

EXECUTIVE COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 14 December 2011

Chair:

Councillor Edward McAvoy

Councillors Present:

David Baillie, Jackie Burns (Depute), Peter Craig, Jim Docherty, Hugh Dunsmuir, Lynn Filshie, Beith Forrest, Ian Gray, Jim Handibode, Eileen Logan, Jim McGuigan, Alex McInnes, Anne Maggs, Patrick Ross-Taylor, David Shearer, Hamish Stewart, George Sutherland, Chris Thompson, Sheena Wardhaugh, David Watson, Pat Watters

Councillors' Apologies:

Henry Mitchell, Mary Smith

Attending:**Chief Executive's Service**

A Strang, Chief Executive

Community Resources

N Anderson, Executive Director

Education Resources

L Forde, Executive Director

Enterprise Resources

C McDowall, Executive Director

Finance and Corporate Resources

P Manning, Executive Director; R Lake, Head of Administration Services; C McIlquham, Clerical Assistant; H McNeil, Head of Improvement

Housing and Technical Resources

L Freeland, Executive Director

Social Work Resources

H Stevenson, Executive 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 16 November 2011 were submitted for approval as a correct record.

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

3 Capital Budget Monitoring 2011/2012

A report dated 7 November 2011 by the Executive Director (Finance and Corporate Resources) was submitted on both physical and financial progress at 28 October 2011 on the various Capital Programmes.

The General Fund Capital Programme included Education Resources, Social Work Resources, Roads and Transportation and General Services. Including the proposed adjustments detailed in the report, the General Fund Capital Programme totalled £120.081 million and the Housing Capital Programme £40.884 million. At 28 October 2011, £61.675 million had been spent on the General Fund Capital Programme and £14.886 million on the Housing Capital Programme.

Details were also given on the progress of the Hamilton Ahead Capital Programme.

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

The Committee decided:

- (1) that the adjustments to the General Fund and Housing Capital Programmes to take account of projects carried forward from 2010/2011 and amendments proposed by Resources be approved; and
- (2) that the position on the various Capital Programmes, as detailed in the report, be noted.

[Reference: Minutes of 16 November 2011 (Paragraph 3)]

4 Revenue Budget Monitoring for Period 1 April to 28 October 2011

A report dated 7 November 2011 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure against budgeted expenditure for the period ending 28 October 2011.

The figures included an underspend on the General Fund Revenue Account of £0.536 million and a breakeven position on the Housing Revenue Account.

The forecast outturn for the General Fund Revenue Account and the Housing Revenue Account to 31 March 2012 was a breakeven position.

Ongoing monitoring of the Revenue Budget would be carried out by the Financial Resources Scrutiny Forum and reports submitted to this Committee on a regular basis.

The Committee decided:

- (1) that the underspend on the General Fund Revenue Account of £0.536 million at 28 October 2011 and forecast to 31 March 2012 of a breakeven position be noted; and
- (2) that the breakeven position on the Housing Revenue Account at 28 October 2011 and forecast to 31 March 2012 of a breakeven position be noted.

[Reference: Minutes of 16 November 2011 (Paragraph 4)]

5 Trading Services Financial Performance for Period 1 April to 28 October 2011

A report dated 7 November 2011 by the Executive Director (Finance and Corporate Resources) was submitted on the projected financial results for 2011/2012 for the Council's Trading Services. Minor budget adjustments in the period to 28 October 2011 had resulted in a revised budget of £9.548 million. At 28 October 2011, surpluses of £5.147 million had been achieved.

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

The Committee decided: that the report be noted.

[Reference: Minutes of 7 September 2011 (Paragraph 5)]

6 Employee Management Information 1 April to 30 September 2011 - Summary

A report dated 17 November 2011 by the Executive Director (Finance and Corporate Resources) was submitted on employee management information relating to the Council for the period 1 April to 30 September 2011 as follows:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ employee development
- ◆ labour turnover/analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ Joint Staffing Watch as at 11 September 2011

The Committee decided: that the report be noted.

