

# COMMUNITY AND ENTERPRISE RESOURCES COMMITTEE

Minutes of meeting held via Microsoft Teams on 29 June 2021

## Chair:

Councillor John Anderson

## Councillors Present:

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

## Councillors' Apologies:

Councillor Margaret Cooper, Councillor Richard Nelson, Councillor John Ross (*ex-officio*)

## Attending:

### Community and Enterprise Resources

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

### Finance and Corporate Resources

M M Cairns, Legal Services Manager; N Docherty, Administration Assistant; L Harvey, Finance Manager; E Maxwell, Human Resources Business Partner; E-A McGonigle, Administration Officer; L O'Hagan, Finance Manager (Strategy); A Thompson, Public Relations Officer

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## Chair's Opening Remarks

The Chair welcomed Colin Park to his first meeting of this Committee in his new role as Head of Roads and Transportation Services.

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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 Community and Enterprise Resources Committee held on 4 May 2021 were submitted for approval as a correct record.

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

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## 3 Community and Enterprise Resources - Revenue Budget Monitoring 2020/2021

A joint report dated 2 June 2021 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted comparing actual expenditure at 31 March 2021 against budgeted expenditure for 2020/2021 for Community and Enterprise Resources.

The year end outturn position was an overspend of £1.638 million before approved transfers to reserves. After the approved transfers to reserves, the position was an overspend of £7.061 million. This was a higher overspend than the probable outturn reported during the year mainly due to additional costs associated with COVID-19. Details of the additional costs incurred by the Resource in relation to COVID-19 were provided in Appendix G to the report.

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

**The Committee decided:**

- (1) that the overspend on the Community and Enterprise Resources' revenue budget of £1.638 million before transfers to reserves, as detailed in Appendix A to the report, and the overspend of £7.061 million, after transfers to reserves, be noted; and
- (2) that the proposed budget virements, as detailed in appendices B to G of the report, be approved.

*[Reference: Minutes of 4 May 2021 (Paragraph 3)]*

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#### **4 Community and Enterprise Resources - Revenue Budget Monitoring 2021/2022**

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A joint report dated 1 June 2021 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted comparing actual expenditure at 21 May 2021 against budgeted expenditure for 2021/2022 for Community and Enterprise Resources.

At 21 May 2021, there was an overspend of £0.613 million against the phased budget. The reported overspend related primarily to costs as a result of COVID-19. This position did not reflect any impact for South Lanarkshire Leisure and Culture (SLLC) as at 21 May 2021.

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

**The Committee decided:**

- (1) that the overspend on the Community and Enterprise Resources' revenue budget of £0.613 million, as detailed in Appendix A of the report, be noted; and
- (2) that the budget virements, as detailed in appendices B to G of the report, be approved.

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

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A joint report dated 9 June 2021 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted advising of progress on the Community and Enterprise Resources' capital programme 2020/2021 and summarising the expenditure position at 31 March 2021.

The capital programme for 2020/2021 amounted to £37.622 million and total expenditure to 31 March 2021 was £30.196 million.

The final expenditure position was lower than the period 12 outturn of £32.8 million that was reported to the Committee at its meeting of 4 May 2021. This reflected the anticipated timing of spend on a number of projects detailed in the report. The ongoing implications of COVID-19 continued to impact on the level of capital spend achieved and any underspend on those projects, along with funding, would carry forward into 2021/2022 as required.

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

**The Committee decided:** that the Community and Enterprise Resources' capital programme of £37.622 million, and expenditure for the year of £30.196 million, be noted.

*[Reference: Minutes of 4 May 2021 (Paragraph 4)]*

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## **6 Community and Enterprise Resources - Capital Budget Monitoring 2021/2022**

A joint report dated 9 June 2021 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted advising of progress on the Community and Enterprise Resources' capital programme 2021/2022 and summarising the expenditure position at 21 May 2021.

The capital programme for 2021/2022 amounted to £46.735 million and was based on the overall capital programme for 2021/2022 which was presented to the Executive Committee on 23 June 2021. Expenditure at 21 May 2021 was £2.289 million.

**The Committee decided:** that the Community and Enterprise Resources' capital programme of £46.735 million, and expenditure to date of £2.289 million, be noted.

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## **7 Community and Enterprise Resources - Workforce Monitoring – March and April 2021**

A joint report dated 26 May 2021 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted on the following employee information for Community and Enterprise Resources for the period March and April 2021:-

- ◆ 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 13 March 2021

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

*[Reference: Minutes of 4 May 2021 (Paragraph 5)]*

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## **8 Supplier Development Programme – Staffing**

A joint report dated 8 June 2021 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on a proposed increase to the Resource's staffing establishment within the Planning and Economic Development Service.

