

## ENTERPRISE RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 15 February 2012

**Chair:**

Councillor Chris Thompson

**Councillors Present:**

John Cairney, Peter Craig, Jim Docherty, Beith Forrest, Ian Gray, Eileen Logan, Denis McKenna, Davie McLachlan, John McNamee, Mary McNeill, John Murray (Depute), Graham Scott, Mary Smith, George Sutherland, Jim Wardhaugh

**Councillors' Apologies:**

John Anderson, Eileen Baxendale, Barry Douglas, Lynn Filshie, Graeme Horne, Joe Lowe, Edward McAvoy, Henry Mitchell

**Attending:**

**Community and Enterprise Resources**

C McDowall, Executive Director; A Colthart, Head of Support Services; G Mackay, Head of Roads and Transportation Services; J McCaffer, Head of Regeneration

**Finance and Corporate Resources**

N Docherty, Administration Assistant; J McDonald, Administration Adviser; R McKie, Accountant

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### 1 Declaration of Interests

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The following interests were declared:-

<b>Councillor(s)</b>	<b>Item(s)</b>	<b>Nature of Interest(s)</b>
Scott and C Thompson	Scottish Government Vacant and Derelict Land Fund Programme 2012/2013 to 2013/2014	Members of the Board of Directors of Clyde Gateway Urban Regeneration Company
Logan	<ul style="list-style-type: none"><li>◆ Blacklaw Renewable Energy Fund – Grant Application by Clyde and Avon Valley Landscape Partnership</li><li>◆ Clyde Windfarm Community and Development Fund – Applications for Funding by the Rural Development Trust</li></ul>	Chair and Director respectively
Gray	Blacklaw and Stallashaw Moss Renewable Energy Funds – Applications for Funding – Carluke Milton Rovers	Involvement with group

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### 2 Minutes of Previous Meeting

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The minutes of the meeting of the Enterprise Resources Committee held on 23 November 2011 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 Minutes of Special Meeting**

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The minutes of the special meeting of the Enterprise Resources Committee held on 2 February 2012 were submitted for approval as a correct record.

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

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### **4 Enterprise Resources - Revenue Budget Monitoring 2011/2012**

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A joint report dated 13 January 2012 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted comparing actual expenditure at 22 December 2011 against budgeted expenditure for 2011/2012 for Enterprise Resources.

Details were provided on proposed budget virements to realign budgets.

**The Committee decided:**

- (1) that the overspend on the Enterprise Resources' revenue budget of £0.003 million and the forecast to 31 March 2012 of an underspend of £0.003 million be noted; and
- (2) that the budget virements, as detailed in the appendices to the report, be approved.

*[Reference: Minutes of 23 November 2011 (Paragraph 3)]*

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### **5 Enterprise Resources - Capital Budget Monitoring 2011/2012**

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A joint report dated 13 January 2012 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted advising of progress on the Enterprise Resources' capital programme 2011/2012 and summarising the expenditure position at 22 December 2011.

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

*[Reference: Minutes of 23 November 2011 (Paragraph 4)]*

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### **6 Enterprise Resources - Workforce Monitoring - October and November 2011**

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A joint report dated 17 January 2012 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the following employee information for Enterprise Resources for the period October and November 2011:-

- ◆ 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 23 November 2011 (Paragraph 5)]*

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## **7 Enterprise Resources - Statutory Performance Indicators 2010/2011**

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A joint report dated 12 January 2012 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted on Enterprise Resources' Statutory Performance Indicators for the financial year 2010/2011. Comparisons and explanations, where appropriate, were provided for the financial years 2008/2009, 2009/2010 and 2010/2011.

**The Committee decided:** that Enterprise Resources' Statutory Performance Indicators for 2010/2011 be noted.

*[Reference: Minutes of 10 November 2010 (Paragraph 7) and Executive Committee of 16 December 2011 (Paragraph 10)]*

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## **8 Carriageway Resurfacing Contract**

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A report dated 20 January 2012 by the Executive Director (Community and Enterprise Resources) was submitted on authorisation for the Executive Director to enter into a 3 year negotiated contract with Colas Limited to carry out carriageway recycling/resurfacing works using the "Repave" process.

Details were provided on the "Repave" process which highlighted that Colas Limited were the only contractor in the country able to undertake the process.

The roads identified by the Council for the "Repave" treatment would be jointly inspected with Colas Limited to confirm their suitability for this type of treatment.

The value of the contract was estimated to be between £0.450 million and £0.500 million per year.

