

# COMMUNITY AND ENTERPRISE RESOURCES COMMITTEE

Minutes of meeting held via Microsoft Teams and in Committee Room 1, Council Offices, Almada Street, Hamilton on 15 September 2020

## Chair:

Councillor John Anderson

## Councillors Present:

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

## Councillors' Apologies:

Councillor Gerry Convery, Councillor Hugh Macdonald, Councillor Collette Stevenson

## Attending:

### Community and Enterprise Resources

M McGlynn, Executive Director; D Gibson, Fleet Manager; S Keating, Property Development Manager; K Lean, Funding and Development Team Leader; 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

N Docherty, Administration Assistant; L Harvey, Finance Manager; P MacRae, Administration Adviser; E Maxwell, Human Resources Business Partner; G McCann, Head of Administration and Legal Services, L O'Hagan, Finance Manager (Strategy)

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## 1 Declaration of Interests

No interests were declared.

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## 2 Previous Meeting

### The Committee decided:

that the delegated decisions taken by the Chief Executive, in consultation with Group Leaders, on items of business relating to the previous Community and Enterprise Resources Committee agenda of 16 June 2020, be noted as a correct record.

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

A joint report dated 11 August 2020 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted comparing actual expenditure at 31 March 2020 against budgeted expenditure for 2019/2020 for Community and Enterprise Resources.

The year end outturn position was an overspend of £0.525 million before approved transfers to reserves. 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 £0.525 million before transfers to reserves, as detailed in Appendix A to the report, and the overspend of £0.783 million, after transfers to reserves, be noted; and
- (2) that the budget virements, as detailed in Appendices B to F of the report, be approved.

*[Reference: Minutes of 16 June 2020 (Paragraph 3)]*

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

A joint report dated 11 August 2020 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted comparing actual expenditure at 19 June 2020 against budgeted expenditure for 2020/2021 for Community and Enterprise Resources.

At 19 June 2020, there was a reported overspend of £2.746 million against the phased budget, including the position in relation to South Lanarkshire Leisure and Culture (SLLC) of £1.269 million. The reported overspend related primarily to costs as a result of Covid-19.

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 £2.746 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 2019/2020**

A joint report dated 31 August 2020 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted advising of progress on the Community and Enterprise Resources' capital programme 2019/2020 and summarising the expenditure position at 31 March 2020.

The capital programme for 2019/2020 amounted to £40.538 million and total expenditure to 31 March 2020 was £35.783 million.

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

*[Reference: Minutes of 16 June 2020 (Paragraph 4)]*

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

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A joint report dated 26 August 2020 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted advising of progress on the Community and Enterprise Resources' capital programme 2020/2021 and summarising the expenditure position at 19 June 2020.

The capital programme for 2020/2021 amounted to £47.894 million and, at 19 June 2020, expenditure was £1.130 million. Progress in the delivery of the 2020/2021 capital programme had been affected by the lockdown due to Covid-19.

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

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## **7 Community and Enterprise Resources - Workforce Monitoring – May to July 2020**

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A joint report dated 17 August 2020 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the following employee information for Community and Enterprise Resources for the period May to July 2020:-

- ◆ 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 June 2020

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

*[Reference: Minutes of 16 June 2020 (Paragraph 5)]*

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## **8 Community and Enterprise Resource Plan 2020/2021**

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A report dated 24 August 2020 by the Executive Director (Community and Enterprise Resources) was submitted on the Community and Enterprise Resource Plan 2020/2021.

Details were provided on:-

- ◆ objectives and actions for 2020/2021
- ◆ capital and revenue resources for 2020/2021
- ◆ organisational structure of the Resource

In line with the Council's performance management arrangements, a progress report on actions identified in the 2020/2021 Resource Plan would be submitted to a future meeting of the Committee.

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

**The Committee recommended to the Executive Committee:** that the Community and Enterprise Resource Plan for 2020/2021 be approved and uploaded to the Council's website.

