

COMMUNITY AND ENTERPRISE RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 8 August 2017

Chair:

Councillor John Anderson

Councillors Present:

Alex Allison (*substitute for Councillor Le Blond*), Maureen Chalmers, Gerry Convery, Margaret Cooper, Mary Donnelly (*substitute for Councillor Marrs*), Isobel Dorman (Depute), Joe Fagan, Allan Falconer (*substitute for Councillor Greenshields*), Geri Gray (*substitute for Councillor Watson*), Mark Horsham (*substitute for Councillor Craig*), Joe Lowe, Ian McAllan, Kenny McCreary, Hugh Macdonald, Mark McGeever, Davie McLachlan, Lynne Nailon, Mo Razzaq, David Shearer (*substitute for Councillor McGuigan*), Collette Stevenson, Margaret B Walker, Jared Wark, Josh Wilson

Councillors' Apologies:

Peter Craig, George Greenshields, Ann Le Blond, Monique McAdams, Jim McGuigan, Julia Marrs, John Ross (ex officio), David Watson

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; G Mackay, Head of Roads and Transportation Services; A McKinnon, Head of Facilities, Waste and Ground Services

Finance and Corporate Resources

L Allison, Finance Manager (Resources); N Docherty, Administration Assistant; J McDonald, Administration Adviser; E McPake, Human Resources Business Partner; L O'Hagan, Finance Manager (Strategy)

1 Declaration of Interests

No interests were declared.

2 Community and Enterprise Resources - Revenue Budget Monitoring 2017/2018

A joint report dated 12 July 2017 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted comparing actual expenditure at 26 May 2017 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 breakeven position on the Community and Enterprise Resources' revenue budget and the forecast to 31 March 2018 of a breakeven position be noted; and
- (2) that the budget virements, as detailed in Appendices B to F of the report, be approved.

3 Community and Enterprise Resources - Capital Budget Monitoring 2017/2018

A joint report dated 3 July 2017 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted advising of progress on the Community and Enterprise Resources' capital programme 2017/2018 and summarising the expenditure position at 26 May 2017.

The Committee decided: that the report be noted.

4 Community and Enterprise Resources - Workforce Monitoring - April to June 2017

A joint report dated 19 July 2017 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted on the following employee information for Community and Enterprise Resources for the period April to June 2017:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers
- ◆ Joint Staffing Watch as at 10 June 2017

The Committee decided: that the report be noted.

5 Business Support Services Annual Report

A report dated 11 July 2017 by the Executive Director (Community and Enterprise Resources) was submitted on:-

- ◆ business support activity undertaken by the Council in 2016/2017
- ◆ a range of business and sector development programmes and initiatives offered by the Council for 2017/2018
- ◆ an update on the Lanarkshire Business Gateway contract and also Business Loans Scotland

To secure continuity of delivery, an overall programme of business support for 2017/2018 was proposed as follows:-

Programme 2017/2018	Budget
Business Support Fund (including Business Training Grant)	£230,000
ERDF 2015 to 2020 Programme	£ 78,250
Gateway Contract Underspend	£ 75,000
Less base budget income amount	(£42,900)
Sub Total (Business Development)	£340,350
Tourism Sector Support	£ 59,000
Business Support Initiatives	£ 58,000
Supplier Development Programme	£ 10,000
Overall Total	£467,350

The Lanarkshire Business Gateway contract had terminated on 28 February 2017 and, following a tender process to secure a new contract with effect from 1 March 2017, the contract had been awarded to Lanarkshire Enterprise Services Limited. It was proposed that the Memorandum of Understanding, which governed the partnership arrangements with North Lanarkshire Council and the contractor, be reviewed.

The Committee decided:

- (1) that the business development programmes and initiatives for 2017/2018 amounting to £467,350, as detailed above, be approved;
- (2) that the outcomes of the Council's programmes to support local companies during 2016/2017 be noted; and
- (3) that the Executive Director (Community and Enterprise Resources), in consultation with the Head of Administration and Legal Services, be authorised to review the Memorandum of Understanding which governed the delivery of Business Gateway Services.