The Supplier Development Programme (SDP) was a business support initiative, funded by public bodies, which aimed to help Small and Medium Enterprises (SMEs) improve their performance in winning contracts with public sector organisations and consisted of 32 Scottish local authorities. Income was generated through events and Scottish Government contributions.

The Council had hosted the SDP since 2014. Appendices 1 and 2 to the report provided details of the Programme members and Board of Directors respectively.

To support the increased demand on the Programme, the Scottish Government had offered the SDP a grant for 2021/2022 of up to £150,000 to deliver on the main objectives and outcomes, as detailed in the report.

To deliver on those objectives, it was proposed that 2 additional posts be added to the current Team, on a fixed term basis of 12 months, as follows:-

- ◆ 1 full-time equivalent (FTE) post of Marketing and Events Assistant on Grade 2, Level 1-4 (£21,497 to £28,011)
- ◆ 1 FTE post of Business Development Officer on Grade 3, Level 2-4 (£32,994 to £38,779)

The Scottish Government would provide contributions towards the funding of those posts, with the balance of funding coming from the SDP budget.

**The Committee decided:**

- (1) that the addition of 1 FTE Marketing Events Assistant on Grade 2, Level 1-4 (£21,497 to £28,011) and 1 FTE Business Development Officer on Grade 3, Level 2-4 (£32,994 to £38,779) to the establishment of the Planning and Economic Development Service, for a fixed term of 1 year, as detailed in section 5 of the report, be approved; and
- (2) that the appointment of those additional officers on a full cost recovery basis from the Scottish Government and Supplier Development Programme (SDP) be noted.

*[Reference: Minutes of the Executive Committee of 12 August 2020 (Paragraph 6)]*

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## **9 Place Based Investment Programme**

A report dated 8 June 2021 by the Executive Director (Community and Enterprise Resources) was submitted:-

- ◆ providing information on the Place Based Investment Programme award from the Scottish Government and its funding criteria
- ◆ seeking approval on how the fund should be allocated, within the terms of the guidance, to benefit places and centres across South Lanarkshire

In February 2021, the Scottish Government had announced, in its Programme for Government, that a Place Based Investment Programme (PBIP) would be implemented over the 5-year period of the next parliament. The funding was targeted at addressing some of the challenges faced by Scotland's Places across the country. The Council had been awarded £2.003 million of funding for the financial year 2021/2022 that would require to be spent or fully committed by March 2022.

Approximately £1.4 million would be funded in financial year 2022/2023 and £1.2 million in each of the remaining 3 years of the programme. Total funding over the 5-year period would amount to approximately £7.003 million.

The Council defined its town and local centres through the Local Development Plan (LDP) which set out a hierarchy of centres under the following categories:-

- ◆ Strategic Centres
- ◆ Town Centres
- ◆ Local Centres

Use of the hierarchy set out in the LDP had increased the number of eligible settlements from the 22, based on the criteria for the Scottish Government Town Centre funding, to 39 eligible settlements which were detailed at Appendix 1 to the report.

Details were provided on the PBIP funding guidance which included:-

- ◆ programme expectations
- ◆ programme objectives
- ◆ programme locations

Following consultation with community groups, a number of projects were recommended for the first year of the programme as detailed in section 5.4 to the report, and those included a combination of:-

- ◆ projects which came forward for support through the Scottish Government Town Centre funding but were rejected on the basis they were not sufficiently advanced at that time
- ◆ projects that officers were aware of via ongoing engagement with local groups and communities and were deliverable in the timeframe
- ◆ projects that had received funding previously but now required additional funding to complete them in line with their original scope

Work was also underway on a bid to the revenue-based UK Community Renewal Fund (CRF) to secure funding for a significant piece of feasibility work to identify strengths, weaknesses, opportunities and threats to the hierarchy of town centres. Unlike the PBIP bid, the CRF bid was focused on town centres only, but there would be significant areas of overlap which could help to inform PBIP and other existing and emerging funding opportunities.

Detail around delivery of subsequent years of the programme would be shaped by the work carried out with communities over the first year and whether the Council was successful in securing CRF and Levelling Up Funds. Appendix 2 to the report provided details of the 13 communities that would benefit from funding of £17.4 million by the end of the financial year 2021/2022.

It was proposed that a bidding process would be used for the allocation of funding for future years, mirroring the process used for the Town Centre funding. The Committee would be provided with regular updates over the 5-year programme.

