

EXECUTIVE COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 28 March 2018

Chair:

Councillor John Ross (ex officio)

Councillors Present:

Alex Allison, John Anderson, Robert Brown, Graeme Campbell, Maureen Chalmers (Depute), Margaret Cooper, Peter Craig, Maureen Devlin, Joe Fagan, Allan Falconer, Alistair Fulton, Lynsey Hamilton, Graeme Horne (*substitute for Councillor McGuigan*), Ann Le Blond, Eileen Logan, Katy Loudon, Catherine McClymont (*substitute for Councillor McLachlan*), Colin McGavigan, Mark McGeever, Gladys Miller, Richard Nelson, Mo Razzaq (*substitute for Councillor Brogan*), Graham Scott (*substitute for Councillor Convery*), David Shearer, Sheena Wardhaugh (*substitute for Councillor Lowe*), Josh Wilson

Councillors' Apologies:

John Bradley, Walter Brogan, Gerry Convery, Joe Lowe, Jim McGuigan, Davie McLachlan

Attending:

Chief Executive's Service

L Freeland, Chief Executive

Community and Enterprise Resources

M McGlynn, Executive Director

Education Resources

T McDaid, Executive Director

Finance and Corporate Resources

P Manning, Executive Director; G Bow, Administration Manager; J Burke, Administration Assistant; Y Douglas, Audit and Compliance Manager; G McCann, Head of Administration and Legal Services

Housing and Technical Resources

D Lowe, Executive Director

Social Work Resources/Health and Social Care

B Hutchinson, Head of Health and Social Care

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Executive Committee held on 28 February 2018 were submitted for approval as a correct record.

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

3 Capital Budget Monitoring for Period 12 - 1 April 2017 to 2 February 2018

A report dated 21 February 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the physical and financial progress at 2 February 2018 on the various Capital Programmes.

The General Fund Capital Programme included Education Resources, Social Work Resources, Roads and Transportation and General Services. The General Fund Programme totalled £78.317 million and the Housing Programme £40.581 million. At 2 February 2018, £44.605 million had been spent on the General Fund Capital Programme and £27.165 million on the Housing Capital Programme.

Following a probable outturn exercise, it was forecast that the total spend on the General Fund Capital Programme to 31 March 2018 would be £62.137 million. This was an underspend of £16.105 million, mainly due to the Primary Schools' Modernisation Programme. The total spend on the Housing Capital Programme to 31 March 2018 was anticipated to be £38.080 million. This was an underspend of £2.501 million, due to the timing of spend in relation to the Urban Park Development of the former Blairbeth Golf Course site and continued work on the Housing Investment Programme.

Ongoing monitoring of the Capital Programmes would be undertaken by the Financial Resources Scrutiny Forum and reports would be submitted to this Committee on a regular basis.

The Committee decided:

- (1) that the position on the various Capital Programmes for 2017/2018, as detailed in the report, be noted; and
- (2) that the proposed adjustment to the General Fund Programme, as detailed in Appendix 2 to the report, be approved.

[Reference: Minutes of 28 February 2018 (Paragraph 3)]

4 Revenue Budget Monitoring for Period 12 - 1 April 2017 to 2 February 2018 and 2017/2018 Probable Outturn

A report dated 12 February 2018 by the Executive Director (Finance and Corporate Resources) was submitted comparing the actual expenditure against budgeted expenditure for the period ending 2 February 2018.

The figures included an underspend of £0.793 million on the General Fund Revenue Account and a breakeven position on the Housing Revenue Account.

A number of factors impacting on the Revenue Budget 2017/2018 were detailed in the report.

Following a probable outturn exercise, it was forecast that there would be an underspend of £0.500 million on the General Fund Revenue Account at 31 March 2018. This amount would be transferred to the Uncommitted General Fund.

The Committee decided:

- (1) that the underspend on the General Fund Revenue Account of £0.793 million at 2 February 2018 and forecast underspend to 31 March 2018 of £0.500 million be noted; and
- (2) that the breakeven position on the Housing Revenue Account at 2 February 2018 and the forecast outturn to 31 March 2018 of a breakeven position be noted.

