

EXECUTIVE COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 15 August 2018

Chair:

Councillor John Ross (ex officio)

Councillors Present:

Alex Allison, John Anderson, Walter Brogan, Robert Brown, Stephanie Callaghan (*substitute for Councillor Bradley*), Graeme Campbell, Maureen Chalmers (Depute), Gerry Convery, Margaret Cooper, Peter Craig, Fiona Dryburgh, Joe Fagan, Allan Falconer, Alistair Fulton, Ann Le Blond, Katy Loudon, Catherine McClymont (*substitute for Councillor McLachlan*), Colin McGavigan, Mark McGeever, Jim McGuigan, Gladys Miller, Richard Nelson, Mo Razzaq (*substitute for Councillor Hamilton*), Graham Scott (*substitute for Councillor Logan*), David Shearer, Collette Stevenson (*substitute for Councillor Wilson*), Sheena Wardhaugh (*substitute for Councillor Lowe*)

Councillors' Apologies:

John Bradley, Lynsey Hamilton, Eileen Logan, Joe Lowe, Davie McLachlan, Josh Wilson

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; G McCann, Head of Administration and Legal Services; K McVeigh, Head of Personnel Services

Housing and Technical Resources

D Lowe, Executive Director

Social Work Resources/Health and Social Care

V de Souza, Director

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Executive Committee held on 27 June 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 4 - 1 April to 22 June 2018

A report dated 2 July 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the physical and financial progress at 22 June 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 £72.720 million and the Housing Programme £53.664 million. At 22 June 2018, £9.195 million had been spent on the General Fund Capital Programme and £7.533 million on the Housing Capital 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 2018/2019, as detailed in the report, be noted; and
- (2) that the proposed adjustments to the General Fund Programme, as detailed in Appendix 2 to the report, be approved.

[Reference: Minutes of 27 June 2018 (Paragraph 5)]

4 Revenue Budget Monitoring for Period 4 - 1 April to 22 June 2018

A report dated 2 July 2018 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure against budgeted expenditure for the period ending 22 June 2018.

The figures included an underspend of £1.940 million on the General Fund Revenue Account and a breakeven position on the Housing Revenue Account.

The underspend included £0.500 million in relation to the budget for Superannuation on Overtime which was not required and had been removed from the budget as part of the 2019/2020 financial strategy, as reported to this Committee on 27 June 2018.

The Council had been notified of additional General Fund Grant of £0.358 million in relation to Education Footwear and Clothing Grants. This had been added to Education Resources' budget as detailed in Appendix 1 to the report.

Additional information was provided on:-

- ◆ loan charges
- ◆ education/Pupil Equity Funding
- ◆ funding for investment and priorities
- ◆ Trading Operations

The Committee decided:

- (1) that the underspend on the General Fund Revenue Account at 22 June 2018 and forecast to 31 March 2019 of a breakeven position be noted; and
- (2) that the breakeven position on the Housing Revenue Account at 22 June 2018 and forecast to 31 March 2019 of a breakeven position be noted.

[Reference: Minutes of 27 June 2018 (Paragraph 6)]

5 Trading Services Financial Performance for Period 1 April to 22 June 2018

A report dated 2 July 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the projected financial results for 2018/2019 for the Council's Trading Services.

The target for Trading Services' surpluses had been set at £11.466 million. In the period to 25 May 2018, this figure had been revised to £11.511 million. In the period to 22 June 2018, the figure had been further revised to £11.937 million to reflect a transfer of budget between the Fleet, Roads and Property Trading Operations and the Community and Enterprise and Corporate Items budgets in respect of the reallocation of approved 2018/2019 savings and the realignment of internal support budgets.

At 22 June 2018, surpluses of £3.237 million had been achieved.

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

The Committee decided: that the surpluses achieved to 22 June 2018 of £3.237 million be noted.

