

# EXECUTIVE COMMITTEE

Minutes of meeting held via Microsoft Teams on 22 September 2021

## Chair:

Councillor John Ross (ex officio)

## Councillors Present:

Councillor Alex Allison, Councillor John Anderson, Councillor Robert Brown, Councillor Maureen Chalmers (Depute), Councillor Gerry Convery, Councillor Poppy Corbett, Councillor Peter Craig, Councillor Maureen Devlin, Councillor Isobel Dorman, Councillor Joe Fagan, Councillor Allan Falconer, Councillor Lynsey Hamilton, Councillor Graeme Horne (*substitute for Councillor Jim McGuigan*), Councillor Mark Horsham, Councillor Ann Le Blond (*substitute for Councillor Richard Nelson*), Councillor Eileen Logan, Councillor Katy Loudon, Councillor Joe Lowe, Councillor Hugh Macdonald (*substitute for Councillor John Bradley*), Councillor Monique McAdams, Councillor Gladys Miller, Councillor Lynne Nailon, Councillor David Shearer, Councillor Jim Wardhaugh, Councillor Josh Wilson

## Councillors' Apologies:

Councillor John Bradley, Councillor Margaret Cooper, Councillor Kenny McCreary, Councillor Jim McGuigan, Councillor Richard Nelson

## Attending:

### Chief Executive's Service

C Sneddon, Chief Executive

### Community and Enterprise Resources

M McGlynn, Executive Director

### Education Resources

T McDaid, Executive Director; L Sherry, Head of Education (Support Services and School Estate)

### Finance and Corporate Resources

P Manning, Executive Director; N Docherty, Administration Assistant; C Fergusson, Head of Finance (Transactions); A Livingstone, Public Relations Officer; P MacRae, Administration Adviser; G McCann, Head of Administration and Legal Services; K McVeigh, Head of Personnel Services; S Somerville, Administration Manager

### Housing and Technical Resources

D Lowe, Executive Director

### Health and Social Care/Social Work Resources

S Sengupta, Director, Health and Social Care

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## 1 Declaration of Interests

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### Councillor(s)

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### Item(s)

Capital Programme 2021/2022 Update and Monitoring for Period 5: 1 April 2021 to 13 August 2021

### Nature of Interest(s)

Member of Friends of Stonehouse Park

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## 2 Minutes of Previous Meeting

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The minutes of the meeting of the Executive Committee held on 25 August 2021 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 Revenue Budget Monitoring for Period 5: 1 April 2021 to 13 August 2021**

A report dated 25 August 2021 by the Executive Director (Finance and Corporate Resources) was submitted on the overall financial position of the Council's General Fund Revenue Account and Housing Revenue Account for the period 1 April 2021 to 13 August 2021.

Since the previous update submitted to the Committee at its meeting on 25 August 2021, the Council had been allocated further funding for Business Support Grants Administration and Self Isolation Grants, taking the total funding, excluding specific funding, to meet other COVID cost pressures to £32.090 million. The Cost of Recovery funding, detailed in Appendix 1 to the report, had been updated to reflect the additional funding.

The total COVID net expenditure, before funding, at 13 August 2021 amounted to £7.976 million. This was an increase of £1.217 million on the previously reported figure. Those costs were partially offset by specific funding of £4.943 million, leaving costs of £3.033 million to be met from the non-specific funding. A full breakdown of the position to 13 August 2021 was provided in Appendix 3 to the report.

At 13 August 2021, the position on the General Fund Revenue Account was an overspend of £0.454 million, as detailed in Appendix 2 to the report.

The Housing Revenue Account showed a breakeven position at 13 August 2021, as detailed in Appendix 4 to the report.

In response to concerns raised by members regarding financial pressures within Social Work Resources, it was confirmed that this was not solely an issue for South Lanarkshire Council and that additional funding was being sought through the Convention of Scottish Local Authorities (COSLA).

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

- (1)** that the updated COVID-19 position for 2021/2022, as detailed in section 4.2 and Appendix 1 to the report, be noted;
- (2)** that the total net expenditure of £3.033 million, after specific funding in relation to COVID-19, offset by Government Grant included in the Council's position as at 13 August 2021, as detailed in section 4.3 of the report, be noted;
- (3)** that the net overspend of £0.454 million on the General Fund Revenue Account at 13 August 2021, after COVID-19 spend and funding, as detailed in section 5.1 and Appendix 2 to the report, be noted; and
- (4)** that the breakeven position on the Housing Revenue Account at 13 August 2021, as detailed in section 6 and Appendix 4 to the report, be noted.