**The Committee decided:** that the Executive Director (Community and Enterprise Resources) be authorised to enter into a negotiated 3 year contract with Colas Limited for carriageway recycling / resurfacing works using the "Repave" process at an estimated value of between £0.450 million to £0.500 million per year.

*[Reference: Minutes of 15 June 2011 (Paragraph 12)]*

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## **9 LEADER Programme 2008 to 2013 - Progress Report**

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A joint report dated 31 January 2012 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on:-

- ◆ progress made in implementing the 2008 to 2013 LEADER Programme in South Lanarkshire
- ◆ a proposal to extend the temporary contract of the current post of Economic Development Officer (Tourism) within Regeneration Services

LEADER was part of the Scottish Rural Development Programme (SRDP) aimed at promoting economic and community development within rural areas. The programme had been funded by the European Union and Scottish Government to encourage new and experimental approaches to rural development. The performance of the South Lanarkshire LEADER Programme continued to be amongst the top rated in Scotland.

The Scottish Government had advised that it was considering revising allocations to LEADER Action Groups (LAGs). Two of the criteria that would be used to assess future allocations would be:-

- ◆ spend as a proportion of the indicative allocation
- ◆ commitment forecast to the end of the Programme

Details were provided on grant awards made in terms of the following initiatives:-

- ◆ LEADER Main Programme
- ◆ Rural Capital Grants
- ◆ Rural Tourism Development Scheme
- ◆ Developing Local Communities Fund
- ◆ Market Towns Initiatives

The LEADER Programme had been the subject of a number of recent audits which had highlighted some issues requiring an adjustment to the operating practices. These included providing a greater clarity of match funding and the carrying out of a substantial number of administrative checks. In terms of match funding, the Council had committed £0.050 million in 2011/2012 and it was proposed that similar resources be committed in 2012/2013.

A decision had been taken on 21 March 2011 by the South Lanarkshire Rural Partnership (SLRP) to extend the LEADER Programme to 31 December 2013. In view of that decision, it was proposed that the temporary contract of the post of Economic Development Officer (Tourism) (0.6 Full-Time Equivalent) on Grade 3, Level 8, SCP 75-80 (£33,943 to £36,553) within Regeneration Services be extended from 1 May 2012 to 31 December 2013.

The costs associated with extending the contract would be met through existing and future budgets within Enterprise Resources. However, the costs might be reduced by 50% dependent on the outcome of match funding to be considered by the LEADER Management Board on 29 February 2012.

**The Committee decided:**

- (1) that the continued progress being made in implementing the South Lanarkshire LEADER Programme be noted;
- (2) that the Council contribute £50,000 as match funding support to the LEADER Programme in 2012/2013; and
- (3) that the temporary contract of the post of Economic Development Officer (Tourism) (0.6 Full-Time Equivalent), in Regeneration Services be extended from 1 May 2012 to 31 December 2013.

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## **10 Voluntary Sector Funding**

A report dated 16 January 2012 by the Executive Director (Community and Enterprise Resources) was submitted on the funding contributions for a number of voluntary sector initiatives in South Lanarkshire for 2012/2013.

An overall programme of financial support for voluntary sector initiatives for 2012/2013 was proposed as follows:-

<b>Project</b>	<b>Funding For</b>	<b>Partner/ External Funding Levered</b>	<b>Enterprise Resources' Contribution 2012/2013</b>
Voluntary Action South Lanarkshire (VASLAN)	Development and implementation costs of service delivery across South Lanarkshire	£580,000	£133,583
Citizens' Advice Bureaux (CABs)	Money Advice services in 4 CABs	£81,000	£72,000
Community Health Initiatives	<ul style="list-style-type: none"> <li>◆ Healthy Valleys' Initiative</li> <li>◆ Cambuslang and Rutherglen Community Health Initiative</li> </ul>	<ul style="list-style-type: none"> <li>£365,000</li> <li>£430,000</li> </ul>	<ul style="list-style-type: none"> <li>£25,000</li> <li>£25,000</li> </ul>
<b>Totals</b>		<b>£1,456,000</b>	<b>£255,583</b>

The proposed expenditure totalling £255,583 for voluntary sector initiatives would be met from existing Enterprise Resources' budgets for 2012/2013.

**The Committee decided:** that the funding allocations to voluntary sector initiatives for 2012/2013 amounting to £255,583, as detailed above, be approved.

