



Council Offices, Almada Street
Hamilton, ML3 0AA

Tuesday, 27 April 2021

Dear Councillor

Housing and Technical Resources Committee

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

Date: Wednesday, 05 May 2021
Time: 10:00
Venue: By Microsoft Teams,

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

Yours sincerely

Cleland Sneddon
Chief Executive

Members

Josh Wilson (Chair), Stephanie Callaghan (Depute Chair), John Ross (ex officio), Robert Brown, Archie Buchanan, Janine Calikes, Graeme Campbell, Andy Carmichael, Maureen Chalmers, Gerry Convery, Margaret Cooper, Poppy Corbett, Maureen Devlin, Allan Falconer, Grant Ferguson, Alistair Fulton, Geri Gray, George Greenshields, Eric Holford, Martin Lennon, Eileen Logan, Colin McGavigan, Mo Razzaq, David Shearer, Collette Stevenson, Jared Wark

Substitutes

Alex Allison, Walter Brogan, Mary Donnelly, Isobel Dorman, Fiona Dryburgh, Mark Horsham, Martin Grant Hose, Ann Le Blond, Hugh Macdonald, Catherine McClymont, Richard Nelson, Bert Thomson, Margaret B Walker

BUSINESS

1 Declaration of Interests

- 2 Minutes of Previous Meeting** 5 - 18
Minutes of the meeting of the Housing and Technical Resources Committee held on 17 February 2021 submitted for approval as a correct record. (Copy attached).

Monitoring Item(s)

- 3 Capital Budget Monitoring 2020/2021 - Housing and Technical Resources (excl Housing Revenue Account)** 19 - 22
Joint report dated 14 April 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 4 Capital Budget Monitoring 2020/2021 - Housing and Technical Resources (Housing Revenue Account)** 23 - 26
Joint report dated 30 March 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 5 Revenue Budget Monitoring 2020/2021 - Housing and Technical Resources (Excl Housing Revenue Account) (HRA)** 27 - 34
Joint report dated 30 March 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 6 Revenue Budget Monitoring 2020/2021 - Housing and Technical Resources - Housing Revenue Account (HRA)** 35 - 38
Joint report dated 30 March 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 7 Housing and Technical Resources – Workforce Monitoring – January and February 2021** 39 - 46
Joint report dated 15 March 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)

Item(s) for Decision

- 8 Proposed Lease of Ground at Overtoun Park, Rutherglen to Rutherglen Lawn Tennis Club Limited** 47 - 52
Report dated 16 April 2021 by the Executive Director (Housing and Technical Resources). (Copy attached)
- 9 Proposed Lease of 2 to 16 Milton Road, College Milton, East Kilbride G74 5BU to Distell International Limited** 53 - 56
Report dated 16 April 2021 by the Executive Director (Housing and Technical Resources). (Copy attached)

Item(s) for Noting

- 10 Housing and Technical Resource Plan 2021 to 2022** 57 - 76
Report dated 6 April 2021 by the Executive Director (Housing and Technical Resources). (Copy attached)

**11 Council House Open Market Purchase for Specific and Urgent Housing 77 - 80
Need at 58 Eider Grove, East Kilbride**

Report dated 7 April 2021 by the Executive Director (Housing and Technical Resources). (Copy attached)

Urgent Business

12 Urgent Business

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

For further information, please contact:-

Clerk Name: Pauline MacRae

Clerk Telephone: 01698 454108

Clerk Email: pauline.macrae@southlanarkshire.gov.uk

HOUSING AND TECHNICAL RESOURCES COMMITTEE

2

Minutes of meeting held via Microsoft Teams on 17 February 2021

Chair:

Councillor Josh Wilson

Councillors Present:

Councillor Robert Brown, Councillor Archie Buchanan, Councillor Janine Calikes, Councillor Stephanie Callaghan (Depute), Councillor Graeme Campbell, Councillor Andy Carmichael, Councillor Maureen Chalmers, Councillor Gerry Convery, Councillor Margaret Cooper, Councillor Poppy Corbett, Councillor Maureen Devlin, Councillor Allan Falconer, Councillor Grant Ferguson, Councillor Alistair Fulton, Councillor Geri Gray, Councillor George Greenshields, Councillor Eric Holford, Councillor Mark Horsham (*substitute for Councillor Collette Stevenson*), Councillor Eileen Logan, Councillor Colin McGavigan, Councillor Mo Razzaq, Councillor David Shearer, Councillor Jared Wark

Councillors' Apologies:

Councillor Martin Lennon, Councillor John Ross (ex officio), Councillor Collette Stevenson

Attending:

Finance and Corporate Resources

M M Cairns, Legal Services Manager; H Goodwin, Finance Manager (Resources); E Maxwell, Human Resources Business Partner; L O'Hagan, Finance Manager (Strategy); H Tennant, Administration Officer; L Wyllie, Administration Assistant

Housing and Technical Resources

D Lowe, Executive Director; A Finnan, Head of Housing Services; F McCafferty, Head of Property Services

Chair's Opening Remarks

The Chair extended his thanks to the members of the Budget Scrutiny Group and the Tenant Participation Consultation Group for their contribution to the budgetary process.

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Housing and Technical Resources Committee held on 25 November 2020 were submitted for approval as a correct record.

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

3 Capital Budget Monitoring 2020/2021 – Housing and Technical Resources (excl HRA)

A joint report dated 27 January 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of progress on the capital programme for Housing and Technical Resources (excl HRA) for the period 1 April 2020 to 1 January 2021.

At its meeting on 16 December 2020, the Executive Committee agreed changes to the Housing and Technical Resources' Capital Programme, and further revisions were submitted to the Executive Committee on 10 February 2021. Details of the total net reduction of £4.492 million were provided in Appendix A to the report.

The revised capital programme for Housing and Technical Resources for 2020/2021 amounted to £6.529 million, with expenditure to 1 January 2021 of £1.433 million.

Property Services estimated a probable outturn of £5.100 million, which reflected an underspend of £1.400 million due to anticipated timing of spend on a number of projects which would now require a budget in 2021/2022 rather than 2020/2021.

Ongoing lockdowns as a result of COVID-19 continued to impact multi-year programmes and funding for those projects affected would be carried forward into the next financial year.

The Committee decided:

- (1) that the Housing and Technical Resources' capital programme (excl HRA) of £6.529 million and expenditure to 1 January 2021 of £1.433 million be noted; and
- (2) that the projected outturn of £5.100 million, be noted.

[Reference: Minutes of 25 November 2020 (Paragraph 3) and Minutes of the Executive Committee of 16 December 2020 (Paragraph 3) and 10 February 2021 (Paragraph 4)]

4 Capital Budget Monitoring 2020/2021 – Housing and Technical Resources (HRA)

A joint report dated 27 January 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of progress on the capital programme for Housing and Technical Resources (HRA) for the period 1 April 2020 to 1 January 2021.

The Housing Capital Programme for 2020/2021 of £48.172 million was detailed in Appendix A to the report. At its meeting on 23 September 2020, the Executive Committee approved a revised programme which reflected the modified timescales and costs of the programming and of undertaking of works during lockdown.

Expenditure to 1 January 2021 was £27.039 million, which included fixed overheads from Property Services that required to be recovered.

The Committee decided: that the revised Housing and Technical Resources' capital programme (HRA) of £48.172 million and expenditure to 1 January 2021 of £27.039 million be noted.

[Reference: Minutes of 25 November 2020 (Paragraph 4) and Minutes of the Executive Committee of 23 September 2020 (Paragraph 4)]

5 Revenue Budget Monitoring 2020/2021 – Housing and Technical Resources (excl HRA)

A joint report dated 27 January 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of actual expenditure against the revenue budget for the period 1 April 2020 to 1 January 2021 for Housing and Technical Resources (excl HRA) and providing a forecast for the year to 31 March 2021.

As at 31 March 2021, an overspend of £1.471 million had been forecast against the annual budget, comprised of an overspend of £1.165 million due to COVID-19, partially offset by an underspend of £0.018 million due to reduced printing costs.

As at 1 January 2021, there was an overspend of £0.491 million against the phased budget.

Continued non variable costs required to be offset by income recovery.

Further details on variances for individual services and proposed budget virements were provided in the appendices to the report.

The Committee decided:

- (1)** that the overspend of £0.491 million at 1 January 2021 on the Housing and Technical Resources' revenue budget (excl HRA), as detailed in Appendix A to the report, be noted;
- (2)** that the forecast to 31 March 2021 of an overspend position of £1.147 million be noted; and
- (3)** that the proposed budget virements be approved.

[Reference: Minutes of 25 November 2020 (Paragraph 5) and Minutes of the Executive Committee of 10 February 2021 (Paragraph 5)]

6 Revenue Budget Monitoring 2020/2021 – Housing and Technical Resources (HRA)

A joint report dated 27 January 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted comparing actual expenditure for the period 1 April to 1 January 2021 against budgeted expenditure for the Housing and Technical Resources' revenue budget (HRA) and providing a forecast for the year to 31 March 2021.

A breakeven position on the HRA was reported at 1 January 2021, with the budget to 31 March 2021 also forecast to show a breakeven position. This reflected the management of the impact of COVID-19 within the overall HRA finances through a drawdown from reserves in the current financial year.

The impact of COVID-19 on the budget continued to be monitored. It was reported that an initial reduced demand for repairs had now increased again and that there continued to be an increase in rental debt levels, which would require an increased bad debt provision. Annual rental income projections for the year were expected to be lower as a result of delayed completion of new build properties.

Details of proposed virements were provided in Appendix A to the report.

Property Services continued to incur non-variable costs which required to be offset by income recovery.

The Committee decided:

- (1) that the breakeven position on Housing and Technical Resources' revenue budget (HRA), as detailed in Appendix A to the report, be noted;
- (2) that the forecast to 31 March 2021 of a breakeven position be noted; and
- (3) that the proposed budget virements be approved.

[Reference: Minutes of 25 November 2020 (Paragraph 6) and Minutes of the Executive Committee of 10 February 2021 (Paragraph 5)]

7 Housing and Technical Resources – Workforce Monitoring – October to December 2020

A joint report dated 12 January 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted on the following employee information for Housing and Technical Resources for the period October to December 2020:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ staffing watch as at 14 September 2020

The Committee decided: that the report be noted.

