

# COMMUNITY AND ENTERPRISE RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 3 September 2019

## Chair:

Councillor John Anderson

## Councillors Present:

Councillor Stephanie Callaghan, Councillor Maureen Chalmers, Councillor Gerry Convery, Councillor Margaret Cooper, Councillor Peter Craig, Councillor Isobel Dorman (Depute), Councillor Joe Fagan, Councillor Allan Falconer (*substitute for Councillor Graham Scott*), Councillor Eric Holford (*substitute for Councillor Richard Nelson*), Councillor Graeme Horne, Councillor Martin Grant Hose (*substitute*), Councillor Ann Le Blond, Councillor Hugh Macdonald, Councillor Monique McAdams, Councillor Kenny McCreary, Councillor Mark McGeever, Councillor Lynne Nailon, Councillor Mo Razzaq, Councillor John Ross (ex officio), Councillor Collette Stevenson, Councillor Margaret B Walker, Councillor David Watson, Councillor Josh Wilson

## Councillors' Apologies:

Councillor Davie McLachlan, Councillor Richard Nelson, Councillor Graham Scott

## 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; G Mackay, Head of Roads and Transportation Services; A McKinnon, Head of Facilities, Waste and Ground Services; I Ross, Project Manager

### Finance and Corporate Resources

M M Cairns, Legal Services Manager; N Docherty, Administration Assistant; L Harvey, Finance Manager; J McDonald, Administration Adviser; M Milne, Human Resources Business Partner; L O'Hagan, Finance Manager (Strategy)

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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 June 2019 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 2018/2019

A joint report dated 30 July 2019 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted comparing actual expenditure at 31 March 2019 against budgeted expenditure for 2018/2019 for Community and Enterprise Resources.

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

**The Committee decided:**

- (1) that the underspend of £2.282 million on the Community and Enterprise Resources' revenue budget be noted; and
- (2) that the budget virements, as detailed in Appendices B to F of the report, be approved.

*[Reference: Minutes of 4 June 2019 (Paragraph 3)]*

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#### **4 Community and Enterprise Resources - Revenue Budget Monitoring 2019/2020**

A joint report dated 30 July 2019 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted comparing actual expenditure at 19 July 2019 against budgeted expenditure for 2019/2020 for Community and Enterprise Resources.

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

**The Committee decided:**

- (1) that the overspend of £0.031 million on the Community and Enterprise Resources' revenue budget and the forecast to 31 March 2020 of a breakeven position be noted; and
- (2) that the budget virements, as detailed in Appendices B to F of the report, be approved.

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#### **5 Community and Enterprise Resources - Capital Budget Monitoring 2019/2020**

A joint report dated 31 July 2019 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 2019/2020 and summarising the expenditure position at 19 July 2019.

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

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#### **6 Community and Enterprise Resources - Workforce Monitoring – May and June 2019**

A joint report dated 30 July 2019 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the following employee information for Community and Enterprise Resources for the period May and June 2019:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers
- ◆ Staffing Watch as at 8 June 2019

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

*[Reference: Minutes of 4 June 2019 (Paragraph 5)]*

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## **7 Community and Enterprise Resource Plan – Quarter 4 Progress Report 2018/2019 and Community and Enterprise Resource Plan 2019/2020**

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A report dated 3 June 2019 by the Executive Director (Community and Enterprise Resources) was submitted on the Community and Enterprise Resource Plans 2018/2019 and 2019/2020.

Details were provided on:-

- ♦ progress made in implementing the priority projects identified in the Resource Plan 2018/2019, as detailed in the Quarter 4 Progress Report, attached as Appendix 1 to the report
- ♦ those measures which had changed in red/amber/green status, during the period from Quarter 2 to Quarter 4, as detailed in Appendix 2 to the report
- ♦ the Resource Plan for 2019/2020, attached as Appendix 3 to the report, which outlined the:-
  - ♦ objectives and actions for 2019/2020
  - ♦ capital and revenue resources for 2019/2020
  - ♦ organisational structure of the Resource

In line with the Council's performance management arrangements, a progress report on actions identified in the 2019/2020 Resource Plan would be submitted to a future meeting of the Committee.

Discussion took place in relation to various aspects of the report, including the timescales for the consultation exercise associated with the dualling of Stewartfield Way, East Kilbride. Officers responded to members' questions regarding the various issues which had been raised and, in relation to the dualling of Stewartfield Way, East Kilbride, provided assurance that a full consultation exercise would be undertaken, a timetable for which was being finalised.

Councillor Anderson, seconded by Councillor Dorman, moved that the recommendations contained in the report be approved. Councillor Watson, seconded by Councillor Cooper, moved as an amendment that the timescales associated with the consultation exercise for the dualling of Stewartfield Way, East Kilbride be included in the Resource Plan.

