of the contracts awarded by Community and Enterprise Resources were provided in the appendices to the report.

**The Committee decided:** that the report be noted.

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**16 Urgent Business**

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There were no items of urgent business.