[Reference: Minutes of 25 November 2020 (Paragraph 7)]

8 Housing and Technical Resource Plan – Quarter 2 Progress Report 2020 to 2021

A report dated 12 January 2021 by the Executive Director (Housing and Technical Resources) was submitted on the Housing and Technical Resource Plan Quarter 2 Progress Report 2020 to 2021.

Details were provided on progress made to the end of quarter 2, covering the period 1 April to 30 September 2020, in implementing the priority projects identified in the Resource Plan.

Officers responded to members' questions in relation to gas safety and rent arrears. The Executive Director commended the success of staff in their work to increase rent collection during this challenging period.

The Committee decided:

- (1) that the Quarter 2 Progress Report 2020/2021, as detailed in paragraph 5.2 of the report and attached as 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; and

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

[Reference: Minutes of 16 September 2020 (Paragraph 15) and Minutes of the Executive Committee of 4 November 2020 (Paragraph 8)]

9 Housing Revenue and Capital Account Budget 2021/2022

A joint report dated 19 January 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted on:-

- ◆ the revenue estimate proposals for the Housing Revenue Account (HRA) for 2021/2022 which had been prepared in line with the 30 year Business Plan
- ◆ the Housing Capital Programme totalling £100.801 million

In order to achieve the level of investment to reflect the priorities of increasing the supply of Council houses, maintaining the Council's housing stock to meet the requirements of the Scottish Housing Quality Standard (SHQS), the Energy Efficiency Standard for Social Housing (ESSH) and the continuation of the legislative compliance works, including the new fire safety standard requirement by February 2022, a rent increase of 2.2% required to be applied to all Council houses, travelling persons' sites, garage sites and lockups.

The movement, as compared to the existing 2020/2021 revenue budget, was outlined in Appendix 1 to the report. The movements were summarised in the report.

During the consultation process for 2021/2022, tenants had expressed their support for a temporary move away from the existing approach of setting rents on a multi-year basis. To reflect the uncertainty of the impact of the ongoing pandemic, tenants had supported an increase of 2.2% as a 1 year strategy. The reduction in the planned level of rent increase required long-term investment priorities to be re-profiled, however, short-term priorities and current service levels would be maintained.

The proposals also took account of a requirement to increase the provision for bad debts to £6.922 million to meet anticipated arrears as a result of welfare reform.

In accordance with the Council's commitment to rent harmonisation, it was proposed that the majority of those tenants currently paying below the harmonised rent level, would pay up to an additional amount of £2.00 per week. As a result, all tenancies would be harmonised, with the exception of 10 tenancies which would be considered on an individual basis as detailed in the report. On that basis, full harmonisation would be concluded by 2023/2024.

In line with the Housing Business Plan, efficiency savings of £0.324 million had been identified and the financial effect of those had been included in the HRA budget for 2021/2022. The proposals would be considered within the Council's overall 'Revenue Budget Strategy 2021/2022 and Savings Proposals'. The financial consequences of any of those proposals being rejected or having a delayed date for implementation would be a corresponding reduction in the planned capital programme. The identified efficiencies were as follows:-

Strategy and other support posts (4 FTE)	£0.178 million
Mediation Service (1 FTE)	£0.022 million
Community Warden Service (8 FTE)	£0.124 million

Details of the proposed Housing Capital Programme, totalling £100.801 million, were provided in Appendix 2 to the report and information on how the Programme would be funded was summarised in the report.

A wide-ranging consultation had been carried out with tenants and other stakeholders and details of the consultation process and associated outcomes were provided.

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

The Committee recommended to the Executive Committee:

- (1) that the rent increase of 2.2% for Council houses, travelling persons' sites, lockups and garage sites and the revenue estimate proposals for the Housing Revenue Account Budget 2021/2022, as detailed in Appendix 1 to the report, be endorsed;
- (2) that the proposal to progress the final stage of the rent harmonisation process be endorsed; and
- (3) that, based on the proposed rent increase, the 2021/2022 Housing Capital Programme of £100.801 million, as detailed in Appendix 2 to the report, be endorsed.

[Reference: Minutes of South Lanarkshire Council of 26 February 2020 (Paragraph 6)]

10 Housing Allocation Policy – Local Letting Plans 2021/2022

A report dated 21 January 2021 by the Executive Director (Housing and Technical Resources) was submitted:-

- ◆ advising of progress against the 2020/2021 letting targets
- ◆ requesting approval of the 2021/2022 letting targets
- ◆ requesting approval of the Local Letting Initiatives and the South Lanarkshire Letting Initiative in respect of Welfare Reform

Annual Local Letting Plans (LLPs) were prepared for each housing area within South Lanarkshire. The LLPs provided an overview of local supply and demand and set out:-

- ◆ annual letting targets for each of the 4 housing lists in relation to mainstream and sheltered properties
- ◆ details of Local Letting Initiatives (LLIs) in operation within a local area

Details were provided on the factors considered when setting the letting targets for 2021/2022. The letting targets proposed for mainstream properties across South Lanarkshire, and for each of the 4 housing management divisions, were set out in Appendix 1 to the report.

Letting targets for sheltered properties across South Lanarkshire, and each of the 4 housing management areas, were detailed in Appendix 2 to the report.

Following the outcome of a review of the LLIs, it was proposed that the LLI in Kelvin Gardens, Hamilton be removed, as the housing support service was now delivered by the HomeStart service.

It was proposed that the 5 LLIs, as set out in Appendix 3 to the report, be retained in 2021/2022.

The South Lanarkshire Letting Initiative, introduced in April 2013 to mitigate the impact of welfare reform on Council tenants affected by the under-occupancy provisions of the Welfare Reform Act 2012, had had a limited impact, however, it was proposed that the initiative, as detailed in Appendix 4, be continued.

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

The Committee decided:

- (1) that progress against the 2020/2021 letting targets be noted;
- (2) that the 2021/2022 mainstream letting targets, attached as Appendix 1 to the report, be approved;
- (3) that the 2021/2022 sheltered letting targets, attached as Appendix 2 to the report, be approved;
- (4) that the Local Letting Initiatives, attached as Appendix 3 to the report, be approved; and
- (5) that the South Lanarkshire Letting Initiative, attached as Appendix 4 to the report, be approved.

[Reference: Note of Delegated Decisions taken by the Chief Executive, in consultation with the Group Leaders, in relation to the Housing and Technical Resources Committee agenda of 1 April 2020 (Paragraph 8)]

11 Policy and Strategy Review Schedule

A report dated 6 January 2021 by the Executive Director (Housing and Technical Resources) was submitted on the Policy and Strategy Review Schedule for Housing and Technical Resources.

The Policy and Strategy Review Schedule had been formally approved by this Committee in October 2011. Regular updates had been provided, with the most recent being submitted to the meeting of the Committee held on 5 February 2020.

The Policy and Strategy Review Schedule assisted annual service planning by providing a timeframe for the formal review of all key housing policies and strategies. It informed the development of the annual work plan for customer involvement and provided a basis for the Council to ensure that its statutory obligations in relation to engagement with service users on policy matters was delivered.

The proposed Schedule reflected revisions necessary following the postponement of the reviews scheduled for 2020/2021 due to COVID-19 restrictions. Information on further development of specific policies and strategies contained within the Schedule would be presented to a future meeting of the Committee.

The Committee decided:

- (1) that the revised Policy and Strategy Review Schedule, attached as Appendix 1 to the report, be approved; and
- (2) that the outcome of the Policy and Strategy Reviews be reported to future meetings of this Committee in line with the Schedule.

[Reference: Minutes of 5 February 2020 (Paragraph 12)]

12 Open Market Purchase Scheme

A report dated 6 January 2021 by the Executive Director (Housing and Technical Resources) was submitted on a proposal to extend the criteria of the Open Market Purchase Scheme to include consideration of long-term empty properties in the private sector not being marketed for sale.

The existing Open Market Purchase Scheme (OMPS) had been approved by this Committee on 1 July 2015. The innovative scheme allowed a targeted approach to acquire additional housing stock to support outcomes in the Local Housing Strategy, whilst maximising use of the Scottish Government grant funding.

To facilitate the Council target to acquire 60 units through the OMPS, property selling websites were reviewed regularly to identify properties which met the criteria set out for the OMPS.

The current criteria for the OMPS included a requirement for the property to be actively marketed for sale. To assist with the return of long-term empty homes to occupancy and reduce the financial barriers to owners of long-term empty homes, it was proposed that the current criteria for the OMPS be extended to allow consideration to be given to purchase long-term empty homes not actively marketed for sale.

An additional criterion was proposed as follows:-

“Where a property had been empty for a period exceeding two years as determined by Council Tax records, the property may be considered by the Council for purchase under the scheme, without being actively marketed for sale. All other criteria will still apply,”

If approved, the additional criterion for the OMPS would be introduced with immediate effect and details of the Scheme updated on the Council’s website.

The Committee decided: that the additional criterion for the Open Market Purchase Scheme, as detailed in the Executive Director’s report, be approved.

[Reference: Minutes of 1 July 2015 (Paragraph 9)]

13 South Lanarkshire Rapid Rehousing Transition Plan – Funding Allocation and Staffing Resources

A joint report dated 11 January 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted:-

- ♦ providing an update on funding received from the Scottish Government to support the implementation of the South Lanarkshire Rapid Rehousing Transition Plan (RRTP)
- ♦ requesting approval for additional posts to the Housing and Technical Resources’ establishment on a temporary basis

South Lanarkshire’s RRTP 2019 to 2024 had been approved by the Housing and Technical Resources Committee on 23 January 2019 and reported to the Community Planning Partnership Board on 19 June 2019. Rapid rehousing was defined as a housing led approach for people who experienced homelessness to ensure that they reached a settled home as quickly as possible.

Details were given on:-

- ♦ Scottish Government funding to support the development and implementation of the RRTP, including confirmation of funding for a third year

- ♦ progress in a number of key priorities detailed in the Plan
- ♦ priorities being progressed during Year 2 of the Plan (2020/2021)

To continue to progress the key actions and priorities within the RRTP, the current temporary staffing levels would require to be maintained and extended to facilitate the new central Homeless Reception Service.