[Reference: Minutes of 28 February 2018 (Paragraph 4)]

5 Trading Services' Financial Performance for Period 1 April 2017 to 2 February 2018

A report dated 12 February 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the projected financial results for 2017/2018 for the Council's Trading Services.

In the period to 8 December 2017, the target for Trading Services' surpluses was revised to £9.905 million to reflect a decrease to the budgeted trading surplus of £0.138 million. In the period to 5 January 2018, this figure had been further revised to £9.907 million to reflect a transfer of budget from the Fleet Trading Operation to Community and Enterprise Resources of £0.002 million.

At 2 February 2018, surpluses of £8.109 million had been achieved.

Following a probable outturn exercise, it was forecast that the surplus at 31 March 2018 would be £9.753 million.

Officials were working to maximise the levels of surplus using the projected figure as a minimum target.

The Committee decided:

- (1) that the surpluses achieved to 2 February 2018 of £8.109 million be noted; and
- (2) that following a probable outturn exercise, the revised forecast surplus to 31 March 2018 of £9.753 million be noted.

[Reference: Minutes of 28 February 2018 (Paragraph 5)]

6 Additional Funding from the Scottish Government and Other External Sources

A report dated 20 February 2018 by the Executive Director (Finance and Corporate Resources) was submitted on additional revenue funding, totalling £0.009 million, and capital funding, totalling £0.326 million, made available to the Council from the Scottish Government and other external sources to undertake various initiatives. The funding was summarised as follows:-

Revenue Funding

| Resource | 2017/2018 (£) | 2018/2019 (£) | 2019/2020 (£) | 2020/2021 (£) | 2021/2022 (£) |
|--------------------------|------------------|------------------|------------------|------------------|------------------|
| Community and Enterprise | 0.002 | 0.002 | 0.002 | 0.002 | 0.001 |
| Total | 0.002 | 0.002 | 0.002 | 0.002 | 0.001 |

Capital Funding

Resource

| | | |
|--------------------------|--------------|--------------|
| Community and Enterprise | 0.026 | 0.300 |
| Total | 0.026 | 0.300 |

The Committee decided: that the report be noted.

[Reference: Minutes of 31 January 2018 (Paragraph 6)]

7 2018/2019 Internal Audit Plan

A report dated 5 March 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the Internal Audit Plan for 2018/2019.

The Internal Audit Plan for 2018/2019, which was attached as Appendix 1 to the report, outlined the name and scope of each proposed assignment as well as identifying lead Resources. The objectives and scopes would be further refined by Internal Audit prior to commencing the assignments, and following completion of a full risk analysis and identification of key controls.

The 2018/2019 Audit Plan would be delivered within the context of the Public Sector Internal Auditing Standards. Progress against the Audit Strategy would be monitored by the Risk and Audit Scrutiny Forum.

The Committee decided: that the 2018/2019 Internal Audit Plan be approved.

[Reference: Minutes of 27 September 2017 (Paragraph 13)]

8 Employment Programmes in Early Years and Social Care

A report dated 9 March 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the implementation of arrangements to develop additional capacity in the Council's Early Years and Social Care Services' workforce.

Through workforce planning, the Council had identified the need to prepare for the future demand on services in Social Care and Early Years. To meet those requirements, it was proposed to implement an initiative to provide a stream of qualified staff in those areas. The programme would deliver training to a minimum of 50 Social Care and 50 Early Years' students over a 2 year period. As students moved into employment, a further intake of students could be considered.

Information on how the initiative would be delivered and the expected outcomes were detailed in the report together with the support for participating students and qualifications to be undertaken.

In order to ensure progress towards the formal qualifications, the following posts required to be added to the Council's staffing establishment:-

| Post title | Number of posts (FTE) | Grade/SCP | Annual salary |
|--|------------------------------|--------------------|----------------------|
| Vocational Development Officer <i>(1 FTE – Education Resources; 1 FTE – Social Work Resources)</i> | 2.0 | Grade 3, Level 2 | £26,643 to £30,913 |
| Assessor <i>(Finance and Corporate Resources)</i> | 4.0 | Grade 2, Level 2-3 | £20,183 to £24,070 |
| Verifier <i>(Finance and Corporate Resources)</i> | 1.0 | Grade 2, Level 2-3 | £20,183 to £24,070 |
| Total Costs | | | £200,924 to £237,375 |

The posts had been graded using the Council's Job Evaluation Scheme.