6 Community Benefit Funds - New Contributions

A report dated 11 July 2017 by the Executive Director (Community and Enterprise Resources) was submitted on the:-

- ◆ development of the Couplaw, Eastertown, Westtown, High Dyke, Garelwood, Whitehill and Auchrobert wind turbine and wind farm sites
- ◆ proposals for the associated community benefit payments from those wind turbine and wind farm sites to be managed through the Renewable Energy Fund (REF)

As part of the developments, the Council would receive community benefit payments for distribution to projects associated with the wind turbine and wind farm sites. It was proposed that the arrangements in place for the distribution of funds through existing Renewable Energy Funds be used as the basis for the administration of the Couplaw, Eastertown, Westtown, High Dyke, Garelwood, Whitehill and Auchrobert wind turbine and wind farm sites.

The eligible areas were shown in the appendices to the report and the criteria to regulate the distribution of funds through the Renewable Energy Fund for the wind turbine and wind farm sites grants were detailed.

The Committee decided:

- (1) that the Council's Renewable Energy Fund incorporate provision for the receipt and disposal of community benefit payments in respect of the Couplaw, Eastertown, Westtown, High Dyke, Garelwood, Whitehill and Auchrobert wind turbine and wind farm sites developments; and
- (2) that the Executive Director (Community and Enterprise Resources) be authorised to conclude the necessary administrative arrangements in relation to the community benefit payments using the existing Renewable Energy Fund mechanism.

[Reference: Minutes of the Executive Committee of 1 December 2010 (Paragraph 9)]

7 Improving Parking in Scotland - A Consultation

A report dated 11 July 2017 by the Executive Director (Community and Enterprise Resources) was submitted on the proposed response to Transport Scotland's consultation entitled "Improving Parking in Scotland".

The Scottish Government was undertaking a review of parking in Scotland and, as a result, Transport Scotland had issued a consultation paper to examine how parking was managed throughout Scotland.

It was proposed that the Council's response to the consultation, as detailed in the appendix to the report, be approved and submitted by the deadline of 31 August 2017.

Discussion then took place in relation to parking issues on streets and at schools and it was proposed that a report be submitted to a future meeting of this Committee on proposals to address the parking issues highlighted.

The Committee decided:

- (1) that the response to the consultation on "Improving Parking in Scotland", as detailed in the appendix to the report, be approved and submitted to Transport Scotland by 31 August 2017; and
- (2) that a report be provided to a future meeting of this Committee on proposals to address parking issues.

8 Redevelopment of the Former Blairbeth Golf Course Site

A report dated 1 August 2017 by the Executive Director (Community and Enterprise Resources) was submitted on a proposal to redevelop the former Blairbeth Golf Course.

The site of the former Blairbeth Golf Course was held in the Housing Revenue Account (HRA) and had been leased to Blairbeth Golf Club. As the club had now closed, the site had reverted back to the Council with all associated costs for managing the site.

A Development Framework report had been commissioned by Planning and Economic Development Services to identify potential uses for the site that would bring the area back into use.

It was proposed that the former site of Blairbeth Golf Course be redeveloped into a multi-use site, including an urban park and potential housing development areas.

An application for funding had been submitted to Scottish Natural Heritage to support the creation of the park and confirmation of funding totalling £346,622, against an overall estimated project cost of £871,555, had been received.

The 3 areas identified within the Development Framework report as potential housing development sites were detailed in the appendix to the report. Those areas were not currently designated for this use in the Local Development Plan (LDP), however would be included in the new LDP which would be subject to a consultation process.

The Executive Director (Community and Enterprise Resources) referred to a request which had been received from Councillor Brown to undertake a full consultation with the local community and the relevant Neighbourhood Management Boards on the proposals. In response, he assured the Committee that, as part of the consultation arrangements for the Planning process, the local community and relevant groups/parties would be afforded the opportunity to comment on the proposals.

