

## EXECUTIVE COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 16 May 2018

**Chair:**

Councillor John Ross (ex officio)

**Councillors Present:**

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

**Councillors' Apologies:**

John Anderson, Peter Craig, 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; G McCann, Head of Administration and Legal Services; A Morton, Central Research Unit Manager

**Housing and Technical Resources**

D Lowe, Executive Director; A Finnan, Head of Housing Services

**Social Work Resources/Health and Social Care**

V de Souza, Director

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### 1 Declaration of Interests

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No interests were declared.

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### 2 Minutes of Previous Meeting

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

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

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### 3 Capital Budget Monitoring for Period 13 - 1 April 2017 to 2 March 2018

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A report dated 11 April 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the physical and financial progress at 2 March 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 £78.242 million and the Housing Programme £40.581 million. At 2 March 2018, £48.599 million had been spent on the General Fund Capital Programme and £29.247 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 £59.142 million. This was an underspend of £19.100 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 £36.860 million. This was an underspend of £3.721 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 adjustments to the General Fund Programme, as detailed in Appendix 3 to the report, be approved.

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

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#### **4 Revenue Budget Monitoring for Period 13 - 1 April 2017 to 2 March 2018 and 2017/2018 Probable Outturn**

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

The figures included an underspend of £1.177 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.

Following discussion, it was proposed that the Executive Director (Finance and Corporate Resources) provide a report to a future meeting of the Committee in relation to the detail of the Bellwin Scheme.

**The Committee decided:**

- (1) that the underspend on the General Fund Revenue Account of £1.177 million on the General Fund Revenue Account at 2 March 2018 and forecast underspend to 31 March 2018 of £0.500 million be noted;
- (2) that the breakeven position on the Housing Revenue Account at 2 March 2018 and the forecast outturn to 31 March 2018 of a breakeven position be noted; and

- (3) that the Executive Director (Finance and Corporate Resources) provide a report to a future meeting of the Committee on the detail of the Bellwin Scheme.

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

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## **5 Trading Services' Financial Performance for Period 13 - 1 April 2017 to 2 March 2018**

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A report dated 13 April 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 March 2018, surpluses of £8.680 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 March 2018 of £8.680 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 March 2018 (Paragraph 5)]*

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## **6 Additional Funding from the Scottish Government and Other External Sources**

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A report dated 24 April 2018 by the Executive Director (Finance and Corporate Resources) was submitted on additional revenue funding, totalling £2.089 million, and capital funding, totalling £0.098 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**

<b>Resource</b>	<b>2018/2019 (£)</b>
<b>Community and Enterprise</b>	0.030
<b>Housing and Technical</b>	2.059
<b>Total</b>	<b>2.089</b>

### **Capital Funding**

#### **Resource**

<b>Community and Enterprise</b>	0.098
<b>Total</b>	<b>0.098</b>

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

*[Reference: Minutes of 28 March 2018 (Paragraph 6)]*

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## **7 Review of the Code of Corporate Governance and Annual Governance Statement**

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A report dated 19 April 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the evaluation of the 2016/2017 Annual Governance process, including changes made to the Local Code of Corporate Governance and the Annual Governance Statement.

On completion of the 2016/2017 Annual Review of Governance Arrangements, representatives of the Governance Group undertook a full review of the process and the associated documentation.

The review had been completed in accordance with the principles and requirements contained within the new framework and also took into account feedback from the Council's external auditor. The key outcomes identified by the review were detailed in the report.

To ensure that the Council's Governance arrangements complied fully with the principles contained in the CIPFA/SOLACE framework, a new Local Code of Corporate Governance had been developed to meet those requirements.

The new Code of Governance document, which had been structured into 2 sections, was attached as Appendix 1 to the report. The document provided the structures and guidance to be followed by elected members and employees to ensure effective governance across the Council.

A new Corporate Governance template had been developed for the 2017/2018 Annual Governance Statement. The new template would make clear linkages with the CIPFA/SOLACE framework and would provide an annual record of how the Council complied with its Local Code of Corporate Governance. A copy of the new Governance Statement template was attached as Appendix 2 to the report.

**The Committee decided:**

- (1) that the outcome of the review of the Council's Code of Corporate Governance and Annual Governance Statement be noted;
- (2) that the updated Local Code of Corporate Governance be approved; and
- (3) that the report be submitted to the Risk and Audit Scrutiny Forum for noting.

