



Council Offices, Almada Street  
Hamilton, ML3 0AA

Tuesday, 18 June 2019

Dear Councillor

## **South Lanarkshire Council**

The Members listed below are requested to attend a meeting of the Council to be held as follows:-

**Date:** Wednesday, 26 June 2019  
**Time:** 11:30 (or immediately following the Executive Committee, whichever is the later)  
**Venue:** Council Chamber, Council Offices, Almada Street, Hamilton, ML3 0AA

The business to be considered at the meeting is listed overleaf.

<b>Members are reminded to bring their fully charged tablets to the meeting</b>
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Yours sincerely

**Lindsay Freeland**  
**Chief Executive**

### **Members**

Ian McAllan (Provost), Collette Stevenson (Depute), Alex Allison, John Anderson, John Bradley, Walter Brogan, Robert Brown, Archie Buchanan, Jackie Burns, Janine Calikes, Stephanie Callaghan, Graeme Campbell, Andy Carmichael, Maureen Chalmers, Gerry Convery, Margaret Cooper, Poppy Corbett, Margaret Cowie, Peter Craig, Maureen Devlin, Mary Donnelly, Isobel Dorman, Fiona Dryburgh, Joe Fagan, Allan Falconer, Alistair Fulton, Geri Gray, George Greenshields, Lynsey Hamilton, Ian Harrow, Eric Holford, Graeme Horne, Mark Horsham, Martin Grant Hose, Ann Le Blond, Martin Lennon, Richard Lockhart, Eileen Logan, Katy Loudon, Joe Lowe, Hugh Macdonald, Julia Marrs, Monique McAdams, Catherine McClymont, Kenny McCreary, Colin McGavigan, Mark McGeever, Jim McGuigan, Davie McLachlan, Gladys Miller, Lynne Nailon, Richard Nelson, Carol Nugent, Mo Razzaq, John Ross, Graham Scott, David Shearer, Bert Thomson, Margaret B Walker, Jim Wardhaugh, Jared Wark, David Watson, Josh Wilson

## BUSINESS

- |          |   |        |
|----------|---|--------|
| <b>1</b> | <b>Sederunt and Declaration of Interests</b>  |        |
| <b>2</b> | <b>Minutes of Previous Meeting</b><br>Minutes of the meeting of the South Lanarkshire Council held on 13 March 2019 submitted for approval as a correct record. (Copy attached)                     | 5 - 8  |
| <b>3</b> | <b>Minutes of Meeting of the Risk and Audit Scrutiny Committee</b><br>Minutes of the meeting of the Risk and Audit Scrutiny Committee held on 6 February 2019 submitted for noting. (Copy attached) | 9 - 14 |

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### Item(s) for Decision

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- |           |  |         |
|-----------|--|---------|
| <b>4</b>  | <b>Recommendations Referred by Executive Committee - Treasury Management Strategy - Repayment of Debt</b><br>Report dated 26 June 2019 by the Executive Director (Finance and Corporate Resources). (Copy to be tabled)  |         |
| <b>5</b>  | <b>Support for Veterans</b><br>Report dated 11 June 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)  | 15 - 20 |
| <b>6</b>  | <b>Best Value Assurance Report</b><br>Report dated 10 June 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)   | 21 - 36 |
| <b>7</b>  | <b>Cross-Party Working Group on Tackling Poverty</b><br>Report dated 3 June 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)  | 37 - 40 |
| <b>8</b>  | <b>Membership of Committees/Forums etc</b><br>Report dated 11 June 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)   | 41 - 44 |
| <b>9</b>  | <b>Notice of Motion - Proposed Wheelchairs (Short-term access) (Scotland) Bill</b><br>Motion received in terms of Standing Order No 19 on 11 June 2019, proposed by Councillor McAdams, seconded by Councillor Convery. (Copy attached)  | 45 - 46 |
| <b>10</b> | <b>Notice of Motion - South Lanarkshire Leisure and Culture Limited (SLLC) Compliance with Building Control Specifications</b><br>Motion received in terms of Standing Order No 19 on 11 June 2019, proposed by Councillor McAdams and seconded by Councillor Convery. (Copy attached) | 47 - 48 |
| <b>11</b> | <b>Notice of Motion - Unfair Practices Being Employed by Integrated Service Solutions at Hospitals Across the UK</b><br>Motion received in terms of Standing Order No 19 on 11 June 2019, proposed by Councillor McAdams and seconded by Councillor Convery. (Copy attached)           | 49 - 50 |

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### Item(s) for Noting

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**12 Local Government By-Election - Electoral Ward 8 (East Kilbride Central North)** 51 - 52

Report dated 11 June 2019 by the Chief Executive. (Copy attached)

**13 Standards Commission's Hearing Outcome** 53 - 56

Report dated 12 June 2019 by the Chief Executive. (Copy attached)

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**Urgent Business**

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**14 Urgent Business**

Any other items of business which the Provost decides are urgent.

***For further information, please contact:-***

Clerk Name: Susan Somerville

Clerk Telephone: 01698 454197

Clerk Email: [susan.somerville@southlanarkshire.gov.uk](mailto:susan.somerville@southlanarkshire.gov.uk)



Minutes of meeting held in the Council Chamber, Council Offices, Almada Street, Hamilton on 13 March 2019

## **Chair:**

Provost Ian McAllan

## **Councillors Present:**

Councillor Alex Allison, Councillor John Anderson, Councillor John Bradley, Councillor Walter Brogan, Councillor Robert Brown, Councillor Archie Buchanan, Councillor Janine Calikes, Councillor Stephanie Callaghan, Councillor Graeme Campbell, Councillor Andy Carmichael, Councillor Maureen Chalmers, Councillor Gerry Convery, Councillor Margaret Cooper, Councillor Poppy Corbett, Councillor Margaret Cowie, Councillor Peter Craig, Councillor Maureen Devlin, Councillor Mary Donnelly, Councillor Isobel Dorman, Councillor Fiona Dryburgh, Councillor Joe Fagan, Councillor Allan Falconer, Councillor Alistair Fulton, Councillor Geri Gray, Councillor George Greenshields, Councillor Lynsey Hamilton, Councillor Ian Harrow, Councillor Eric Holford, Councillor Graeme Horne, Councillor Mark Horsham, Councillor Martin Grant Hose, Councillor Ann Le Blond, Councillor Martin Lennon, Councillor Richard Lockhart, Councillor Eileen Logan, Councillor Katy Loudon, Councillor Hugh Macdonald, Councillor Julia Marrs, Councillor Monique McAdams, Councillor Catherine McClymont, Councillor Kenny McCreary, Councillor Colin McGavigan, Councillor Mark McGeever, Councillor Jim McGuigan, Councillor Davie McLachlan, Councillor Gladys Miller, Councillor Lynne Nailon, Councillor Richard Nelson, Councillor Carol Nugent, Councillor Mo Razzaq, Councillor John Ross, Councillor Graham Scott, Councillor David Shearer, Councillor Collette Stevenson (Depute), Councillor Bert Thomson, Councillor Margaret B Walker, Councillor Jared Wark, Councillor David Watson, Councillor Josh Wilson

## **Councillors' Apologies:**

Councillor Jackie Burns, Councillor Joe Lowe, Councillor Jim Wardhaugh, Councillor Sheena Wardhaugh

## **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; G McCann, Head of Administration and Legal Services; S Somerville, Administration Manager

### **Housing and Technical Resources**

D Lowe, Executive Director

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

V de Souza, Director, Health and Social Care

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## **1 Declaration of Interests**

No interests were declared.

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## **2 Minutes of Previous Meeting**

The minutes of the meeting of the South Lanarkshire Council held on 19 December 2018 were submitted for approval as a correct record.

Councillor McGeever referred to Item 6 and the expectation that a report, detailing options for the implementation and operation of a guaranteed interview scheme for ex-armed forces personnel, would be presented to members for consideration at this meeting of the Council. In response, the Executive Director (Finance and Corporate Resources) apologised for the delay in reporting, which was due to the time taken for ongoing engagement and collation of information from partner organisations, and advised that a report would be submitted to the Executive Committee in May 2019. Councillor McGeever intimated that, as the motion had been submitted to the full Council, his preference would be for the report to be submitted to the next meeting of the Council in June 2019.

**The Council decided:**

- (1) that the minutes be approved as a correct record; and
- (2) to note that a report, detailing options for the implementation and operation of a guaranteed interview scheme for ex-armed forces personnel, would be submitted to the next meeting of the Council in June 2019.