*[Reference: Minutes of 30 March 2011 (Paragraph 7)]*

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## **11 Routes to Inclusion - Delivering the Council's Jobs Access and Employability Services**

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A report dated 18 January 2012 by the Executive Director (Community and Enterprise Resources) was submitted on the:-

- ◆ key elements of the Routes to Inclusion activity undertaken during 2011/2012 including detailed information relating to performances
- ◆ programme being developed to respond to priorities in the period 2011 to 2013

Details of the range of interventions and activities developed at a programme level for the Routes to Inclusion Programme for 2011 to 2013 were provided in the appendix to the report. The Regeneration and Inclusion Team would continue to manage this activity at a programme level with the aim of supporting partner services to meet targets set out in the Single Outcome Agreement. On the basis of the "Teckal" exemption, it was proposed to contract Routes to Work South to undertake the Job Brokerage Service and management of the job subsidy payment at a total cost of £1.260 million.

The total funding required for the delivery of the Programme for 2012/2013 was £3,675,208 with Enterprise Resources' contribution of £444,660 being met from existing budgets.

**The Committee decided:**

- (1) that the key Routes to Inclusion activity detailed in the appendix to the report and the proposed expenditure of £3,675,208, including the contribution of £444,660 from Enterprise Resources for the period 2012/2013, be approved; and
- (2) that Routes to Work South be awarded the Job Brokerage Service for 2012/2013 under the "Teckal" exemption together with the management of job subsidy payments at a total cost of £1,260,000.

*[Reference: Minutes of 30 March 2011 (Paragraph 8)]*

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## **12 Scottish Government Vacant and Derelict Land Fund Programme 2012/2013 to 2013/2014**

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A report dated 11 January 2012 by the Executive Director (Community and Enterprise Resources) was submitted on:-

- ◆ progress made during 2011/2012 in implementing the agreed strategy to address the issues of contaminated and derelict land in South Lanarkshire
- ◆ the proposed Local Vacant and Derelict Land Delivery Plan covering 2012/2013 and 2013/2014

A South Lanarkshire Local Vacant and Derelict Land Delivery Plan had been developed to make use of an allocation of £2.492 million from the Scottish Government's Vacant and Derelict Land Fund covering 2012/2013 and 2013/2014.

The Local Delivery Plan was required 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

The Scottish Government had allocated funding to a 2 year Vacant and Derelict Land Fund Programme to be shared among 5 local authority areas. South Lanarkshire Council's share was £1.246 million per annum with the condition that 100% of the funds were allocated to projects within the Clyde Gateway Urban Regeneration Company area.

The Council had a statutory duty to review its area to identify contaminated land. As a result, it required to produce a strategy detailing the methods that would be used to undertake site investigations to identify the contaminated sites and how it would use its regulatory powers to achieve the required levels of remediation.

The proposed expenditure of £2.492 million for the Vacant and Derelict Land Local Delivery Programme would be funded from the Scottish Government Vacant and Derelict Land Fund 2012/2013 and 2013/2014 programme allocation.

### **The Committee decided:**

- (1) that the progress achieved during 2011/2012 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 2012/2013 and 2013/2014, as detailed in the report, be approved.

*[Reference: Minutes of 15 June 2011 (Paragraph 7)]*

*Councillors Scott and C Thompson, having declared an interest in this item, withdrew from the meeting during its consideration. Councillor Murray took the Chair for this item and the following item*

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## **13 Business Development Annual Review**

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A report dated 19 January 2012 by the Executive Director (Community and Enterprise Resources) was submitted on:-

- ◆ the range of business support activity undertaken by the Council in 2011/2012
- ◆ proposals to provide additional investment to the West of Scotland Loan Fund

The Scottish Government had issued its new Economic and Regeneration Strategies and consideration had been given to what amendments would be incorporated into the Council's 2012/2013 Programme given the strong national focus on exporting, tourism, food and drink.

The West of Scotland Loan Fund was the key investment tool for business support and the Council was the biggest user of the Fund with any investments made in the Fund, and repayments of all loans made in South Lanarkshire, being ring fenced to be used locally. It was proposed to invest up to £0.050 million in the West of Scotland Loan Fund to allow the Council to match this with ERDF funding and maximise the opportunities for South Lanarkshire companies.

**The Committee decided:**

- (1) that the business support activity undertaken by the Council in 2011/2012 be noted; and
- (2) that the additional investment of £0.050 million to the West of Scotland Loan Fund be approved.