*[Reference: Minutes of 8 June 2016 (Paragraph 11)]*

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## **8 Community Safety Partnership Analyst Post**

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A joint report dated 24 April 2018 by the Executive Directors (Housing and Technical Resources) and (Finance and Corporate Resources) was submitted on proposals to extend the current temporary post of Community Safety Partnership Analyst for a further 12 month period until 31 March 2019.

Since taking up the post, the Community Safety Partnership Analyst had been key to further developing the Community Safety Partnership's Strategic Needs Assessment (SNA) which involved priority setting for partners in the areas of:-

- ◆ drug misuse
- ◆ domestic abuse
- ◆ anti-social behaviour
- ◆ road traffic accidents
- ◆ unintentional injuries

The analyst would continue to carry out ongoing environmental scanning and strategic analysis to identify issues relating to the work of the Community Safety Partnership. The work of the analyst would also include providing support to the work of priority leads in the development of measures, indicators and targets, and in monitoring actions to ensure progress against agreed outcomes.

**The Committee decided:** that the extension of the temporary post of Community Safety Partnership Analyst at Grade 3, Level 2, SCP 61-63 (£29,161 to £30,913) for a further 12 month period to 31 March 2019 be approved.

*[Reference: Minutes of 8 March 2017 (Paragraph 11)]*

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## **9 Early Learning and Childcare 1140 Hours 2018/2019 - Implementation of Phase 2 Pilot**

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A report dated 5 April 2018 by the Executive Director (Education Resources) was submitted on:-

- ◆ the Scottish Government's expansion plans for 1140 hours of early learning and childcare commencing in August 2020 and the implications for the Council
- ◆ the requirements for phase 2 and the next steps for the Council to progress expansion by August 2020
- ◆ proposals to increase the establishments of Education and Community and Enterprise Resources to meet the requirements of the extension to 1140 hours of early learning and childcare

From August 2017, nursery classes included in phase 1 of the extension proposals, had implemented the 1140 hours of provision including a hot meal. The purpose of phase 1 was to enable the Council to establish and test a variety of service delivery models for 1140 hours Early Learning and Childcare. This had helped the Council identify a range of requirements, including combinations of staffing models, outcomes for parents and children and establishing best practice around the Council.

In terms of phase 2 of the proposals, a number of expansion plans had been developed and those plans, which were detailed in the report, included the expansion to 1140 hours for partner providers, with 20% of funded places from August 2018.

In order to deliver phase 2 of the expansion plans, it was considered that the following changes to the establishments of Community and Enterprise and Education Resources would be required:-

### Education Resources Additional Graduates

Staffing	Number of Additional Posts (FTE)	Grade	Annual Salary
Nursery Teachers *	6	Basic Teacher	£35,763
EY Team Leaders *	20	Grade 2, Level 3	£25,446

### Early Learning and Childcare expansion - capacity and capability building

Staffing	Number of Additional Posts (FTE)	Grade	Annual Salary
Modern Apprentices *	12	Grade 1, Level 3	£18,694
Depute Head Hollandbush Nursery *	1	Grade 3, Level 4	£35,311
EY Worker Hollandbush – Term Time *	-7	Grade 2, Level 2	£20,123
EY Worker Hollandbush – 52wk *	7	Grade 2, Level 2	£22,610
EY Team Leader Hollandbush – Term Time *	-1	Grade 2, Level 3	£22,647
EY Team Leader Hollandbush – 52 wk *	1	Grade 2, Level 3	£25,446
EY Worker Hollandbush – 52 wk *	5.3	Grade 2, Level 3	£22,610
EY Worker Phase 2 – Term Time *	52.5	Grade 2, Level 3	£20,123
EY Worker Phase 2 – 52 wk *	29.1	Grade 2, Level 3	£22,610
Accountant *	1	Grade 3, Level 8	£38,615
Data Information Officer *	1	Grade 4, Level 5	£43,524
Data Information Assistant *	1	Grade 2, Level 4	£27,447
Project Governance Coordinator *	1	Grade 4, Level 5	£43,524
ELC Quality Officers *	4	Grade 4, Level 2	£40,385

### Community and Enterprise Resources

2017/2018 posts for hot meal provision had been approved covering the school term August 2017 to June 2018. The undernoted posts were now being established permanently in addition to the new posts for August 2018 for phase 2 expansion.