*Councillors Hose, Lockhart and Wark entered the meeting during this item of business*

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**3 Minutes of Special Meeting – 20 February 2019**

The minutes of the special meeting of the South Lanarkshire Council held on 20 February 2019 were submitted for approval as a correct record

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

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**4 Minutes of Special Meeting – 27 February 2019**

The minutes of the special meeting of the South Lanarkshire Council held on 27 February 2019 were submitted for approval as a correct record

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

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**5 Minutes of Risk and Audit Scrutiny Committee**

The minutes of the meeting of the Risk and Audit Scrutiny Committee held on 14 November 2018 were submitted for noting.

**The Council decided:** that the minutes be noted.

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**6 South Lanarkshire Integration Joint Board – Appointment of Chair**

A report dated 20 February 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the appointment of a Chair to the South Lanarkshire Integration Joint Board (IJB).

The Standing Orders of the IJB allowed for the Council and NHS Lanarkshire to appoint the Chair and Depute Chair of the IJB on an alternating basis. After a 3-year period, responsibility for each position transferred to the other party.

A Non Executive Director of NHS Lanarkshire currently held the position of Chair of the IJB and Councillor Bradley held the position of Depute Chair. Those appointments would expire on 31 March 2019 and responsibility for appointing the Chair of the IJB would transfer to the Council.

It was proposed that, with effect from 1 April 2019, Councillor Bradley be appointed as Chair of the South Lanarkshire IJB for a period of 3 years.

The Head of Administration and Legal Services addressed concerns raised by Councillor Falconer in respect of the process for the appointment of the Chair and Depute Chair of the IJB and any perceived conflict of interest in terms of Councillor Bradley's role on the Social Work Resources Committee.

**The Council decided:** that Councillor Bradley be appointed as Chair of the South Lanarkshire Integration Joint Board.

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## 7 2019/2020 Revenue Budget Update – Approved Budget

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A report dated 1 March 2019 by the Executive Director (Finance and Corporate Resources) was submitted providing an update on the approved 2019/2020 Revenue Budget position across Resources following the special Council meeting held on 27 February 2019.

The total budget for 2019/2020, taking into account the amendments approved by the Council, was now £720.363 million and made up as follows:-

	£ million
Government Grant	570.132
Assumed Government Funding – Teachers' Pension	5.709
Contribution Rate	
Debt Flexibility Reserve	5.300
Capital Fund/Receipt Reserve	4.000
Use of 2018/2019 Underspend from Reserves	3.000
Use of Reserves	0.215
Council Tax	132.007
<b>Total funding</b>	<b>720.363</b>

Details of the approved budget across Resources and the different expenditure categories were provided in Appendix 1 to the report.

On the basis that the budget decisions were conditional on receipt of the Local Government Finance (Scotland) Order 2019, the Executive Director (Finance and Corporate Resources) advised that the Order had been received on 7 March 2019 which allowed the condition to be purified. He further advised that the Order confirmed the allocation of additional ring-fenced funding totalling £5.066 million, which did not affect any decision previously taken, for Discretionary Housing Payment, 1+2 Languages, Barclay Review, Free Personal Care and the Carers Act.

**The Council decided:** that the report and update from the Executive Director (Finance and Corporate Resources) be noted.

*[Reference: Minutes of special meeting of 27 February 2019 (Paragraph 3)]*

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## 8 Urgent Business

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There were no items of urgent business.





## RISK AND AUDIT SCRUTINY COMMITTEE

Minutes of meeting held in Committee Room 2, Council Offices, Almada Street, Hamilton on 6 February 2019

**Chair:**

Councillor Graeme Campbell

**Councillors Present:**

Councillor Poppy Corbett, Councillor Maureen Devlin, Councillor Mary Donnelly, Councillor Isobel Dorman (*substitute for Councillor Julia Marrs*), Councillor Mark Horsham, Councillor Carol Nugent, Councillor Margaret B Walker, Councillor Jim Wardhaugh

**Councillor Also Present:**

Councillor John Ross (for item 3)

**Councillors' Apologies:**

Councillor Martin Lennon, Councillor Julia Marrs

**Attending:**

**Chief Executive's Service**

L Freeland, Chief Executive (for item 3)

**Finance and Corporate Resources**

P Manning, Executive Director; Y Douglas, Audit and Compliance Manager; S Dunsmore, Insurance and Risk Management Adviser; T Little, Head of Corporate Communications and Strategy; P MacRae, Administration Officer; G McCann, Head of Administration and Legal Services

**Also Attending:**

**Audit Scotland**

D Richardson, External Auditor

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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 Risk and Audit Scrutiny Committee held on 14 November 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 Annual Review of the Local Code of Corporate Governance

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A report dated 11 December 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the annual review of the Local Code of Corporate Governance.

The Council undertook, on an annual basis, a comprehensive review of the governance arrangements required to support its financial and operational controls. To achieve good governance, the Council required to:-

- ◆ demonstrate that its governance structures complied with principles contained in the governance framework established by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives (SOLACE)
- ◆ develop and maintain a Local Code of Governance and governance arrangements reflecting those principles

The Local Code of Corporate Governance had been reviewed and an updated document had been prepared as part of the 2018/2019 annual review of governance arrangements. Details were given on:-

- ◆ the review process and findings from the review
- ◆ key governance changes during 2017/2018
- ◆ communication of the Code

The updated Code had been attached as Appendix 1 to the report and the main changes to the Council's governance arrangements were detailed in Appendix 2.

**The Committee decided:**

- (1) that the findings from the review of the Local Code of Corporate Governance be noted; and
- (2) that the updated Local Code of Corporate Governance be approved.

*[Reference: Minutes of 13 June 2018 (Paragraph 5)]*

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#### **4 Internal Audit Activity as at 16 January 2019**

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A report dated 16 January 2019 by the Executive Director (Finance and Corporate Resources) was submitted on work completed by Internal Audit during the period 25 October 2018 to 16 January 2019.

Details were given on the progress of audit assignments and the performance of Internal Audit which highlighted that:-

- ◆ 63% of assignments had been delivered within budget against a target of 80%
- ◆ 85% of draft reports had been delivered on time against a target of 80%
- ◆ 83% of the 2018/2019 Internal Audit Plan had commenced and plans were in place to deliver the programme by 31 March 2019
- ◆ 82% of audit assignments had been concluded to a signed action plan within 4 weeks of the issue of a draft report against a target of 80%
- ◆ 91% of Internal Audit recommendations had been delivered on time against a target of 90%

The findings from assignments completed in the period 25 October 2018 to 16 January 2019 were detailed in Appendix 2 to the report.

Following a review of the current year's Audit Plan, it was proposed not to complete the following 4 audit assignments in 2018/2019 for the reasons detailed in the Executive Director's report:-

- ◆ ICON (income management system)
- ◆ mobile working (roads)
- ◆ financial strategy
- ◆ roads follow up

**The Committee decided:**

- (1) that the performance of the Internal Audit Service and the progress of assignments in the period 25 October 2018 to 16 January 2019 be noted; and
- (2) that the proposed amendments to the Internal Audit Plan 2018/2019 be approved.

*[Reference: Minutes of 11 November 2018 (Paragraph 3)]*

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## **5 Good Governance Action Plan 2018/2019 - Quarter 2 Progress Report**

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A report dated 11 December 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the 2018/2019 Good Governance Action Plan.

The 2018/2019 Good Governance Action Plan highlighted improvement areas which had been identified through the annual assessment of governance arrangements. The Action Plan had been developed in parallel with, and informed, the Governance Statement which was included in the Annual Accounts. The Quarter 2 Update of the Good Governance Action Plan 2018/2019, attached as an appendix to the report, was based on the IMPROVe performance management reporting system and provided details of the governance control measures and actions undertaken by Resources. The monitoring system was traffic light based, with red, amber, green and 'to be reported later' categories. Of the 21 control measures identified in the Plan:-

- ◆ 14 had been categorised as green, indicating that the timescale target had been met in line with expectations
- ◆ none had been categorised as amber. This category indicated that there had been minor slippage against timescale or minor shortfall against target
- ◆ 1 had been categorised as red, indicating that there had been major slippage against timescale or major shortfall against target
- ◆ 6 would be reported later. For some measures, statistics were not available to ascertain whether the target had been reached and those would be reported when available

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

*[Reference: Minutes of 24 January 2018 (Paragraph 4)]*

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## **6 Review of the Council's Top Risks**

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A report dated 16 January 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the outcome of a review of the Council's top risks.