*[Reference: Minutes of 25 August 2021 (Paragraph 3)]*

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### **4 Capital Programme 2021/2022 Update and Monitoring for Period 5: 1 April 2021 to 13 August 2021**

A report dated 25 August 2021 by the Executive Director (Finance and Corporate Resources) was submitted on progress of the General Fund Capital Programme and the Housing Capital Programme for the period 1 April 2021 to 13 August 2021.

At its meeting on 25 August 2021, the Committee had agreed a General Fund Capital Programme for 2021/2022 amounting to £85.415 million. A revised programme of £83.304 million was now anticipated. This reflected adjustments to the programme totalling a net decrease of £2.111 million, as shown in Appendix 1 to the report. Those adjustments included funding for a replacement for the Council's Human Resources/Finance system which had been approved by the Finance and Corporate Resources Committee at its meeting on 1 September 2021. Budget for the period amounted to £16.300 million and, at 13 August 2021, £16.003 million had been spent on the General Fund Capital Programme, a slight underspend of £0.297 million. Actual funding received to 13 August 2021 totalled £56.600 million. The programme spend and funding for the General Fund for the period was detailed in appendices 2 and 3 to the report.

The Housing Capital Programme 2021/2022, approved by the Executive Committee at its meeting on 23 June 2021, totalled £94.360 million. Following a review of the New Build Housing Programme, it was proposed to move projects totalling £14.720 million into the 2022/2023 financial year. This reflected revised timescales and estimated completion dates across a number of sites, as detailed in the report. Funding totalling £14.720 million for those projects would also move into the 2022/2023 financial year. As a result, approval was requested for a revised programme of £79.640 million. Details of the position of the programme at 13 August 2021 were provided in Appendix 4 to the report. At 13 August 2021, £26.065 million had been spent on the Housing Capital Programme, in line with the respective budgets for the period.

COVID-19 had led to shortages in materials, longer lead times and steep price increases and it was anticipated that this would continue to impact the supply chain with the risk that it would impact on the delivery of the Council's capital and maintenance/repair programmes. Various options were being employed to mitigate those risks. This would continue to be monitored and further updates would be provided to members.

Officers responded to members' questions on:-

- ◆ renewal of play parks
- ◆ contract prices
- ◆ progress in relation to Larkhall Leisure Centre

**The Committee decided:**

- (1) that the Period 5 position, at 13 August 2021, of the General Fund Capital Programme, detailed in appendices 1 to 3 of the report, and the Housing Capital Programme, detailed at Appendix 4, be noted;
- (2) that the adjustments to the General Fund Programme, listed at Appendix 1, and the Housing Programme, detailed at Section 5 of the report, be approved; and
- (3) that the revised programmes be monitored by the Financial Resources Scrutiny Forum.

*[Reference: Minutes of 23 June 2021 (Paragraph 6) and 25 August 2021 (Paragraph 4) and Minutes of Finance and Corporate Resources Committee of 1 September 2021 (Paragraph 13)]*

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## **5 Additional Funding from Scottish Government and Other External Sources**

A report dated 25 August 2021 by the Executive Director (Finance and Corporate Resources) was submitted on additional funding, totalling £5.023 million, which had been made available to the Council by the Scottish Government and other external sources.

The funding had been allocated as follows:-

#### **Revenue Funding**

<b>Resource</b>	<b>2021/2022 (£m)</b>
<b>Community and Enterprise</b>	0.414
<b>Education</b>	3.667
<b>Total</b>	<b>4.081</b>

#### **Capital Funding**

<b>Resource</b>	<b>2021/2022 (£m)</b>
<b>Community and Enterprise</b>	0.942
<b>Total</b>	<b>0.942</b>

**Overall Total** **5.023**

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

*[Reference: Minutes of 25 August 2021 (Paragraph 5)]*

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#### **6 Recommendations Referred by Finance and Corporate Resources Committee – Treasury Management Activity Report 2020/2021, Prudential Code Indicators and Annual Investment Report**

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A report dated 7 September 2021 by the Chief Executive was submitted on recommendations which had been referred to this Committee by the Finance and Corporate Resources Committee of 1 September 2021.