Staffing	Number of Additional Posts (FTE)	Grade	Annual Salary
Facilities Officers (2017/2018)	1	Grade 3, Level 4	£35,310
Catering Assistants term time (2017/2018)	14.3	Grade 1, Level 1	£14,669
Catering Assistants 52 wk *	5	Grade 1, Level 1	£16,861
Catering Assistants term time *	13.1	Grade 1, Level 1	£14,669
Catering Assistants 52wk *	10.8	Grade 1, Level 1	£16,861

Posts marked \* to be recruited for the new school term from August 2018.

Costs associated with establishing the posts would be met from the 2018/2019 revenue funding available, totalling £5.043 million.

**The Committee decided:**

- (1) that the requirements for the Council arising from phase 1 of the implementation of 1140 hours of early learning and childcare be noted;
- (2) that the proposed increases to the staffing establishments of Education and Community and Enterprise Resources, as detailed in the report, be approved; and
- (3) that the implementation of the delivery of up to 20% of partner agencies of 1140 hours of provision, as detailed in the report, be noted.

*[Reference: Minutes of 8 November 2017 (Paragraph 12)]*

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## **10 Non-denominational Primary Schools in Strathaven - Proposal to Realign Catchment Areas**

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A report dated 24 April 2018 by the Executive Director (Education Resources) was submitted on:-

- ◆ new housing developments in Strathaven and the potential impact of those developments on primary schools in the area
- ◆ proposals to undertake a statutory consultation on realigning the catchment area of both Kirklandpark and Wester Overton Primary Schools to more appropriately link new housing developments to the local non-denominational primary schools

There were 2 major housing developments underway in the Strathaven area at East Overton and Strathaven West/Colinhill Farm. The impact of those developments in terms of projected pupil numbers and catchment areas were provided in the report.

The current and proposed changes to the catchment areas for both Kirklandpark and Wester Overton Primary Schools were detailed in the report. It was considered that the updated catchment areas would result in a more equitable split between the 2 non-denominational primary schools.

**The Committee decided:** that a statutory consultation be undertaken under the Schools (Consultation) (Scotland) Act 2010 to realign the school catchment areas of both Kirklandpark and Wester Overton Primary Schools, Strathaven to take account of the new housing developments and to more effectively balance pupil numbers between the 2 schools.

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## **11 South Lanarkshire's State of the Environment Report**

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A report dated 18 April 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the key findings identified from the completed South Lanarkshire State of the Environment Report (SOER) for 2017.

The Report provided a detailed assessment of data across a suite of Strategic Environmental Assessment issues which enabled the Council to evaluate the condition of South Lanarkshire's environment. The key indicators included in the Report provided a means of identifying where there was an opportunity to improve environmental performance and assess the progress made towards creating a sustainable Lanarkshire.

Details of how the SOER had been developed were provided together with an update on the key findings, which were summarised in Appendix 1 to the report.

An analysis of changes from the initial SOER produced in 2011 had been undertaken and those changes were summarised in Appendix 2 to the report.

Councillor Brown proposed that an additional recommendation be added to the report to the effect that the Council contact the Minister for Transport in the Scottish Government to express concerns at the decline in bus services within South Lanarkshire and requesting that those concerns be taken into account in the development of the new Transport (Scotland) Bill.

Following discussion, the Committee accepted that this additional recommendation be added to the report.

Councillor Ross, seconded by Councillor Chalmers, moved that the recommendations in the report, including Councillor Brown's additional recommendation, be approved. Councillor Fagan, seconded by Councillor Brogan, moved as an amendment that when writing to the Minister, concern be expressed at the decline over the last 10 years in bus services and requesting that the new Transport (Scotland) Bill include regulations to provide for democratic control of bus services, through common ownership of bus services and a reverse of deregulated services to a regulated system.

On a vote being taken by a show of hands, 8 members voted for the amendment and 18 for the motion which was declared carried.

**The Committee decided:**

- (1) that the South Lanarkshire State of the Environment Report 2017 be approved;
- (2) that the contents of the report be disseminated across the Council, its partners and other external agencies for use in the preparation of strategies, policies and plans and as an information resource when carrying out Strategic Environmental Assessments; and



- (3) that contact be made with the Minister for Transport in the Scottish Government to express concerns at the decline in bus services within South Lanarkshire and requesting that those concerns be taken into account in the development of the new Transport (Scotland) Bill.