Details were given on the process for, and results of, the 2018 annual review of the Council's top risks.

Details of the revised top 20 risks, with both the inherent and residual risk scores, together with examples of associated risk controls and an assessment of the adequacy of controls, were given in Appendix 1 to the report. The Council's overall risk exposure for 2018/2019 had remained the same as in 2017/2018.

In response to members' questions, the Insurance and Risk Management Adviser undertook to provide further information in relation to the following risks:-

- ◆ recruitment arrangements to prepare for the national expansion in early years education and childcare provision
- ◆ preparation of rapid rehousing transformation plans to address proposals from the Homelessness and Rough Sleeping Action Group

In response to a member's question on the impact of Brexit on the Council, the Executive Director (Finance and Corporate Resources) advised that work was ongoing, throughout a number of levels of government, to prepare for the implications of the UK leaving the European Union and confirmed that the situation would be closely monitored.

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

*[Reference: Minutes of 24 January 2018 (Paragraph 5)]*

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## **7 Good Governance – Review of the Adequacy of Internal Audit**

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A letter dated 21 January 2019 by Audit Scotland, the Council's External Auditor, was submitted on the External Auditor's assessment of the adequacy of the Council's Internal Audit function for 2018/2019.

The objectives of the assessment were to:-

- ◆ establish the effectiveness of Internal Audit arrangements as part of the Council's wider governance arrangements
- ◆ identify areas of Internal Audit work on which Audit Scotland could place formal reliance

Details were given on the areas of Internal Audit's work on which Audit Scotland planned to place formal reliance as follows:-

- ◆ procurement
- ◆ information risk management
- ◆ budgetary control
- ◆ national fraud initiative
- ◆ City Deal benefit realisation

Audit Scotland had concluded that the Council's Internal Audit Service operated in accordance with the Public Sector Internal Audit Standards (PSIAS) and had sound documentation standards and reporting procedures in place. However, 2 findings and their associated risks had been recorded as follows:-

- ◆ inclusion of Internal Audit within the remit of the Executive Director (Finance and Corporate Resources)
- ◆ the potential impact of 2 unfilled posts within the Internal Audit team on the delivery of the 2018/2019 Audit Plan

Assurances had been given in relation to both issues and Audit Scotland would continue to monitor the position.

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

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## **8 Performance and Review Scrutiny Forum Annual Update**

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A report dated 15 January 2019 by the Executive Director (Finance and Corporate Resources) was submitted on reports considered by the Performance and Review Scrutiny Forum in the period from January to December 2018.

A report on the business considered by the Performance and Review Scrutiny Forum would continue to be submitted to the Risk and Audit Scrutiny Committee on an annual basis.

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

*[Reference: Minutes of 24 January 2018 (Paragraph 6)]*

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## **9 Forward Programme for Future Meetings**

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A report dated 8 January 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the outline forward programme for the meetings of the Risk and Audit Scrutiny Committee to 27 November 2019.

As part of future arrangements, members were invited to suggest topics for inclusion in the Committee's forward programme.

**The Committee decided:** that the outline forward programme for the Risk and Audit Scrutiny Committee to 27 November 2019 be noted.

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## **10 Urgent Business**

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There were no items of urgent business.



# Report

**5**

Report to:	<b>South Lanarkshire Council</b>
Date of Meeting:	<b>26 June 2019</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Support for Veterans</b>
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## **1. Purpose of Report**

1.1. The purpose of the report is to:-

- ◆ advise the Council on the current range of supports provided to Veterans and their families in South Lanarkshire
- ◆ outline how this support might be developed through the work of the Council working with partners on the Lanarkshire Firm Base including assessing the arrangements that other Scottish Local Authorities have in place
- ◆ provide an update on creating a guaranteed interview scheme for ex-armed forces personnel who apply for vacancies with the Council following a motion agreed by the Council on 19 December 2018

## **2. Recommendation(s)**

2.1. The Council is asked to approve the following recommendation(s):-

- (1) that the key areas included in the Work Plan of Lanarkshire Firm Base be noted;
- (2) that the current range of supports that the Council has in place for veterans and their families, detailed in Paragraph 4, be noted;
- (3) that the intention to assess initiatives/projects which have been implemented by other local authorities and potentially develop these through Lanarkshire Firm Base be noted;
- (4) that the proposed Guaranteed Interview Scheme for veterans, as detailed in Paragraph 6, be approved and implemented

## **3. Background**

3.1. Last June as part of Armed Forces Day 2018, the Council reaffirmed its commitment to the Armed Forces Community Covenant which provides a statement of mutual support between a civilian community and its local Armed Forces Community.

3.2. Following this recommitment, the Council together with North Lanarkshire Council and other appropriate voluntary sector and military partners, relaunched Lanarkshire Firm Base to take forward the terms of the Covenant within Lanarkshire. As part of the relaunch, the first meeting took place in June 2018 when it was agreed that South Lanarkshire Council host a one day seminar for organisations and individuals who were either veterans themselves or who were part of organisations who provide support and advice to veterans and their families.

3.3. The event was held on 19 September 2018 and was very well attended with just under 60 individuals or representatives attending.

- 3.4 One of the outcomes from the event was to identify the key areas which were of most relevance and importance to veterans living in Lanarkshire.
- 3.5 From those outcomes, the Firm Base, at its meeting on 30 January 2019, agreed a Work Plan based on the following priorities:-
- ◆ mental health
  - ◆ access to benefits and education
  - ◆ access to housing
  - ◆ social inclusion
- 3.6 The priorities within the Work Plan will be taken forward on a themed basis at future meetings of Firm Base.

#### **4. Council's Position**

- 4.1. The Council already has in place a range of services to support veterans in the areas identified as priorities in para 3.5 above. These are outlined in paragraphs 4.2 to 4.6 below

##### **4.2 Mental Health and Social Work Services**

Craig Cunningham Head of Commissioning and Performance has been appointed as a veteran's champion, to provide the link between the Council's Health and Social Care Services and NHS Lanarkshire. The key purpose of this role is to act as a veterans' advocate and to help ensure fair and equitable treatment for the ex-Service community in order to meet the intent of the Armed Forces Covenant. The Scottish Government and Veterans Scotland have jointly produced guidance entitled "NHS Champions Aide Memoire" designed to provide a useful checklist for effective championing within primary, secondary and community care settings. The NHS Veterans Champion holds overall responsibility to enforce the guidelines which provide that Veterans should receive priority treatment for any health problems that are a direct result of service to their country.

##### **4.3 Access to Education**

In 2018/2019, there were 191 pupils from Veteran's Families spread across the Primary, secondary and ASN sectors of education.

Education Resources have increased awareness through briefings within schools of the requirement to provide young people with the necessary support to settle in and to progress their learning, taking account of any change of school they might have encountered.

A pilot project is being implemented at Duncanrig High School, East Kilbride which will develop further the links between the primary and secondary sectors and will introduce a transition document on each child from a veterans' family to ensure that all secondary schools obtain relevant data in advance and can provide a clear briefing to pupil support teams within the School.

##### **4.4 Housing**

Priority is given under the Housing Allocations Policy to veterans who have completed a minimum of 3 years' service, or who have been injured in action or discharged on medical grounds. The highest priority

will be awarded under this category up to 6 months prior to and up to 6 weeks following the date of discharge from the service, on meeting the qualifying criteria.



Advice is available through the Home Options Service (24 hour on line service) which provides access to information and advice covering a range of housing and related options.

Advice and assistance is also available for veterans who need help to prepare for, or manage and sustain their own tenancy, by developing the skills required to manage a new home.

#### 4.5 **Leisure**

The Council is working with South Lanarkshire Leisure and Culture and partners Veterans First Point to support an initiative called “Health for Heroes”. This initiative would involve Veterans First Point referring veterans who they feel would benefit from access to membership of South Lanarkshire Leisure facilities. Veterans referred would receive a 10 week free access to facilities as well as receiving one to one instruction from trained staff. These sessions would also include the opportunity for veterans to talk to trained staff about their situation and tailor a programme specific to their needs. Following the 10 week initial period, individuals can join the gyms at a concessionary rate providing they meet the current criteria which is that they are in receipt of a War Pensioners Mobility Supplement or Armed forces Independence Payment. They would also qualify if they were in receipt of Income Support, Housing Benefit or Council Tax Reduction.

