FINANCE AND CORPORATE RESOURCES COMMITTEE

Minutes of meeting held via Confero and in the Council Chamber, Council Offices, Almada Street, Hamilton on 7 September 2022

Chair:
Councillor Lesley McDonald

Councillors Present:
Councillor Alex Allison, Councillor John Bradley (*substitute for Councillor Graeme Horne*), Councillor Walter Brogan (Depute), Councillor Mathew Buchanan, Councillor Andy Carmichael, Councillor Andrea Cowan, Councillor Maureen Devlin, Councillor Colin Dewar, Councillor Mary Donnelly, Councillor Grant Ferguson, Councillor Gladys Ferguson-Miller, Councillor Celine Handibode (Depute), Councillor Martin Hose, Councillor Katy Loudon, Councillor Hugh Macdonald, Councillor Catherine McClymont, Councillor Elaine McDougall, Councillor Mark McGeever, Councillor Mo Razzaq, Councillor Dr Ali Salamati (*substitute for Councillor Maureen Chalmers*), Councillor Graham Scott

Councillors' Apologies:
Councillor Maureen Chalmers, Councillor Margaret Cooper, Councillor Joe Fagan (ex officio) Councillor Graeme Horne, Councillor Richard Nelson, Councillor John Ross

Attending:
Finance and Corporate Resources
P Manning, Executive Director; G Cochran, Administration Assistant; C Fergusson, Head of Finance (Transactions); T Little, Head of Communications and Strategy; C Lyon, Administration Officer; G McCann, Head of Administration and Legal Services; K McVeigh, Head of Personnel Services; J Taylor, Head of Finance (Strategy); B Teaz, Head of IT Services

1 Declaration of Interests

No interests were declared.

Councillor Brogan joined the meeting after this item of business

2 Minutes of Appeals Panel

The minutes of the meetings of the Appeals Panel held on 9 and 11 August 2022 were submitted for approval as a correct record.

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

3 Revenue Budget Monitoring 2021/2022 – Finance and Corporate Resources

A report dated 26 July 2022 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure for the period 1 April 2021 to 31 March 2022 against budgeted expenditure for 2021/2022 for Finance and Corporate Resources.

As at 31 March 2022, there was an overspend of £7.356 million before transfer to reserves, as detailed in Appendix A to the report, and an overspend of £8.229 million after transfer to reserves. Removing the costs of COVID-19 left a breakeven position for Finance and Corporate Resources.

The total cost of COVID-19 for the Resource was £8.229 million. This included additional costs of £8.209 million, as detailed in Appendix I to the report, and included the provision of Low Income Pandemic Payments, staff costs incurred to facilitate processing of business support grants and other claims during COVID-19, as well as additional expenditure to alleviate financial insecurities.

On 2 February 2022, the Executive Committee had approved transfers to reserves of £0.113 million to meet future commitments. As a further consequence of the timing of income received from external parties and the timetable for project delivery, further transfers totalling £0.760 million had been approved by the Executive Committee on 29 June 2022. This took the total transfers to £0.873 million, as detailed in appendices B to I of the report.

Virements were proposed to realign budgets and those movements were detailed in the appendices to the report.

The Committee decided:

(1) that the final outturn position as at 31 March 2022 of an overspend of £7.356 million, including COVID-19 costs, but before transfer to reserves, and an overspend of £8.229 million, after approved transfer to reserves, as detailed in Appendix A to the report, be noted;

(2) that the final outturn position as at 31 March 2022 of a breakeven position, excluding COVID-19 costs and after transfers to reserves, be noted; and

(3) that the proposed budget virements, as detailed in the appendices to the report, be approved.

[Reference: Minutes of 9 February 2022 (Paragraph 5)] and Minutes of the Executive Committee of 29 June 2022 (Paragraph 2)]

4 Revenue Budget Monitoring 2022/2023– Finance and Corporate Resources

A report dated 28 July 2022 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure for the period 1 April to 15 July 2022 against budgeted expenditure for 2022/2023 for Finance and Corporate Resources.