[Reference: Minutes of 27 June 2018 (Paragraph 7)]

6 Employee Workforce Monitoring Information - April 2017 to March 2018 Yearly Summary

A report dated 26 June 2018 by the Executive Director (Finance and Corporate Resources) was submitted on workforce monitoring information relating to the Council for the period April 2017 to March 2018 as follows:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances, Dignity at Work and mediation cases
- ◆ employee development
- ◆ labour turnover/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 6 December 2018 (Paragraph 7)]

7 Financial Strategy 2019/2020 and Longer Term Outlook to 2028/2029

A report dated 2 August 2018 by the Executive Director (Finance and Corporate Resources) was submitted:-

- ◆ providing a Financial Strategy for the Council over the medium term for years 2019/2020 to 2021/2022
- ◆ on the longer term financial outlook for the 10 year period until 2028/2029

Details of the areas which would potentially impact on the financial outlook over the medium to long term for the Council were provided in the report together with key highlights from the Strategy which included the following areas:-

- ◆ funding available, including government grant
- ◆ expenditure pressures
- ◆ a summary of the financial outlook, different scenarios and the strategy to address the budget gap
- ◆ the longer term outlook for the period 2022/2023 to 2028/2029
- ◆ borrowing and debt projections
- ◆ the future strategy relating to Reserves
- ◆ the Capital Strategy
- ◆ a Financial summary and next steps

The Strategy document, which was attached as an appendix to the report, included assumptions which had been made in relation to the future levels of Government Grant which would be provided to the Council. The level of Government Grant was one of the most significant areas of uncertainty as settlement details were not available beyond the current year and the figures for 2019/2020 were not expected before December 2018.

The Committee decided:

- (1) that the Financial Strategy for the Council over the medium and longer term, as detailed in the appendix to the report, be approved; and
- (2) that the uncertainty in terms of grant levels and funding assumptions used within the Strategy be noted.

[Reference: Minutes of 28 June 2017 (Paragraph 9)]

8 Appointment of Trustees to the Council's Charitable Trust Funds

A report dated 24 July 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the appointment of Trustees to administer the Charitable Trusts and Educational Trust Funds over which the Council had responsibility.

At its meeting on 25 April 2018, the Finance and Corporate Resources Committee approved proposals to modernise the administration of the Trust Funds over which the Council had responsibility. It was agreed at that time that consideration of the appointment of Trustees for those funds be continued to a future meeting of this Committee.

It was proposed that the following councillors be appointed as Trustees of those funds along with the Chair of the Finance and Corporate Resources Committee and the Executive Director (Finance and Corporate Resources):-

- ◆ Councillor Horsham
- ◆ Councillor McClymont
- ◆ Councillor Holford
- ◆ Councillor Greenshields

It was also proposed that the same Trustees be appointed for Educational Trust Funds administered by the Council with the addition of the Executive Director (Education Resources).

Appropriate training would be provided for Trustees and a timetable of meetings would be developed based on quarterly meetings.

The Committee decided:

- (1) that Councillors Horsham, McClymont, Holford and Greenshields be appointed as Trustees of the Council's Charitable Trust Funds along with the Chair of the Finance and Corporate Resources Committee and the Executive Director (Finance and Corporate Resources); and
- (2) that the same appointments be made to the Council's Educational Trust Funds with the addition of the Executive Director (Education Resources).

[Reference: Minutes of Finance and Corporate Resources Committee of 25 April 2018 (Paragraph 9)]

9 Construction Charter

A joint report dated 19 July 2018 by the Executive Directors (Community and Enterprise Resources), (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted on the adoption of a South Lanarkshire Council Construction Charter.

A trade union led campaign had called on local authorities in the UK to develop and implement construction charters.

At its meeting on 27 June 2018, the Council had agreed that officers develop a South Lanarkshire Council Construction Charter for consideration at this Committee.

The Charter, which was attached as an appendix to the report, covered the following 5 main headings:-

- ◆ Health and Safety
- ◆ Employment Standards
- ◆ Pay and Benefits
- ◆ Employment Rights
- ◆ Responsible Sourcing

The key principles of the Charter would only be enforceable to the extent permitted by law.

The Committee decided: that the adoption of the South Lanarkshire Construction Charter, as detailed in the appendix to the report, be approved.

[Reference: Minutes of South Lanarkshire Council of 27 June 2018 (Paragraph 6)]

10 Menopause Policy

A report dated 14 July 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the development of a Menopause Policy.

The Council was committed to ensuring that all individuals were treated fairly and with dignity and respect in their working environment. As part of that commitment, the Council had a duty to improve the well-being of its employees and, as an employer, had a duty to manage related issues effectively.

The development of a Menopause Policy was consistent with available guidance and aimed to:-

- ◆ ensure all line managers had been trained to understand how the menopause could affect their employees at work, enabling them to provide guidance and support to those affected and ensure adjustments were provided that might be necessary to support those women who were experiencing the menopause
- ◆ provide information to all women in the workplace on how they could get support for any issues that arose as a result of the menopause, creating a confidence in the employee to raise issues about their symptoms and ask for the adjustments they required
- ◆ promote guidance for those affected indirectly, for example colleagues and partners

The Council's Menopause Policy, which was attached as an appendix to the report, had been developed in partnership and agreed with the Joint Trade Union Executive and, if approved, would be launched on World Menopause Day, 18 October 2018.