#### 4.6 **Communication**

Work has commenced on the development of a dedicated Lanarkshire Firm Base website that will include information on the services provided by each partner and will be the main vehicle for signposting veterans and their families to the services available in Lanarkshire. South Lanarkshire Council have been requested to take this forward and work is ongoing to develop the look and feel of the site prior to the next Firm Base meeting in September. To augment this work, facebook and twitter accounts will be set up for Firm Base to allow engagement via social media. North Lanarkshire Council will take forward the development of written material in the form of information leaflets and a veteran’s handbook and again drafts will be developed for the Firm Base meeting in September 2019. It should also be noted that an application for grant assistance for this work will be made to the Community Covenant Grant Scheme.

#### 4.7 **Veterans Hub**

Premises have also been identified in Craigneuk within North Lanarkshire as a potential veterans’ hub where veterans can go to network, have access to IT facilities and receive signposting information on services. Work is ongoing with NLC Estates Services to finalise the acquisition of the building for use as a veterans’ hub.

### 5 **Areas of Good Practice**

Following the initial report on support for veterans to the Corporate Management Team in February 2019, all Scottish Local Authorities were contacted on the level and range of supports they have in place to support veterans and their families with a view to obtaining information on areas of good practice that could potentially be considered and developed by the Firm Base in a Lanarkshire context.

#### 5.1 **Most of these local authorities, take a similar approach to North and South Lanarkshire and coordinate their support to veterans through a partnership arrangement similar to the Lanarkshire Firm Base.**

- 5.2 An exercise will be undertaken in liaison with other local authorities to assess any worthwhile initiatives and projects being implemented. Any areas which are thought worthy of further consideration will be considered by the Firm Base and any with implications for the Council will be brought to the appropriate Committee.
- 5.3 A number of Councils refer to guaranteed interview if veterans meet the minimum criteria for a post and this is dealt with in a South Lanarkshire context in paragraph 6 below.
- 6 Enhanced Support for Veterans - Guaranteed Interview Scheme**
- 6.1 At its meeting on 19 December 2018 the Council considered a motion submitted by Councillor McGeever that veterans be afforded a guaranteed job interview as long as they meet the minimum criteria for a post and that a report on how this would work in practice be submitted to the Council for consideration.
- 6.2 It is proposed that the Guaranteed Interview Scheme for Veterans will operate for all external recruitment and will apply to applicants whose previous long term employer was the Armed Forces.
- 6.3 The Guaranteed Interview Scheme will involve some minor amendments to the existing recruitment processes.
- ◆ A standard clause will be included in the advert text for all external posts outlining that all veterans meeting the essential criteria for a post will be offered a guaranteed interview
  - ◆ Veteran applicants will be highlighted to managers, who will consider if they meet the essential criteria for their post
  - ◆ Veteran applicants who meet the essential criteria will be invited for interview
  - ◆ Veterans will be asked to bring their Military Service Record to the interview which will be checked by the hiring manager
- 6.4 In addition to individual job advertisements, the Guaranteed Interview Scheme for Veterans will be communicated through Lanarkshire Firm Base and a news story will also be produced for South Lanarkshire View as well as raising staff awareness through Workforce Development tools such as Management and Staff Briefs and continuous promotion through strap lines on the internet.
- 7 Employee Implications**
- 7.1 The employee implications are detailed in Paragraph 6 above.
- 8 Financial Implications**
- 8.1 There are no specific financial implications arising from this report.
- 9 Other Implications**
- 9.1 There are no significant issues in terms of risk or sustainability.
- 10 Equality Impact Assessment and Consultation Arrangements**
- 10.1 Consultation has taken place with other local authorities and veterans organisations as appropriate.

**Paul Manning**  
**Executive Director (Finance and Corporate Resources Resources)**

11 June 2019

**Link(s) to Council Values/Objectives**  
People focused.

**Previous References**  
South Lanarkshire Council 19 December 2018

**List of Background Paper**  
Original notice of motion

**Contact for Further Information**  
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# Report

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Report to:	<b>South Lanarkshire Council</b>
Date of Meeting:	<b>26 June 2019</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Best Value Assurance Report</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ Inform the Council of the Best Value Assurance Report (BVAR) published by the Accounts Commission.
- ◆ Provide the Council with an action plan relating to the recommendations contained in the BVAR for consideration

## 2. Recommendation(s)

2.1. The Council is asked to approve the following recommendation(s):-

- (1) that the contents of the BVAR be noted; and
- (2) that the action plan, attached as Appendix 1 to the report, be approved.

## 3. Background

- 3.1. South Lanarkshire Council was audited by Audit Scotland in October and November 2018, with the final report being published by the Accounts Commission on 28 March 2019.
- 3.2. This report provides a summary of the key messages and recommendations contained within the BVAR, and it presents an action plan (appendix 1) to respond to its findings.

## 4. BVAR scope, messages and recommendations

4.1. The audit covered the following topics within its scope:

- ◆ The council's vision and strategic direction, including how well the leadership of the council works together to deliver priorities that reflect the needs of the community.
- ◆ The effectiveness of the governance, decision-making and scrutiny arrangements.
- ◆ An overall assessment of outcomes and performance and the reporting of these, including the council's public performance reporting.
- ◆ How the council plans its use of resources including asset management, financial planning and workforce planning to support the delivery of its priorities.

- ◆ How the council delivers services through partnership and collaborative working, including progress with health and social care integration.
- ◆ Community engagement and responsiveness and how this impacts on the council's priorities and activities.
- ◆ How effectively the council's self-assessment framework drives continuous improvement in service priorities.

4.2. Following the audit, the BVAR published on 28 March 2019 contained the following key messages:

- ◆ South Lanarkshire Council performs well and since the last Best Value report in 2009 has demonstrated a steady pace of improvement. The council has a comprehensive and structured approach to continuous improvement. There is evidence that service redesign and capital investment are improving outcomes for citizens and resulting in efficiencies that will help ensure financial sustainability.
- ◆ The council benefits from effective leadership and clear strategic direction. Officers and councillors work well together in the interests of the residents of South Lanarkshire.
- ◆ The council demonstrates improved performance in many services but there are other areas where improvement is still required. Service satisfaction survey results from service users differ from those from national household surveys and the reasons for this need to be understood and addressed.
- ◆ The council acknowledges that it needs to review the number and quality of its targets and how it measures progress towards achieving these. This will allow it to provide elected members with a clearer picture of performance against its strategic objectives.
- ◆ The council works well with a range of public-sector, business and academic partners to improve outcomes for citizens. Partners have a shared vision but the links between the Council's Connect Plan and Community Plan could be clearer. The Community Planning Partnership Board needs to take a more active role in driving partnership working.
- ◆ The council needs to improve how it uses community engagement to shape services. It has recently established a Community Empowerment and Participation team to review its approach to community participation and engagement.
- ◆ The council understands its responsibilities under the Community Empowerment Act, and there is a history of transferring assets to community groups. But the council and its partners have been slow to progress elements of this Act, including the preparation of locality plans.
- ◆ The council demonstrates sound financial management. It has a strong track record of delivering ambitious capital projects on time and on budget. The council has a good process in place for long-term financial planning. Future financial plans are challenging but the council is well placed to address projected funding.

4.3. The BVAR made 10 recommendations, as follows:

- ◆ To increase the impact of the council's efforts in achieving its strategic objectives, links between the council plan (Connect Plan) and the LOIP (Community Plan) should be made clearer with a sharper focus on the key areas of activity. Locality plans should be prepared without further delay.
- ◆ Management should carry out the staff survey and use the results to drive improvement and share existing good practice.

- ◆ Elected members need to improve the public scrutiny of key decisions, performance and financial reports.
- ◆ Members should, with the assistance of the personnel service, review their personal training and development needs and agree a plan to ensure that they have the skills required to effectively fulfil their scrutiny and challenge roles.
- ◆ Management should ensure that the indicators used to measure performance provide meaningful information and are appropriate to the reporting level.
- ◆ Management should review arrangements for assessing resident satisfaction, to ensure these are providing meaningful data to help shape future services.
- ◆ The Community Planning Partnership Board should take a more active role in driving partnership working, monitoring outcomes and feeding back to thematic subgroups.
- ◆ The council should review existing governance structures to ensure that they support community-based activity.
- ◆ Management should formulate a digital inclusion strategy to complement the council's digital strategy.
- ◆ Management should implement revised arrangements for community engagement to improve how it is used to shape services. Consistent and high-quality consultation across all services should be part of this.