As at 15 July 2022, there was a breakeven position against the phased budget, detailed in Appendix A to the report.

The forecast to 31 March 2023 was a breakeven position.

Virements were proposed to realign budgets and those movements were detailed in the appendices to the report.

The Committee decided:

(1) that the breakeven position, as detailed in Appendix A to the report, be noted;

(2) that the forecast to 31 March 2023 of a breakeven position be noted; and

(3) that the budget virements, as detailed in the appendices to the report, be approved.

5 Capital Budget Monitoring 2021/2022 – Finance and Corporate Resources

A report dated 17 August 2022 by the Executive Director (Finance and Corporate Resources) was submitted advising of progress on Finance and Corporate Resources' capital programme for 2021/2022 and summarising the expenditure position at 31 March 2022.

The budget for 2021/2022 was £3.176 million. Total expenditure to 31 March 2022 was £1.926 million, a difference of £1.250 million.

The final outturn position of £1.926 million was lower than the projected outturn of £3.176 million reported to this Committee on 9 February 2022. This was mainly due to the timings of project spend on IT Infrastructure Refresh, Caird Centre Project and the Audio-Visual Upgrade. Any underspend on those projects, along with the funding, would carry forward into next financial year as required.

Accounting regulations meant that adjustments were required to report spend correctly as either capital or revenue for the purpose of the Annual Accounts. £0.012 million of revenue funding required to be recorded as capital. This transfer meant that, for the purpose of publishing the Annual Accounts only, there was a capital spend of £1.938 million.

The Committee decided: that the Finance and Corporate Resources' capital programme of £3.176 million and expenditure for the year of £1.926 million be noted.

[Reference: Minutes of 9 February 2022 (Paragraph 6)]

6 Capital Budget Monitoring 2022/2023 – Finance and Corporate Resources

A report dated 17 August 2022 by the Executive Director (Finance and Corporate Resources) was submitted advising of progress on Finance and Corporate Resources' capital programme for 2022/2023 and summarising the expenditure position at 15 July 2022.

The Finance and Corporate Resources' capital programme for 2022/2023 was £3.695 million. Anticipated spend to date was £0.268 million and spend to 15 July 2022 totalled £0.270 million. This represented an overspend of £0.002 million.

The Committee decided: that the Finance and Corporate Resources' capital programme of £3.695 million and expenditure to date of £0.270 million be noted.

[Reference: Minutes of South Lanarkshire Council (Special) of 23 February 2022 (Paragraph 4) and Minutes of the Executive Committee of 29 June 2022 (Paragraph 5)]

7 Finance and Corporate Resources – Workforce Monitoring – April to June 2022

A report dated 15 August 2022 by the Executive Director (Finance and Corporate Resources) was submitted on the following employee information for Finance and Corporate Resources for the period April to June 2022:-

- attendance statistics
- occupational health statistics
- accident/incident statistics
- disciplinary hearings, grievances and Dignity at Work cases
- analysis of leavers and exit interviews
- staffing watch as at 11 June 2022

The Committee decided: that the report be noted.

[Reference: Minutes of 9 February 2022 (Paragraph 7)]

8 Council-wide Workforce Monitoring – April to June 2022

A report dated 15 August 2022 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period April to June 2022:-

- attendance statistics
- occupational health statistics
- accident/incident statistics
- disciplinary hearings, grievances and Dignity at Work cases
- analysis of leavers and exit interviews
- recruitment monitoring
- staffing watch as at 11 June 2022

The Head of Personnel Services responded to a member's question on various aspects of the report and agreed to send the member links to the mainstreaming equalities report.

The Committee decided: that the report be noted.

[Reference: Minutes of 9 February 2022 (Paragraph 8)]

9 Treasury Management Activity – First Quarter Review

A report dated 31 July 2022 by the Executive Director (Finance and Corporate Resources) was submitted on the first quarter review of Treasury Management activity for 2022/2023.