The Executive Director (Community and Enterprise Resources) responded to members' questions in relation to the following:-

- ◆ recurring theme of tight timescales and, consequently, the lack of involvement of elected members regarding political sign off for external funding bids
- ◆ approval process for the UK Community Renewal Fund
- ◆ level of engagement for the various funding bids
- ◆ future of East Kilbride town centre
- ◆ position of incorporation of hydrogen vehicles into the fleet
- ◆ assurance that a bidding process would be used for future years of the PBIP and that the process would be advertised soon

- ◆ importance of involving, supporting and engaging with those communities that had not received funding on this scale before and ensuring they were adequately equipped for the next rounds of funding

He also advised that a Members' Awareness Session would be held on 10 September 2021 and an update on the UK Community Renewal Fund and Levelling Up Fund would be provided.

**The Committee decided:**

- (1) that the plan for delivery of the 5-year programme funded by the awards from the Scottish Government funding, as set out in section 5 of the report, be approved;
- (2) to note that update reports on identified projects would be submitted to future meetings of the Committee; and
- (3) that the Executive Director (Community and Enterprise Resources) be authorised to progress the programme on the basis of recommendations at section 5 of the report in consultation with the Head of Administration and Legal Services as required.

*[Reference: Minutes of 24 November 2021 (Paragraph 10)]*

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## **10 Strathaven Conservation Area Regeneration Scheme (CARS) – Grant Application**

A report dated 26 May 2021 by the Executive Director (Community and Enterprise Resources) was submitted on an application to the Strathaven Conservation Area Regeneration Scheme (CARS).

It was proposed that, subject to the applicant providing written confirmation that all other additional funding for the project had been secured, a grant be awarded of up to £157,387 towards eligible costs associated with the external fabric improvements, including shop front, rendering and roofing works, at 17 to 19 Green Street, Strathaven to Donna Dickson (trading as The Green Room Hair Studio Ltd).

**The Committee decided:**

- (1) that, subject to the applicant providing written confirmation that all other additional funding for the project had been secured, a grant be awarded of up to £157,387 towards eligible costs associated with the external fabric improvements, including a new shop front, rendering and roofing works, at 17 to 19 Green Street, Strathaven to Donna Dickson (trading as The Green Room Hair Studio Ltd); and
- (2) that the Executive Director (Community and Enterprise Resources), in consultation with the Head of Administration and Legal Services, be authorised to complete such agreements and supporting documentation as required to administer the grant.

*[Reference: Minutes of 16 February 2021 (Paragraph 9)]*

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## **11 Community and Enterprise Resource Plan 2021/2022**

A report dated 20 May 2021 by the Executive Director (Community and Enterprise Resources) was submitted on the Community and Enterprise Resource Plan 2021/2022.

Details were provided on:-

- ◆ objectives and actions for 2021/2022

- ◆ capital and revenue resources for 2021/2022
- ◆ organisational structure of the Resource

The Resource Plans for all Resources were approved by the Executive Committee on 28 April 2021 with the recommendation that the Plans be referred to Resource Committees for noting and performance monitoring at quarters Q2 and Q4.

**The Committee decided:**

- (1) that the Resource Plan 2021/2022, attached as Appendix 1, be noted;
- (2) that the Resource Plan 2021/2022 be uploaded onto the Council's website; and
- (3) that a Quarter 2 Progress Report on the Resource Plan 2021/2022 be provided to a future meeting of this Committee.

*[Reference: Minutes of the Executive Committee of 28 April 2021 (Paragraph 6)]*

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## **12 Fleet Asset Management Plan 2021**

A report dated 20 May 2021 by the Executive Director (Community and Enterprise Resources) was submitted on the Fleet Asset Management Plan 2021.

The Fleet Asset Management Plan provided information and direction on the Council's fleet of vehicles and was key in determining strategic decisions and defining the way in which the fleet assets were efficiently and effectively used. This ensured that vehicles provided resilient services to meet the changing needs of the Council.

As at January 2021, 1,632 vehicles were managed and maintained by the Council's Fleet Services, details of which were contained in the appendix to the report.

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

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

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## **13 Community and Enterprise Resources - Notification of Contracts Awarded - 1 October 2020 to 31 March 2021**

A report dated 20 May 2021 by the Executive Director (Community and Enterprise Resources) was submitted on contracts awarded by Community and Enterprise Resources in the period 1 October 2020 to 31 March 2021.

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

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

*[Reference: Minutes of 24 November 2020 (Paragraph 16)]*

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## **14 Urgent Business**

There were no items of urgent business.