The Committee decided: that the addition of posts to the Council's establishment to develop additional capacity in Early Years and Social Care Services, as detailed above, be approved.

9 Supplier Development Programme (SDP)

A joint report dated 8 March 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on:-

- ◆ the Supplier Development Programme and proposals in terms of the future hosting arrangements for the Programme
- ◆ elected member representation on the Supplier Development Programme Board of Directors

The Supplier Development Programme (SDP) was a business support initiative which was aimed at supporting Small and Medium Employers (SMEs), founded in 2005 by Glasgow City, Renfrewshire and South Lanarkshire Councils. It was designed to improve the performance of SMEs in winning contracts with public sector organisations through offering information, support and training events to help them compete in the complex tendering process.

The SDP was set up as a not-for-profit company, limited by guarantee, with a board of directors comprising of elected members and senior officers of its member authorities.

Since the Council took up responsibility for administering the SDP, the membership had increased to include all 32 local authorities and a number of other significant public sector bodies.

The SDP, since it had been based in South Lanarkshire, continued to successfully deliver on the various objectives which had been set. Key achievements during the period 2016 to 2018 were detailed in the report and to ensure that the successful delivery of the programme continued, it was proposed that South Lanarkshire Council continue to host the Programme for a further 2 year period commencing on 1 July 2018.

The Council was currently represented on the SDP Board of Directors at senior officer level, however, following completion of the successful transition from Glasgow City Council, it was now considered appropriate to consider the nomination of an elected member onto the Board of Directors to represent the Council and to support the future strategic development of the Programme.

The Programme was delivered by 4 members of staff, 3 of whom were on fixed term contracts, with costs being met from SDP funds. It was proposed that those fixed term contracts be extended for a further 2 years, commencing 1 July 2018.

The Council's annual membership subscription to the Programme was £0.010 million which could be met from Community and Enterprises' revenue budget.

The Committee decided:

- (1) that the positive performance of the Supplier Development Programme since the arrangements to host the central team within South Lanarkshire be noted;
- (2) that the continuation of the current arrangements, whereby the Council continue to host the Supplier Development Programme, be approved;
- (3) that the contracts of the 3 post holders delivering the Programme be extended for a further 2 years commencing on 1 July 2018;

- (4) that Councillor Collette Stevenson be nominated to serve as the Council's representative on the Supplier Development Programme Board of Directors; and
- (5) that the Executive Director (Community and Enterprise Resources) be authorised, in consultation with the Head of Personnel Services and the Head of Administration and Legal Services, to conclude any necessary legal and personnel matters which were in the best interests of the Council.

[Reference: Minutes of 13 April 2016 (Paragraph 11)]

10 Recommendations Referred by Community and Enterprise Resources Committee

A report dated 8 March 2018 by the Chief Executive was submitted on recommendations which had been referred to this Committee by the Community and Enterprise Resources Committee of 6 March 2018.

The recommendations of the Committee were as follows:-

- ◆ that the Collections Development Policy 2018 to 2023, as detailed in the appendix, be approved and published on the Council's website
- ◆ that the Release of Balloons and Sky Lanterns Policy, as detailed in the appendix, be approved and published on the Council's website

[Reference: Minutes of the Community and Enterprise Resources Committee of 6 March 2018 (Paragraphs 8 and 10)]

The Committee decided:

- (1) that the recommendations referred by the Community and Enterprise Resources Committee be approved; and
- (2) that the Head of Administration and Legal Services provide a report to a future meeting of this Committee on the possibility of introducing a South Lanarkshire-wide by-law in relation to the release of balloons and sky lanterns.

11 Representation on Committees etc and Outside Bodies

A report dated 8 March 2018 by the Executive Director (Finance and Corporate Resources) was submitted on a number of proposed amendments to the membership of Committees, Partnerships, Joint/Outside Bodies and the East Kilbride Licensing Division.