*[Reference: Minutes of 3 September 2019 (Paragraph 7)]*

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## **9 Economic Development Service – Business Support Proposals**

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A joint report dated 1 September 2020 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on:-

- ◆ an overview of the Council's Economic Development Service
- ◆ proposals to increase the resources within the Service to support economic recovery

The work of Economic Development Services broadly fell into the following categories:-

- ◆ Support for Businesses in terms of business advice, loans and grants
- ◆ Project Development such as City Deal, Town Centres, Vacant and Derelict Land Fund
- ◆ Supplier Development Programme
- ◆ Rural Team:- LEADER and REF

In 2019, the West of Scotland Loan Fund was dissolved and an agreement reached to enable legacy funding to be transferred back to local authorities. The transfer of the money was conditional on it being used specifically for economic development and business support. The proposals detailed in the report met the criteria for this funding.

To support economic recovery, it was proposed that:-

- ◆ 4 posts of Business Adviser, on Grade 3, Level 2-8, SCP 63-80 (£32,994 to £42,410), be established within the Economic Development Service for a fixed term of 23 months
- ◆ the core revenue grant be increased from £180,000 to £300,000 for 2020/2021 and 2021/2022 and that match funding with the European Regional Development Fund (ERDF) be sought
- ◆ a budget of £100,000 be allocated from funds to facilitate detailed master planning and market testing with the aim of facilitating development at the Langlands site, with an emphasis on the Low Carbon Sector
- ◆ £360,000 be allocated towards enhancing Business Support Grants
- ◆ match funding of £160,059 be set aside to assist in gaining access to external funding streams

The costs associated with the above would be met from the legacy funding from West of Scotland Loan Fund.

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

### **The Committee decided:**

- (1) that the proposals, set out in Section 4.0 of the report in relation to Business Support Grants, the core revenue grant, a low carbon economy initiative at the site at Langlands, East Kilbride and match funding, be approved; and
- (2) that the establishment of 4 posts of Business Adviser on Grade 3, Level 2-8, SCP 63-80 (£32,994 to £42,410), within the Economic Development Service for a fixed term of 23 months, be approved.

*[Reference: Minutes of 4 June 2019 (Paragraph 14)]*

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## **10 Town Centre Capital Programme 2020/2021**

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A report dated 26 August 2020 by the Executive Director (Community and Enterprise Resources) was submitted on proposals for the allocation of the Capital Programme funds for town centres.

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

Following the interest in the Scottish Government scheme, a decision was taken on 25 March 2020 by the Chief Executive, in consultation with the Group Leaders, to approve an allocation of £500,000 from the Council's own Capital Programme to augment the Scottish Government funded programme of town centre projects.

In line with the allocation method for the projects funded by the Scottish Government, it was proposed to:-

- ◆ maintain a minimum sum of £50,000 for any individual project
- ◆ allocate funding for up to 8 schemes
- ◆ award a maximum of £150,000 per project, but encourage applicants not to exceed the sum of £100,000
- ◆ invite bids from the same 22 towns invited to bid for the Scottish Government Funding, as detailed in Appendix 1 to the report
- ◆ give additional weighting to towns which did not benefit from the Scottish Government Scheme

Details were given on the timescale for the bidding and assessment process.

### **The Committee decided:**

- (1) that the proposals for allocating additional funds, as detailed in paragraph 5.2 of the Executive Director's report, be approved; and
- (2) that it be noted that the outcome of the application process would be reported to Committee at its meeting to be held on 24 November 2020.

*[Reference: Note of delegated decisions - Council agenda of 25 March 2020 (Paragraph 2)]*

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## **11 Community Benefit Funds – Renewable Energy Fund - Grant Applications**

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A report dated 25 August 2020 by the Executive Director (Community and Enterprise Resources) was submitted on 2 applications to the various Community Benefit Funds. The Community Benefit Funds had been established to provide funding to suitable projects providing community benefits in eligible areas.