It was proposed to increase the Housing and Technical Resources' establishment by:-

- ♦ extending the temporary contract for the post of 1 FTE RRTP Strategy Coordinator for a period of 17 months
- ♦ extending the temporary posts of 6.2 FTE Housing Officers for a further period of 12 months
- ♦ creating an additional 2 FTE Housing Support Officers on a fixed term basis for a period of 12 months
- ♦ creating an additional 1 FTE Team Leader post on a fixed term basis for a period of 12 months

A full review of progress made in implementing the RRTP in 2020/2021 would be submitted to a future meeting of the Committee.

The Committee decided:

- (1) that the content of the report be noted; and
- (2) that the proposals to extend contracts and increase the Housing and Technical Resources' establishment, as detailed above, to facilitate the new Central Homeless Reception Service, be approved.

[Reference: Minutes of 23 January 2019 (Paragraph 13)]

14 Proposal to Provide Housing Support Services for Blackwood Housing Association Tenants at Angela Way Sheltered Housing, Uddingston

A joint report dated 31 January 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted outlining proposals for the Council to take responsibility for the future provision of sheltered housing services at Angela Way, Uddingston.

Angela Way was a sheltered housing development owned and managed by Blackwood Housing Association, with 33 self-contained flats over 3 floors. Blackwood Housing Association received funding from the Council to provide housing support services to the tenants there.

In November 2020, Blackwood Housing Association notified the Council that, with effect from 31 March 2021, it intended to withdraw the housing support services provided at Angela Way.

It was proposed that the Council take direct responsibility for providing sheltered housing services for tenants at Angela Way. The Council was a major provider of housing support services and this service provision would fit within current sheltered services provided across South Lanarkshire.

Blackwood Housing Association would continue to own and provide landlord services at Angela Way.

It was anticipated that provision of the sheltered housing service at Angela Way would require the Council's Sheltered Housing Officer Team to be increased by 1 FTE post of Sheltered Housing Officer at Grade 2, Level 1-2, SCP 34-40 (£21,497 to £23,468). Funding for this post would be provided by the grant funding previously provided to Blackwood Housing Association.

There were no Transfer of Undertakings (Protection of Employment) (TUPE) issues arising from the proposal.

The Committee decided:

- (1) that the Council assume responsibility for the provision of sheltered housing services to tenants at Angela Way, Uddingston from 1 April 2021; and
- (2) that the staffing establishment be increased by 1 FTE Sheltered Housing Officer at Grade 2, Level 1-2, SCP 34-40 (£21,497 to £23,468), as detailed at section 5.2 of the report.

15 Implementation of the New Integrated Housing and Property Management System (IHPMS)

A joint report dated 21 January 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted:-

- ♦ providing an update on progress of the implementation of the new Integrated Housing and Property Management System (IHPMS), including the revised go live date for Phase 1
- ♦ requesting approval for changes to the establishment required to support the implementation of the new system

The appointment of the new system supplier, Aareon UK, was made in December 2018 and a detailed implementation plan established an initial indicative date of November 2020 to commence the phased activation. In March 2019, the Committee approved a revised project team structure to oversee implementation to 31 March 2021, or until implementation of the project had been completed. Any further resource requirements would be brought to the Committee for approval.

Due to the effects of COVID-19, work to progress the project was scaled back, and the Resource undertook a full review of the project implementation plan. In October 2020, the revised plan was presented to the Project Review Board and subsequently approved. The revised plan anticipated that the first phase of the project would go live in June 2022.

To ensure successful delivery of the project, it was proposed to extend the existing temporary posts to 31 March 2022 and to add an additional 3 FTE Transitions Assistant posts on a temporary basis. Funding for those posts had been included within the Resource budget.

The Committee decided:

- (1) that progress with the procurement and implementation of the new Integrated Housing and Property Management System, be noted;
- (2) that the proposal to extend the existing temporary contracts of the posts as detailed in the report, until 31 March 2022, be approved; and

- (3) that the proposal to add 3 FTE posts of Transitions Assistant at Grade 2, Level 2-4, SCP 39-57 (£23,139 to £30,147), as detailed in the report, until 31 March 2022, be approved.

[Reference: Minutes of 20 March 2019 (Paragraph 9)]

16 Annual Report – Mainstreaming Equality and Diversity within Housing and Technical Resources

A report dated 21 January 2021 by the Executive Director (Housing and Technical Resources) was submitted:-

- ◆ providing an overview of progress made in relation to mainstreaming equalities within Housing and Technical Resources during 2019/2020
- ◆ highlighting the key actions in mainstreaming equalities being progressed during 2020/2021

The Housing and Technical Resources' Equality and Diversity Co-ordinating Group continued to progress the Equality and Diversity work plan and support a consistent approach to mainstreaming equality and diversity across the Resource.

The report advised of progress made in meeting those commitments during 2019/2020 and detailed the key priorities for 2020/2021.

The Committee decided: that the progress made during 2019/2020 and the key actions for 2020/2021 in relation to mainstreaming equalities be noted.

[Reference: Minutes of 13 November 2019 (Paragraph 14)]

17 Acquisition of Houses at Jackton, East Kilbride – Section 75 Planning Reference EK/09/0218

A report dated 14 December 2020 by the Executive Director (Housing and Technical Resources) was submitted advising on action taken, in terms of Standing Order No 36 (c), in view of the timescales involved, by the Executive Director (Housing and Technical Resources), in consultation with the Chair and an ex officio member, to acquire 24 affordable homes at Jackton, East Kilbride from Cala Homes, for inclusion in the Council's housing stock in fulfilment of the Planning obligations associated with the private residential development of the site.

The site at Jackton, East Kilbride had been identified within the Council's Strategic Housing Investment Plan as a priority site in delivering the Council's target of 1,000 additional homes.

The planning application by Cala Homes (West) Limited for the development of 24 affordable amenity standard homes at the site at Jackton, East Kilbride had been approved on 25 September 2020.

The Council had entered into discussions with Cala Homes (West) Limited in respect of their planning obligation to provide new affordable homes via a turnkey arrangement. The proposal provided by Cala Homes (West) Limited had been assessed by the Council's Technical and Commercial Team as representing value for money, with the Council paying the balance upon completion and transfer of title.

The principal terms and conditions of the acquisition were detailed in the report.

Acquisition would be funded from the Housing Revenue Account Capital Programme. Grant subsidy towards the purchase of each unit would be provided by the Scottish Government through the Affordable Housing Supply Funding Grant.

The Committee decided: that the action taken, in terms of Standing Order No 36(c), by the Executive Director (Housing and Technical Resources), in consultation with the Chair and an ex officio member, in relation to the acquisition of 24 affordable homes from Cala Homes (West) Limited for a total price of £3.564 million, which included the cost of land, to fulfil the Planning obligations associated with the residential development of the site, be noted.

[Reference: Minutes of the Planning Committee of 11 February 2020 (Paragraph 7)]

18 Delegated Authority Report - Update

A report dated 12 January 2021 by the Executive Director (Housing and Technical Resources) was submitted on transactions processed by Property Services during Quarter 3 of 2020/2021.

The Executive Director (Housing and Technical Resources), under delegated powers, had authority to deal with various transactions including:-

- ◆ leases up to the value of £50,000 per annum and a maximum period of 20 years
- ◆ rent reviews up to an increase of £20,000 per annum
- ◆ disposals up to a value of £200,000
- ◆ acquisitions up to a value of £100,000

Details of the transactions undertaken during Quarter 3, as contained in Appendix 1 to the report, were as follows:-

Quarter 3:

Number of transactions	57
Total value of lease transactions	£222,609 per annum
Total value of capital transactions	£1,765,126

The Committee decided: that the report be noted.

[Reference: Minutes of 25 November 2020 (Paragraph 15)]

19 Notification of Contracts Awarded – 1 August 2020 to 31 December 2020

A report dated 12 January 2021 by the Executive Director (Housing and Technical Resources) was submitted on contracts awarded by Housing and Technical Resources, valued in excess of £50,000, in the period 1 August to 31 December 2020, as follows :-

- ◆ contracts awarded by Consultancy Services
- ◆ contracts awarded by Procurement Services
- ◆ contracts awarded by Building Services

Details of the contracts and projects were provided in the appendices to the report.

The Committee decided: that the report be noted

[Reference: Minutes of 16 September 2020 (Paragraph 17)]

20 Urgent Business

There were no items of urgent business.

Report

3

Report to: **Housing and Technical Resources Committee**
 Date of Meeting: **5 May 2021**
 Report by: **Executive Director (Finance and Corporate Resources) and Executive Director (Housing and Technical Resources)**

Subject: **Capital Budget Monitoring 2020/2021 - Housing and Technical Resources (excl Housing Revenue Account)**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide information on the progress of the capital programme for Housing and Technical Resources (excl HRA) for the period 1 April 2020 to 26 February 2021

2. Recommendation(s)

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

- (1) that the Housing and Technical Resources (excl HRA) capital programme of £6.529 million, and expenditure to date of £1.919 million, be noted; and
- (2) that the projected outturn of £4.565 million, be noted.

3. Background

3.1. This is the fourth capital monitoring report presented to the Housing and Technical Resources Committee for the financial year 2020/2021. A final report will be presented following the end of the financial year.

3.2. As noted in the last report to this Committee (17 February 2021), the budget for Housing and Technical Resources for the financial year 2020/2021, including carry forward, was £6.529 million. There have been no other changes to this budget allocation since that meeting.

3.3. The report details the financial position for Housing and Technical Resources in Appendix A.

4. Employee Implications

4.1. There are no employee implications as a result of this report.

5. Financial Implications

5.1. As detailed in Section 3.2, the total revised capital programme for Housing and Technical Resources for 2020/2021 is £6.529 million. Spend to 26 February 2021 amounts to £1.919 million.

5.2. 2020/21 Outturn

As at period 12, the predicted spend position for this financial year, advised by Property Services, was anticipated to be an outturn of £4.565 million. This would be an underspend of £1.964 million. As reported to this Committee previously, this

mainly reflects the anticipated timing of spend on a number of projects, resulting in budget required in 2021/2022 rather than 2020/2021.