The Committee decided:

- (1) that Councillor Marrs be appointed as the Council's representative on the West of Scotland Roads Safety Forum;
- (2) that Councillor Walker be replaced by Councillor Lennon as a member of the Cambuslang and Rutherglen Sports Council;
- (3) that Councillor Le Blond be replaced by Councillor Wark as a full member of the Education Resources Committee, with Councillor Le Blond taking up Councillor Wark's position as a substitute member;
- (4) that Councillors Le Blond and Harrow be replaced by Councillors Wark and Nailon, respectively, on the Education Appeals Committee;

- (5) that Councillor Harrow be replaced by Councillor Corbett as a substitute member of the Executive Committee;
- (6) that Councillor Campbell be replaced by Councillor Lockhart as a member of the South Lanarkshire Integration Joint Board, with Councillor Nelson taking Councillor Lockhart's place as a substitute member;
- (7) that Councillor Harrow be replaced by Councillor Nailon as a member of the Getting it Right for South Lanarkshire Children's Partnership Board;
- (8) that Councillor Harrow be replaced by Councillor Campbell as a member of East Kilbride Licensing Division; and
- (9) that Councillor Corbett be replaced by Councillor Harrow as a substitute member of the Financial Resources Scrutiny Forum.

[Reference: Minutes of South Lanarkshire Council of 18 May 2017 (Paragraph 7)]

12 Outcome of the Statutory Consultation on Duncanrig and Calderglen High Schools

A report dated 7 February 2018 by the Executive Director (Education Resources) was submitted on the:-

- ◆ outcome of the statutory consultation proposals on options to change the catchment area of both Duncanrig Secondary and Calderglen High Schools in East Kilbride
- ◆ final Consultation Report which had been published on 24 January 2018

Approval had been given on 27 September 2017 for a statutory consultation to be carried out on 2 options to change the catchment areas of both Duncanrig Secondary School and Calderglen High School in East Kilbride. The 2 options were as follows:-

- ◆ Option 1 - associate the new, non-denominational primary school planned for the Jackton/East Kilbride Community Growth Area to Calderglen High School
- ◆ Option 2 - change the association of Greenhills Primary School from Duncanrig Secondary School with the result that pupils transfer to Calderglen High School as the local secondary school

Details of the outcome of the consultation process were provided, including confirmation that there was significant support for Option 1 to be implemented.

On 18 December 2017, the Council had received a report from Education Scotland endorsing the educational benefits of implementing Option 1 and highlighting that the educational benefits of implementing Option 2 were not sufficiently clear and the Council would require to consider how to address the concerns raised should it decide to implement this option. The Council had prepared and published the official consultation report on 24 January 2018.

Councillor Ross, seconded by Councillor Chalmers, moved that the recommendations contained in the report be approved. Councillor S Wardhaugh, seconded by Councillor Campbell, moved as an amendment that consideration of recommendation 3 within the report be continued until further facts on the issues were known to the Council. On a vote being taken by a show of hands, 3 members voted for the amendment and 22 for the motion which was declared carried.

The Committee decided:

- (1) that the outcome of the statutory consultation undertaken on the proposal to change the catchment area of both Duncanrig Secondary and Calderglen High Schools in East Kilbride be noted;
- (2) that the publication of the official consultation report by the Council on 24 January 2018 be noted; and
- (3) that the implementation of Option 1 to associate the new, non-denominational primary school planned for the Jackton/East Kilbride Community Growth Area to Calderglen High School be implemented.

[Reference: Minutes of 27 September 2017 (Paragraph 17)]

13 Land and Property Transfers and Disposals

A report dated 12 March 2018 by the Executive Director (Housing and Technical Resources) was submitted on recommendations to declare an area of land surplus to operational requirements.

The recommendations had been made in terms of agreed procedures for dealing with surplus land and property.

The Committee decided: that the land at the site of the former St Joseph's Primary School, Joanna Terrace, Blantyre, detailed in the appendix to the report, be transferred from the General Services Account to the Housing Revenue Account in order to meet operational requirements.

14 Representation on the Education Resources Committee - Update

A joint report dated 12 March 2018 by the Executive Directors (Education Resources) and (Finance and Corporate Resources) was submitted on the appointment of representatives other than Councillors to serve on the Education Resources Committee.