It was proposed that, subject to the applicants providing written confirmation that all other additional funding for the projects had been secured, a grant be awarded up to a maximum of:

- ◆ £259,868 towards eligible costs associated with the works to construct and develop a community hub as a community asset to Carnwath Community Council from the Blacklaw, Muirhall Stallashaw and Muirhall 2 Renewable Energy Funds
- ◆ £149,250 towards eligible costs associated with the works to construct and develop a community hub as a community asset to Abington Community Development Group from Middlemuir Renewable Energy Fund

**The Committee decided:**

that, subject to the applicants providing written confirmation that all other funding for the projects had been secured, a grant be awarded of up to a maximum of:-

- ◆ £259,868 towards eligible costs associated with the works to construct and develop a community hub as a community asset to Carnwath Community Council from the Blacklaw, Muirhall Stallashaw and Muirhall 2 Renewable Energy Funds
- ◆ £149,250 towards eligible costs associated with the works to construct and develop a community hub as a community asset to Abington Community Development Group from Middlemuir Renewable Energy Fund

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## **12 Parking Demand Management Review and Charging Arrangements**

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A report dated 28 August 2020 by the Executive Director (Community and Enterprise Resources) was submitted on:-

- ◆ the findings of the Parking Demand Management Review (PDMR), Phase 1 for South Lanarkshire which considered Hamilton Town Centre and the surrounding area
- ◆ the outcome of the impact assessment of town centre parking in East Kilbride and Hamilton
- ◆ proposals on the arrangements for the reinstatement of car parking charges.

There followed a full discussion and exchange of views on the various options available to the Council during which officers responded to members' questions on various aspects of the report.

Following discussion, it was proposed that, to allow for further information on the issues raised and options available to be obtained and to allow for an informed decision to be taken on the matter, consideration of the report be deferred meantime and that a report on the matter be submitted to a future meeting of the Executive Committee.

**The Committee decided:**

that the report be referred to the Executive Committee for consideration.

*[Reference: Minutes of 22 January 2019 (Paragraph 12)]*

*Councillor Ross left the meeting following consideration of this item of business*

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

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A report dated 24 August 2020 by the Executive Director (Community and Enterprise Resources) was submitted on the Community and Enterprise Resource Plan 2019/2020 in relation to the actions and measures within the Resource.

Details were provided on:-

- ◆ progress made in implementing the priority projects identified in the Resource Plan 2019/2020, as detailed in the Quarter 4 progress report, attached as Appendix 1 to the report
- ◆ those measures which had changed in red/amber/green (RAG) status, during the period from Quarter 2 to Quarter 4, as detailed in Appendix 2 to the report

**The Committee decided:**

- (1) that the Quarter 4 Progress Report for 2019/2020, attached as Appendix 1 to the report, together with the achievements made by the Resource during 2019/2020 and the areas identified for improvement and associated management actions, 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.

*[Reference: Minutes of 12 November 2019 (Paragraph 6)]*

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## **14 Active Travel Projects 2020/2021**

A report dated 21 August 2020 by the Executive Director (Community and Enterprise Resources) was submitted on Active Travel Projects undertaken during the financial year 2020/2021.

The Local Transport Strategy 2013 to 2023 contained several active travel policies and actions relating to cycling and walking.

The policies related to the increase in the number of journeys made by foot and aimed to contribute to the objective of the Cycle Action Plan (CAPS) which was to increase cycling, whereby 10% of everyday journeys were made by bike and to encourage children to travel actively on school journeys.

The Council's Cycling Strategy identified numerous cycling infrastructure projects. Through discussions with funding partners, Sustrans and Strathclyde Partnership for Transport, it had been identified that one of the first steps for such projects would be a study to support and encourage the active travel needs of communities.

Studies had already been completed in East Kilbride and Rutherglen/Cambuslang. In 2020/2021, the following study areas would be completed or progressed:-

- ◆ Carlisle and Law
- ◆ Lanark
- ◆ Hamilton
- ◆ Bothwell, Uddingston and Blantyre
- ◆ Strathaven, Stonehouse and surrounding villages
- ◆ Larkhall

Details of various projects being undertaken were contained in the report and a summary of the individual projects and multiple sources of funding were provided in Appendix 1 to the report.