4.3. An action plan (see Appendix 1) has been developed to respond to the BVAR recommendations. Although the recommendations span a number of themes, such as consultation and engagement, governance and scrutiny, and performance management, for ease of reference the action plan lists the BVAR recommendations separately and in the order they appear in the BVAR.

4.4. For each recommendation the context and proposed approach is given, together with the identity of the lead officer, the specific actions that will be undertaken, and the timescale in which these will be completed. All timescales for completion are within the current financial year.

## **5. Next Steps**

5.1. Council is asked to note the contents of the BVAR and approve the action plan provided at Appendix 1.

## **6. Employee Implications**

6.1. There are no direct employee implications.

## **7. Financial Implications**

7.1. There are no direct financial implications.

## **8. Other Implications**

8.1. Considering the detail of the report and identifying actions as appropriate contribute towards effective risk management.

## **9. Equality Impact Assessment and Consultation Arrangements**

9.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.

9.2. A link to the BVAR was sent to all Elected Members on the morning that it was published by the Accounts Commission, 28 March 2019, and the report was the subject of an Audit Scotland press release and publicised by the council. Copies of

the report are also available for inspection on request to Finance and Corporate Resources. The BVAR can be found at the Audit Scotland website here:  
<http://www.audit-scotland.gov.uk/report/best-value-assurance-report-south-lanarkshire-council>

- 9.3. As required by the Accounts Commission, a public notice was inserted in local newspapers in advance of this meeting of the Council, advising that the BVAR would be considered by Elected Members at this time.

**Paul Manning**  
**Executive Director (Finance and Corporate Resources)**

10 June 2019

**Link(s) to Council Objective**

- Promote Performance Management and Improvement

**Previous References**

- None

**List of Background Papers**

- None

**Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

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## BVAR action plan

Ref	BVAR Recommendation	Context and council approach	Lead officer	Proposed action	Timescale
1	<p><b>To increase the impact of the council's efforts in achieving its strategic objectives, links between the council plan (Connect Plan) and the LOIP (Community Plan) should be made clearer with a sharper focus on the key areas of activity. Locality plans should be prepared without further delay.</b></p> <p>Paragraph 20 - While the Community Plan's overall objective and the vision of the Connect Plan are not mutually exclusive, it is not immediately obvious how they are connected and what their common focus is...To increase the impact, the links between the two plans need to be clearer with a sharper focus on the key areas of activity.</p>	<p>The mid-term review of Connect will clarify the link between Connect and the Community Plan.</p> <p>The refresh of the Connect Plan will be informed by work to gather lived experience data from those living in the most deprived communities to be carried out by an independent academic from UWS.</p>	<p>Head of Communications and Strategy</p> <p>Head of Communications and Strategy</p>	<p><b>Action 1.1</b> Clarify the presentation of the Council Plan and how it links to the LOIP (Community Plan) by developing a "plan on a page" mapping the links between them. This will be used in future engagement and consultation exercises with local people and communities.</p> <p><b>Action 1.2</b> Undertake a mid-term review of Connect and in the process ensure that the links to the LOIP (Community Plan) are clearer, with a sharper focus on key areas of activity.</p>	<p>December 2019</p> <p>March 2020</p>

Ref	BVAR Recommendation	Context and council approach	Lead officer	Proposed action	Timescale
	<p>Paragraph 121 - The [Community Empowerment (Scotland) 2015] Act also requires that CPPs identify the areas within the council boundaries that have the poorest outcomes and publish 'locality plans' to improve outcomes for these communities. Statutory guidance required locality plans to be published by 1 October 2017. Although the council and its partners have identified nine priority areas that do less well, locality plans have not yet been produced.</p>	<p>The Council recognises the principles behind the Community Empowerment Act (2015) and the need for improved engagement with communities and devolved decision making. In response to this, a new Community Participation and Empowerment Team (CPET) was established during 2018/19.</p> <p>Locality Plans (known as Neighbourhood Plans in South Lanarkshire) have already been completed with communities in 3 of the identified priority areas. Plans for the remaining priority areas will be produced within the next 9 months.</p>	Community Participation and Empowerment Manager	<p><b>Action 1.3</b></p> <p>Locality plans (known as Neighbourhood Plans in South Lanarkshire) will be developed in the remaining 6 identified priority areas in South Lanarkshire through the work of the Community Participation and Empowerment Team (see also action 10.1 below).</p>	March 2020

Ref	BVAR Recommendation	Context and council approach	Lead officer	Proposed action	Timescale
2	<p><b>Management should carry out the staff survey and use the results to drive improvement and share existing good practice.</b></p> <p>Paragraph 60 - A staff survey was due to be completed in 2018 but has not yet been undertaken. It is expected to be carried out early in 2019. Specific attention should be given to staff engagement, which was highlighted by staff focus groups as an area of concern.</p> <p>Paragraph 24 - Some staff felt that the CMT are not as visible to front-line staff as they would like. The council should ensure that existing good practice is shared across all resource directorates.</p>	<p>Staff are kept informed of good practices across the council through news items and notifications on the intranet, myWorks, and through communications via the Chief Executive's Update, Executive Director Team Briefs and through management team briefs/talks. The council is examining alternative methods of communication for staff who do not have direct access to the IT network. Employees are also being encouraged to sign up to access the council's People Connect facility and Learn on Line at home.</p>	Head of Personnel Services	<p><b>Action 2.1</b> An employee survey will be developed and carried out by the end of September 2019. The survey will explore opportunities for sharing good practice more widely, and seek suggestions for more employee engagement.</p>	September 2019
			Head of Personnel Services	<p><b>Action 2.2</b> Based on the findings of the employee survey, an action plan will be developed in consultation with the workforce and their representatives, with the results and action plan being reported to Elected Members by March 2020.</p>	March 2020
			Head of Personnel Services/Head of Communications and Strategy	<p><b>Action 2.3</b> An online good practice hub will be developed to share good practice across the council, drawing from a range of sources including:</p> <ul style="list-style-type: none"> <li>- Nominations for internal/national awards</li> <li>- External audits and inspections</li> <li>- Service review content (including Team Based Mini Reviews)</li> </ul>	August 2019

Ref	BVAR Recommendation	Context and council approach	Lead officer	Proposed action	Timescale
3	<p><b>Elected members need to improve the public scrutiny of key decisions, performance and financial reports.</b></p> <p>Paragraph 32 - Members need to ensure that all key decisions are seen to be subject to an appropriate level of challenge and scrutiny at public meetings. This includes sufficient discussion and scrutiny of performance and financial reports.</p>	<p>The Council has commenced work on the mid-term review of standing orders on procedures, standing orders on contracts, Terms of Reference for Committees and Scheme of Delegation. The Review will be driven by and overseen by the Standards, Procedures and Advisory Forum chaired by the Leader of the Council.</p>	<p>Head of Administration and Legal Services</p>	<p><b>Action 3.1</b> Complete the ongoing review of the council's governance arrangements. Develop and implement an action plan based on the findings of the review.</p>	<p>May – December 2019</p>

Ref	BVAR Recommendation	Context and council approach	Lead officer	Proposed action	Timescale
4	<p><b>Members should, with the assistance of the personnel service, review their personal training and development needs and agree a plan to ensure that they have the skills required to effectively fulfil their scrutiny and challenge roles.</b></p> <p>Paragraph 34 - Members should, with the assistance of the personnel service, review their personal training and development needs and agree a plan to ensure that they have the skills required to effectively fulfil their scrutiny and challenge roles.</p>	<p>The scope of the training currently available to Elected Members could include:</p> <ul style="list-style-type: none"> <li>• Code of Conduct briefings</li> <li>• Good governance training</li> <li>• Risk and audit training (CIPFA)</li> <li>• Masterclasses on a range of topics, including Community Empowerment Act, Community Engagement, Scrutiny and Participatory Budgeting</li> <li>• Specific SLC awareness sessions on, e.g., council budgets and various Resource policy updates</li> <li>• Role and responsibilities of members on the South Lanarkshire Health and Social Care Integration Joint Board.</li> <li>• Training for Planning Committee members.</li> <li>• Human Trafficking Awareness Raising</li> <li>• Media &amp; Social Media Training – for Committee Chairs and those with public roles</li> <li>• Bring Your Own Device – bespoke training to support pilot programme</li> <li>• Language &amp; Diversity training</li> </ul>	<p>Head of Administration and Legal Services</p> <p>Head of Administration and Legal Services</p>	<p><b>Action 4.1</b> Elected Members will be offered the opportunity to discuss training requirements with Personnel Services, which will inform an individual training plan for the forthcoming year.</p> <p><b>Action 4.2</b> Deliver the 2019/20 Elected Members Training Programme to equip Members with skills and knowledge to effectively fulfil their scrutiny and challenge roles.</p>	<p>October 2019</p> <p>Training delivered from March 2019 onward</p>