At its meeting on 30 August 2017, this Committee had agreed the election and selection procedures to obtain specified categories of religious and parent/carer representation on the Education Resources Committee.

All Parent Councils had been invited to submit applications to serve on the Education Resources Committee. A shortlist of 6 candidates was selected and interviewed and, subsequently, it was proposed that Christine Hall and Hilary Kirby be confirmed as the 2 Parent Council representatives on the Education Resources Committee.

The Committee decided: that the appointment of Christine Hall and Hilary Kirby as the 2 Parent Council representatives on the Education Resources Committee be approved.

[Minutes of 30 August 2017 (Paragraph 11) and 31 January 2018 (Paragraph 11)]

15 Revenue Budget and Level of Local Taxation 2018/2019 - Local Government Finance (Scotland) Order 2018

A report dated 7 March 2018 by the Executive Director (Finance and Corporate Resources) was submitted confirming receipt of the Local Government Finance Order 2018 and providing an update on the 2018/2019 revenue budget based on the terms of the Order.

The Local Government Finance (Scotland) Order, which came into force on 6 March 2018, confirmed an increase of £9.868 million on the figure approved as part of the budget set by the Council on 28 February 2018, increasing the total budget from £684.493 million to £694.361 million. Those additional allocations had specific commitments against them and did not alter the budget decisions taken by the Council on 28 February 2018.

The Order served to purify the condition in respect of the budget decisions taken at the meeting of the Council on 28 February 2018.

The Committee decided: that the report be noted.

[Reference: Minutes of South Lanarkshire Council of 28 February 2018 (Paragraph 3)]

16 Sustainable Development Update

A report dated 8 March 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the status of the Sustainable Development Strategy actions and measures at 30 September 2017, Quarter 2 of 2017/2018.

The Council's Sustainable Development Strategy (SDS) covered a 5 year period from 2017 to 2022. Delivery of actions within the SDS provided the main focus for sustainable development activity over the period and enabled the Council to fulfil its duties under the Local Government (Scotland) Act 2003, the Climate Change (Scotland) Act 2009 and other associated environmental legislation.

The SDS action plan contained 27 actions across 3 strategic themes which were sub-divided into 45 measures that provided the current status for each action. Those measures were rated using a traffic light system of green, amber or red. Of the 45 measures within the SDS:-

- ◆ 35 had been achieved or were on course to be achieved (green)
- ◆ 3 had seen some minor slippage against targets (amber)
- ◆ 0 had seen major slippage against timescale or major shortfall against target (red)
- ◆ 7 would be reported later when data was available

A number of highlights from the period April to September 2017 were detailed in the report.

The Committee decided: that the position in respect of the actions and measures contained in the Council's Sustainable Development Strategy for the period 2017 to 2022, at the Quarter 2 stage of 2017/2018, be noted.

[Reference: Minutes of 6 December 2017 (Paragraph 16)]

17 Fairer Scotland Duty

A report dated 15 February 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the Fairer Scotland Duty which was due to be implemented in April 2018.

The Fairer Scotland Duty placed responsibility on all public bodies to actively consider how inequalities of outcome arising from socio-economic disadvantage could be reduced.

The key implications for local government were outlined in the report.

Guidance received on the implementation of the Act suggested that any decision to which the Fairer Scotland Duty applied would have the following 5 stages:-

- ◆ Stage 1 – determine whether the proposal/decision would be of strategic importance
- ◆ Stage 2 – consider whether the Council had any evidence about socio-economic disadvantage and inequalities of outcome in relation to the issue or decision
- ◆ Stage 3 – assess what the main impacts of the proposal were likely to be and how it could be improved so to reduce inequalities of outcome
- ◆ Stage 4 – appropriate officer to confirm that decision makers have had due regard to the duty in their decision. The officer should be satisfied that the members have understood the evidence, considered whether it could reduce inequalities of outcome, and considered improvements and the links to socio-economic disadvantage and equality
- ◆ Stage 5 – the assessment should be signed off and published in order to show that members paid due regard to the duty before taking the decision.

It was essential that the Council fully considered the new duty when taking decisions on its strategic functions.

The Committee decided: that the report be noted.

18 Urgent Business

There were no items of urgent business.