Details were given on:-

- market performance
- debt management and borrowing strategy
- investment activity
- management of risk
- next quarter investment plans
- treasury management indicators

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

The Committee decided: that the report be noted.

[Reference: Minutes of South Lanarkshire Council of 23 February 2022 (Paragraph 5)]

10 Prudential Indicators, Treasury Management Activity and Annual Investment Report 2021/2022

A report dated 16 August 2022 by the Executive Director (Finance and Corporate Resources) was submitted on the:-

- Treasury Management Activity and Prudential Code indicators for 2021/2022
- proposed Annual Investment Strategy for 2021/2022

The Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice for Treasury Management required the Council to prepare an annual report on its Treasury Management activities. The CIPFA Prudential Code required councils to prepare a series of financial indicators that demonstrated affordability, prudence and sustainability with regard to capital financing decisions.

The Council's Capital Programme included, within its funding package, planned borrowing. The Prudential Code provided a framework to assist the management of the financial implications and helped to demonstrate that borrowing was both affordable and prudent.

The Council's Treasury Management Activity Report for 2021/2022 and the Treasury Management and Prudential Code Indicators for 2021/2022 were attached as appendices 1 and 2, respectively, to the report.

In terms of the Local Government Investments (Scotland) Regulations 2010, the Council was required to prepare an Annual Investment Strategy prior to the start of each financial year and an Annual Investment Report after the financial year end. Both documents required to be approved by the Council.

The Annual Investment Strategy for 2021/2022 had covered the following areas:-

- permitted investments
- risk management
- borrowing in advance

The Annual Investment Report, attached as Appendix 3 to the report, detailed the Council's activity in each of those 3 areas for 2021/2022 and Appendix 4 detailed the permitted investments that the Council had approved for the financial year 2021/2022.

No borrowing in advance was taken during 2021/2022.

The Committee decided:

(1) that the Treasury Management Activity Report for 2021/2022 and the 2021/2022 Treasury Management and Prudential Code Indicators be noted and referred to the Executive Committee for noting; and

(2) that the 2021/2022 Annual Investment Report be endorsed and referred to the Executive Committee for endorsement prior to submission to the Council for formal approval in line with The Local Government Investments (Scotland) Regulations 2010.

11 Revenue Collection and Approval for Write-Offs 2021/2022

A report dated 11 August 2022 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- collection performance for the financial year 2021/2022 to 31 March 2022 on revenue income which comprised Council Tax, non-domestic rates, sundry debts and arrears
- performance in the Business Rates Incentivisation Scheme (BRIS)
- the write-off of irrecoverable Council Tax, sundry debt~~,~~ and Housing Rent and associated charges

Details were provided on collection targets and, at this stage, the Council was ahead of target and of comparable performance from 2020/2021.

Performance against the BRIS target was closely monitored. As previously advised to Committee, the scheme had been suspended for 2020/2021 and 2021/2022 due to the impact of COVID-19.

It was proposed that the following debts be written off:-

- irrecoverable Council Tax accounts from 1993/1994 to 2021/2022 to the value of £307,403.37 relating primarily to prescribed debt, sequestrations and estates of the deceased
- sundry debts to a value of £523,853.20
- former tenant rent arrears totalling £330,106.33, factoring arrears of £955.79 and Housing Benefit overpayments totalling £84,493.25

The Committee decided:

(1) that the Council's performance in the collection of revenues be noted;

(2) that the Council's performance against the Business Rates Incentivisation Scheme target be noted; and

(3) that the write-off of the following irrecoverable debts be approved:-

- Council Tax debt from 1993/1994 to 2021/2022 to the value of £307,403.37
- sundry debts to a value of £523,853.20
- house rent and associated charges totalling £415,555.37

[Reference: Minutes of 9 February 2022 (Paragraph 10)]

12 Revenue Collection and Approval for Write-Offs 2022/2023

A report dated 11 August 2022 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- collection performance for the financial year 2022/2023 to 30 June 2022 on revenue income which comprised Council Tax, non-domestic rates, sundry debts and arrears
- performance in the Business Rates Incentivisation Scheme (BRIS)
- the write-off of irrecoverable Council Tax, non-domestic rates, Hamilton, Carluke and Lanark Town Centre Business Improvement District (BID) levies, sundry debt and Housing Rent and associated charges

Details were provided on collection targets and, at this stage, the Council was ahead of target, with the exception of Sundry Debt, and ahead of comparable performance from 2021/2022.