The Committee decided: that the Menopause Policy, as detailed in the appendix to the report, be approved.

11 Balloon and Sky Lantern Release Policy

A report dated 19 July 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the development of a policy prohibiting the intentional release of helium balloons and/or sky lanterns on South Lanarkshire Council owned land and property and at events endorsed or supported by the Council or licensed by the Council as Licensing Authority, including those on non-Council land.

Due to the hazards posed to wildlife and livestock and the risks of fire threat and to civil aviation, more than 70 local authorities in the UK had introduced balloon and/or sky lantern release policies. A number of national organisations had also supported prohibiting the release of balloons and sky lanterns.

A Policy Statement had been prepared and was attached as an appendix to the report detailing the issues, alternatives, support from other local authorities and organisations and how the Council could fully comply with the Policy.

In addition to the Policy, it was proposed that the Licensing Committee would be asked to consider attaching the following condition to all public entertainment and temporary public entertainment licences, with the exception of Strathaven Balloon Festival and similar:-

"It is a condition of the grant of this licence that use of helium filled balloons and sky lanterns at such an event covered by this licence is prohibited".

Steps would also be taken to raise the awareness of the environmental consequences of balloon and sky lantern release and alternatives would be promoted via the Council's website and in guidance notes accompanying public entertainment licences.

The Committee decided:

- (1) that the Council policy prohibiting the intentional release of helium filled balloons and/or sky lanterns from all South Lanarkshire Council owned land and property, as detailed in the appendix to the report, be approved; and

- (2) that the Licensing Committee be asked to consider adding a condition prohibiting the release of helium filled balloons and/or sky lanterns to all public entertainment and temporary public entertainment licences, with the exception of Strathaven Balloon Festival and similar, granted by the Council as licensing authority.

[Reference: Minutes of 28 March 2018 (Paragraph 10)]

12 Early Learning and Childcare 1140 Hours Update - Accommodation Requirements

A report dated 25 July 2018 by the Executive Director (Education Resources) was submitted on:-

- ◆ the preparation for 1140 hours of early learning and childcare in respect of accommodation requirements
- ◆ the next steps that required to be taken prior to the implementation of 1140 hours by August 2020

An assessment had been carried out on the extra accommodation requirements and associated costs and, on 6 March 2018, information had been provided to the Scottish Government which had identified the need for 7 new builds, 6 refurbishment/extensions and 17 space to grow projects. When taken together with the requirement to provide hot food, the estimated cost of the proposals totalled £32.240 million.

On 1 May 2018, the Council had been advised of capital funding amounting to £19.240 million for the period 2017/2018 to 2020/2021, including £1.740 million already confirmed in 2017/2018 which had allowed preparatory work to commence.

A number of options open to the Council had been reviewed in an effort to close the funding gap of approximately £13.000 million, including carrying out detailed reviews of:-

- ◆ current capacities of the school estate
- ◆ other properties in Council ownership
- ◆ the space to grow strategy
- ◆ new build nursery proposals
- ◆ parental expectations

Following the review process, a phase 1 Capital Works Programme to be taken forward had been developed and details of the projects included in phase 1 of the Programme were provided.

Some additional work would also be concluded to ensure sufficient accommodation for all the nursery places by August 2020 and details of this work were provided.

Further updates would be provided to this Committee on the implementation of future phases of work.

Councillor Ross, seconded by Councillor Chalmers, moved that the recommendations in the report be approved. Councillor Fagan, seconded by Councillor Dryburgh, moved as an amendment that consideration of the report be continued to the next meeting of this Committee to allow further discussion between the Council and partner providers to take place.

On a vote being taken by a show of hands, 14 members voted for the amendment and 14 for the motion. On the casting vote of the Chair, the motion was declared carried.

The Committee decided:

- (1) that the work undertaken to review the Council's position in relation to preparations for the 1140 hours of early learning and childcare by August 2020 be noted; and
- (2) that the projects to be progressed under phase 1 of the Capital Programme of works, as detailed in the report, be approved.