5.3. The progression of a number of these projects has been impacted by the ongoing lockdowns due to COVID-19. This includes projects within multi-year programmes including Prioritised Urgent Investment, Central Energy Efficiency Fund, Civic Centre Fabric Upgrade, Essential Services Fabric Upgrade along with the Gypsy Traveller Site project at Swinhill. Any underspend on these projects, along with the funding, will carry forward into next financial year.

5.4. The year-end position is currently being finalised and this will be reported to the Executive Committee on 23 June 2021. The ongoing implications of COVID-19 continue to impact on the level of capital spend achieved this financial year. The final position will be reported to the next Housing and Technical Resources Committee on 30 June 2021.

6. Climate Change, Sustainability and Environmental Implications

6.1. There are no implications for climate change, sustainability or the environment in terms of the information contained in this report.

7. Other Implications

7.1. The main risk associated with the Council's Capital Programme is that there is an overspend. The risk has been assessed as low given the detailed project management plans prepared and monitored for each project. The risk of overspend is managed through four weekly Investment Management Meetings.

8. Equality Impact Assessment and Consultation Arrangements

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

8.2. There was also no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

Daniel Lowe

Executive Director (Housing and Technical Resources)

14 April 2021

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ Housing and Technical Resources, 17 February 2021
- ◆ Executive Committee, 28 April 2021

List of Background Papers

- ◆ Financial ledger to 26 February 2021

Contact for Further Information

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

Lorraine O'Hagan, Finance Manager (Strategy)

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E-mail: lorraine.o'hagan@southlanarkshire.gov.uk

South Lanarkshire Council
Capital Expenditure 2020-2021
Housing and Technical Resources Programme (excl HRA)
For Period 1 April 2020 – 26 February 2021

<u>Housing and Technical Resources (excl HRA)</u>	Base Budget £000	Budget Adjustments £000	Slippage £000	Total Budget £000	Actual Expenditure £000
Office Accommodation	9,669	(2,867)	(1,042)	5,760	1,267
Private Housing Scheme of Assistance	750	(750)	-	-	-
Other Housing	246	523	-	769	652
TOTAL	10,665	(3,094)	(1,042)	6,529	1,919

Report

4

Report to: **Housing and Technical Resources Committee**
 Date of Meeting: **5 May 2021**
 Report by: **Executive Director (Finance and Corporate Resources) and Executive Director (Housing and Technical Resources)**

Subject: **Capital Budget Monitoring 2020/2021 - Housing and Technical Resources (Housing Revenue Account)**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide information on the progress of the capital programme for Housing and Technical Resources (HRA) for the period 1 April 2020 to 26 February 2021

2. Recommendation(s)

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

- (1) that the revised Housing and Technical Resources (HRA) capital programme of £48.172 million, and expenditure of £36.015 million be noted.

3. Background

- 3.1. This is the fourth capital monitoring report presented to the Housing and Technical Resources Committee for the financial year 2020/2021.
- 3.2. As noted in the report to the Committee on 25 November 2020, the budget for the revised programme for Housing and Technical Resources is £48.172 million.
- 3.4. The report details the financial position for Housing and Technical Resources (HRA) on Appendix A.

4. Employee Implications

- 4.1. There are no employee implications contained within this report.

5. Financial Implications

- 5.1. The Housing Capital Programme for 2020/2021 totals £48.172 million and is detailed along with the funding sources at Appendix A to this report.
- 5.2. The delivery of the original HRA Capital Programme for 2020/2021 had been affected by COVID-19 restrictions. A revision to the programme to reflect revised timescales and costs was approved at the Executive Committee on 23 September 2020. The revised estimates reflect delays due to the initial lockdown as well as the continued implications of restrictions on the programming and undertaking of works.
- 5.3. The actual spend to 26 February 2021 is £36.015 million. In addition to the planned works, this includes higher costs reflecting an element of fixed overheads from Property Services which will require to be recovered.

6. Climate Change, Sustainability and Environmental Implications

- 6.1. There are no implications for climate change, sustainability or the environment in terms of the information contained in this report.

7. Other Implications

- 7.1. The main risk associated with the Council's Capital Programme is that there is an overspend. The risk has been assessed as low given the detailed project management plans prepared and monitored for each project. The risk of overspend is managed through four weekly Investment management meetings.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. This report does not introduce a new policy, function or strategy or recommend a change to existing policy, function or strategy and, therefore, no impact assessment is required.
- 8.2. There was also no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

Daniel Lowe

Executive Director (Housing and Technical Resources)

30 March 2021

Link(s) to Council Values/Ambitions/Objectives

- ♦ Accountable, Effective, Efficient and Transparent

Previous References

- ♦ Executive Committee, 10 February 2021
- ♦ Housing and Technical Committee, 25 November 2020

List of Background Papers

- ♦ Financial ledger to 26 February 2021

Contact for Further Information

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

Hazel Goodwin, Finance Manager (Resources)

Ext: 2699 (Tel: 01698 452699)

E-mail: hazel.goodwin@southlanarkshire.gov.uk

	£m	£m
Anticipated Capital Expenditure 2020/21		48.172
Estimated Financing Position 2020/21		
Capital Receipts – Land Sales	0.000	
Capital Financed From Current Revenue	18.134	
Prudential Borrowing	9.994	
Specific Grant – Scottish Government New Council Houses	18.124	
Specific Grant – Scottish Government Buy Backs	1.800	
Specific Grant – Scottish Government Mortgage to Rent	0.120	
Other Income	0.000	
		<u>48.172</u>
Actual Expenditure to 26 February 2021		36.015
Actual Financing Position to 26 February 2021		
Capital Receipts – Land Sales	0.139	
Capital Financed From Current Revenue	18.134	
Prudential Borrowing	5.682	
Specific Grant – Scottish Government New Council Houses	10.870	
Specific Grant – Scottish Government Buy Backs	1.095	
Specific Grant – Scottish Government Mortgage to Rent	0.095	
Other Income	0.000	
		<u>36.015</u>

Report

5

Report to: **Housing and Technical Resources Committee**
 Date of Meeting: **5 May 2021**
 Report by: **Executive Director (Finance and Corporate Resources) and Executive Director (Housing and Technical Resources)**

Subject: **Revenue Budget Monitoring 2020/2021 - Housing and Technical Resources (Excl Housing Revenue Account (HRA))**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide information on the actual expenditure measured against the revenue budget for the period 1 April 2020 to 26 February 2021 for Housing and Technical Resources (excl HRA)
- ◆ provide a forecast for the year to 31 March 2021

2. Recommendation(s)

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

- (1) that the overspend of £1.784 million as at 26 February 2021 on Housing and Technical Resources (excl HRA) Revenue Budget, as detailed in Appendix A of the report, and the forecast to 31 March 2021 of a £2.247 million overspend position, be noted; and
- (2) that the proposed budget virements be approved.

3. Background

- 3.1. This is the fourth revenue budget monitoring report presented to the Housing and Technical Resources Committee for the financial year 2020/2021.
- 3.2. The report details the financial position for Housing and Technical Resources (excl HRA) in Appendix A, then details the individual services in Appendices B and C and outlines the additional COVID-19 costs, in Appendix D.

4. Employee Implications

4.1. There are no employee implications as a result of this report.

5. Financial Implications

5.1. **Probable Outturn:** As at 31 March 2021, there is an overspend of £2.247 million forecast against the annual budget. This is made up of overspends, due to COVID-19, of £1.265 million, partially offset by an underspend of £0.018 million as a result of reduced printing costs due to COVID-19 and £1.000 million under recovery of income due to COVID-19 for property services costs which will not be fully recovered.

- 5.2 This is an increase of £1.100 million from the previous report to reflect the £1.000 million reduced income for property services and £0.100 million of additional tenancy sustainment expenditure, both of which are directly a result of the pandemic, and the costs of which are being met from the councils COVID-19 funding.
- 5.2. As at 26 February 2021, there is an overspend of £1.784 million against the phased budget.
- 5.3. The overspend is caused by additional expenditure in relation to the COVID-19 response including additional expenditure for temporary accommodation costs for homeless people and the cost of additional Health and Safety measures for employees and service users.
- 5.4. COVID-19 restrictions have also had an impact on Property Services which provide the property investment, repairs and maintenance service to the HRA as well as to other Resources' Capital and Revenue budgets. The Service continues to incur non variable costs which cannot be fully recovered. This will result in an overall shortfall of £1.000 million against budgeted income.
- 5.5 An additional £0.282 million of Rapid Rehousing Transition Plan funding has been allocated as a redetermination of General Revenue Grant. The funding is to be used to support the delivery and implementation of the South Lanarkshire Rapid Rehousing Transition Plan (RRTP) 2019-2024. Confirmation has been received from the Scottish Government that that unspent sums can be carried forward to 2021/2022. It is proposed to transfer to reserves any RRTP balance at year-end, to continue the delivery of the plan.
- 6. Climate Change, Sustainability and Environmental Implications**
- 6.1. There are no Climate Change, Sustainability and Environmental Implications in terms of the information contained within this report.
- 7. Other Implications**
- 7.1. The main risk associated with the Council's Revenue Budget is that there is an overspend. The risk has been assessed as low given the detailed budget management applied across the Resources. The risk is managed through four weekly Budget Monitoring Meetings at which any variance is analysed. In addition, the probable outturn exercise ensures early warning for corrective action to be taken, where appropriate.
- 8. Equality Impact Assessment and Consultation Arrangements**
- 8.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.
- 8.2. There is also no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning
Executive Director (Finance and Corporate Resources)

Daniel Lowe
Executive Director (Housing and Technical Resources)

30 March 2021

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ Executive Committee, 28 April 2021
- ◆ Housing and Technical Resources Committee, 17 February 2020

List of Background Papers

- ◆ Financial ledger and budget monitoring results to 26 February 2021

Contact for Further Information

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

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SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 26 February 2021 (No.12)

Housing and Technical Resources Summary (excl HRA)

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion 26/02/21	Actual 26/02/21	Variance 26/02/21		% Variance 26/02/21	Notes
Employee Costs	43,323	41,763	1,560	1,560	38,497	37,342	1,155	under	3.0%	
Property Costs	20,018	21,373	(1,355)	(1,355)	17,642	18,606	(964)	over	(5.5%)	
Supplies & Services	14,035	9,266	4,769	4,769	12,489	6,121	6,368	under	51.0%	
Transport & Plant	4,595	4,260	335	335	4,120	3,375	745	under	18.1%	
Administration Costs	3,796	3,909	(113)	(113)	3,428	3,477	(49)	over	(1.4%)	
Payments to Other Bodies	8,903	9,201	(298)	(298)	6,443	6,831	(388)	over	(6.0%)	
Payments to Contractors	18,790	12,881	5,909	5,909	16,324	10,965	5,359	under	32.8%	
Transfer Payments	0	0	0	0	0	0	0	-	0.0%	
Financing Charges	154	142	12	12	143	148	(5)	over	(3.5%)	
Total Controllable Exp.	113,614	102,795	10,819	10,819	99,086	86,865	12,221	under	12.3%	
Total Controllable Inc.	(97,868)	(84,802)	(13,066)	(13,066)	(85,281)	(71,276)	(14,005)	under recovered	(16.4%)	
Net Controllable Exp.	15,746	17,993	(2,247)	(2,247)	13,805	15,589	(1,784)	over	12.9%	
Transfer to Reserves as at (26/02/21)	0	0	0	0	0	0	0	-		
Position After Transfers to Reserves (26/02/21)	15,746	17,993	(2,247)	(2,247)	13,805	15,589	(1,784)	over	12.9%	

Variance Explanations

Variances are shown in Appendix B - D as appropriate.