[Reference: Minutes of 6 July 2011 (Paragraph 8)]

7 South Lanarkshire Leisure and Culture Limited - Performance Review 1 October 2010 to 30 September 2011

A report dated 21 November 2011 by the Executive Director (Community Resources) was submitted on the financial and operational performance of South Lanarkshire Leisure and Culture Limited (SLLC) for the first full year of its operation covering the period 1 October 2010 to 30 September 2011.

Details were provided on:-

- ◆ operational highlights and key achievements
- ◆ performance against local and statutory performance indicators
- ◆ progress achieved in relation to asset management and capital investment
- ◆ employee management information
- ◆ financial performance at 31 March 2011 and in the first 6 months of 2011/2012

SLLC's Business Plan for 2012/2013 would be submitted to the Community Resources Committee on 17 January 2012 for consideration and referred to this Committee for approval.

Further performance reports would be submitted to this Committee on a 6 monthly basis.

The Committee decided: that the financial and operational performance of South Lanarkshire Leisure and Culture Limited be noted.

8 Overall Position for Revenue Budget 2012/2013 - Update and Savings Proposals

A report dated 17 November 2011 by the Executive Director (Finance and Corporate Resources) was submitted on the overall revenue budget position for the Council for 2012/2013, including a prioritised package of savings proposals.

At its meeting on 8 June 2011, the Committee had approved the Council's Financial Strategy for the financial year 2012/2013. Based on a number of assumptions, a requirement for savings totalling £12.1 million had been identified for 2012/2013.

A package of savings proposals totalling £12.469 million was detailed in the appendices to the report. The proposals were split into 2 categories, namely those savings 'Already Approved' (£4.653 million) and those which 'Require Approval' (£7.816 million). The 'Already Approved' savings were those where the Council had previously taken a decision to implement the strategy/principle within the proposed saving.

Following the release of the Local Government Finance Settlement Figure on 8 December 2011, the Executive Director (Finance and Corporate Resources) advised that the Council's grant settlement figure for 2012/2013 was £591.7 million which represented an increase of £2.7 million on the previous year's figure. This increase had been specifically allocated for 'Protecting Teacher Numbers' and 'Teachers' Pay and Conditions'. Additional grant allocation had also been provided for 2011 in relation to those areas.

The grant settlement figure was generally in line with the assumed position presented within the report and, therefore, the budget assumptions previously reported remained valid.

With the exclusion of the Education Resources' saving of £0.220 million under the heading 'Reduction in Secondary Staffing' (Reference EDU06), the Chair proposed that the prioritised package of savings proposals for 2012/2013 totalling £12.249 million be approved.

The Committee decided:

- (1) that the level of grant offered to the Council of £591.7 million be accepted and a letter confirming the Council's position be sent to the Scottish Government;
- (2) that the package of 'Already Approved' savings totalling £4.653 million be noted;
- (3) that the Education Resources' saving of £0.220 million under the heading 'Reduction in Secondary Staffing' (Reference EDU06) be excluded from the savings proposals for the 2012/2013 Revenue Budget; and
- (4) that the remaining 'Require Approval' savings totalling £7.596 million be approved.

[Reference: Minutes of 8 June 2011 (Paragraph 3)]

9 Empower Update

A report dated 24 November 2011 by the Executive Director (Finance and Corporate Resources) was submitted on the second annual update of progress made on the rollout of the Council's self assessment tool, Empower.

The proposed programme of assessments until the end of 2012/2013, covering all Resources, was detailed in an appendix to the report. Whilst there had been some minimal variation in the scheduling of assessments, the programme remained on target to complete by the end of 2012/2013. Overall, 40% of planned assessments had been completed by October 2011 with 63% due by March 2012 and 100% by March 2013.

An update was provided on specific developments in relation to assessments together with progress on the Corporate Assessment Action Plan which was monitored through IMPROVe. Other Public Sector Improvement Framework developments recently completed and those still underway were listed. A second annual update would be produced as at 31 March 2012. However, interim updates indicated progress as appropriate at the current time.

The Council's commitment to continuous improvement was underlined by a robust approach to self assessment and a number of actions considered to be key to ensuring that self assessment continued to be a focus for Best Value were detailed in the report.