13 Glasgow City Region City Deal – East Kilbride Community Growth Area – Outline Business Case

A report dated 18 July 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the:-

- ◆ Outline Business Case for the East Kilbride Community Growth Area project
- ◆ next steps required in the development of the project

An Outline Business Case had been produced for the East Kilbride Community Growth Area which continued to make a case for the project in terms of the following elements:-

- ◆ strategic
- ◆ economic
- ◆ commercial
- ◆ financial
- ◆ management

An Executive Summary of the East Kilbride Community Growth Area Outline Business Case was detailed in an appendix to the report.

Grant funding would be requested, in accordance with the City Deal Grant Distribution Process outlined in the Assurance Framework, in relation to preliminary costs.

It was intended that a series of Full Business Cases would be developed and completed from 2019/2020, following completion of statutory processes and project tendering arrangements.

The Committee decided: that the Outline Business Case and next steps in developing the City Deal East Kilbride Community Growth Area project be approved.

[Reference: Minutes of 26 August 2015 (Paragraph 23)]

14 Glasgow City Region City Deal – Hamilton Community Growth Area – Full Business Case

A report dated 23 July 2018 by the Executive Director (Community and Enterprise Resources) was submitted on:-

- ◆ the proposed Final Business Case for the Hamilton Community Growth Area (CGA) project
- ◆ the next steps required to develop the project

The proposed Final Business Case, which was attached as an appendix to the report, continued to make the case for the project in terms of the following elements:-

- ◆ strategic
- ◆ commercial
- ◆ economic
- ◆ financial
- ◆ management

The key outputs from the Hamilton CGA sub-project were 7 new classrooms, with a capacity for 210 pupils, at a total project cost of £4.100 million.

Grant funding would be requested in accordance with the City Deal distribution process in line with arrangements to be agreed by the City Deal Chief Executive's Group and City Deal Cabinet.

The Committee decided: that the Final Business Case for the Hamilton Community Growth Area project be approved.

[Reference: Minutes of 5 October 2016 (Paragraph 8)]

15 City Region Tourism Strategy and Action Plan 2018 to 2023

A report dated 12 July 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the City Region Tourism Strategy and Action Plan for the period 2018 to 2023.

The Glasgow City Region Economic Strategy had been published in February 2017 and had set out an ambitious vision for the City Region by 2035.

The document referred to a number of high level objectives which had an impact on the tourism agenda. Those objectives were supported by a number of actions that would be taken forward by a Tourism and Destination Marketing Portfolio Group. The Group, led by Inverclyde Council, had produced a City Region Tourism Strategy and Action Plan and were now requesting the endorsement of the Strategy and Action Plan at a local level.

A summary of the Tourism Strategy and Action Plan was provided.

It was anticipated that a Regional Tourism Strategy and Action Plan would result in the following benefits:-

- ◆ further growth, employment and income for tourism businesses
- ◆ a wide range of tourism offerings across the City Region which were stronger through closer collaboration and shared working
- ◆ help to build a strong network of business, sector and interest groups sharing a common purpose to grow the tourism economy
- ◆ increase the value of tourism; length of stay and extend the season by 'packaging' a wider City Region offering and a more memorable experience
- ◆ more cross-referencing and cross-selling of local and regional products and events

The Tourism Portfolio Group lead had presented the City Region Tourism Strategy and Action Plan to the City Region's Chief Executive's Group on 2 August 2018 when it had been endorsed and referred to the City Region Cabinet for formal approval.

The Committee decided: that the City Region Tourism Strategy and Action Plan and progress made by the Tourism and Destination Marketing Portfolio Group be endorsed.

16 Representation on Petitions Committee and Changes to the Membership of Committees, Forums and Outside Bodies

A report dated 6 August 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the newly established Petitions Committee and other changes to the membership of Committees, Forums and Outside Bodies proposed by the Labour and Independent Groups.

On 28 June 2018, South Lanarkshire Council approved the establishment of a Petitions Committee. Each political group was requested to provide their nominations to serve on the Committee and the Chief Executive was authorised to finalise the membership in consultation with the political group leaders.

The terms of reference, which had been approved for the Committee, had included provision for 8 members with the following political composition:-

- ◆ 3 SNP
- ◆ 2 Labour
- ◆ 1 Conservative
- ◆ 1 Independent Group
- ◆ 1 Liberal Democrat

Nominations had been received for Councillors Brown, Burns, Callaghan, Donnelly, Horsham, Logan, McGeever and Scott as full members. Furthermore, nominations had been received for Councillors Anderson, Chalmers, Convery, McAdams and Nailon as substitute members.