Budget Virements

Virements are shown in Appendix B and C as appropriate.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 26 February 2021 (No.12)

Housing Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion 26/02/21	Actual 26/02/21	Variance 26/02/21	% Variance 26/02/21	Notes
Employee Costs	2,854	2,480	374	374	2,526	2,284	242	under	9.6% 1
Property Costs	5,584	5,515	69	69	4,456	4,438	18	under	0.4%
Supplies & Services	115	160	(45)	(45)	90	75	15	under	16.7%
Transport & Plant	113	91	22	22	61	38	23	under	37.7%
Administration Costs	168	174	(6)	(6)	143	153	(10)	over	(7.0%)
Payments to Other Bodies	4,702	4,545	157	157	3,576	3,528	48	under	1.3%
Payments to Contractors	2,784	2,795	(11)	(11)	1,771	1,771	0	-	0.0% a
Transfer Payments	0	0	0	0	0	0	0	-	0.0%
Financing Charges	11	11	0	0	11	13	(2)	over	(18.2%)
Total Controllable Exp.	16,331	15,771	560	560	12,634	12,300	334	under	2.6%
Total Controllable Inc.	(7,251)	(6,846)	(405)	(405)	(6,606)	(6,350)	(256)	under recovered	(3.9%) 2
Net Controllable Exp.	9,080	8,925	155	155	6,028	5,950	78	under	(1.3%)
Transfer to Reserves as at (26/02/21)	0	0	0	0	0	0	0	-	
Position After Transfers to Reserves (26/02/21)	9,080	8,925	155	155	6,028	5,950	78	under	(1.3%)

Variance Explanations

1. The variance in Employee Costs relates to vacancies which are actively being recruited or are still under consideration whilst service requirements are determined.
2. The majority of this variance is an under recovery of income from lower than budgeted levels of temporary accommodation stock. Stock levels and demand are monitored and re-assessed on an ongoing basis

Budget Virements

- a. Rapid Rehousing Transition Plan additional grant funding Net :£0.282m :- Payments to Other Bodies £0.282m.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 26 February 2021 (No.12)

Property Services

<u>Budget Category</u>	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion 26/02/21	Actual 26/02/21	Variance 26/02/21		% Variance 26/02/21	Notes
Employee Costs	40,469	39,283	1,186	1,186	35,971	35,058	913	under	2.5%	1
Property Costs	14,434	14,613	(179)	(179)	13,186	13,324	(138)	over	(1.0%)	2
Supplies & Services	13,920	9,049	4,871	4,871	12,399	5,965	6,434	under	51.9%	3
Transport & Plant	4,482	4,165	317	317	4,059	3,337	722	under	17.8%	4
Administration Costs	3,628	3,670	(42)	(42)	3,285	3,268	17	under	0.5%	
Payments to Other Bodies	4,201	4,191	10	10	2,867	2,908	(41)	over	(1.4%)	
Payments to Contractors	16,006	10,065	5,941	5,941	14,553	9,168	5,385	under	37.0%	5
Transfer Payments	0	0	0	0	0	0	0	-	0.0%	
Financing Charges	143	131	12	12	132	135	(3)	over	(2.3%)	
Total Controllable Exp.	97,283	85,167	12,116	12,116	86,452	73,163	13,289	under	15.4%	
Total Controllable Inc.	(90,617)	(77,364)	(13,253)	(13,253)	(78,675)	(64,308)	(14,367)	under recovered	(18.3%)	6
Net Controllable Exp.	6,666	7,803	(1,137)	(1,137)	7,777	8,855	(1,078)	over	13.9%	
Transfer to Reserves as at (26/02/21)	0	0	0	0	0	0	0	-		
Position After Transfers to Reserves (26/02/21)	6,666	7,803	(1,137)	(1,137)	7,777	8,855	(1,078)	over	13.9%	

Variance Explanations

1. The variance in Employee Costs relates to vacancies which are actively being recruited or are still under consideration whilst service requirements are determined. An element of the underspend is also due to lower levels of overtime as a result of Covid-19 restrictions.
2. Estates bad debt provision is forecast to be higher than budget due to the level of bad debts being experienced across the portfolio.
3. COVID-19 restrictions have impacted on the level of materials required. This varies depending on the current workload demands and timing of works on a wide variety of capital and revenue works.
4. COVID-19 restrictions have impacted on the level of plant and scaffolding required. This varies depending on the current workload demands and timing of works on a wide variety of capital and revenue works.
5. COVID-19 restrictions have impacted on the level of Sub Contractors required. This varies depending on the current workload demands and timing of works on a wide variety of capital and revenue works.
6. The level of income recovered varies depending on the current workload and timing for the recovery of income on a wide variety of major capital and revenue works. COVID-19 restrictions have had an impact on the level of income recovered as can be seen from the underspends above. The service continues to incur non variable costs of which an element was required to be offset by income recovery.

Budget Virements

None

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 26 February 2021 (No.12)

Housing and Technical Resources Summary (excl HRA) - Covid-19

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion 26/02/21	Actual 26/02/21	Variance 26/02/21	% Variance 26/02/21	Notes
Employee Costs	0	0	0	0	0	0	0	-	0.0%
Property Costs	0	1,245	(1,245)	(1,245)	0	844	(844)	over	0.0% 1
Supplies & Services	0	57	(57)	(57)	0	81	(81)	over	0.0% 2
Transport & Plant	0	4	(4)	(4)	0	0	0	-	0.0%
Administration Costs	0	65	(65)	(65)	0	56	(56)	over	0.0% 2
Payments to Other Bodies	0	465	(465)	(465)	0	395	(395)	over	0.0% 1
Payments to Contractors	0	21	(21)	(21)	0	26	(26)	over	0.0% 2
Transfer Payments	0	0	0	0	0	0	0	-	0.0%
Financing Charges	0	0	0	0	0	0	0	-	0.0%
Total Controllable Exp.	0	1,857	(1,857)	(1,857)	0	1,402	(1,402)	over	0.0%
Total Controllable Inc.	0	(592)	592	592	0	(618)	618	over recovered	0.0% 3
Net Controllable Exp.	0	1,265	(1,265)	(1,265)	0	784	(784)	over	0.0%
Transfer to Reserves as at (26/02/21)	0	0	0	0	0	0	0	-	
Position After Transfers to Reserves (26/02/21)	0	1,265	(1,265)	(1,265)	0	784	(784)	over	0.0%

Variance Explanations

1. The majority of this additional expenditure is for temporary accommodation costs for homeless people and is partially offset by income.
2. This reflects the cost of additional Health and Safety measures for Housing and Property Staff and service users.
3. This reflects the income recovered from rental income for the additional temporary accommodation supplied.

Budget Virements

None

Report

6

Report to:	Housing and Technical Resources Committee
Date of Meeting:	5 May 2021
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)

Subject:	Revenue Budget Monitoring 2020/2021 - Housing and Technical Resources - Housing Revenue Account (HRA)
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide information on the actual expenditure measured against the revenue budget for the period 1 April 2020 to 26 February 2021 for Housing and Technical Resources (HRA)
- ◆ provide a forecast for the year to 31 March 2021

2. Recommendation(s)

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

- (1) that the breakeven position on Housing and Technical Resources (HRA) revenue budget, as detailed in Appendix A of the report, and the forecast to 31 March 2021 of a breakeven position, be noted
- (2) that the proposed budget virements be approved.

3. Background

3.1. This is the fourth revenue budget monitoring report presented to the Housing and Technical Resources Committee for the financial year 2020/2021.

3.2. The report details the financial position for Housing and Technical Resources (HRA) in Appendix A.

4. Employee Implications

4.1. There are no employee implications as a result of this report.

5. Financial Implications

5.1. **Probable Outturn:** Following the Council's formal Probable Outturn exercise, the forecast for the budget to 31 March 2021 is a breakeven position. This reflects the impact of COVID-19 being managed within the overall HRA finances.

5.2. As at 26 February 2021, there is a breakeven position against the phased budget.

5.3. The impact of COVID-19 on the budget continues to be monitored, including the impact on repairs which has varied throughout the year. Rental debt continues to be at higher levels in comparison to previous years which would have the impact of requiring increased bad debt provision levels at the end of the year. The annual

rental income projections for the year are lower as a result of COVID-19 delaying the completion of new build properties for which rental income had been assumed within the budget.

- 5.4. COVID-19 restrictions have also had an impact on Property Services through the property repairs and maintenance service provided to the HRA. The Service continues to incur non variable costs, an element of which requires to be offset by income recovery.

6. Climate Change, Sustainability and Environmental Implications

- 6.1. There are no Climate Change, Sustainability and Environmental Implications in terms of the information contained within this report.