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

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## **15 Fleet Asset Management Plan 2020**

A report dated 24 August 2020 by the Executive Director (Community and Enterprise Resources) was submitted on the Fleet Asset Management Plan 2020.

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 2020, 1,415 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 3 September 2019 (Paragraph 18)]*

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## **16 Scottish Government Town Centre Capital Grant Fund Update**

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A report dated 26 August 2020 by the Executive Director (Community and Enterprise Resources) was submitted on the progress of the Scottish Government's Town Centre Capital Grants fund.

All projects were progressing well despite the challenging circumstances. The current position on the 10 projects approved by the Committee on 3 September 2019 were detailed in the report.

The removal of 2 projects from the programme provided a surplus of £376,000 which was available for reallocation. At its meeting on 4 February 2020, the Committee noted that £95,000 of those funds had been allocated to the Royal Oak (Project 1) to ensure delivery. As detailed in the report, a sum of £5,000 had been earmarked for the Forth Café and Cinema (Project 8) and £75,000 to the Carnwath site assembly (Project 9), leaving a sum of £201,000. It was possible that some of the other projects would require additional funding as designs were completed and tender returns received and the remaining underspend would be redistributed to enable all of the projects to proceed as planned.

**The Committee decided:**

- (1) that the update on the Town Centre Capital Grant Fund programme delivery, following a relaxation in timescales by the Scottish Government, be noted; and
- (2) that the proposals for allocating underspends, as detailed in Section 4.2 of the report, be noted.

*[Reference: Minutes of 31 March 2020 (Paragraph 14)]*

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## **17 Town Centre Funding Update**

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A report dated 26 August 2020 by the Executive Director (Community and Enterprise Resources) was submitted on the range of funding secured by the Council and its partners in relation to town centres and Covid-19 recovery.

The response from all levels of Government to the Covid-19 crisis and its impact on business had been immediate and extensive. This had included financial support for businesses and individuals which had largely been administered by local authorities.

Most of the funding had come from a number of Scottish Government backed initiatives together with a contribution from the Council's Capital Programme. While specific objectives were required for each funding source, they all supported the role and function of the Council's town centres. This ensured that the Council was in a position to assist towns, businesses and communities through the current challenging times. Details of the funds and initiatives were provided in the appendix to the report.

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

*[Reference: Minutes of 3 September 2019 (Paragraph 13)]*



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## **18 Scottish Government's Economic Recovery Implementation Plan and Addressing Labour Market Emergency**

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A report dated 24 August 2020 by the Executive Director (Community and Enterprise Resources) was submitted:-

- ◆ providing a summary of the Scottish Government's Economic Recovery Implementation Plan and Addressing Labour Market Emergency
- ◆ setting out next steps in consideration of those documents

In April 2020, the Scottish Government established an Advisory Group on Economic Recovery. It was asked to provide expert advice on Scotland's economic recovery once the immediate coronavirus emergency had subsided. It was tasked with providing advice to the Scottish Government on actions that would make a difference to businesses across sectors and regions throughout Scotland. The Advisory Group's report entitled "Towards a Robust, Resilient Wellbeing Economy for Scotland" had been published on 22 June 2020.

On 5 August 2020, the Scottish Government published its Economic Recovery Implementation Plan in response to the work of the Advisory Group on Economic Recovery. In addition, the Scottish Government also published its response to the Enterprise and Skills Strategic Board's report, 'Addressing the Labour Market Emergency'.

Details of the themes contained in both documents were provided in Appendices 1 and 2 to the report respectively.

The documents were broadly consistent with existing national and local development strategies and could be framed around the themes set out in the Council's existing economic development strategy. They highlighted the important role for local authorities in supporting economic recovery.

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

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## **19 Urgent Business**

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There were no items of urgent business.