The recommendations of the Finance and Corporate Resources Committee were as follows:-

- ♦ that the Treasury Management Activity Report for 2020/2021 and the 2020/2021 Treasury Management and Prudential Code Indicators be noted
- ♦ that the Council's Annual Investment Report for 2020/2021 be endorsed and referred to the Council for formal approval

#### **The Committee decided**

- (1) that the recommendation referred by the Finance and Corporate Resources Committee in relation to Treasury Management Activity and Prudential Code Indicators for 2020/2021 be noted; and
- (2) that the recommendation referred by the Finance and Corporate Resources Committee in relation to the Annual Investment Report 2020/2021 be endorsed.

**The Committee recommended** that the Annual Investment Report 2020/2021 be  
**to the Council:** approved.

*[Reference: Minutes of Finance and Corporate Resources Committee of 1 September 2021 (Paragraph 11)]*

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## **7 Proposal to Conduct a Consultation to Realign the Catchment Areas of Newton Farm and Hallside Primary Schools and to Alter the Secondary School Those Pupils in the Rezoned Area would Attend from Uddingston Grammar to Cathkin High School**

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A report dated 1 September 2021 by the Executive Director (Education Resources) was submitted on a statutory consultation on the proposed catchment realignment of Newton Farm and Hallside Primary Schools, including alterations to the secondary school that the pupils in the rezoned area would attend from Uddingston Grammar to Cathkin High School.

Newton Farm Primary School, which opened in 2017, had been built to accommodate the Newton Community Growth Area. The pupil numbers since then had been higher than projected. The roll of Hallside Primary School had been decreasing over a number of years and the school was currently operating with spare accommodation. It could, therefore, take additional pupils, thus helping to reduce the roll of Newton Farm Primary School. An options appraisal had been carried out to assess the most appropriate area to realign and Appendix 2 to the report outlined the proposed new catchment areas for Newton Farm and Hallside Primary Schools.

Newton Farm Primary School was zoned to Uddingston Grammar School and Hallside Primary School to Cathkin High School. If the proposed rezoning took place, this would change the secondary catchment school from Uddingston Grammar School to Cathkin High School. The realignment of part of the Newton Farm catchment area would also assist any accommodation pressures that could impact on Uddingston Grammar School.

It was proposed that the consultation period would commence in late September 2021 with the proposed implementation date of any catchment realignment for new P1 or S1 pupils from August 2022. As part of the statutory consultation process, there was a requirement for a public meeting to be held to fully engage with the local community on the proposal.

Officers responded to members' questions on various aspects of the report.

<b>The Committee decided:</b>	that a statutory consultation under the Schools (Consultation) (Scotland) Act 2010 be undertaken on the proposal to change the catchment areas of Newton Farm Primary School and Hallside Primary School to balance pupil numbers more effectively within the 2 schools and to alter the secondary school those pupils in the rezoned area would attend from Uddingston Grammar to Cathkin High School.
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## **8 Queen's Platinum Jubilee 2022**

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A report dated 30 August 2021 by the Executive Director (Finance and Corporate Resources) was submitted on arrangements to enable employees to celebrate the Queen's Platinum Jubilee in 2022.

The First Minister had confirmed the movement of the late May Bank Holiday in 2022 and the introduction of an additional Bank Holiday to mark the celebration of Her Majesty's Platinum Jubilee.

It was proposed that, to enable employees to celebrate the event, the public holiday on Monday 30 May 2022 would be moved to Thursday 2 June 2022 and an extra fixed annual leave day on Friday 3 June 2022 would be granted. To accommodate the celebration of this event, non-essential services would be reduced and Council offices closed, where possible.

Employees required to work on the additional fixed annual leave day would receive a day's leave which they could take at an alternative time.

**The Committee decided:**

- (1) that the Council provide a reduced service on Friday 3 June 2022;
- (2) that the public holiday scheduled for Monday 30 May 2022 be moved to Thursday 2 June 2022; and
- (3) that an additional fixed annual leave day for employees be granted on Friday 3 June 2022.