On a vote being taken by a show of hands, 2 members voted for the amendment and 22 for the motion which was declared carried.

### **The Committee decided:**

- (1) that the Quarter 4 Progress Report for 2018/2019, attached as Appendix 1 to the report, together with the achievements made by the Resource during 2018/2019, be noted; and
- (2) that details of those measures which had changed in red/amber/green status, during the period from Quarter 2 to Quarter 4, as detailed in Appendix 2 to the report, be noted.

**The Committee recommended to the Executive Committee:** that the Community and Enterprise Resource Plan for 2019/2020 be approved.

*[Reference: Minutes of the Executive Committee of 21 November 2018 (Paragraph 19) and Minutes of 22 January 2019 (Paragraph 6)]*

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## **8 Additional Investment – Environmental Initiatives Proposals**

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A joint report dated 18 July 2019 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the staffing requirements to support the implementation of anti-littering, anti-flytipping and anti-dog fouling environmental initiatives.

It was proposed that a permanent post of Policy Officer (Environmental Initiatives) on Grade 3, Level 2 to 4, SCP 61-74 (£32,027 to £37,647) be established within Facilities, Waste and Ground Services to develop and co-ordinate a range of litter related projects for the Council.

The costs associated with the establishment of the post would be met from the 2019/2020 additional investment funding of £0.100 million.

**The Committee decided:** that a post of Policy Officer (Environmental Initiatives) on Grade 3, Level 2 to 4, SCP 61-74 (£32,027 to £37,647) be established within Facilities, Waste and Ground Services to develop and co-ordinate a range of litter related projects for the Council.

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## **9 Update on the Development of the Good Food Strategy**

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A report dated 23 July 2019 by the Executive Director (Community and Enterprise Resources) was submitted on the development of a Good Food Strategy for the period 2019 to 2024.

Part 9 of the Community Empowerment (Scotland) Act 2015 placed new duties and responsibilities on local authorities in relation to the provision of allotments and food growing opportunities. In addition, the Act required local authorities to prepare local food strategies to support the process of transition towards more sustainable food systems to tackle health, social, economic and environmental challenges related to food.

The Committee had approved the development of a Good Food Strategy for the period 2019 to 2024 which would include a vision for a sustainable food system for the Council, its partners and its communities. The Strategy would detail the approach to address food related challenges, needs and demands and provide a commitment to address food poverty and food related health issues and to ensure the sustainability of the food system.

Initial proposals for the vision and objectives of the Good Food Strategy had been developed and, following a consultation exercise with relevant stakeholders, the vision and objectives had been reviewed to reflect the responses received to the consultation. Details of the reviewed vision and objectives of the Good Food Strategy for the period 2019 to 2024 were provided in the report and it was proposed that those be approved for inclusion in the Strategy document which would be submitted to a future meeting of the Committee for approval.

**The Committee decided:**

- (1) that the reviewed vision and objectives for inclusion in the Good Food Strategy for the period 2019 to 2024, as detailed in the report, be approved; and
- (2) that the Good Food Strategy be submitted to a future meeting of the Committee for approval.

*[Reference: Minutes of 22 January 2019 (Paragraph 8)]*

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## 10 Crematorium Order of Service

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A report dated 23 July 2019 by the Executive Director (Community and Enterprise Resources) was submitted on the outcome of the review of the Order of Service currently provided by Bereavement Services within South Lanarkshire Crematorium.

The Council's Bereavement Services had undertaken work, in consultation with the Scottish Bereavement and Burial Group and the Scottish Government, in relation to the provision of bereavement services to best meet the needs of bereaved families.

The review had identified a range of alternative services and times to increase the options available to bereaved families and it was proposed that the revised Order of Service within the South Lanarkshire Crematorium, as detailed in the report, be introduced with effect from 1 April 2020.

The implementation of the revised Order of Service would be cost neutral to the Resource.

**The Committee decided:** that the proposed changes to the Order of Service within South Lanarkshire Crematorium, with effect from 1 April 2020 and as detailed in the report, be approved.

*[Reference: Minutes of 30 October 2018 (Paragraph 10)]*

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## 11 Fleet Services – Tyre Management/Mechanic

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A joint report dated 12 August 2019 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the staffing requirements to deliver an in house tyre fitment and repair service within Fleet Services.

It was proposed that a permanent post of Mechanic (Tyre Fitter) on Grade 2, Level 2, SCP 39-40 (£23,748 to £24,095) be established within Fleet Services to support the management of tyre replacement and repair across the Council.

The costs associated with the establishment of the post would be met from within existing budgets.

**The Committee decided:** that a post of Mechanic (Tyre Fitter) on Grade 2, Level 2, SCP 39-40 (£23,748 to £24,095) be established within Fleet Services to support the management of tyre replacement and repair across the Council.

