

# COMMUNITY AND ENTERPRISE RESOURCES COMMITTEE

Minutes of meeting held via Microsoft Teams on 24 November 2020

## Chair:

Councillor John Anderson

## Councillors Present:

Councillor Alex Allison (*substitute for Councillor Richard Nelson*), Councillor John Bradley, Councillor Gerry Convery, Councillor Margaret Cooper, Councillor Peter Craig, Councillor Mary Donnelly (*substitute for Councillor Maureen Chalmers*), Councillor Isobel Dorman (Depute), Councillor Joe Fagan, Councillor Eric Holford (*substitute for Councillor Ann Le Blond*), Councillor Graeme Horne, Councillor Martin Grant Hose, Councillor Hugh Macdonald, Councillor Monique McAdams, Councillor Ian McAllan, Councillor Catherine McClymont, Councillor Kenny McCreary, Councillor Davie McLachlan, Councillor Lynne Nailon, Councillor Graham Scott, Councillor Collette Stevenson, Councillor Margaret B Walker, Councillor David Watson, Councillor Josh Wilson

## Councillors' Apologies:

Councillor Maureen Chalmers, Councillor Ann Le Blond, Councillor Mark McGeever, Councillor Richard Nelson, Councillor John Ross (*ex officio*)

## Attending:

### Community and Enterprise Resources

M McGlynn, Executive Director; L Burnett, Support Manager; S Clelland, Head of Fleet and Environmental Services; P Elliott, Head of Planning and Economic Development; G Mackay, Head of Roads and Transportation Services; A McKinnon, Head of Facilities, Waste and Ground Services; I Ross, Project Manager

### Finance and Corporate Resources

J Davitt, Public Relations Officer; N Docherty, Administration Assistant; L Harvey, Finance Manager; P MacRae, Administration Adviser; E Maxwell, Human Resources Business Partner; G McCann, Head of Administration and Legal Services, E A McGonigle, Administration Officer

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## 1 Declaration of Interests

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<b>Councillor(s)</b>	<b>Item(s)</b>	<b>Nature of Interest(s)</b>
Anderson	Lanarkshire Business Gateway Update – Contract for the Provision of Business Gateway Service from 1 March 2021	Vice-Chair of Business Gateway
	Mission Clyde Funding	Director of Clyde Gateway Urban Regeneration Fund
Stevenson	Lanarkshire Business Gateway Update – Contract for the Provision of Business Gateway Service from 1 March 2021	Chair of the Board of Business Gateway
McClymont	Town Centre Capital Programme – Outcome of Bidding	Member of Discover Lanark

*Councillors Anderson and Stevenson, having declared an interest in the respective items of business detailed above, indicated that, as the business was for noting only, they intended to remain within the meeting and take part in discussion of the relevant matters*

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## **2 Minutes of Previous Meeting**

The minutes of the meeting of the Community and Enterprise Resources Committee held on 15 September 2020 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 Community and Enterprise Resources - Revenue Budget Monitoring 2020/2021**

A joint report dated 9 November 2020 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted comparing actual expenditure at 11 September 2020 against budgeted expenditure for 2020/2021 for Community and Enterprise Resources.

There was a reported overspend of £4.401 million at 11 September 2020 against the phased budget, including an approved additional contribution to South Lanarkshire Leisure and Culture (SLLC) of £1.269 million. The reported overspend was primarily associated with costs associated with the COVID-19 response.

Details were also provided on proposed budget virements in respect of Community and Enterprise Resources to realign budgets.

**The Committee decided:**

- (1) that the overspend on the Community and Enterprise Resources' revenue budget of £4.401 million, as detailed in Appendix A to the report, be noted; and
- (2) that the budget virements, as detailed in Appendices B to G to the report, be approved.

*[Reference: Minutes of 15 September 2020 (Paragraph 4)]*

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## **4 Community and Enterprise Resources - Capital Budget Monitoring 2020/2021**

A joint report dated 4 November 2020 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted advising of progress on the Community and Enterprise Resources' capital programme 2020/2021 and summarising the expenditure position at 11 September 2020.

The revised capital programme for 2020/2021 amounted to £37.857 million and, at 11 September 2020, expenditure was £6.304 million. Progress in the delivery of the 2020/2021 capital programme had been affected by the lockdown due to COVID-19 together with the ongoing implications associated with the pandemic.