*[Reference: Minutes of 15 June 2011 (Paragraph 8)]*

*Councillors Scott and C Thompson, having declared an interest in this item, withdrew from the meeting during its consideration*

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#### **14 Whitelees Windfarm - Grant Application - East Renfrewshire Council**

A report dated 16 January 2012 by the Executive Director (Community and Enterprise Resources) was submitted on an application to the Whitelees Renewable Energy Fund which had been established in 2007 to provide funding to suitable projects providing community benefits in eligible areas.

It was proposed that a grant of £33,972 (excluding administration fee of £1,500) towards the costs associated with the management and maintenance of the access works at Whitelees Windfarm be awarded to East Renfrewshire Council, subject to the applicant providing written confirmation that all other additional funding for the project had been secured.

**The Committee decided:** that East Renfrewshire Council be awarded a grant of £33,972 (excluding administration fee of £1,500) towards the costs associated with the management and maintenance of the access works at Whitelees Windfarm, subject to the applicant providing written confirmation that all other additional funding for the project had been secured.

*[Reference: Minutes of 27 June 2007 (Paragraph 5)]*

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#### **15 Blacklaw Renewable Energy Fund - Grant Application - Clyde and Avon Valley Landscape Partnership**

A report dated 19 January 2012 by the Executive Director (Community and Enterprise Resources) was submitted on an application to the Blacklaw Renewable Energy Fund. The Renewable Energy Fund had been established in 2004 to provide funding to suitable projects providing community benefits in eligible areas.

It was proposed that a grant of up to a maximum of £0.200 million over a 5 year period towards the total project costs of £2,151,474 for the preparation and implementation of a programme of works to conserve and enhance the landscape of the Clyde and Avon Valleys be awarded to Clyde and Avon Valley Landscape Partnership, subject to the applicant providing written confirmation that all other additional funding for the project had been secured.

**The Committee decided:** that Clyde and Avon Valley Landscape Partnership be awarded a grant of up to a maximum of £0.200 million over a 5 year period towards the total project costs of £2,151,474, subject to the applicant providing written confirmation that all other additional funding for the project had been secured.

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

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## **16 Blacklaw and Stallashaw Moss Renewable Energy Funds - Applications for Funding**

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A report dated 19 January 2012 by the Executive Director (Community and Enterprise Resources) was submitted on 5 applications to the Blacklaw and Stallashaw Moss Renewable Energy Funds.

The Blacklaw Renewable Energy Fund had been established in 2004 and the Stallashaw Moss Renewable Energy Fund had been established in June 2011 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, planning consent and a building warrant had been secured, a grant of up to a maximum of:-

- ◆ £18,644 towards eligible costs associated with the upgrade of their training pitch at Burn Road, Carluke be awarded to Carluke Milton Rovers from the Blacklaw Renewable Energy Fund
- ◆ £62,580 (split equally between Blacklaw and Stallashaw Moss Renewable Energy Funds) towards eligible costs associated with the environmental and upgrading works at Tarbrax Common Green be awarded to Tarbrax Common Association
- ◆ £37,927 towards eligible costs associated with the Forth Gateways Project be awarded to Forth and District Initiative from the Blacklaw Renewable Energy Fund
- ◆ £11,985 towards eligible costs associated with the refurbishment of the existing play park at Rosebank be awarded to Ashgill and Netherburn Community Council from the Blacklaw Renewable Energy Fund
- ◆ £24,000 towards eligible costs associated with the refurbishment of their church hall be awarded to St Nicholas Church, Lanark from the Blacklaw Renewable Energy Fund

**The Committee decided:**

- (1) that Carluke Milton Rovers be awarded a grant of up to a maximum of £18,644 from the Blacklaw Renewable Energy Fund towards the costs associated with the upgrading of their training pitch at Burn Road, Carluke, subject to the group providing written confirmation that all other additional funding for the project had been secured;
- (2) that Tarbrax Common Association be awarded a grant of up to a maximum of £62,580 split equally between Blacklaw and Stallashaw Moss Renewable Energy Funds towards the costs associated with the environmental and upgrading works at Tarbrax Common Green, subject to the group providing written confirmation that all other additional funding for the project had been secured;



- (3) that Forth and District Initiative be awarded a grant of up to a maximum of £37,927 from the Blacklaw Renewable Energy Fund towards the costs associated with the Forth Gateways Project, subject to the group providing written confirmation that all other additional funding for the project, planning consent and a building warrant had been secured;
- (4) that Ashgill and Netherburn Community Council be awarded a grant of up to a maximum of £11,985 from the Blacklaw Renewable Energy Fund towards the costs associated with the refurbishment of the existing play park at Rosebank, subject to the group providing written confirmation that all other additional funding for the project had been secured; and
- (5) that St Nicholas Church, Lanark be awarded a grant of up to a maximum of £24,000 from the Blacklaw Renewable Energy Fund towards the costs associated with the refurbishment of the church hall, subject to the group providing written confirmation that all other additional funding for the project had been secured.