Ref	BVAR Recommendation	Context and council approach	Lead officer	Proposed action	Timescale
5	<p><b>Management should ensure that the indicators used to measure performance provide meaningful information and are appropriate to the reporting level.</b></p> <p>Paragraph 42 - The council acknowledged the need to review the number and quality of measures and targets included in IMPROVe and is carrying out a review... A revised approach is expected to be fully implemented for the 2019/20 reporting year.</p>	As part of the Resource Planning process, measures and targets have already been reviewed for inclusion in the 2019-20 Resource Plans.	Head of Communications and Strategy	<p><b>Action 5.1</b></p> <p>A comprehensive audit of performance reporting will be completed by December 2019. This will build on work to date on performance information requirements and reporting arrangements with a view to removing duplication, closing gaps, and improving the consistency and relevance of the performance reporting framework across the council.</p>	December 2019



Ref	BVAR Recommendation	Context and council approach	Lead officer	Proposed action	Timescale
7	<p><b>The Community Planning Partnership Board should take a more active role in driving partnership working, monitoring outcomes and feeding back to thematic subgroups.</b></p> <p>Paragraph 116 - While it is acknowledged that there are positive and effective relationships at group level, the CPP should build on these effective relationships and take a more active role in driving partnership working, monitoring outcomes and feeding back to groups.</p>	A self assessment was undertaken by the CPP Board in spring 2019, facilitated by the Improvement Service. This included an examination of the Board's strategic role and objectives.	Head of Communications and Strategy	<p><b>Action 7.1</b> Having completed an initial self-assessment facilitated by the Improvement Service, the CPP Board will now review the output from this exercise alongside the findings of the BVAR through a facilitated discussion which will consider:</p> <ul style="list-style-type: none"> <li>• Roles and responsibilities within the CPP</li> <li>• Links to thematic groups</li> <li>• Monitoring and governance arrangements</li> <li>• Community engagement and the structures required to support community-based activity</li> </ul>	March 2020



Ref	BVAR Recommendation	Context and council approach	Lead officer	Proposed action	Timescale
8	<p><b>The council should review existing governance structures to ensure that they support community-based activity.</b></p> <p>Paragraph 126 - As part of the council's efforts to encourage communities to participate across South Lanarkshire, it should review existing governance structures to ensure that they support community-based activity. This should include consideration of whether these arrangements help to build community capacity and support people to be more active in their community. The review should include a consideration of whether further changes are required to the role and remit of area committees.</p>	<p>The new Community Participation and Empowerment Team (CPET) are leading the roll out of a new place-based approach to community based activity. Building upon the pilot work of neighbourhood planning, the team are engaging communities in community led planning activity which will result in locality plans being produced, delivered and monitored in a co-production model with communities.</p> <p>The work of CPET will focus on supporting communities facing the greatest inequalities to participate in the process and on ensuring that there is consistency and coordination of the work going on.</p> <p>In recognition of the diversity of the Council area, this work will then help shape future plans for local structures to allow communities to participate in decision making in ways which suit their needs and aspirations. These structures will be co-designed at locality levels. This will support the Council to deliver appropriate transformational services for each community.</p> <p>Work is required to examine options for Elected Member involvement in agreeing methods and structures by which SLC will increase community engagement/ involvement</p>	Community Participation and Empowerment Manager	<p><b>Action 8.1</b></p> <p>Linked to the review of CPP governance (action 7.1), the council will undertake a review of existing governance structures to ensure they support community-based activity.</p> <p>The review will be wide-ranging in scope and include:</p> <ul style="list-style-type: none"> <li>• New approaches to community-based activity, including people and place based work</li> <li>• The role and remit of area committees</li> <li>• The role of the CPP in supporting community-based activity</li> </ul>	March 2020

Ref	BVAR Recommendation	Context and council approach	Lead officer	Proposed action	Timescale
9	<p><b>Management should formulate a digital inclusion strategy to complement the council's digital strategy.</b></p> <p>Paragraph 155 - Our public focus group identified some concerns related to digital exclusion as more services move online. Research in this area has found that a significant proportion of people who cannot access digital services come from the most deprived and vulnerable groups (referred to as the 'seldom heard' in the council's Community Engagement Framework). Tackling this issue could be helpful in addressing the CPP's objective of 'tackling deprivation, poverty, and inequality'. The council's digital strategy makes no mention of the problem of digital exclusion. Although the council has some arrangements in place to address digital exclusion, there is no overarching strategy and corporate approach to tackling this issue. The council should prepare a digital inclusion strategy to complement its digital strategy.</p>	<p>The Digital Inclusion Strategy addresses the needs of those who could be in danger of being "left behind", or digitally excluded. As such, it is a counterbalance to our Digital Strategy which aims to put more Council services online.</p> <p>There are two main strands to this. Firstly, to ensure that we retain traditional means of interacting with the Council, including face to face (eg Q&amp;As), telephony and correspondence. Secondly, to look at how we can assist citizens to use the internet, not just to access Council services, but also to get the economic and social benefits of being online (e.g., job applications, social media, etc.)</p>	Head of IT	<p><b>Action 9.1</b></p> <p>A strategy will be prepared outlining a programme of work to look at causes of digital exclusion and consider how the Council and partners can address these. This will be informed by, and support, other council initiatives including neighbourhood planning, tackling poverty, economic development and employability.</p>	February 2020

Ref	BVAR Recommendation	Context and council approach	Lead officer	Proposed action	Timescale
10	<p><b>Management should implement revised arrangements for community engagement to improve how it is used to shape services. Consistent and high-quality consultation across all services should be part of this.</b></p> <p>Paragraph 160 - The council has recognised that while current arrangements have some strengths there is a need to fundamentally revise its approach to community participation and engagement. This should include a focus on the different needs of rural and urban communities across South Lanarkshire.</p> <p>Paragraph 162 - There is variability in the quality of consultations, including some instances where the timing of the consultation and the type of questions being asked limited the quality of the results. The council accepts that they need to improve the consistency of consultation quality and advised us that this is a key priority for the new Community Participation and Empowerment Team.</p>	<p>The Community Empowerment Act (2015) placed a duty upon the council to involve local communities facing the greatest inequalities in the creation of local plans. The Council recognises that principles behind the act and the need for improved engagement with communities and devolved decision making. In response to this, a new Community Participation and Empowerment Team (CPET) was established during 2018/19.</p> <p>The team is leading the development of a new approach to engaging with communities. The team is working across council services to identify ways in which communities can be involved in shaping services.</p>	Community Participation and Empowerment Manager	<p><b>Action 10.1</b> Recognising the need for improved engagement with communities and devolved decision making, the council established a new Community Participation and Empowerment Team (CPET) during 2018/19.</p> <p>The Team is undertaking a range of work, including:</p> <ul style="list-style-type: none"> <li>• A review of consultation activity across the council</li> <li>• Development of a new engagement strategy</li> <li>• Implementation of a place based approach to community engagement, including the further development of neighbourhood plans.</li> <li>• An awareness raising campaign which will include social media, web content and targeted communications.</li> </ul> <p>A review of the progress made under the first year of this activity will be undertaken and reported to elected members by March 2020.</p>	March 2020



# Report

7

Report to:	<b>South Lanarkshire Council Committee</b>
Date of Meeting:	<b>26 June 2019</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Cross-Party Working Group on Tackling Poverty</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ Establish a cross-party working group on Tackling Poverty

## 2. Recommendation(s)

2.1. The Council is asked to approve the following recommendation(s):-

- (1) that the Terms of Reference for the cross-party working group on Tackling Poverty, as detailed in Appendix 1, be approved; and
- (2) that the Chief Executive be authorised, in consultation with the political and Independent Group Leaders, to finalise the membership of the Working Group.