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

*[Reference: Minutes of the Executive Committee of 23 September 2020 (Paragraph 4) and 4 November 2020 (Paragraph 6) and Minutes of 15 September 2020 (Paragraph 6)]*

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## **5 Community and Enterprise Resources - Workforce Monitoring – August and September 2020**

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A joint report dated 13 October 2020 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the following employee information for Community and Enterprise Resources for the period August and September 2020:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews

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

*[Reference: Minutes of 15 September 2020 (Paragraph 7)]*

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## **6 Environmental Services – Recruitment of Technical Officers**

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A joint report dated 7 October 2020 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on a proposed increase to the staffing establishment within Fleet and Environmental Services of Community and Enterprise Resources.

Following submission of a business case by local authorities, through COSLA, to the Scottish Government seeking additional funding to support local authority COVID-19 enforcement work, the Scottish Government had advised that £2.9 million had been allocated over 2020/20201 and 2021/2022 to provide for additional resources to assist in responding to the challenges of COVID-19 and the visible enhanced enforcement sought by the Scottish Government. The Council had been allocated £119,146 based on the distribution model used in respect of smoking prohibition funding.

As a result, it was proposed that 2 full time equivalent (FTE) posts of Technical Officer on Grade 3, Level 2, SCP 63-65, (£32,994.19 to £33,943.14), for a fixed term 12 month period, be established within Community and Enterprise Resources. The postholders would be responsible for enforcing legislation in relation to public health which would include undertaking formal enforcement duties and assessing the effectiveness of COVID-19 controls.

**The Committee decided:** that the addition of 2 FTE posts of Technical Officer on Grade 3, Level 2, SCP 63-65 (£32,994.19 to £33,943.14) to the establishment of Fleet and Environmental Services within Community and Enterprise Resources for a fixed term 12 month period, to meet the increased demands associated with COVID-19, be approved.

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## **7 City Deal – Contract Extension for 2 Economic Development Officers**

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A joint report dated 5 November 2020 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the proposed extension of 2 posts of Economic Development Officer within the Planning and Economic Development Service of Community and Enterprise Resources for a further 3 year period.

To meet the demands of the increased Economic Development activities associated with the Glasgow City Deal and City Region projects, it was proposed that 2 posts of Economic Development Officer on Grade 3, Level 8, SCP 79-80 (£41,772 to £42,411), initially established for a 2 year period, be extended for a further fixed term 3 year period, commencing on 1 April 2021.

The costs associated with the establishment of the above posts would be offset by funding recovered from the City Deal budget allocation associated with the Council projects contained in the City Deal programme.

Officers responded to a member's question on the employment rights of the postholders if the posts were extended for a further 3 years.

**The Committee decided:** that the 2 posts of Economic Development Officer on Grade 3, Level 8, SCP 79-80 (£41,772 to £42,411) within Community and Enterprise Resources be extended for a further fixed term 3 year period to meet the demands of the City Deal and City Region projects.

*[Reference: Minutes of 30 October 2018 (Paragraph 8)]*

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## **8 Larkhall Town Centre Strategy and Action Plan**

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A report dated 16 November 2020 by the Executive Director (Community and Enterprise Resources) was submitted on the Larkhall Town Centre Strategy and Action Plan.

Supporting town centres was a Council priority and the Council worked closely with appropriate groups and organisations through a partnership approach to achieve common goals. In developing the Larkhall Town Centre Strategy, key partners were Larkhall Community Council and Larkhall Community Growers and the Strategy focused on town centre regeneration.

The Consultative Draft Larkhall Town Centre Strategy and Action Plan, attached as an appendix to the report, set out a range of activities which the Council aimed to pursue with partners to support the evolution of Larkhall Town Centre. The Strategy also included a town centre Action Plan which captured the priorities for Larkhall and illustrated where resources and activities should be focused. The Action Plan would remain a live document with projects and priorities evolving over time. If approved, the Consultative Draft Strategy would be published and made available for consultation for a period of 8 weeks, following which the finalised Strategy would be submitted to a future meeting of the Committee for approval.

### **The Committee decided:**

- (1) that the Consultative Draft Larkhall Town Centre Strategy and Action Plan, attached as an appendix to the report, be approved; and
- (2) that the Consultative Draft Strategy be published and made available for an 8-week consultation period, as detailed in paragraph 5 of the report.