*[Reference: Minutes of 27 February 2016 (Paragraph 12)]*

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## **12 Syrian Refugee Resettlement Programme (SRRP)**

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A report dated 16 May 2018 by the Executive Director (Housing and Technical Resources) was submitted on:-

- ◆ the updated position on the Syrian Refugee Resettlement Programme (SRRP) at both a South Lanarkshire and national level
- ◆ proposals to accommodate a further 60 refugees through the SRRP during 2018/2019 and 2019/2020, subject to continuing funding and support from the Home Office

The Scottish Government, together with a number of Scottish local authorities, had agreed to participate in the SRRP and, in the period from 2015 to 2018, the Council and its Community Planning Partners had resettled 32 families (118 people) across South Lanarkshire.

Given the positive impact that South Lanarkshire Council's participation in the Programme had brought to the lives of the Syrian refugees, it was proposed that the Council resettle a further 60 people in financial years 2018/2019 and 2019/2020. This proposal was in line with the number of refugees resettled in the earlier phases of the Programme and reflected a proportionate share of refugees to be resettled in Scotland.

To ensure progress was properly reported, further Annual Reports would be submitted to this Committee covering 2018/2019 and 2019/2020.

An Annual Report would also be submitted to Community Planning Partners in autumn 2018 to reflect the support they provided to families within the Programme.

### **The Committee decided:**

- (1) that the updated position on the Syrian Refugee Resettlement Programme be noted; and
- (2) that the proposals to accommodate a further 60 refugees in financial years 2018/2019 and 2019/2020 be approved.

*[Reference: Minutes of 7 September 2016 (Paragraph 20)]*

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## **13 Representation on Outside Bodies - Economic Growth Board and Licensing Division 2 (East Kilbride)**

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A report dated 18 April 2018 by the Executive Director (Finance and Corporate Resources) was submitted on proposed amendments to the elected member representation on the Economic Growth Board and Licensing Division 2 (East Kilbride).

### **The Committee decided:**

- (1) that Councillor Craig be replaced by Councillor Stevenson as one of the Council's elected member representatives on the Economic Growth Board; and

- (2) that Councillor Campbell be replaced by Councillor Harrow on Licensing Division 2 (East Kilbride).

*[Reference: Minutes of 28 March 2018 (Paragraph 11)]*

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## **14 Information Strategy and Improvement Plan 2018 to 2022**

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A report dated 2 May 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the updated Information Strategy and Improvement Plan for the period 2018 to 2022.

The Council's Information Strategy 2014 to 2017 had been fully reviewed and the new version for 2018 to 2022 took account of updated requirements and new developments.

The revised Strategy document, together with an associated Improvement Action Plan, were provided in appendices to the report.

A summary of the key elements making up the Strategy and Action Plan was given in the report, together with details of the most significant changes made from the previous version.

**The Committee decided:** that the Council's Information Strategy 2018 to 2022 and the associated Information Strategy Improvement Plan be approved.

*[Reference: Minutes of 8 October 2014 (Paragraph 10)]*

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## **15 Recommitment to the Terms of the Armed Forces' Community Covenant**

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A report dated 8 February 2018 by the Executive Director (Finance and Corporate Resources) was submitted:-

- ◆ on proposals for the Council to recommit to the terms of an updated Armed Forces' Community Covenant
- ◆ on the Council's participation on a reformed Lanarkshire Firm Base Group

On 5 March 2012, the Council, together with a range of partner organisations, had signed up to the terms of an Armed Forces' Community Covenant to confirm the mutual support between the Council and the armed forces' community.

The specific aims and objectives contained in the Covenant were detailed in the report.

To take the principles of the Covenant forward at a Lanarkshire level, a Firm Base Group had been established to consider a number of areas impacting on the lives of veterans and what supports could be implemented.

Due to the increased and changing needs of veterans and the growing number of organisations involved in supporting veterans and their families, it was considered an appropriate time for the Council to recommit to the Armed Forces' Community Covenant and to reconfirm the Council's participation in a reformed Lanarkshire Firm Base Group.

**The Committee decided:**

- (1) that the recommitment by the Council to the terms of an updated Armed Forces' Community Covenant be approved;

- (2) that the Council's participation in a reformed Lanarkshire Firm Base Group to support local veterans and their families be approved; and
- (3) that the Leader of the Council and the Chief Executive sign the updated Armed Forces' Community Covenant at the Council's Armed Forces Day event on 23 June 2018.