Other changes to Committee, Forum and Outside Body Memberships, which had been proposed by the Labour and Independent Groups, were detailed in section 5 of the report.

The Committee decided:

- (1) that the membership of the Petitions Committee, as outlined in Section 4 of the report, be noted;
- (2) that Councillor Fagan be replaced by Councillor Brogan as a full member and that Councillor Lennon be replaced by Councillor Cowie as a substitute member of the Roads Safety Forum;
- (3) that Councillor Scott be replaced by Councillor Razzaq as a member of the Finance and Corporate Resources Committee;
- (4) that Councillor Razzaq be replaced by Councillor Dryburgh as one of the 15 members not serving on the Finance and Corporate Resources Committee who were eligible to sit on the Appeals and Grievance and Disputes Panels;
- (5) that Councillors Fagan and Scott be replaced by Councillors Razzaq and Walker, respectively, as substitute members of the Equal Opportunities Forum;
- (6) that Councillor Razzaq be replaced by Councillor Walker as a substitute member of the Joint Consultative Forum;

- (7) that Councillor Dryburgh be replaced by Councillor Brogan as a substitute member of the Housing and Technical Resources Committee;
- (8) that Councillor Brogan be replaced by Councillor Razzaq as a substitute member of the Licensing Committee;
- (9) that Councillor Fagan be replaced by Councillor Lennon as a member of the Financial Resource Scrutiny Forum and that Councillor Fagan be replaced as Chair of the Forum by Councillor McAdams;
- (10) that Councillor Devlin be replaced by Councillor Dryburgh as a member of the Performance and Review Scrutiny Forum and that Councillor McClymont be replaced by Councillor Fagan as a substitute member;
- (11) that Councillor McAdams be replaced by Councillor Devlin as a member of the Risk and Audit Scrutiny Forum;
- (12) that Councillors Convery and Devlin be replaced by Councillors Fagan and Dryburgh, respectively, on the Standards and Procedures Advisory Forum;
- (13) that Councillor Scott be replaced by Councillor McClymont on the Sustainable Development Member/Officer Working Group;
- (14) that Councillor Logan be replaced by Councillor Fagan as a substitute member of the Recruitment Committee;
- (15) that Councillor McLachlan be replaced as a representative on COSLA by Councillor Fagan with the vacant substitute place on COSLA being taken up by Councillor Hamilton;
- (16) that Councillor Dryburgh be replaced by Councillor Convery as a representative on the Lanarkshire Valuation Joint Board;
- (17) that Councillor Dryburgh be replaced by Councillor Scott as a member of the Economic Growth Board;
- (18) that Councillor Brogan be replaced by Councillor Carmichael on the Adult Protection Committee;
- (19) that Councillor Burns be replaced by Councillor Greenshields as a substitute member of the Rural Task Force; and
- (20) that Councillor Burns be removed as a substitute member of the Employee Issues and Equal Opportunities Forums.

[Reference: Minutes of South Lanarkshire Council of 28 June 2018 (Paragraph 5)]

17 Local Governance Review

A report dated 15 August 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the ongoing review of local governance.

The review was being progressed through 2 strands which would feed into discussions on a Local Democracy Bill which might be introduced later in this parliamentary term.

The 2 strands were summarised as follows:-

- ◆ Strand 1 related to capturing the views of local communities on the governance of public services in their area
- ◆ Strand 2 was seeking proposals from the public sector, both individual bodies and from city regions, community planning partnerships, etc, on the possible reform of local governance arrangements related to place

Details on how the 2 strands would be taken forward were provided together with how elected members and local community groups could access further information and become involved in the review process.

The Committee decided: that the report be noted.

18 Risk and Audit Scrutiny Forum Activity 2017/2018

A report dated 12 July 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the activity of the Risk and Audit Scrutiny Forum (RASf) during 2017/2018.

The Forum had met 5 times during 2017/2018 and had considered the following subject activities:-

- ◆ reviews of internal and external audit findings and opinions
- ◆ reviews of progress in managing strategic risks
- ◆ consideration of external risk related reports
- ◆ examination of governance arrangements
- ◆ overview of progress and activity of other scrutiny forums

A full list of reports submitted to the RASf was attached as Appendix 1 to the report and it was noted that all reports were available on the Council's website.

The Committee decided: that the report be noted.

[Reference: Minutes of 27 September 2017 (Paragraph 19)]

19 Urgent Business

There were no items of urgent business.