## 3. Background

3.1. At its special meeting held on 27 February 2019, the Council approved proposals for a cross-party working group to be formed on Tackling Poverty.

## 4. Terms of Reference

4.1. In order to progress arrangements, a Terms of Reference for the working group is attached as Appendix 1.

4.2. The findings of the Group and any recommendations which require consideration and approval will be submitted to the Executive Committee.

## 5. Employee Implications

5.1. Officer support for the Group will be provided as appropriate.

## 6. Financial Implications

6.1. There are no financial implications in terms of the information contained in this report.

## 7. Other Implications

7.1. There are no issues in terms of risk or sustainability.

## 8. Equality Impact Assessment and Consultation Arrangements

8.1. There was no requirement to carry out an Equality Impact Assessment in terms of the information contained in this report.

- 8.2. Consultation will be undertaken with the political and Independent Group leaders to finalise the Working Group membership.

**Paul Manning**

**Executive Director (Finance and Corporate Resources Resources)**

3 June 2019

**Link(s) to Council Values/Ambitions/Objectives**

- Achieve results through leadership, good governance and organisational effectiveness
- Accountable, effective, efficient and transparent
- Fair, open and sustainable

**Previous References**

- ♦ South Lanarkshire Council, 27 February 2019 (Paragraph 2 refers)

**List of Background Papers**

- ♦ None

**Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

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## **Tackling Poverty Working Group**

### **Terms of Reference**

#### **1 Powers and Responsibilities**

- 1.1 To have a strategic overview of initiatives in relation to poverty prevention and reduction.
- 1.2 To consider and agree a workplan which will focus on particular areas, for example, the Local Child Poverty Action Plan, welfare reform, benefits maximisation advice and support, reducing the costs of living, the employability programme and poverty awareness raising and engagement activities.
- 1.3 To refer any recommendations arising, as appropriate, to the Executive Committee.

#### **2 Membership**

- 2.1 11 members with provision for named substitutes (Political balance: 4 SNP; 3 Labour; 2 Conservative; 1 Independent Group and 1 Liberal Democrat)
- 2.2 To be chaired by a member of the Working Group - appointed at the first meeting of the Group.

#### **3 Meeting Arrangements and Practice**

- 3.1 To meet as required.
- 3.2. Meetings not held in public - Internal Working Group.





# Report

8

Report to:	<b>South Lanarkshire Council</b>
Date of Meeting:	<b>26 June 2019</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Membership of Committees/Forums, Joint Committees and Outside Bodies etc</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ allow the Council to consider a number of proposed changes to the membership of Committees/Forums, Joint Committees and Outside Bodies etc

## 2. Recommendation(s)

2.1. The Council is asked to approve the following recommendation(s):-

- (1) that Councillors McLachlan and Watson be replaced by Councillors Scott and Greenshields respectively on the list of 15 members who are not on the Finance and Corporate Resources Committee who can be drawn on to serve on Appeals and Grievance and Dispute Panels;
- (2) that Councillor Callaghan be appointed as the Council's substitute member on the West of Scotland Road Safety Forum
- (3) that the finalised membership of the Cross Party Working Group to review South Lanarkshire Leisure and Culture, as detailed in paragraph 3.3, be noted;
- (4) that, following his appointment as Depute Leader of the Labour Group, Councillor Convery's membership on the Conference Allocation Committee, as detailed in Paragraph 3.4, be noted;
- (5) that Councillor Callaghan be appointed as a full member of the Community and Enterprise Resources Committee and that the Chief Executive be authorised, in liaison with the SNP Group Business Manager, to fill the resultant substitute position and to report the outcome at a later date;
- (6) that Councillor Fulton be replaced by Councillor Dorman as a member of the Executive Committee;
- (7) that Councillor Dorman be replaced by Councillor Donnelly as a member of the Financial Resources Scrutiny Forum;
- (8) that the proposed changes received from the Labour Group Business Manager, as detailed in paragraph 3.7, be approved.

## 3. Background

3.1. Currently, Councillors McLachlan and Watson are on the list of 15 members not serving on Finance and Corporate Resources Committee who can be drawn to serve on Appeals Panels. However, due to previous changes to the political composition of the Council, both Councillors are substitute members on the Finance and Corporate

Resources Committee and, therefore, it is proposed that they be replaced on the list of 15 members by Councillors Scott and Greenshields respectively.

- 3.2 Councillor Marrs is currently the Council's representative on the West of Scotland Road Safety Forum and it has been agreed that the Council can put forward a nominee to be Cllr Marrs' substitute on the Forum. It is subsequently proposed that Councillor Callaghan be nominated to take up the position of substitute member on the West of Scotland Road Safety Forum.
- 3.3 At its meeting held on 29 May 2019, the Executive Committee authorised the Chief Executive, in consultation with political and the Independent Group Leaders, to finalise the membership of the Cross Party Working Group to review South Lanarkshire Leisure and Culture. Following that process, the finalised membership of the Group is Councillors Ross, Chalmers, Anderson, Bradley, Fagan, Cowie, Scott, Allison, McCreary, Cooper and Brown
- 3.4 At its meeting held on 30 May 2019, the Labour Group replaced Councillor Brogan with Councillor Convery as its Deputy Leader and, in line with its Terms of Reference, Councillor Brogan has been replaced by Councillor Convery as a member of the Conference Allocation Committee.
- 3.5 Following an approach by the Business Manager of the SNP Group, it is proposed that Councillor Futon be replaced by Councillor Dorman as a member of the Executive Committee. In addition, Councillor Callaghan will become a full member of the Community and Enterprise Resources Committee and her replacement as a substitute member will be finalised and reported at a future date.
- 3.6 The Terms of Reference for the Financial Resources Scrutiny Forum state that only the Chair of the Forum can be a member of the Executive Committee and, therefore, it is also proposed that Councillor Dorman be replaced by Councillor Donnelly as a member of the Financial Resources Scrutiny Forum.
- 3.7 An approach has been made by the Business Manager of the Labour Group proposing a number of changes to the memberships on Committees, Forums, Joint Committees and Outside Bodies as follows:-
  - ◆ that Councillor Razzaq be replaced by Councillor McLachlan as a member of the Licensing Committee
  - ◆ that Councillor Fagan be replaced by Councillor Razzaq as a substitute member of the Licensing Committee
  - ◆ that Councillor Razzaq be replaced by Councillor McAdams as a member of the Executive Committee and that Councillor Razzaq takes up the resultant substitute place
  - ◆ that Councillor Dryburgh be replaced by Councillor Brogan as a member of the Planning Committee
  - ◆ that Councillor Convery be replaced by Councillor McLachlan as a substitute member of the Joint Consultative Forum
  - ◆ that Councillor Brogan be replaced by Councillor Convery as a member of the Performance and Review Scrutiny Committee
  - ◆ that Councillor Brogan be replaced by Councillor Convery as a member of the Recruitment Committee
  - ◆ that Councillor Razzaq be replaced by Councillor McLachlan as a substitute member of the Social Work Committee

- ◆ that Councillor Convery be replaced by Councillor Lennon as a substitute member of the South Lanarkshire cycling Partnership
- ◆ that Councillor Lennon be replaced by Councillor Cowie as a Council representative on Cambuslang and Rutherglen Sports Council
- ◆ that Councillor Convery be replaced by Councillor Brogan as one of the 15 elected members not serving on the Education Committee who can sit on Education Appeals
- ◆ that Councillor Convery be replaced by Councillor Brogan as a member on the Lanarkshire Valuation Joint Board
- ◆ that Councillor Convery be replaced by Councillor Brogan as a substitute member of the Recruitment Committee
- ◆ that Councillor Brogan be replaced by Councillor Convery as a representative on COSLA

#### **4. Employee Implications**

4.1. There are no employee implications arising from this report.

#### **5. Financial Implications**

5.1. There are no financial implications arising from this report.

#### **6. Other Implications**

6.1. There are no issues in terms of risk or sustainability arising from this report.

#### **7. Equality Impact Assessment and Consultation Arrangements**

7.1. There was no requirement to carry out an Equality Impact Assessment or undertake a formal consultation process.

**Paul Manning**

**Executive Director (Finance and Corporate Resources)**

11 June 2019

#### **Link(s) to Council Values/Objectives**

Accountable Effective and Efficient

#### **Previous References**

South Lanarkshire Council June 2017

#### **List of Background Papers**

Nil

#### **Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

Gordon Bow

Administration Manager

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**Proposed Wheelchairs (Short-term access) (Scotland) Bill**

**Notice of Motion**

Motion received in terms of Standing Order No 19 on 11 June 2019, proposed by Councillor Monique McAdams, seconded by Councillor Gerry Convery, as follows:-

“That South Lanarkshire Council:-

- 1 support the Proposed Wheelchairs (Short-term access) (Scotland) Bill to ensure the provision of wheelchairs to anyone assessed as needing one on a short-term, as well as on a long-term, basis;
- 2 look at ensuring there is a joined up service between South Lanarkshire Council Social Work department, Glasgow and Edinburgh Sick Kids to ensure smooth discharge; and
- 3 improve signposting for services and aids available to families to ensure safety of the carer and vulnerable child in their home at any hospital a South Lanarkshire constituent is referred to.