Performance against the BRIS target was closely monitored. As previously advised to Committee, the scheme had been suspended for 2020/2021 and 2021/2022 due to the impact of COVID-19. There had been no information on the reinstatement of BRIS for 2022/2023 and further guidance was awaited from the Scottish Government.

It was proposed that the following debts be written off:-

- irrecoverable Council Tax accounts from 1993/1994 to 2022/2023 to the value of £240,491.71 relating primarily to prescribed debt, sequestrations and estates of the deceased
- irrecoverable non-domestic rates from 2020/2021 to 2022/2023 to the value of £992,381.14 relating primarily to debtors in liquidation, had ceased trading or had been sequestrated

- write-off of Business Improvement District (BID) levies of £11,774.26, administered by the Council on behalf of Hamilton, Carluke and Lanark BID companies
- sundry debts to a value of £998,389.92
- former tenant rent arrears totalling £176,714.90, factoring arrears of £2,798.99 and Housing Benefit overpayments totalling £86,631.51

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

Following discussion on the write-off of school meals debt, the Executive Director (Finance and Corporate Resources) advised that a report on this would be submitted to a future meeting of this Committee.

Following a request by members, the Head of Finance (Transactions) agreed that, going forward, more detail would be provided on Sundry Debt.

The Committee decided:

(1) that the Council's performance in the collection of revenues be noted;

(2) that the Council's performance against the Business Rates Incentivisation Scheme target be noted;

(3) that the write-off of the following irrecoverable debts be approved:-

- Council Tax debt from 1993/1994 to 2022/2023 to the value of £240,491.71
- non-domestic rates from 2020/2021 to 2022/2023 to the value of £992,381.14
- write-off of Business Improvement District (BID) Levies to the value of £11,774.26
- sundry debts to a value of £998,389.92
- house rent and associated charges totalling £266,145.40

(4) that a report on the write-off of school meals debt be submitted to a future meeting of this Committee.

[Reference: Minutes of 9 February 2022 (Paragraph 10)]

13 2022/2023 Information and Communication Technology (ICT) Asset Management Plan

A report dated 15 August 202 by the Executive Director (Finance and Corporate Resources) was submitted on the outcomes of the 2022/2023 Information and Communication Technology (ICT) Asset Management Plan.

The ICT Asset Management Plan outlined the priorities and strategies required to develop and support the ICT asset estate which was in place to support the business objectives of the Council whilst ensuring business continuity. The plan highlighted the key actions planned for the year ahead, ensuring that the Council's ICT Assets were fit for purpose.

Details of the key support work were provided in the report and a copy of the proposed 2022/2023 ICT Asset Management Plan was attached as Appendix 1 to the report.

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

The Committee decided: that the ICT Asset Management Plan for 2022/2023 be approved.

[Reference: Minutes of 2 June 2021 (Paragraph 11)]

In terms of Standing Order No 14, the Chair adjourned the meeting at 3.07pm and reconvened at 3.12pm

14 Finance and Corporate Resources' Workforce Plan 2022 to 2025

A report dated 28 August 2022 by the Executive Director (Finance and Corporate Resources) was submitted on the Finance and Corporate Resources' Workforce Plan for the period 2022 to 2025 and the associated strategic actions for the Council.

The Executive Committee had agreed the Council Workforce Plan 2017 to 2020, with Resources being required to provide updates on their Workforce Plan to their respective committees. The review of the Workforce Plans had been delayed due to the COVID-19 pandemic and Resources had produced Plans covering the period 2022 to 2025.