*[Reference: Minutes of 8 February 2012 (Paragraph 16)]*

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## **16 Recommendation Referred by Education Resources Committee**

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A report dated 1 May 2018 by the Chief Executive was submitted on a recommendation which had been referred to this Committee by the Education Resources Committee of 24 April 2018.

The recommendation of the Committee was as follows:-

- ◆ that the revised priorities for the allocation of paid privilege places on existing mainstream school transport, with effect from August 2018, be approved.

*[Reference: Minutes of the Education Resources Committee of 24 April 2018 (Paragraph 8)]*

**The Committee decided:** that the recommendation referred by the Education Resources Committee in relation to the revised priorities for the allocation of paid privilege places on existing mainstream school transport be approved.

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## **17 Strategic Environmental Assessment Progress Report**

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A report dated 18 April 2018 by the Executive Director (Community and Enterprise Resources) was submitted on progress achieved in carrying out Strategic Environmental Assessments (SEAs) on the Council's policies, plans, programmes and strategies.

The Council had a statutory duty to consider and carry out a SEA for all of its policies, plans programmes and strategies as they were being developed or refreshed and an update was provided on Assessments carried out in 2017/2018 as follows:-

- ◆ 10 where pre-screening had been carried out
- ◆ 2 where it had been determined that a SEA was not required
- ◆ 4 where a full SEA and Environmental Reports were being progressed

**The Committee decided:** that the progress achieved in conducting Strategic Environmental Assessments within the Council in 2017/2018 be noted.

*[Reference: Minutes of 30 August 2018 (Paragraph 17)]*

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## **18 Local Child Poverty Action Report**

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A report dated 27 April 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the new statutory duty on the Council and NHS Lanarkshire to jointly produce an annual Local Child Poverty Action Report.

The first report would cover the period from 1 April 2018 to 31 March 2019 and would be published by 30 June 2019. All future Child Poverty Action Reports would be published by 30 June each year.

In line with the expectations of the Scottish Government, the Council had reached an understanding with NHS Lanarkshire to work together to produce the reports, with community planning partners providing assistance in co-ordinating the work.

Details were provided on:-

- ◆ the background to the Child Poverty Act 2017, including the key drivers of child poverty targets
- ◆ developments to date in relation to the Child Poverty Act 2017
- ◆ the latest guidance from the Scottish Government and projected levels of child poverty
- ◆ the work of the Poverty and Inequality Commission
- ◆ the potential outline of how the first South Lanarkshire Report would be structured

**The Committee decided:**

- (1) that the contents of the report be noted;
- (2) that the understanding reached by the Council and NHS Lanarkshire on the production of a Joint Local Child Poverty Action Report be noted;
- (3) that it be noted that the first Local Child Poverty Action Report would cover the period from 1 April 2018 to 31 March 2019 and be published by 30 June 2019;
- (4) that the intention to publish all subsequent reports by 30 June each year be noted;
- (5) that the latest guidance and the most recent projections from the Scottish Government on child poverty and the relevant comments made by the Poverty and Inequality Commission on Local Child Poverty Action Reports be noted;
- (6) that the intention to deliver this statutory duty through a community planning partnership approach be noted; and
- (7) that the outline and potential structure of the first annual South Lanarkshire Local Child Poverty Action Report be noted.

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## **19 Events to Mark the Centenary of the End of World War 1**

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A report dated 21 March 2018 by the Executive Director (Finance and Corporate Resources) was submitted:-

- ◆ on the current events and initiatives involving the Council to mark the centenary of the end of World War 1 on 11 November 2018
- ◆ highlighting a number of national initiatives which the Council had been asked to support and promote

The Council had, over recent years, forged a strong working relationship with local ex Services' organisations which had resulted in the development of a number of high profile civic remembrance events. The opportunity would be taken to review those events in order to maximise their impact in the centenary year.

A number of national initiatives had also been developed and the Council would be involved in supporting and promoting those initiatives to ensure that public awareness and participation was maximised.

In addition to the Council's civic remembrance programme, individual Resources and South Lanarkshire Leisure and Culture Limited were developing a range of events and those were detailed in the report and in an attached appendix.

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

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## **20 Urgent Business**

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There were no items of urgent business.