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## 12 Planning Services – Graduate Planning Officer

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A joint report dated 12 August 2019 by the Executive Director (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the staffing requirements to support the increasing workload within Planning Services.

It was proposed that a permanent post of Graduate Planning Officer on Grade 2, Level 4, SCP 55-57 (£28,398 to £29,271) be established within Planning Services to support the increasing workload demands.

The costs associated with the establishment of the post would be met from within existing budgets.

**The Committee decided:**

that a post of Graduate Planning Officer on Grade 2, Level 4, SCP 55-57 (£28,398 to £29,271) be established within Planning Services to support the increasing workload demands.

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### **13 Town Centre Capital Grant Fund Update**

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A report dated 9 August 2019 by the Executive Director (Community and Enterprise Resources) was submitted on the Town Centre Capital Grant award from the Scottish Government and the proposed allocation of the £2.5 million funding to benefit town centre regeneration in South Lanarkshire.

The Scottish Government had awarded this Council £2.5 million from its town centre fund to address some of the challenges faced by town centres. The grant award had been allocated in accordance with a set criteria based on the number of towns and population in a local authority area.

The Scottish Government guidance issued with the grant offer was not prescriptive and made it clear that it was for each local authority to decide how to award funding in its own area. However, any award of funding should follow the principles of the Town Centre Action Plan which was published by the Scottish Government in 2013 in response to the National Town Centre Review and the Town Centre First Principle.

The Action Plan, developed by the Scottish Government, was grouped under key themes which were to be at the core of the allocation of funds and included:-

- ◆ Town Centre Living
- ◆ Vibrant Local Economies
- ◆ Enterprising Communities
- ◆ Accessible Public Services
- ◆ Digital Towns
- ◆ Proactive Planning

More clarity on what was expected in the delivery of the Grant had been received and included the following:-

- ◆ the need to build on achievements already made
- ◆ priority to be given to areas with an existing town centre plan which had been produced in collaboration with partners and the community
- ◆ projects should complement and add value to work already underway
- ◆ cognisance to be given to other sources of funding to maximise resources available
- ◆ transformative investments, which would drive local economic activities and repurpose town centres, to become more diverse, successful and sustainable
- ◆ themes to include town centre living, involvement of Business Improvement Districts (BIDs), regenerating buildings and sites and delivering community facilities
- ◆ all funds to be committed by 31 March 2020 and any monies remaining after that date to be returned to the Scottish Government

The Committee at its meeting on 4 June 2019 had agreed that all 22 eligible towns within South Lanarkshire, as defined by the Scottish Government, be given the opportunity to submit projects for assessment within the set criteria. At the closing date of 31 July 2019, applications had been received from 16 towns for a total of 26 projects, details of which were contained in the report.

Following assessment of the applications received, it was proposed that those projects, which met the set criteria and were detailed in the appendix to the report, be approved for allocation of the Scottish Government's £2.5 million Town Centre Capital Grant Fund.

The Head of Planning and Economic Development referred to paragraph 5.4 of the report and advised that the application from Larkhall Community Growers had been omitted from the list, however, was contained in the appendix to the report.

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

**The Committee decided:**

- (1) that the recommendations to fund the projects, as detailed in the appendix to the report, for the allocation of the Scottish Government's £2.5 million Town Centre Capital Grant Fund, be approved; and
- (2) that the Executive Director (Community and Enterprise Resources) be authorised to offer grant funding to the projects, as detailed in the appendix to the report, on the terms and conditions of grant detailed in the report and subject to such other terms that were in the best interests of the Council.

*[Reference: Minutes of 4 June 2019 (Paragraph 8)]*

*Councillor Falconer left the meeting during this item of business*

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## **14 Community Benefit Funds – Renewable Energy Fund – Grant Applications**

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A report dated 24 July 2019 by the Executive Director (Community and Enterprise Resources) was submitted on:-

- ◆ an application to Andershaw Renewable Energy Fund from Crawfordjohn Heritage Venture Trust
- ◆ a revised grant award from MuirhallStallashaw Renewable Energy Fund to Auchengray Church Centre Trust

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

- ◆ a grant of up to a maximum of £25,655 to be awarded towards eligible costs associated with the refurbishment works to improve the internal and external environment of the facility to Crawfordjohn Heritage Venture Trust from the Andershaw Renewable Energy Fund
- ◆ a revised grant of up to £84,803 to be awarded towards eligible costs associated with the restoration and upgrade works of a community owned hall facility to Auchengray Church Centre from the MuirhallStallashaw Renewable Energy Fund

**The Committee decided:**

that, subject to the applicants providing written confirmation that all other funding for the projects had been secured, the following be approved:-