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

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### **17 Clyde Wind Farm Community and Development Fund - Applications for Funding**

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A report dated 19 January 2012 by the Executive Director (Community and Enterprise Resources) was submitted on 4 applications to the Clyde Windfarm Community and Development Fund.

The Clyde Windfarm Community and Development Fund had been established in 2010 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 and appropriate consent had been secured, a grant of up to a maximum of:-

- ◆ £0.110 million towards eligible costs associated with pitch, changing and clubhouse improvements be awarded to Biggar Rugby Club
- ◆ £9,110 towards eligible costs associated with the purchase of canoes, trailer and associated equipment be awarded to 1<sup>st</sup> Tinto Biggar Scout Group
- ◆ £10,203 towards eligible costs associated with the creation of a new play park be awarded to Leadhills Family Action Group
- ◆ £72,000 towards eligible costs associated with the purchase of 2 mini buses, on the basis that they were available for the use of the communities within the 15km Clyde Windfarm Community Fund area, be awarded to the Rural Development Trust

#### **The Committee decided:**

- (1) that Biggar Rugby Club be awarded a grant of up to a maximum of £0.110 million towards the costs associated with pitch, changing and clubhouse improvements, subject to the group providing written confirmation that all other additional funding for the project and appropriate consents had been secured;
- (2) that 1<sup>st</sup> Tinto Biggar Scout Group be awarded a grant of up to a maximum of £9,110 towards the costs associated with the purchase of canoes, trailer and associated safety equipment, subject to the group providing written confirmation that all other additional funding for the project had been secured;

- (3) that Leadhills Family Action Group be awarded a grant of up to a maximum of £10,203 towards the costs associated with the creation of a new play park, subject to the group providing written confirmation that all other additional funding for the project and appropriate consents had been secured; and
- (4) that the Rural Development Trust be awarded a grant of up to a maximum of £72,000 towards the costs associated with the purchase of 2 mini buses on the basis that they were available for the use of the communities within the 15km Clyde Windfarm Community Fund area and subject to the group providing written confirmation that all other additional funding for the project had been secured.

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

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

A report dated 24 January 2012 by the Executive Director (Community and Enterprise Resources) was submitted on the grants awarded to date from the Community Benefit Funds administered by the Council's Regeneration Services in 2011/2012.

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 Committee decided:** that the grants awarded from the Community Benefit Funds to date, as detailed in the appendices to the report, be noted.

*[Reference: Minutes of 2 February 2011 (Paragraph 8)]*

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## **19 Annual Update on Resource Risk Register and Risk Control Plan**

A report dated 12 January 2012 by the Executive Director (Community and Enterprise Resources) was submitted on:-

- ◆ systems and controls in place within Enterprise Resources to control and minimise risks
- ◆ details of Enterprise Resources' current Risk Control Register

The Resource had followed Council guidance in developing, monitoring and updating its Risk Control Register on an ongoing basis. The Register had been developed to ensure that the Resource was fully aware of the main risks that it had, was able to prioritise those risks and had controls in place to eliminate or minimise the impact of the risk.

The risks were scored in accordance with the Council's scoring mechanism which scored risks based on likelihood and impact of risk. This resulted in risks being scored between 1 to 9 (low to high). Risks were scored on their inherent risk (risk if nothing done) and their residual risk (risk after applying controls).

The Risk Register had been developed and was monitored on a quarterly basis to add new risks and to review the scores of existing risks. The Register was maintained within Internal Audit's Figtree computer system and updated by designated officers within Enterprise Resources.

The main risks for the Resource were detailed in the appendix to the report.

**The Committee decided:** that the systems and controls in place to monitor risks within Enterprise Resources be noted.

*[Reference: Minutes of 2 February 2011 (Paragraph 7)]*

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## **20 Urgent Business**

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There were no items of urgent business.

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## **Chair's Closing Remarks**

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The Chair advised that this would be the last meeting that Alan Colthart, Head of Support Services, would be attending as he was retiring. The Chair, on behalf of the members of the Committee, thanked Mr Colthart for his help and hard work over the years and wished him every success in the future.

The Chair thanked members and officers involved with the Committee for their hard work and support over the last 5 years. He wished those members who were standing for re-election the best of luck and those standing down the very best for the future.