The development of Empower would be progressed by the Empower Officers' Group with progress reports submitted to Committee on an annual basis.

The Committee decided:

- (1) that Resources continue with their commitment to complete the rollout of Empower across all relevant services in line with the programme set out in the appendix to the report; and
- (2) that progress with the Action Plan arising from the Council-wide corporate assessment continue to be monitored and reported through IMPROVe.

[Reference: Minutes of 1 December 2010 (Paragraph 11)]

10 Statutory Performance Indicators 2010/2011

A report dated 17 November 2011 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ an analysis of the audited Statutory Performance Indicators (SPIs) for 2010/2011
- ◆ the ranking information for the Council's 2010/2011 SPIs
- ◆ improvement actions confirmed by Resources

Information was provided on the 49 measures relating to the 25 SPIs currently in use and details were provided on which quartile the Council's performance was ranked within. Particular attention had been focused on measures which were considered to be of greater importance in terms of the Council Plan, Connect, and the performance of those measures was highlighted.

The key points for the Council arising from the performance results for 2010/2011 in comparison with 2009/2010 were that:-

- ◆ 72% of those measures considered to be of high importance to the Council were ranked in Quartile 1 or 2 and 51% of all measures had shown improvement
- ◆ of the 32 measures confirmed as being of high importance to the Council, 16 had improved

Performance results for each measure in 2008/2009, 2009/2010 and 2010/2011 were provided in an appendix to the report together with an explanation on performance and proposals for improvement provided by Resources during 2011/2012.

The Council was in Quartile 1 for 16 measures and was ranked number 1 in the measure relating to Asset Management. An emphasis would continue to be placed on achieving improvement on those measures considered to be of high importance to the Council.

The Committee decided:

- (1) that the analysis of the SPI results (performance and ranking) for 2010/2011 be noted;
- (2) that the report be submitted to the Performance and Review Scrutiny Forum for consideration; and

- (3) that relevant sections of the report be submitted to individual Resource Committees for consideration.

[Reference: Minutes of 23 March 2011 (Paragraph 7)]

11 Sustainable Development Strategy Quarter 2 Update

A report dated 22 November 2011 by the Executive Director (Community Resources) was submitted on the:-

- ◆ position of the Sustainable Development Strategy actions and measures at the end of Quarter 2 of 2011/2012
- ◆ fourth annual public report detailing the Council's progress on meeting its commitments under Scotland's Climate Change Declaration
- ◆ first Carbon Reduction Commitment performance league table

The current Sustainable Development Strategy covered the period from September 2007 until September 2011 and, although the lifespan of the Strategy had expired, the monitoring of the actions and measures contained in the Strategy would continue. This was the penultimate report giving the position at the end of Quarter 2 in 2011/2012. A final report would be submitted to a future meeting on the position at the end of Quarter 4 in 2011/2012.

Of the 83 measures contained in the Strategy, 65 had been achieved or were on course to be achieved, 5 were on course to achieve with some minor slippage and 10 would be reported at a later date. In terms of the 3 measures which were not on course to achieve, or would be the subject of significant slippage, a number of actions had been identified to address the current position and those were detailed in the report.

The Council and its Community Planning Partners had produced a combined draft South Lanarkshire Climate Change Annual Report for 2011 and this was attached as an appendix to the report. When approved, the report would be made available to the public along with similar reports from other Scottish local authorities.

The first national league table for the Carbon Reduction Commitment (CRC) Energy Efficiency Scheme covering 2010/2011 had been published. The Council was in the top quartile of participants in the Scheme and had been ranked 9th out of the 27 Scottish local authorities who were required to take part in the CRC.

The Committee decided:

- (1) that the 2011/2012 Quarter 2 position in respect of the actions and measures contained in the 2007 to 2011 Sustainable Development Strategy be noted; and
- (2) that the draft annual public report detailing the Council's progress on meeting its commitments under Scotland's Climate Change Declaration be approved.