The Committee decided:

- (1) that the development of an urban park at the site of the former Blairbeth Golf Course be approved, in principle, subject to approval by the Housing and Technical Resources Committee to provide funding from the Housing Revenue Account capital programme;

- (2) that, subject to approval by the Housing and Technical Resources Committee of the necessary funding, the award of £346,622 from Scottish Natural Heritage towards the development of the Blairbeth Urban Park be noted; and
- (3) that, subject to the outcome of the Local Development Plan consultation process, 3 areas of land within the site of the former Blairbeth Golf Course be released for residential development, as detailed in the appendix to the report.

9 Newton Farm Primary School and Nursery, Newton - Additional Resourcing Requirements

A joint report dated 24 July 2017 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 new Newton Farm Primary School and Nursery which would open in August 2017.

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

Post	Number of additional posts	Annual Salary - Grade/SCP
Facilities Assistant (Catering) (42wk x 10hrs x 2)	0.54	£7,190, Grade 1, Level 1 SCP20
(42wk x 30hrs)	0.81	£11,983, Grade 1, Level 3 SCP27
Facilities Assistant (Cleaning) (52wk x 10hrs)	0.28	£4,463, Grade 1, Level 1 SCP20
(42wk x 17.5hrs x 5)	2.36	£31,458, Grade 1, Level 1 SCP20
(42wk x 7.5hrs)	0.20	£2,781, Grade 1, Level 2 SCP22
Facilities Assistant (Janitorial) (52wk x 42.5hrs)	1	£22,381, Grade 1, Level 4 SCP31

The costs associated with the establishment of the above posts would be met from within existing budgets.

The Committee decided: that the establishment of the posts detailed above, to meet the cleaning and catering requirements at the new Newton Farm Primary School and Nursery, Newton, be approved.

10 Community Benefit Funds - Annual Report

A report dated 11 July 2017 by the Executive Director (Community and Enterprise Resources) was submitted on:-

- ◆ grants awarded in 2016/2017 from the Community Benefit Funds administered by the Council's Planning and Economic Development Services

- ◆ improvement actions which had been implemented 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.

The independent review and the internal audit of the REF had concluded that it was well run and had high levels of satisfaction. However, suggestions had been made to improve the performance of the Fund which mainly related to improved administrative measures. Details of the improvement actions which had been implemented to address the suggested areas for improvement, including the introduction of an online application process, were provided in the report.

The Committee decided:

- (1) that the grants awarded from the Community Benefit Funds in 2016/2017, as detailed in the appendices to the report, be noted; and
- (2) that the improvement actions which had been implemented to address the suggested areas for improvement, including the introduction of the online application process, be noted.

[Reference: Minutes of Enterprise Services Committee of 17 May 2016 (Paragraph 10)]

11 Community and Enterprise Resources - Notification of Contracts Awarded

A report dated 20 July 2017 by the Executive Director (Community and Enterprise Resources) was submitted on contracts awarded by Community and Enterprise Resources in the period 1 October 2016 to 31 March 2017.

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.

12 Hamilton Town Centre Business Improvement District (BID)

A report dated 3 July 2017 by the Executive Director (Community and Enterprise Resources) was submitted on the business proposal prepared by the Hamilton Business Improvement District (BID) for the period 1 November 2017 to 31 October 2022.

In view of the requirement to progress this matter as soon as possible and in terms of Standing Order No 36(c), the Executive Director (Community and Enterprise Resources), in consultation with the Chair and an ex officio member, had approved the business proposal prepared by the Hamilton Business Improvement District (BID) for the period 1 November 2017 to 31 October 2022 and associated Council support.

The Committee decided:

that the action taken in terms of Standing Order No 36(c), by the Executive Director (Community and Enterprise Resources), in consultation with the Chair and an ex officio member, to approve the business proposal prepared by the Hamilton Business Improvement District (BID) for the period 1 November 2017 to 31 October 2022 and associated Council support, be noted.

[Reference: Minutes of Enterprise Services Committee of 19 June 2012 (Paragraph 5)]

13 Urgent Business

There were no items of urgent business.