The Finance and Corporate Resources' Workforce Plan 2022 to 2025, together with the Action Plan, was attached as Appendix 1 to the report. The Plan provided an overview of the services delivered by the Resource, the service demands and workforce profile. This, together with the strategic plans and drivers, was used to identify the objectives and actions required.

The key themes for workforce planning that had been identified were:-

- demographic of the workforce and the impact on succession planning
- ability to recruit and retain employees in key professional areas
- development of current workforce to ensure skills were available to deliver in key strategic areas
- maintaining employee wellbeing and resilience

The key activities identified were:-

- revised recruitment practices to attract and retain employees
- graduate apprenticeship approach
- review of working practices, considering actions to develop employee skills to deliver services

This aligned with the general common themes from all Resource Action Plans which were:-

- increased demand and a reduced workforce pool which was a national issue
- demographic challenges, increased turnover, employees retiring earlier than expected and succession planning
- employee wellbeing

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

In response to a member's question in relation to the number of contractors currently used by IT to carry out projects, the Head of IT Services agreed to clarify this information and respond to the member.

The Committee decided:

(1) that the content of the report be noted; and;

(2) that the Finance and Corporate Resources' Workforce Plan 2022 to 2025, attached as Appendix 1 to the report, be approved.

[Reference: Minutes of 6 September 2017 (Paragraph 12)]

15 Common Good Update

A report dated 16 August 2022 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- the unaudited Common Good accounts for the year ended 31 March 2022
- the cyclical spend committed against the Common Good repairs and maintenance budgets for both Lanark and Hamilton
- projects currently committed from the Common Good budgets for Lanark, Hamilton and Biggar
- consultations relating to the Common Good

The Common Good funds held within South Lanarkshire Council were Lanark, Biggar, Hamilton and Rutherglen. The Common Good accounts for 2021/2022 were detailed in Appendix 1 to the report and showed that, at the year end, the Common Good balance invested in the Council's Loan Fund was £0.754 million.

The Common Good accounts in Lanark and Hamilton held a number of properties. On 2 October 2013, this Committee had approved an annual cyclical maintenance plan of £15,000 for both Lanark and Hamilton Common good properties.

The report provided an update in relation to the following:-

- current expenditure and commitments in relation to the Lanark and Hamilton Common Good repairs and maintenance budgets for 2022/2023
- a proposal to create a Lanimer Shed and Rural Development Centre at Lanark Racecourse
- consultations under Section 104 of the Community Empowerment (Scotland) Act 2015 relating to the Common Good

Consultation in respect of the proposal to create a Lanimer Shed and Rural Development Centre at Lanark racecourse was published on 19 July 2022 and closed on 14 September 2022. Details of the consultation had been circulated to members of this Committee and the local members for Lanark.

The Committee decided:

(1) that the accounts for Common Good for the year ended 31 March 2022 be noted;

(2) that the cyclical spend committed against the Common Good Repairs and Maintenance budgets for Lanark and Hamilton be noted;

(3) that the proposal to create a Lanimer Shed and Rural Development Centre at Lanark Racecourse be noted; and

(4) that details of consultations relating to Common Good be noted.

[Reference: Minutes of 10 November 2021 (Paragraph 8)]

16 Governance of Charitable Trust Funds – 2021/2022

A report dated 16 August 2022 by the Executive Director (Finance and Corporate Resources) was submitted on the status of the Trust Fund modernisation along with the financial status of the Charitable Trusts Funds administered by the Council.

On 25 April 2018, this Committee had approved a proposal to modernise the charitable trust funds and the Council's Legal Services had been working with the Office of the Scottish Charity Regulator (OSCR) to formally adopt trust deeds and continued to work with them to achieve the modernisation of the Trusts. To date, OSCR had approved the re-organistion of 6 funds relating to the Leadhills area, 11 Hamilton area funds,17 Clydesdale area funds and 18 Educational funds.

The application for the reorganisation of 1 Cambuslang and Rutherglen area fund had been submitted to OSCR on 5 August 2022 and work was ongoing on drafting the applications to OSCR for the reorganisation of the Rutherglen Mortified Money fund and 7 East Kilbride area funds.