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## **9 Scottish Government's Town Centre Funding – Phase 1 Update and Phase 2 Proposed Funding Application**

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A report dated 16 November 2020 by the Executive Director (Community and Enterprise Resources) was submitted on:-

- ◆ the progress of the projects funded from Phase 1 of the Scottish Government's Town Centre Capital Grants Fund received in March 2019
- ◆ the proposed funding allocation from Phase 1 and allocation of funding from Phase 2 of the Scottish Government's Town Centre Capital Grants Fund received in September 2020

Following the Council's allocation in March 2019 of £2.506 million from the Scotland-wide £50 million Town Centre Capital Grants Fund, regular update reports on the progress of the projects supported by the fund had been provided to the Committee.

On 18 September 2020, the Scottish Government advised the Council that a further Phase 2 allocation of £18 million was available to local authorities to augment the Phase 1 funding from 2019. The Council's allocation was £920,000. The timeframe for spending the Phase 2 funding was the same as for Phase 1, requiring funds to be committed by March 2021 and spent by September 2021.

Details of the proposed allocations of the funding were given in the appendix to the report.

### **The Committee decided:**

- (1) that the allocation of Scottish Government Phases 1 and 2 funding, as detailed in the appendix to the report, be approved; and
- (2) that the Executive Director (Community and Enterprise Resources) be authorised to transfer funds, where necessary, between projects in both phases while remaining within the total funding allocation of £3.408 million.

*[Reference: Minutes of 15 September 2020 (Paragraph 10)]*

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## **10 Town Centre Capital Programme – Outcome of Bidding Process**

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A report dated 16 November 2020 by the Executive Director (Community and Enterprise Resources) was submitted on:-

- ◆ an update on the process for the distribution of the Town Centre Capital Fund
- ◆ the proposed allocation of the funds

The Scottish Government had awarded the Council £2.506 million from its Town Centre Capital Grants fund to address some of the challenges faced by town centres.

At its meeting on 15 September 2020, the Committee approved an allocation process for the £500,000 from the Council's own Capital Programme to augment the Scottish Government funded programme of town centre projects.

Applications were subject to the following criteria:-

- ◆ a minimum cost of £50,000 for any individual project
- ◆ a maximum award of £150,000 per project, but applicants were encouraged not to exceed the sum of £100,000
- ◆ bids invited from the same 22 towns invited to bid for the Scottish Government Funding, as detailed in Appendix 2 to the report

- ◆ additional weighting given to towns which did not benefit from the Scottish Government Scheme

Details were given on the timescale for the bidding and assessment process. A total of 11 applications had been received. The response from communities had led to a very high quality of application and, as funding was limited, it had not been possible to fund all of the projects. Given the quality of the proposals, where possible, Economic Development Services would offer support to groups which had been unsuccessful in securing funding to assist in developing their projects and identify alternative sources of funding, where appropriate.

Appendix 1 to the report detailed:-

- ◆ recommendations for award of funding
- ◆ projects which had been unsuccessful in obtaining funding
- ◆ a summary of each project
- ◆ outcomes of the assessment process

**The Committee decided:**

- (1) that the outcome of the application and assessment process be noted;
- (2) that the recommendation to fund the projects detailed at Appendix 1 to the report be approved;
- (3) that the Executive Director (Community and Enterprise Resources) be authorised to offer grant funding to the projects detailed in Appendix 1, in the amounts identified, under the conditions of grant set out in the background papers to the report and on such other terms as were in the best interests of the Council; and
- (4) that the Executive Director (Community and Enterprise Resources) be authorised to amend the amount granted to projects and transfer money, where necessary, among projects within the current town centre funding streams, whilst remaining within the total funding envelope.

*[Reference: Minutes of 15 September 2020 (Paragraph 10)]*

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

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## **11 Strathaven Conservation Area Regeneration Scheme – Grant Application**

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A report dated 30 October 2020 by the Executive Director (Community and Enterprise Resources) was submitted on 2 applications to the Strathaven Conservation Area Regeneration Scheme (CARS).

It was proposed that, subject to the applicants providing written confirmation that all other additional funding for the projects had been secured, the following grants be awarded:-

- ◆ up to £23,961.24 towards eligible costs associated with the external fabric improvements, including shop front and roofing works, at 3/5 Common Green, Strathaven to Mr Adil Butt (trading as Craigs of Strathaven Limited)
- ◆ up to £42,200.12 towards eligible costs associated with the external fabric improvements, including shop front and roofing works, at 2 Green Street, Strathaven to Mr Alan Watt

**The Committee decided:**

- (1) that £23,961.24 towards eligible costs associated with the external fabric improvements, including shop front and roofing works, at 3/5 Common Green, Strathaven be awarded to Mr Adil Butt (trading as Craigs of Strathaven Limited);
- (2) that £42,200.12 towards eligible costs associated with the external fabric improvements, including shop front and roofing works, at 2 Green Street, Strathaven be awarded to Mr Alan Watt;
- (3) that the above grants be subject to match funding being secured and receipt of written confirmation of this by the Council; and
- (4) that the Executive Director (Community and Enterprise Resources), in consultation with the Head of Administration and Legal Services, be authorised to complete such agreements and supporting documentation as required to administer the grants.