[Reference: Minutes of 26 January 2011 (Paragraphs 11 and 14)]

12 Business Gateway Contract Delivery from October 2012

A report dated 21 November 2011 by the Executive Director (Enterprise Resources) was submitted on the:-

- ◆ proposed tendering arrangements for the Business Gateway services contract in Lanarkshire commencing 1 October 2012

- ◆ joint submission by North and South Lanarkshire Councils to the Business Gateway inquiry undertaken by the Scottish Parliament's Economy, Energy and Tourism Committee

The current Business Gateway contract was due to end on 30 September 2012 and, following a comprehensive evaluation of the current arrangements, a number of recommendations had been. Those included the continuation of the current delivery structure which involved having 12 Business Gateway contracts managed by 12 lead local authorities in lowland Scotland.

Work had commenced at a local level to identify options for future service delivery. As part of this work, officers from North and South Lanarkshire Councils had undertaken an appraisal of the options and had concluded that Business Gateway services in Lanarkshire after October 2012 should be competitively tendered. It was proposed that North Lanarkshire Council continue in the role of lead authority and details of how the tendering arrangements would be structured and developed were summarised.

The Scottish Parliament had carried out a short, focused inquiry into the renewal of Business Gateway contracts. The key outcome of the inquiry had been the need for wider and increased consultation with interested parties and stakeholders.

The key points contained in North and South Lanarkshire Councils' joint response to the inquiry were summarised.

The Committee decided:

- (1) that the proposed tendering arrangements for the Business Gateway services contract in Lanarkshire be approved; and
- (2) that the key points in the joint response by North and South Lanarkshire Councils to the Business Gateway inquiry undertaken by the Scottish Parliament's Economy, Energy and Tourism Committee be noted.

[Reference: Minutes of 12 March 2008 (Paragraph 14)]

13 South Lanarkshire Council - Returning Officer for Election Purposes

A report dated 6 December 2011 by the Executive Director (Finance and Corporate Resources) was submitted confirming the position regarding the appointment of the Chief Executive as Returning Officer for election purposes.

In terms of Section 41 of the Representation of the People Act 1983, each Council in Scotland required to appoint a Returning Officer to be responsible for the organisation of elections within that Council's area. In light of the forthcoming retiral of the Chief Executive, Mr Archibald Strang, it was proposed that the incoming Chief Executive, Mr Lindsay Freeland, be appointed as Returning Officer for election purposes.

In addition, it was proposed that Section 4A of the Scheme of Delegation be amended to include:-

“to act as Returning Officer for election purposes and fulfil the role of Proper Officer in terms of the requirements of the Representation of the People Act 1983.”

The Committee decided:

- (1) that the post holder of the position of Chief Executive be confirmed as the Returning Officer appointed by the Council for election purposes; and

- (2) that this appointment be reflected within the Council's Scheme of Delegation.

14 Recommendation Referred by Finance and Information Technology Resources Committee

A report dated 6 December 2011 by the Chief Executive was submitted on the following recommendation which had been referred to this Committee by the Finance and Information Technology Resources Committee of 22 November 2011.

Treasury Management Activity – Mid Year Review

- ◆ that the Council's Treasury Management polices, practices and activities be noted

The Committee decided: that the recommendation of the Finance and Information Technology Resources Committee in relation to the Council's Treasury Management policies, practices and activities be approved.

[Reference: Minutes of Finance and Information Technology Resources Committee of 22 November 2011 (Paragraph 13)]

15 Shared Risk Assessment Submission (2011/2012)

A report dated 24 November 2011 by the Executive Director (Finance and Corporate Resources) was submitted on the Shared Risk Assessment (SRA) process for 2011/2012 (year 3).

Based on the outcome of the SRA for 2010/2011, a number of key issues had been identified within the 2011/2012 Assurance and Improvement Plan. Details of those were highlighted in the report.

Since approval of the 2010/2011 SRA, progress on the 2011/2012 Assurance and Improvement Plan had been monitored by the Corporate Improvement Advisory Board. Work undertaken to progress areas of uncertainty was detailed in an appendix to the report. The updated position on those areas had also been provided to the Local Area Network (LAN).

The key purpose of the SRA was to provide the LAN with sufficient assurance, backed up with evidence, that the Council had been proactive in identifying those areas of Council activity which required improvement and that it had been responsive in implementing and addressing the improvement areas identified. The Council had responded to the LAN on that basis and details of the response were provided.