7. Other Implications

- 7.1. The main risk associated with the Council's Revenue Budget is that there is an overspend. The risk has been assessed as low given the detailed budget management applied across the Resources. The risk is managed through four weekly Budget Monitoring Meetings at which any variance is analysed. In addition, the probable outturn exercise ensures early warning for corrective action to be taken, where appropriate.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.
- 8.2. There is also no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

Daniel Lowe

Executive Director (Housing and Technical Resources)

30 March 2021

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ Executive Committee, 28 April 2021
- ◆ Housing and Technical Resources Committee, 17 February 2021

List of Background Papers

- ◆ Financial ledger and budget monitoring results to 26 February 2021

Contact for Further Information

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

Hazel Goodwin, Finance Manager

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SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 26 February 2021 (No.12)

Housing Revenue Account

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion 26/02/21	Actual 26/02/21	Variance 26/02/21		% Variance 26/02/21	Notes
Employee Costs	13,721	13,384	337	337	12,196	12,017	179	under	1.5%	1
Property Costs	46,661	47,752	(1,091)	(1,091)	37,086	37,261	(175)	over	(0.5%)	2
Supplies & Services	996	809	187	187	720	671	49	under	6.8%	
Transport & Plant	195	223	(28)	(28)	166	169	(3)	over	(1.8%)	
Administration Costs	5,644	5,632	12	12	4,287	4,285	2	under	0.0%	
Payments to Other Bodies	3,176	3,130	46	46	2,854	2,848	6	under	0.2%	
Payments to Contractors	100	131	(31)	(31)	89	94	(5)	over	(5.6%)	
Transfer Payments	0	0	0	0	0	0	0	-	0.0%	
Financing Charges	18,134	18,142	(8)	(8)	18,201	18,211	(10)	over	(0.1%)	a
Total Controllable Exp.	88,627	89,203	(576)	(576)	75,599	75,556	43	under	0.1%	
Total Controllable Inc.	(107,634)	(105,901)	(1,733)	(1,733)	(87,364)	(85,743)	(1,621)	under recovered	(1.9%)	3
Transfer to/(from) Balance Sheet	3,418	1,109	2,309	2,309	2,322	744	1,578	over recovered	(68.0%)	4, a
Net Controllable Exp.	(15,589)	(15,589)	0	0	(9,443)	(9,443)	0	-	0.0%	
Loan Charges	15,589	15,589	0	0	11,788	11,788	0	-		
Net Controllable Exp.	0	0	0	0	2,345	2,345	0	-	0.0%	

Variance Explanations

1. The variance in Employee Costs is due to higher than anticipated staff turnover.
2. The variance in Property Costs relates to repairs and maintenance work which has varied through the financial year due to Covid-19. Payments continue to be made to property services reflecting fixed costs
3. The rental income assumed additional new build properties would be available during 2020/21 but delayed due to Covid-19. The under recovery of income includes a shortfall on insurance commission.
4. The year end transfer to or from balance sheet is dependent on actual final outturns, the current shortfall on income due to lockdown suggests the required transfer to the balance sheet will be lower than anticipated

Virements

- a. The Capital Financed by Current Revenue (CFCR) budget is amended to reflect the approved capital programme and transferred to Reserves net Nil:- Transfers to/(from) Balance Sheet £1.314m and Finance Charges (£1.314m).

Report

7

Report to: **Housing and Technical Resources Committee**
 Date of Meeting: **5 May 2021**
 Report by: **Executive Director (Finance and Corporate Resources) and Executive Director (Housing and Technical Resources)**

Subject: **Housing and Technical Resources – Workforce Monitoring – January to February 2021**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for January and February 2021 relating to Housing and Technical Resources

2. Recommendation(s)

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

(1) that the following employment information for January to February 2021 relating to Housing and Technical Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ staffing watch as at 12 December 2020

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for Housing and Technical Resources provides information on the position for January and February 2021.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of February 2021 for Housing and Technical Resources.

The Resource absence figure for February 2021 was 3.8%. This figure has decreased by 0.1% when compared to last month and is 1.0% lower than the Council-wide figure. Compared to February 2020, the Resource absence figure has decreased by 2.0%.

Based on the absence figures at February 2021 and annual trends, the projected annual average absence for the Resource for 2020/2021 is 3.5%, compared to a Council-wide average figure of 4.3%.

For the financial year 2020/2021, the projected average days lost per employee equates to 7.9 days, compared with the overall figure for the Council of 9.6 days per employee.

Managers follow the procedures outlined in the Maximising Attendance Policy to support employees to remain at work, or to return to work after a sickness absence. There are comprehensive employee supports in place and, additionally, Personnel Services work in close partnership with line managers and Resource Management Teams on a case management basis to ensure that appropriate actions are taken.

The attendance information contained in this report includes absences as a result of Covid-19, and employees are being supported through this difficult time to maintain attendance levels where they can. At the time of this report, the Council overall absence level was 5.6% with 1.3% of this relating to Covid-19 for sickness and special leave.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall, 84 referrals were made this period. This represents a decrease of 73 when compared with the same period last year.

4.3. Accident/Incident Statistics (Appendix 2)

There were 4 accidents/incidents recorded within the Resource this period, a decrease of 3 when compared to the same period last year.

4.4. Discipline, Grievance and Dignity at Work (Appendix 2)

During the period, 1 disciplinary hearing was held within the Resource, this figure has decreased by 5 when compared to last year. During this period no appeals were heard by the Appeals Panel. One grievance was raised within the Resource, this figure has increased by 1 when compared to the same period last year. No Dignity at Work complaints were raised within the Resource, this figure remains unchanged when compared to the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There was a total of 4 leavers in the Resource this period eligible for an exit interview. This figure has decreased by 2 when compared with the same period last year. No exit interviews were conducted.

4.6. When processing an employee termination, managers were asked to identify whether they intended to replace the employee who had left the Council. If they indicated that they did not intend to replace the employee, they were asked to select from three options:-

- ◆ plan to hold for savings
- ◆ fill on a fixed term basis pending savings
- ◆ transfer budget to another post
- ◆ end of fixed term contract

4.7. Appendix 2a provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period January to February 2021, 8 (7.40 FTE) employees in total left employment and managers indicated that all posts are being replaced.

5. Staffing Watch

- 5.1. There has been an increase of 19 in the number of employees in post from 14 September 2020 to 12 December 2020.

6. Employee Implications

- 6.1. There are no implications for employees arising from the information presented in this report.

7. Financial Implications

- 7.1. All financial implications are accommodated within existing budgets.

8. Climate Change, Sustainability and Environmental Implications

- 8.1. There are no Climate Change, Sustainability and Environmental Implications in terms of the information contained within this report.

9. Other Implications

- 9.1. There are no risk implications in terms of the information contained within this report.

10. Equality Impact Assessment and Consultation Arrangements

- 10.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.
- 10.2. There was no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

Daniel Lowe

Executive Director (Housing and Technical Resources)

15 March 2021

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent
- ◆ Fair, open and sustainable
- ◆ Ambitious, self aware and improving
- ◆ Excellent employer
- ◆ Focused on people and their needs
- ◆ Working with and respecting others

Previous References

- ◆ Housing and Technical Resources, 17 February 2021

List of Background Papers

- ◆ Monitoring information provided by Finance and Corporate Resources

Contact for Further Information

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

Laurane Rhind, Personnel Services Manager

Ext: 4721 (Tel: 01698 454721)

E-mail: Laurane.rhind@southlanarkshire.gov.uk

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021	
April	3.9	3.9	4.1	April	6.5	6.7	3.5	April	4.9	5.0	3.8	April	4.1	4.0	4.4	
May	3.6	4.2	2.8	May	6.5	5.1	2.0	May	4.8	4.5	2.5	May	4.2	4.4	3.1	
June	4.0	4.8	3.2	June	6.2	5.0	2.0	June	4.9	4.9	2.7	June	4.3	4.4	2.7	
July	3.7	4.1	2.7	July	6.3	5.4	2.7	July	4.8	4.6	2.7	July	3.4	3.4	2.3	
August	4.1	4.0	2.5	August	5.5	5.7	3.4	August	4.6	4.7	2.8	August	3.6	3.7	3.1	
September	4.5	4.4	2.1	September	6.2	5.8	3.3	September	5.2	5.0	2.6	September	4.4	4.5	4.2	
October	4.3	4.3	2.9	October	5.9	6.6	3.9	October	4.9	5.2	3.3	October	4.4	4.6	4.8	
November	4.8	5.5	3.7	November	6.5	6.1	5.6	November	5.5	5.7	4.5	November	5.1	5.5	5.8	
December	4.4	5.2	3.3	December	6.5	6.3	4.8	December	5.3	5.6	3.9	December	4.8	5.7	5.6	
January	4.2	5.8	3.5	January	7.0	5.9	4.4	January	5.3	5.8	3.9	January	4.9	5.3	4.8	
February	4.2	5.8	3.2	February	6.6	5.7	4.7	February	5.2	5.8	3.8	February	5.2	5.6	4.8	
March	4.2	5.1		March	7.3	6.5		March	5.5	5.7		March	4.9	6.2		
Annual Average	4.2	4.8	3.3	Annual Average	6.4	5.9	3.9	Annual Average	5.1	5.2	3.5	Annual Average	4.4	4.8	4.3	
Average Apr-Feb	4.2	4.7	3.1	Average Apr-Feb	6.3	5.8	3.7	Average Apr-Feb	5.0	5.2	3.3	Average Apr-Feb	4.4	4.6	4.1	
No of Employees at 28 February 2021			890	No of Employees at 28 February 2021			569	No of Employees at 28 February 2021			1459	No of Employees at 28 February 2021			15839	

For the financial year 2020/21, the projected average days lost per employee equates to 7.9 days.

HOUSING AND TECHNICAL RESOURCES

	Jan-Feb 2020	Jan-Feb 2021
MEDICAL EXAMINATIONS		
Number of Employees Attending	48	36
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	18	10
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	57	19
REFERRALS TO EMPLOYEE SUPPORT OFFICER	30	18
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	4	1
TOTAL	157	84

CAUSE OF ACCIDENTS/INCIDENTS	Jan-Feb 2020	Jan-Feb 2021
Over 7 day absences	2	0
Minor	5	2
Near Miss	0	1
Violent Incident: Physical****	0	1
Total Accidents/Incidents	7	4

*A Specified Injury is any fracture (other than to the fingers, thumbs or toes), amputation, loss of sight, serious burns, crushing injury, scalping, loss of consciousness caused by asphyxiation/ head injury, a chemical or hot metal burn to the eye or penetrating injury as defined by the HSE.