- ◆ a grant of up to a maximum of £25,655 towards eligible costs associated with the refurbishment works to improve the internal and external environment of the facility to Crawfordjohn Heritage Venture Trust from the Andershaw Renewable Energy Fund

- ♦ a revised grant of up to £84,803 towards eligible costs associated with the restoration and upgrade works of a community owned hall facility to Auchengray Church Centre from the MuirhallStallashaw Renewable Energy Fund

*[Reference: Minutes of 19 March 2019 (Paragraph 8)]*

*Councillors Le Blond and Wilson left the meeting during this item of business*

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## **15 Community Benefit Funds – New Contribution – Kype Muir Wind Farm**

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A report dated 25 July 2019 by the Executive Director (Community and Enterprise Resources) was submitted on the:-

- ♦ development of the Kype Muir Wind Farm
- ♦ proposals for the associated community benefit payments from the Kype Muir Wind Farm to be managed through the Renewable Energy Fund (REF) and the Connect2Renewables (C2R) Employability Initiatives

As part of the development, the Council would receive community benefit payments for distribution to projects associated with the wind farm. It was proposed that the arrangements in place for the distribution of funds through the existing Renewable Energy Funds be used as the basis for the administration of the Kype Muir Wind Farm.

In addition, it had been agreed with the developer, BANKS Renewables, that 50% of each REF and Kype Muir Community Partnership (KMCP) community benefit package would fund the expansion of the C2R employability programme. The programme aimed to provide access to employability services for the unemployed and/or individuals who required support for skills development and who resided within a 10km radius of the Wind Farm development.

The eligible area was shown in the appendix to the report and the criteria to regulate the distribution of funds through the Renewable Energy Fund mechanism would be applied to Kype Muir Wind Farm.

### **The Committee decided:**

- (1) that the Council's Renewable Energy Fund incorporate provision for the receipt and disposal of community benefit payments in respect of the Kype Muir Wind Farm;
- (2) that the expansion of the C2R employability programme be approved; and
- (3) that the Executive Director (Community and Enterprise Resources) be authorised to conclude the necessary administrative arrangements in relation to the community benefit payments using the existing Renewable Energy Fund mechanism.

*[Reference: Minutes of the Planning Committee of 29 January 2019 (Paragraph 12)]*

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## **16 Replacement of Clyde Bridge by Pettinain – Authorisation to Proceed with Promotion of Compulsory Purchase Order**

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A report dated 9 July 2019 by the Executive Director (Community and Enterprise Resources) was submitted on the promotion of a Compulsory Purchase Order, under the Roads (Scotland) Act 1984, Section 104, for the land required to enable the replacement of Clyde Bridge and associated carriageway realignment.



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

The total costs associated with the proposals had been estimated at £3 million and would be met within the Council's agreed additional capital allocation for the project.

**The Committee decided:** that the Executive Director (Community and Enterprise Resources), in consultation with the Head of Administration and Legal Services and Head of Property Services as appropriate, be authorised to proceed with the promotion of a Compulsory Purchase Order of the land necessary to construct the replacement Clyde Bridge and associated carriageway realignment.

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## **17 Roads Asset Management Plan – 2019 Update**

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A report dated 5 August 2019 by the Executive Director (Community and Enterprise Resources) was submitted on the Roads Asset Management Plan (RAMP) 2019.

The principles of asset management had been developed, at both a national and local level, to provide a basis for associated investment decisions and to ensure that a sound understanding of investment needs was available.

The main purpose of developing the RAMP was to ensure:-

- ◆ a knowledge of the extent and condition of main asset groups
- ◆ an understanding of where gaps existed to allow consideration of how those might be addressed
- ◆ an understanding on the level of current investment on each asset group and the associated condition trend

Details of the Council's main asset groups were provided in the report.

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

*[Reference: Minutes of 21 August 2018 (Paragraph 21)]*

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## **18 Fleet Asset Management Plan 2019**

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A report dated 18 July 2019 by the Executive Director (Community and Enterprise Resources) was submitted on the Fleet Asset Management Plan 2019.

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 how the fleet assets were efficiently and effectively utilised. This ensured that vehicles provided resilient services to meet the changing needs of the Council.

As at January 2019, 1,403 vehicles were managed and maintained by the Council's Fleet Services, the details of which were contained in the appendix to the report.

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

*[Reference: Minutes of 21 August 2018 (Paragraph 22)]*

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## **19 Community and Enterprise Resources – Notification of Contracts Awarded – 1 October 2018 to 31 March 2019**

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A report dated 8 August 2019 by the Executive Director (Community and Enterprise Resources) was submitted on contracts awarded by Community and Enterprise Resources in the period 1 October 2018 to 31 March 2019.

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

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

*[Reference: Minutes of 22 January 2019 (Paragraph 16)]*

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## **20 Urgent Business**

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There were no items of urgent business.