Feedback from the LAN, together with the Assurance and Improvement Plan covering 2012/2013, would be submitted to a future meeting for consideration.

The Committee decided:

- (1) that the Council's input to the Shared Risk Assessment process, as detailed in the report, be approved; and
- (2) that the report be referred to the Performance and Review Scrutiny Forum for consideration.

[Reference: Minutes of 11 May 2011 (Paragraph 10)]

16 Gauging Recovery Impact Monitoring (GRIM) - Quarter 2 Summary Report

A report dated 10 November 2011 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ a summary of the Gauging Recovery Impact Monitoring (GRIM) indicators used to monitor the state of economic recovery in South Lanarkshire
- ◆ the range of interventions/actions implemented by the Council and its community planning partners to reduce the impact of the recession within the South Lanarkshire area

The data was reported quarterly and monitored the changing position at Quarter 2 in 2011/2012 against 5 key impact themes as follows:-

- ◆ social
- ◆ council revenue
- ◆ community
- ◆ labour market
- ◆ business

The various responses and interventions that the Council and its partners had implemented to aid recovery against each of the impact themes were detailed in the report.

The Committee decided: that the summary results across the set of Gauging Recovery Impact Monitoring (GRIM) indicators for Quarter 2 2011/2012 and the interventions/actions implemented by the Council and its community planning partners to reduce the impact of the recession in South Lanarkshire be noted.

[Reference: Minutes of 6 July 2011 (Paragraph 18)]

17 Representation on the Lowlands Reserve Forces' and Cadets' Association

A report dated 23 November 2011 by the Executive Director (Finance and Corporate Resources) was submitted on action taken, in terms of Standing Order No 36(c) because of the timescales involved, by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to approve the nomination of Councillor Handibode as the Council's elected member representative on the Lowlands Reserve Forces' and Cadets' Association.

The Committee decided: that the action taken, in terms of Standing Order No 36(c), by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to approve the nomination of Councillor Handibode as the Council's elected member representative on the Lowlands Reserve Forces' and Cadets' Association, be noted.

[Reference: Minutes of South Lanarkshire Council of 23 May 2007 (Paragraph 17)]

18 Local Government By-Election - Electoral Ward 18 (Hamilton West and Earnock)

A report dated 9 December 2011 by the Chief Executive was tabled on the outcome of the by-election held in Electoral Ward 18 (Hamilton West and Earnock) on 8 December 2011.

Following the by-election held on 8 December 2011, John Menzies had been elected to serve as Councillor for Electoral Ward 18 (Hamilton West and Earnock). The number of first preference votes polled for each candidate was as follows:-

Ward 18 (Hamilton West and Earnock)

Electorate – 14,068 Percentage Poll – 11.79%

Quota (number of votes required to be elected – 822)

Candidate	Party	No of first preferences	Elected (Stage No)
Stuart Gallacher	Scottish Labour Party	607	
Connar McBain	Scottish Conservative and Unionist	214	
John Campbell Menzies	Scottish National Party (SNP)	822	Yes (Stage 1)

Ballot Papers Rejected - 16

Total Valid Votes Cast – 1,643

The Committee decided:

- (1) that the results of the by-election held in Electoral Ward 18 (Hamilton West and Earnock) on 8 December 2011 be noted; and
- (2) that the Executive Director (Finance and Corporate Resources), in consultation with Group Leaders, be authorised to make the necessary arrangements to fill the vacant places on the relevant Committees and Forums.

[Reference: Minutes of 16 November 2011 (Paragraph 18)]

19 Urgent Business

There were no items of urgent business.

Chair's Remarks – Retiral of Archie Strang, Chief Executive

The Chair advised that this would be the last meeting of the Committee that Archie Strang, Chief Executive would be attending prior to his forthcoming retiral. The Chair, on behalf of the members of the Committee, thanked Mr Strang for 17 years of dedicated service to the Council and for his contribution since his appointment as Chief Executive just over 5 years ago. Councillors Maggs, Forrest and Baillie joined the Chair in thanking Mr Strang for his support and wishing him a long and happy retirement. Mr Strang responded in suitable terms.