**Over 3 day / over 7day absence is an injury sustained outwith specified injury category that results in a period of absence of absence as defined by the HSE.

***Near Miss - Any unexpected, unplanned occurrence (except Dangerous Occurrences) that does not lead to injury of persons, damage to property, plant or equipment but may have done so in different circumstance.

****Physical violent incidents are included in the "Specified" figures, where applicable, to provide the "Total Specified" figures.

****Physical violent incidents and ***** Verbal Violent Incidents are included in the "Over 3-day or Over 7-day" figures, where applicable, to provide the "Total Over 3-day or Over 7-day" figures.

****Physical Violent Incidents and ***** Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.

RECORD OF DISCIPLINARY HEARINGS	Jan-Feb 2020	Jan-Feb 2021
Total Number of Hearings	6	1

Time Taken to Convene Hearing Jan - Feb 2021

0-3 Weeks
1

4-6 Weeks
0

Over 6 Weeks
0

RECORD OF GRIEVANCE HEARINGS	Jan-Feb 2020	Jan-Feb 2021
Number of Grievances	0	1
Still in Progress	0	1

ANALYSIS OF REASONS FOR LEAVING	Jan-Feb 2020	Jan-Feb 2021
Career Advancement	1	0
Other	1	0
Number of Exit Interviews conducted	2	0

Total Number of Leavers Eligible for Exit Interview	6	4
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Percentage of interviews conducted	33%	0%
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	Jan - Feb 2021		Reconciliation figure		Cumulative total	
			Apr - Dec 2020			
	FTE*	H/C**	FTE	H/C	FTE	H/C
Terminations/Leavers	7.40	8	39.32	50	46.72	58
Being replaced	7.40	8	38.32	49	45.72	57
Filled on fixed term basis	0.00	0	0.00	0	0.00	0
Plan to transfer this budget to another post	0.00	0	0.00	0	0.00	0
End of fixed term contract	0.00	0	1.00	1	1.00	1
Held pending service Review	0.00	0	0.00	0	0.00	0
Plan to remove for savings	0.00	0	0.00	0	0.00	0

* Full time equivalent

** Head count/number of employees

**JOINT STAFFING WATCH RETURN
HOUSING & TECHNICAL RESOURCES**

1. As at 12 December 2020

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
833	28	321	126	1308					
*Full - Time Equivalent No of Employees									
Salary Bands									
Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
1.00	214.51	630.57	363.27	31.46	10.00	2.00	0.00	0.00	1252.81

1. As at 14 September 2020

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
821	26	314	128	1289					
*Full - Time Equivalent No of Employees									
Salary Bands									
Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
1.00	204.30	630.67	356.13	30.46	10.00	2.00	0.00	0.00	1234.56

Report

8

Report to: **Housing and Technical Resources Committee**
 Date of Meeting: **5 May 2021**
 Report by: **Executive Director (Housing and Technical Resources)**

Subject: **Proposed Lease of Ground at Overtoun Park,
Rutherglen to Rutherglen Lawn Tennis Club Limited**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ advise the Committee of the request by Rutherglen Lawn Tennis Club Ltd for a lease of ground at Overtoun Park, Rutherglen for the construction of indoor courts and a community hub
- ♦ request approval to the principal terms and conditions of the ground lease as set out in Sections 4 and 5 of the report

2. Recommendation(s)

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

- (1) that an area of land at Overtoun Park, Rutherglen be leased to Rutherglen Lawn Tennis Club Ltd subject to the terms and principal conditions outlined in Sections 4 and 5 of the report; and
- (2) that the Executive Director (Housing and Technical Resources), in conjunction with the Head of Administration and Legal Services, be authorised to conclude all matters in respect of the lease and enter into the necessary legal agreements on terms which are in the best interests of the Council.

3. Background

- 3.1. Rutherglen Lawn Tennis Club Ltd, which will be 100 years old in 2022, already has 7 existing outdoor courts at its facilities in Viewpark Drive and Burnside Road, Rutherglen. With a growing membership, together with a loss of play due to inclement weather and an increased community development programme, it is seeking to develop an indoor facility.
- 3.2. Rutherglen Lawn Tennis Club Ltd identified the site of the former tennis courts within Overtoun Park, Rutherglen as a potentially suitable location and has undertaken considerable consultation in preparation of a request to the Council for a 25-year ground lease at a peppercorn rent.
- 3.3. This is not a community asset transfer request under the Community Empowerment (Scotland) Act 2015, as Rutherglen Lawn Tennis Club Ltd is not an eligible community transfer body as defined in section 77 of the Act.
- 3.4. In considering the request for the concessionary lease, however, the same considerations have been taken into account and are discussed in the later sections of this report.

In the past, the Council has agreed concessionary ground leases to various sports clubs where there are no alcohol sales or commercial activity over and above that required to sustain the facility.

3.5. Property

- 3.5.1. Overtoun Park is owned by the Council and, whilst the exact dimensions of the area of the proposed lease are not yet defined, the intended vicinity is shown on the attached plan. This is the area of the park that formerly accommodated tennis courts and is currently open space.
- 3.5.2. The site is identified in the local plan as being within the general urban area as part of the Green Network and as Priority Greenspace. There is a general presumption against development, however, the provision of tennis courts would generally be considered as an acceptable land use within a park.
- 3.5.3. The proposal will require planning consent. More detail on the design, construction, parking and the operation of the facility will be required before an application can be submitted for formal consideration.
- 3.5.4. The land in the vicinity of Overtoun Park is known to have contamination and the Council does not hold detailed ground surveys or soil reports for the area affected by this proposal. Rutherglen Lawn Tennis Club Ltd will require to undertake its own investigations and obtain specialist advice to demonstrate that its proposals are suitable and there are no contamination issues generated by the development.
- 3.5.5. The Council does not currently carry any significant revenue or capital costs for the site which is managed as part of the larger park.

3.6. Organisation

- 3.6.1. Rutherglen Lawn Tennis Club Ltd is a private company limited by guarantee, Company Number SC544114.
- 3.6.2. The organisation is a not-for-profit organisation and, in the event of dissolution, any assets/ monies cannot be distributed to members, they require to go to another Community Sports Club or charity with a similar purpose.
- 3.6.3. The organisation's objectives are to promote the playing of social and competitive tennis within the community of Burnside and Rutherglen.
- 3.6.4. Rutherglen Lawn Tennis Club Ltd has a substantial membership which has grown from under 100 to 440 in less than 10 years. It has a strong culture of volunteering and has experience in raising funds and managing property, most recently raising £250,000 to invest into the derelict courts at Burnside Bowling Club for which it has also entered into a lease.
- 3.6.5. Although this is a members' organisation, Rutherglen Lawn Tennis Club Ltd estimates over 3,000 people benefit from its facilities through events and activities each year including:-
 - a Coaching Programme which is open to all and includes wheelchair tennis
 - free weekly Junior Aces Club gives children from all backgrounds the chance to enjoy tennis
 - children's Holiday Camps which are open to all
 - a sponsorship deal with McDonald's which provides free tennis to hundreds of children and culminates in an annual schools' tennis festival hosted at the Club

3.7. Project

- 3.7.1. The proposal is for the creation of four tennis courts and two Padel courts under a steel frame structure with a tensioned fabric skin. A spine of converted shipping containers will provide the required accommodation and facilities.
- 3.7.2. The vision is to build a unique covered tennis centre which will provide an all weather home for the club which, combined with the existing club facilities, will enable Rutherglen Lawn Tennis Club to promote, grow and develop the game of tennis in South Lanarkshire.
- 3.7.3. It is intended that the covered courts would also offer facilities for the wider community including:-
- community “pay-as-you-go” use of the courts and limited free slots
 - a community café with free WiFi
 - toilets available for public use
 - Table Tennis, Table Football and Pool
 - community cinema events
 - flexible/ functional spaces available for community use such as dance, fitness, yoga, exercise, art classes etc
- 3.7.4. As part of the process of developing the vision for the facility Rutherglen Lawn Tennis Club Ltd has carried out extensive public consultation. In addition to an online survey which received 679 responses (82% of responders “support fully” the proposal) the Club has also consulted with a range of local community organisations, community councils and the local residents’ association.
- 3.7.5. Parking is a particular concern for local residents and has been highlighted as an issue by Roads and Planning. The Council has been clear that it does not wish to lose any of the park to parking provision and the potential solution, identified by Rutherglen Lawn Tennis Club Ltd, is dependent upon agreement with adjoining facilities for shared use of their existing parking. At this stage, there have been no formal discussions with these third parties.
- 3.7.6. The organisation has not, to date, sought external funding to support the investment in the project.

4. Assessment

- 4.1. Rutherglen Lawn Tennis Club Ltd is a well-established not-for-profit organisation with strong links to the local community. It appears to have the capacity and experience within the organisation to deliver a project of this nature.
- 4.2. The project is ambitious and there is still some considerable way to go in terms of the development of the design and funding for this project, however, it is appreciated that Rutherglen Lawn Tennis Club Ltd cannot pursue the development proposals further without incurring considerable expense.
- 4.3. In order to move on to the next stage of the project, it requires the confidence that the land at Overtoun Park will be available to it for lease.
- 4.4. In order to mitigate against some of the risk associated with the unknown elements of the project, it is proposed that the offer of lease will be conditional upon:-
1. the final location, extents of the lease and development proposals being to the satisfaction of the Executive Director (Community and Enterprise Resources).

2. Rutherglen Lawn Tennis Club Ltd having satisfied itself and the Council that its required use of the leased area is not curtailed by ground contamination issues.
3. planning consent being obtained.
4. any third-party arrangements required in order to secure parking and planning consent being secured for the duration of the lease.
5. funding being secured for the development.
6. a longstop date of 3 years between signing the missives and commencement of the lease.