*[Reference: Minutes of 19 March 2019 (Paragraph 7)]*

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**12 Replacement of Clyde Bridge by Pettinain – Authorisation to Proceed with Promotion of Compulsory Purchase Order for Revised Land Requirement**

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A report dated 2 November 2020 by the Executive Director (Community and Enterprise Resources) was submitted on the proposed promotion of a Compulsory Purchase Order (CPO) under the Roads (Scotland) Act 1984, Section 104, for the revised extent of the land required to enable the replacement of the Clyde Bridge, by Pettinain, and associated carriageway realignment.

It was proposed to remove the existing Clyde Bridge and replace it with a new modular steel structure designed and constructed in accordance with current standards. In order to deliver this project, the Council sought to secure voluntary acquisition of the land required for the scheme. However, should voluntary acquisition be unsuccessful, it would be necessary to promote a CPO for the land required, as detailed in Appendix A to the report.

The Council had allocated funding of £3 million for the replacement of the existing bridge and associated ancillary work and project development work was well advanced.

There followed a full discussion during which members:-

- ◆ stressed the importance of the bridge as a local transportation link
- ◆ expressed concern regarding the timescale for the project
- ◆ requested confirmation of funding availability for the project in 2021/2022

Officers having responded to members' questions, Councillor Allison reiterated his dissatisfaction with the position regarding the project.

**The Committee decided:**

- (1) that the project update be noted; and

- (2) that the Executive Director (Community and Enterprise Resources), in consultation with the Head of Administration and Legal Services, as appropriate, if required, be authorised to proceed with the promotion of the CPO of all land necessary to construct the replacement Clyde Bridge and associated local carriageway re-alignment.

*[Reference: Minutes of 3 September 2019 (Paragraph 16)]*

*Councillor Allison joined the meeting during this item of business*

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### **13 Lanarkshire Business Gateway Update – Contract for the Provision of Business Gateway Service from 1 March 2021**

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A report dated 3 November 2020 by the Executive Director (Community and Enterprise Resources) was submitted on the outcome of the procurement of the Lanarkshire Business Gateway Service contract commencing on 1 March 2021.

Business Gateway was a national brand under which the Scottish local authorities, enterprise agencies, Scottish Government and Business Gateway contractors worked together to provide practical information and support to individuals starting up a new business or growing an existing business.

Following decisions made on the delivery of local economic regeneration by the Scottish Government in September 2007, it had been agreed that the management of the Business Gateway contracts would be transferred to local authorities with effect from 1 April 2008. As lead authority, North Lanarkshire Council managed the contract for Lanarkshire Business Gateway on behalf of both North and South Lanarkshire Councils.

On 31 March 2020, under delegated decisions, the Chief Executive, in consultation with Group Leaders:-

- ◆ noted the progress and performance of the Business Gateway contract
- ◆ agreed that the proposed delivery model and recommendation to proceed with a tender for a new contract for the next phase of the Business Gateway Service from March 2021 be approved

Following the tendering process, North Lanarkshire Council, as lead authority, had approved a recommendation to accept the tender from Enterprise North East Trust Limited, trading as “Elevator”, for an initial 2 year period, commencing 1 March 2021, in the sum of £5.6 million. The contract could be extended for additional periods up to a maximum of 2 years in 1 year increments.

The procurement process had been undertaken with regard to the appropriate regulations and with advice from both North and South Lanarkshire Councils’ legal and procurement professional advisors.

There followed a full discussion during which members raised concerns regarding:-

- ◆ the award of the contract outwith the local area and the resultant implications for Community Wealth Building
- ◆ the financial strength of the successful tenderer
- ◆ lack of involvement of elected members in South Lanarkshire Council regarding the award of the contract

Information was also requested on the weighting process in relation to the tender evaluation.

The Executive Director (Community and Enterprise Resources) advised that he would raise those matters with appropriate officers in North Lanarkshire Council, being the lead authority for the contract process, and would provide an update to Committee members.