At present there is no duty on the NHS, or any other public body, to provide short-term wheelchairs for anyone with a mobility problem that is expected to last for less than 6 months.”



**South Lanarkshire Leisure and Culture Limited Compliance with  
Building Control Specifications**

**Notice of Motion**

Motion received in terms of Standing Order No 19 on 11 June 2019, proposed by Councillor Monique McAdams, seconded by Councillor Gerry Convery, as follows:-

“That South Lanarkshire Council take steps to ensure that South Lanarkshire Leisure and Culture Limited comply with the building control specifications set out in the relevant guidance and equality legislation for all our community halls and leisure facilities under their care. In particular, we wish to ensure that the toilet facilities are wheelchair accessible.”





**Unfair practices being employed by Integrated Service Solutions  
at Hospitals across the UK**

**Notice of Motion**

Motion received in terms of Standing Order No 19 on 11 June 2019, proposed by Councillor Monique McAdams, seconded by Councillor Gerry Convery, as follows:-

“That South Lanarkshire Council write to whomever holds the contract to express concern of the impact on constituents in relation to:-

- 1 the unfair practices being employed by ISS (Integrated Service Solutions) at hospitals across the UK including Hairmyres University Hospital in East Kilbride;
- 2 that ISS plan to move from working 5 days in arrears to working 11 days in arrears meaning that members won't receive that additional week's pay until they leave the service; and
- 3 the new payroll system will mean:-
  - ◆ that workers will work three weeks but only get paid for two;
  - ◆ that workers will have to wait until they leave their employment before they can get the outstanding money owed to them

It is the view of South Lanarkshire Council that these policies represent a contemptuous attitude towards the staff who carry out the work for which ISS is paid. These policies represent standard of business that the Council finds unacceptable for an organisation receiving public money.”



# Report

Report to:	<b>South Lanarkshire Council</b>
Date of Meeting:	<b>26 June 2019</b>
Report by:	<b>Chief Executive</b>

Subject:	<b>Local Government By-Election- Electoral Ward 8 (East Kilbride Central North)</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ advise the Committee on arrangements for the by-election for Electoral Ward 8 (East Kilbride Central North)

## 2. Recommendation(s)

2.1. The Council is asked to approve the following recommendation(s):-

- (1) that the arrangements being made to hold the by-election for Electoral Ward 8 (East Kilbride Central North) on Thursday 29 August 2019 be noted.

## 3. Background

- 3.1. Following the recent sad death of Councillor Sheena Wardhaugh, arrangements are being made to hold a by-election for Electoral Ward 8 (East Kilbride Central North) on Thursday 29 August 2019
- 3.2. Polling hours will be from 7.00am to 10.00pm. The last date and time for lodging nomination papers for the by-election will be Friday 26 July 2019 by 4.00pm.
- 3.3. At close of poll, votes will be counted electronically at Blacklaw Primary School, East Kilbride.

## 4. Employee Implications

4.1 There are no employee implications.

## 5. Financial Implications

5.1 All costs associated with holding the by-election can be met from within existing resources.

## 6. Other Implications

6.1 There are no significant issues in terms of risk or sustainability associated with this report.

## 7. Equality Impact Assessment and Consultation Arrangements

7.1 There is no requirement to carry out an impact assessment in terms of the proposals contained within this report.

**Lindsay Freeland**  
**Chief Executive**

11 June 2019

**Link(s) to Council Values/ Objectives**

- ◆ Fair and Open

**List of Background Papers**

- ◆ None

**Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

Geraldine McCann, Head of Administration and Legal Services

Ext: 4658 (Tel: 01698 454658)

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# Report

**13**

Report to:	<b>South Lanarkshire Council</b>
Date of Meeting:	<b>26 June 2019</b>
Report by:	<b>Chief Executive</b>

Subject:	<b>Standards Commission's Hearing Outcome</b>
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## **1. Purpose of Report**

1.1. The purpose of the report is to:-

- Advise the Council of the decision of the Standards Commission of Scotland following the Hearing into a complaint against Councillor Gerry Convery held on 4 April 2019.

## **2. Recommendation(s)**

2.1. The Council is asked to approve the following recommendation(s):-

- (1) that the decision of the Hearing Panel of the Standards Commission for Scotland that Councillor Gerry Convery had breached paragraphs 3.1 and 3.2 of the Councillors' Code of Conduct be noted; and
- (2) that the decision of the Hearing Panel to censure Councillor Convery be noted.

## **3. Background**

3.1. A complaint was received by the Commissioner for Ethical Standards in Public Life in Scotland (ESC) that on 27 June 2018, during a meeting of the Executive Committee, Councillor Convery had said "seig heil" as the Chair of the Committee concluded a debate on an item of business.

3.2. Following an investigation, the ESC referred the complaint to the Standards Commission for Scotland on the basis that Councillor Convery had failed to comply with the provisions of the Councillors' Code of Conduct and that in particular he had contravened paragraphs 3.1 and 3.2 of the Code which are as follows:

*3.1 The rules of good conduct in this section must be observed in all situations when you are acting as a Councillor.*

*3.2 You must respect your colleagues and members of the public and treat them with courtesy at all times when acting as a Councillor.*

## **4. Hearing Panel Decision**

4.1. The Hearing called by the Standards Commission took place in Hamilton on 4<sup>th</sup> April 2019. As a joint statement of facts had been agreed in advance of the hearing, no witnesses were called.

4.2. The Hearing Panel considered the submissions given orally at the Hearing and in writing and found that the Councillors' Code of Conduct applied to Councillor Convery and that he had breached paragraphs 3.1 and 3.2 of the Code.

- 4.3. The Hearing Panel concluded that the making of the comment, in the circumstances, was offensive and gratuitous and amounted to a personal and political attack on the Chair. The Panel took the decision to censure Councillor Convery under section 19 (1) of the Ethical Standards in Public Life etc. (Scotland) Act 2000.
- 4.4. In reaching its decision on sanction, the Panel considered and weighed up all relevant mitigating and aggravating factors. The Panel noted that the requirement for councillors to behave in a respectful manner was an important part of the Code, as it prevented a Council and the role of a councillor from being brought into disrepute and ensured that public confidence in both were not adversely affected.
- 4.5. The Panel emphasised that it was a councillor's personal responsibility to be aware of the provisions in the Code and to ensure that he complied with them and that Councillor Convery had been negligent in this regard.
- 4.6. The Panel was of the view that a more severe sanction was not warranted because there was no evidence of pre-meditation in the making of the comment, or of it forming part of a course of conduct. The Panel accepted that the Councillor had immediately retracted the comment and subsequently apologised and were satisfied that he had recognised that his comment was entirely inappropriate.
- 4.7. The full decision is available on the Standards Commission for Scotland website.

## **5. Employee Implications**

- 5.1. There are no employee implications arising from this report.

## **6. Financial Implications**

- 6.1. There are no financial implications arising from this report.

## **7. Other Implications**

- 7.1. Section 18 of the Ethical Standards in Public Life etc. (Scotland) Act requires a Council receiving a copy of a Hearing Decision to consider the findings within three months of receipt of the decision.

## **8. Equalities Impact Assessment and Consultation Arrangements**

- 8.1. This report does not introduce a new policy, function or strategy and therefore no Equality Impact Assessment is required.
- 8.2. There was no requirement for consultation in terms of the content of this report.

**Lindsay Freeland**  
**Chief Executive**

12 June 2019

## **Link(s) to Council Values/Improvement Themes/Objectives**

- ◆ Accountable, effective, efficient and transparent
- ◆ Focused on people and their needs

## **Previous References**

- ◆ None.

## **List of Background Papers**

◆ None

## **Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

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