As previously agreed, the 2 new Trusts, namely, the South Lanarkshire Charitable Trust and the Education Trust, each had appointed a set of Trustees, as detailed in paragraph 4.3 of the report. Once the current Trusts were re-organised into new Trusts, those same Trustees would be responsible for the new Trusts.

During 2021/2022, no payments had been made to beneficiaries from the South Lanarkshire Charitable Trust Funds as the process of transferring the balances to The South Lanarkshire Charitable Trust had commenced. In addition, funds of the Loudon Bequest, which were managed by Barclays Wealth, had been reinvested.

The opening balance of the 3 Trust Funds as at 1 April 2021 was £1.191 million. The balance at 31 March 2022 totalled £1.160 million, a decrease of £0.031 million on the previous year position.

The remaining funds of the current Trusts would be transferred to the 2 new Trusts as soon as approval was received from OSCR, which was anticipated by the end of the calendar year.

The Committee decided: that the report be noted.

[Reference: Minutes of 1 September 2021 (Paragraph 15)]

17 Finance and Corporate Resource Plan - Quarter 4 Progress Report 2021/2022

A report dated 27 June 2022 by the Executive Director (Finance and Corporate Resources) was submitted on the Finance and Corporate Resource Plan Quarter 4 Progress Report for 2021/2022 for the period 1 April 2021 to 31 March 2022.

The Resource Plan measures were rated using a traffic light system of red, amber or green as well as blue (BRAG) which indicated that an action had been completed.

Details were provided on:-

- progress made in implementing the priority projects identified in the Resource Plan 2021/2022, as detailed in the Quarter 4 Progress Report, attached as Appendix 2 to the report
- key achievements made by the Resource to date, as detailed in Section 5.3 of the report
- areas for improvement and associated management actions, as detailed in Section 5.4 of the report
- measures which had changed from Quarter 2 to Quarter 4, as detailed in Appendix 3 to the report

The Committee decided:

(1) that the Quarter 4 Progress Report for 2021/2022, as summarised in paragraph 5.2 and detailed in Appendix 2 to the report, be noted;

(2) that the key achievements made by the Resource to date, as detailed in paragraph 5.3 of the report, be noted;

(3) that the areas for improvement and associated management actions, as detailed in paragraph 5.4 of the report, be noted; and

(4) that the additional scrutiny of changes in BRAG status between Quarter 2 and Quarter 4, as summarised at paragraph 5.5 and detailed at Appendix 3 of the report, be noted.

[Reference: Minutes of 1 September 2021 (Paragraph 17)]

18 Finance and Corporate Resource Plan 2022/2023

A report dated 24 August 2022 by the Executive Director (Finance and Corporate Resources) was submitted on the Finance and Corporate Resource Plan 2022/2023.

Details were provided on the Resource Plan for 2022/2023, attached as Appendix 1 to the report, which outlined:-

- key areas of focus for the year ahead
- objectives and outcomes
- measures and actions
- resourcing of the Plan

The Resource had established a number of outcomes to support the delivery of the Connect priorities in 2022/2023, as outlined in Section 4 of the Resource Plan. In line with the Council's performance management arrangements, a mid-year progress report on actions identified in the 2022/2023 Resource Plan and an end of year progress report respectively, would be submitted to future meetings of the Committee.

In response to a member's question regarding ethnic minority pay data, the Head of Personnel Services agreed to provide further information to the member.

The Committee decided: that the Finance and Corporate Resource Plan for 2022/2023 be noted and uploaded to the Council's website.

[Reference: Minutes of the Executive Committee of 24 August 2022 (Paragraph 8)]

19 Annual Procurement Report 2021/2022

A report dated 17 August 2022 by the Executive Director (Finance and Corporate Resources) was submitted on the Annual Procurement Report for 2021/2022.