**The Committee decided:**

- (1) that the outcome of the procurement of the Lanarkshire Business Gateway contract from 1 March 2021, undertaken by lead authority, North Lanarkshire Council, on behalf of both Lanarkshire authorities, be noted; and
- (2) that the award of the Business Gateway Service contract for a 2 year period from March 2021 (extendable for a further 2 years) by North Lanarkshire Council to Enterprise North East Trust Limited, trading as "Elevator", at a total value of £5.6 million, be noted.

*[Reference: Minutes of 31 March 2020 (Paragraph 11)]*

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## **14 Mission Clyde Funding**

A report dated 2 November 2020 by the Executive Director (Community and Enterprise Resources) was submitted on the outcome of the bids from the Council and Clyde Gateway for the £10 million Clyde Catalyst Fund which was part of Mission Clyde.

Mission Clyde was a Scottish Government initiative aimed at promoting the economic recovery of the post-industrial area around the River Clyde and making it "an engine of sustainable inclusive growth".

In September 2020, the Government announced the launch of a new £10 million fund to support the Mission. Bids were invited from public, private and voluntary sector partners for capital projects aimed at job creation and enhancing community facilities along the Clyde.

Discussions had been held with Clyde Gateway regarding their submissions to this fund and the Council support offered to projects which would benefit the Council. Those were as follows:-

- ◆ Cuningar Loop Woodland Park (Phase 2)
- ◆ The Bothy and Tur in Cuningar Loop Woodland Park
- ◆ Dalmarnock Community Energy project
- ◆ Shawfield Regeneration Route
- ◆ Shawfield Chromium remediation

In addition to supporting the Clyde Gateway projects, the Council had submitted 2 of its own Council led projects for Mission Clyde funding as follows:-

- ◆ photovoltaic panels in 3 high profile community buildings
- ◆ Community Food Growing

During the bidding process, the Clyde Cycle Park body, a consortium of local and community cycling bodies, including South Lanarkshire Leisure and Culture, had submitted a bid for facilities adjacent to the river in Cambuslang.

On 21 October 2020, Clyde Gateway and the Council received confirmation that the following 3 projects had been chosen to progress to stage 2 of the bidding process:-

- ◆ Cuningar Loop Woodland Park (Phase 2)
- ◆ Shawfield Regeneration Route
- ◆ Clyde Cycle Park

Members would be advised of the outcome of the funding bids in due course.

**The Committee decided:** that the bids from Clyde Gateway Urban Regeneration Company and the Council for Mission Clyde funding be noted.

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## **15 Update of the Community and Enterprise Resources' Risk Register and Risk Control Plan**

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A report dated 3 November 2020 by the Executive Director (Community and Enterprise Resources) was submitted providing an update on Community and Enterprise Resources' Risk Register and Risk Control Actions.

Community and Enterprise Resources had followed Council guidance in developing, monitoring and updating its Risk Control Register on an ongoing basis. The Register had been developed to ensure that the Resource:-

- ◆ was fully aware of the main risks
- ◆ was able to prioritise those risks
- ◆ had controls in place to eliminate or minimise the impact of the risk

The risks were scored in accordance with the Council's scoring mechanism which scored risks based on likelihood and impact of risk. This resulted in risks being scored between 1 to 25 (low to very high). Risks were scored on their inherent risk (risk if nothing was done) and their residual risk (risk after applying controls).

The Risk Register for the Resource had been developed and was monitored on an ongoing basis to add new risks and to review the score of existing risks. The Register was maintained within Internal Audit and updated by designated officers within Community and Enterprise Resources.

Details of all risks which had scored very high and high were provided in the appendix to the report.

**The Committee decided:**

- (1) that the systems and controls in place to monitor risks within Community and Enterprise Resources be noted; and
- (2) that it be noted that any outstanding Risk Control Actions identified during the year would be progressed by relevant officers.

*[Reference: Minutes of 12 November 2019 (Paragraph 12)]*

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## **16 Community and Enterprise Resources – Notification of Contracts Awarded – 1 April to 30 September 2020**

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A report dated 23 October 2020 by the Executive Director (Community and Enterprise Resources) was submitted on contracts awarded by Community and Enterprise Resources in the period 1 April to 30 September 2020.

In terms of Standing Order Nos 21.8 and 22.5 of the Standing Orders on Contracts, Resources were required to notify the relevant Committee of contracts awarded. Details of the contracts awarded by Community and Enterprise Resources were provided in the appendices to the report.

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

*[Reference: Minutes of 12 November 2019 (Paragraph 13)]*

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## **17 Urgent Business**

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There were no items of urgent business.