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## **9 Standing Orders on Contracts – Amendments in Relation to Use of Quick Quote**

A report dated 1 September 2021 by the Executive Director (Finance and Corporate Resources) was submitted on proposed amendments to the Council's Standing Orders on Contracts in relation to the use of the Quick Quote process. Further information had also been circulated to members clarifying the position regarding community benefits from contracts.

The Council's Community Wealth Building Strategy aimed to build a more resilient local economy, with more local employment and a larger and more diverse business base. As part of the measures taken to increase levels of local spend, the Council was reviewing its procurement practices. One specific area for review related to Council procurement in terms of the flexibility afforded by the Scottish Government Regulations in how that could be done. The Council's Standing Orders on Contracts set out requirements for tendering and contract award. Procurement for goods, services or works, where the estimated value exceeded £50,000, was subject to procurement routes which could include using an open tender procedure.

Quick Quote was a simpler process for requirements of less than £50,000 which allowed the Council to select and invite suppliers to quote for contracts without public advertising and was targeted at local businesses and small and medium sized enterprises (SMEs). Currently, in terms of the Council's Standing Orders on Contracts, the Quick Quote process could be used for goods, services or works where the estimated value of the requirement was between £5,000 and £50,000. At least 5 quotes required to be obtained.

It was proposed to increase the current financial limit for procuring contracts using Quick Quote from £50,000 to £2 million in line with the limit set in the Scottish Government's Construction Policy Note (CPN) 9/2020. The proposed changes to the Council's Standing Orders on Contracts in relation to procurement of works contracts were summarised in Appendix 1 to the report. It was also proposed that the minimum number of quotes to be obtained from SMEs where Quick Quote was used be increased to 4 from 2 for goods, services and works, where such SMEs existed. Both changes would support one of the main aims of the Community Wealth Building Strategy in developing the local supply base and growing the local economy.

Officers responded to members' questions on various aspects of the report and confirmed that operation of the new arrangements would be monitored and reviewed through the 6 monthly and annual procurement reports.

**The Committee decided:**

that the proposed revisions to the Standing Orders on Contracts, as detailed in Appendix 1 to the report, in relation to the use of the Quick Quote process, be endorsed.

**The Committee recommended to the Council:** that the revisions to the Standing Orders on Contracts, as detailed in Appendix 1 to the report, in relation to the Quick Quote process, be approved including the following:-

- ♦ an increase in the current limit for procuring works contracts using the Quick Quote process from £50,000 to £2 million to allow for quicker and more simplified procurement exercises and to give greater scope to award higher value contracts locally
- ♦ an increase in the requirement to seek quotes from local small and medium sized enterprises (SMEs) to 4, previously 2, from 5, if such SMEs were available, to give greater scope to award more contracts locally

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## **10 Council Complaints Report: SPSO Annual Overview 2020/2021**

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A report dated 20 August 2021 by the Executive Director (Finance and Corporate Resources) was submitted providing details on:-

- ♦ the Council's performance in handling complaints received during the period 1 April 2020 to 31 March 2021 against the Scottish Public Services Ombudsman's (SPSO) national indicators
- ♦ improvement activity to be undertaken as a result of the analysis of complaints
- ♦ customer feedback on complaints handling

Performance against the 8 SPSO indicators was detailed in the report.

In compliance with the requirements of Indicator 8, customer satisfaction feedback had been gathered from customers who had been through the complaints process. The feedback for 2020/2021 was summarised in Appendix 2 to the report.

Officers responded to members' questions in relation to the report and on concerns raised regarding the complaints handling process.

**The Committee decided:** that the Council's complaints handling performance for the period 1 April 2020 to 31 March 2021 and areas highlighted for improvement be noted.

*[Reference: Minutes of 23 September 2020 (Paragraph 9)]*

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## **11 Retirement of Executive Director (Community and Enterprise Resources)**

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A report dated 1 September 2021 by the Chief Executive was submitted on the forthcoming retirement from the Council of the Executive Director (Community and Enterprise Resources) and on arrangements to fill the subsequent vacancy.

The Executive Director (Community and Enterprise Resources) had indicated his intention to retire on 21 December 2021. As a result of his retirement, the post of Executive Director (Community and Enterprise Resources) would be vacant. Appropriate arrangements would be put in place to advertise the post, including arrangements for a Recruitment Committee to be convened for shortlisting and recruitment.

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

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**12 Urgent Business**

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There were no items of urgent business.