The Procurement (Scotland) Reform Act 2014 required contracting authorities to prepare and publish an Annual Procurement Report on their regulated procurement activities. The Act stated that the Report must include information under the following headings:-

- regulated procurement activity
- regulated procurement strategy and compliance
- community benefits
- supported businesses
- future planning
- any other relevant information

A summary of procurement activity was provided in the report and the Council's Annual Procurement Report for 2021/2022 was attached as Appendix 1 to the report.

The Committee decided: that the Annual Procurement Report for 2021/2022 be noted.

[Reference: Minutes of 1 September 2021 (Paragraph 16)]

20 Procurement Strategy – Update

A report dated 5 August 2022 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- progress on the Procurement Strategy Action Plan to March 2022
- the annual review of the Procurement Strategy for 2022/2023
- the Procurement Strategy Action Plan for 2022/2023

The Council's Procurement Strategy 2020 to 2023 was approved by the Executive Committee on 13 May 2020 and, at its meeting held on 9 February 2022, this Committee noted an update on progress with the Strategy Action Plan to September 2021.

The Procurement Strategy in February 2022 included 7 key strategic objectives, which linked to key outcomes for the Procurement Service. An update on each of those objectives and evidence of progress in working towards those outcomes was detailed in Appendix 1 to the report.

The Procurement Strategy Action Plan included specific projects for 2021/2022 in support of those strategic objectives which included 21 actions. Progress made to the end of March 2022 was detailed in Appendix 2 to the report.

The Council was required to review the Procurement Strategy annually and 2022/2023 would be the final year of the current Procurement Strategy, with a full Strategy review required from 2023/2024 onwards. The updated Strategy for 2022/2023 was attached as Appendix 3 to the report.

The Procurement Strategy Action Plan proposed for 2022/2023 was detailed in Appendix 4 to the report. The Action Plan recognised the continued focus on supplier and contract management requirements following EU Exit and recovery from COVID-19, as wider economic and inflationary pressures impacted on the Council's contracts throughout 2022 and beyond.

The Committee decided: that the report be noted.

[Reference: Minutes of 9 February 2022 (Paragraph14) and Note of Delegated Decisions taken by the Chief Executive, in consultation with Group Leaders, on items of business relating to the Executive Committee Agenda of 13 May 2021 Paragraph 6)]

21 Notification of Contracts Awarded - 1 October 2021 to 31 March 2022

A report dated 9 August 2022 by the Executive Director (Finance and Corporate Resources) was submitted on contracts awarded by Finance and Corporate Resources during the period 1 October 2021 to 31 March 2022.

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 Finance and Corporate Resources were provided in the appendix to the report.

The Committee decided: that the report be noted.

[Reference: Minutes of 9 February 2022 (Paragraph 15)]

22 Early Retirement, Voluntary Severance and Switch 2

A report dated 5 August 2022 by the Executive Director (Finance and Corporate Resources) was submitted on early retirements, voluntary severances, and the Switch 2 programme for the period 1 October 2021 to 31 March 2022.

The Committee decided: that the report be noted.

[Reference: Minutes of 10 November 2021 (Paragraph 14)]

23 Safety at Sports Grounds – Re-Issue of General Safety Certificate for New Douglas Park

A report dated 17 August 2022 by the Executive Director (Finance and Corporate Resources) was submitted on action taken, in terms of Standing Order No 37(c) in view of the timescales involved, by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to re-issue the reviewed General Safety Certificate for the North and West Stands, Hamilton Academical Football Club, New Douglas Park, Cadzow Avenue, Hamilton.

The revised format of the General Safety Certificates for the North and West stands at New Douglas Park had been approved by this Committee at its meeting on 11 December 2013. A single certificate, in the same format, which covered both stands had been approved by this Committee on 10 November 2021. The certificate was required to be reviewed and re-issued annually.

The Committee decided: that the action taken, in terms of Standing Order No 37(c), by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to re-issue the reviewed General Safety Certificate for the North and West Stands, Hamilton Academical Football Club, New Douglas Park, Cadzow Avenue, Hamilton, be noted.

[Reference: Minutes of 10 November 2021 (Paragraph 15)]

24 Urgent Business

There were no items of urgent business.