5. Proposal

5.1. It is proposed to grant a lease of ground in the vicinity of that shown on the attached plan, on the following principal terms, subject to the conditions set out in section 4.4 above;

1. The tenant to be Rutherglen Lawn Tennis Club Ltd.
2. The term to be 25 years.
3. The date of entry to be agreed between the parties.
4. The initial rent to be £1 per annum.
5. The tenants to be responsible for obtaining all necessary statutory consents including Planning and Building Standards.
6. The tenants to obtain all necessary insurances including building and public liability cover.
7. The tenants to be responsible for payment of any rates or other charges resulting from their occupation and use of the subjects.
8. Each party will be responsible for their own Legal expenses. The tenants to be responsible payment of any Land and Building Transactions Tax resulting from the grant of the lease and the costs of registration.
9. The subjects to be used for the development and use of a community Tennis facility, with ancillary support facilities, including a community café, for the provision of covered all weather tennis courts.
10. At expiry of the lease or at lease termination, however determined, the subjects will be left in good and tenantable condition or reinstated to the original condition if required.
11. The landlords will grant all necessary access arrangements for construction and use of the subjects, including temporary access beyond the subjects to provide necessary services and associated installations as part of construction activities, subject to agreed routes and full reinstatement by the tenant.
12. The sale of alcohol is prohibited.
13. The tenants will, as required by the landlord, demonstrate their non-profit making status, local community involvement and participation in the tennis club and allow public access for participants.
14. Assignment in whole or in part is prohibited unless to a similarly constituted tennis club. Subletting of part only of the premises is permitted to sports and community related users subject to prior approval by the landlord not to be unreasonably withheld.

6. Employee Implications

6.1. There are no employee implications.

7. Financial Implications

7.1. The revenue implications of the proposed ground lease are neutral as the Council does not currently have the costs of managing this area of land nor do we receive any rental income from the bowling club.

7.2. The site has no development potential.

8. Climate Change, Sustainability and Environmental Implications

- 8.1. There are no issues in relation to climate change, sustainability and the environment contained within this report.

9. Other Implications

- 9.1. By agreeing to the principle of the lease agreement the Council is not making any commitment in terms of the statutory Planning process nor obliging other public sector organisations to support their proposal.
- 9.2. If the lease is not agreed, the Rutherglen area loses the opportunity for investment in a new sports facility and community hub.

10. Equality Impact Assessment and Consultation Arrangements

- 10.1. Consultation has taken place with Community Resources, Planning, Roads, and Legal Services as well as South Lanarkshire Leisure and Culture. NHS Lanarkshire have also been made aware of the proposal.
- 10.2. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.

Daniel Lowe

Executive Director (Housing and Technical Resources)

16 April 2021

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent
- ◆ Work with communities and partners to promote high quality, thriving and sustainable communities

Previous References

None

List of Background Papers

Business Case prepared by Rutherglen Lawn Tennis Club Ltd

<https://www.rutherglenltd.com/wp-content/uploads/2020/11/Rutherglen-LTC-Overtoun-Covered-Courts-Proposal-Documents-Issue-1.0-Full-Proposal.pdf>

Contact for Further Information

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

Frank McCafferty, Head of Property Services

Ext: 4073 (Tel: 01698 454073)

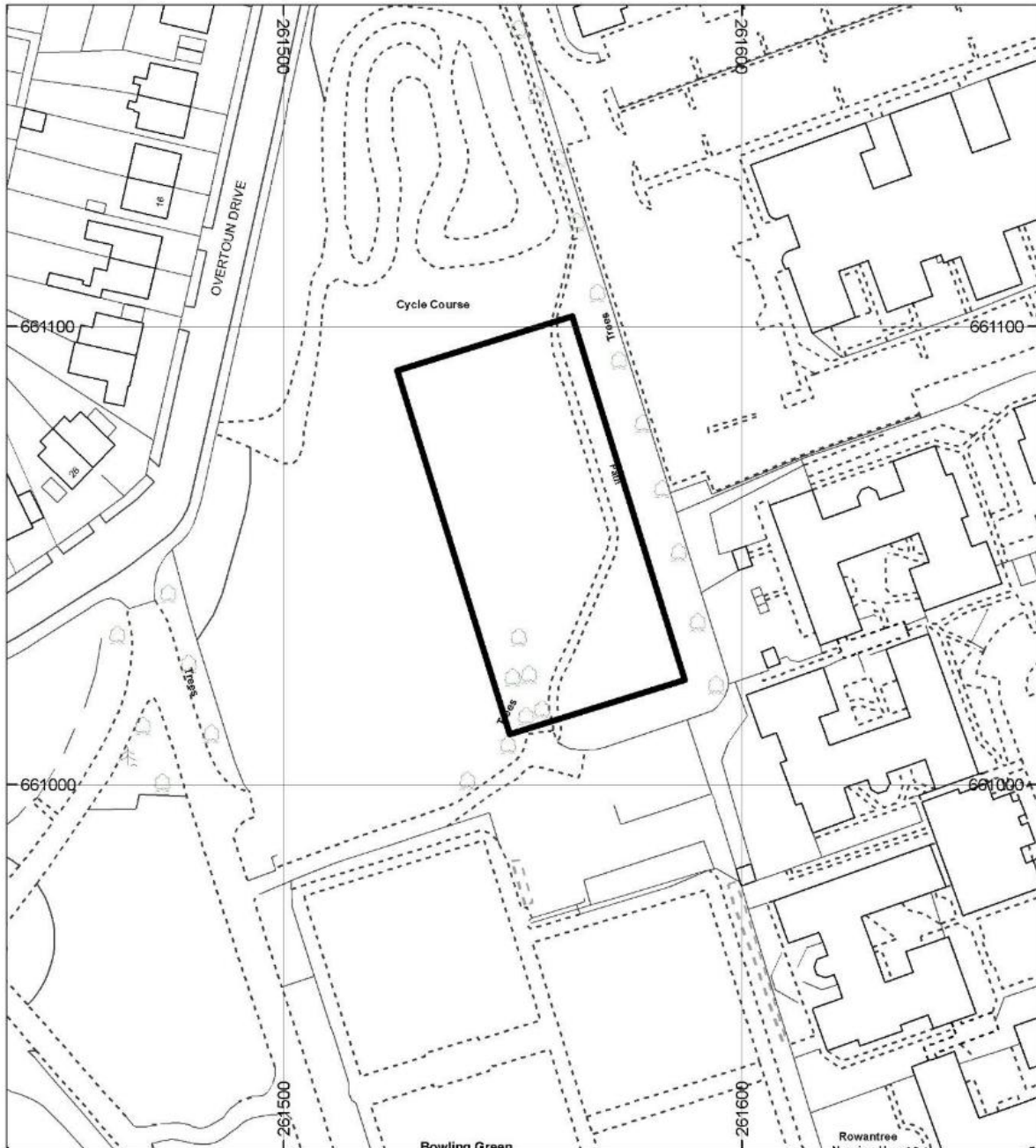
E-mail: frank.mccafferty@southlanarkshire.gov.uk

LOCATION PLAN - For Committee Purposes Only

Proposed Lease to Rutherglen Lawn Tennis Ltd
Overtoun Drive, Rutherglen



PROPERTY SERVICES



Contents outlined in Black 3320 square metres or thereby.

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Ordnance Survey 100020730.

DATE: 12/04/2021

Report to: **Housing and Technical Resources Committee**
 Date of Meeting: **5 May 2021**
 Report by: **Executive Director (Housing and Technical Resources)**

Subject: **Proposed Lease of 2-16 Milton Road, College Milton, East Kilbride, G74 5BU to Distell International Limited**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ seek approval to grant a 10 year lease of the industrial premises at 2-16 Milton Road, East Kilbride to Distell International Limited

2. Recommendation(s)

2.1. The Housing and Technical Resources Committee is asked to approve the following recommendation(s):-

- (1) that a 10 year lease of the premises at 2-16 Milton Road, East Kilbride be granted to Distell International Limited
- (2) that the Executive Director (Housing and Technical Resources), in conjunction with the Head of Administration and Legal Services, be authorised to conclude all matters in respect of the grant of a lease and to enter into the necessary legal agreements on terms which are in the best interests of the Council

3. Background

- 3.1. The property at 2-16 Milton Road, East Kilbride consists of 8 industrial units totalling 50,400 sq ft, which were fitted out by East Kilbride District Council in 1995 in order to facilitate Burns Stewart distillers making East Kilbride their head office base.
- 3.2. In return, Burns Stewart entered into a 25 year lease, which included a purchase option exercisable at any time during the duration of the lease.
- 3.3. Burns Stewart's business and lease interests were eventually acquired by Distell International Limited, who are part of a multi-national brewing and distilling company based in South Africa. The existing lease terminated on 31 March 2020 and, since that date, the lease has continued by agreement on the original terms.
- 3.4. Distell International Limited have confirmed to the Council that they do not wish to purchase the subjects from the Council at this time, however, they are willing to enter a new lease subject to the outline terms and conditions contained in paragraph 4.1 of this report.

- 3.5. Distell International Limited have also acquired and comprehensively redeveloped the adjacent land and buildings and have invested to date around £12 million in a modern industrial operation to facilitate relocation of the warehouse, storage, and offices from other areas to East Kilbride.

4. Proposal

- 4.1. It is proposed that the lease terms and conditions are as follows:-

1. The lease will be for 10 years from the agreed date of entry.
2. The rent is to be £138,000 per annum.
3. The subjects shall be used for manufacturing, storage related purposes in connection with the tenant's business.
4. Rent reviews (upwards only) on 5 yearly intervals to market rent.
5. A purchase option in year 10 of the lease subject to market value. Six months written notice required.
6. The lease to be fully repairing and insuring.
7. The tenants to be responsible for any charges arising from the lease, including any LBTT and registration charges. Each party will be responsible for their own legal fees.
8. The tenants will be responsible for all statutory compliance in connection with their occupation and use of the premises.
9. The premises will require an Energy Action Plan to be undertaken by the Council as landlords.

5. Employee Implications

- 5.1. There are no employee implications.

6. Financial Implications

- 6.1. The rental income is secured for a further 10 years. The rental income to the Council will increase by £38,000 pa.

7. Climate Change, Sustainability and Environmental Implications

- 7.1. The Council's strategies, plans and policies support communities to have more sustainability, reduce carbon emissions and adapt to a changing climate.
- 7.2. The public sector climate change duties and sustainability are included in the energy action plan requirements.

8. Other Implications

- 8.1. By granting this lease, the Council ensures Distell can continue to consolidate their operations and secure the long-term future of the facility and employment within the East Kilbride facility.

9. Equality Impact Assessment and Consultation Arrangements

- 9.1. Consultation has been carried out with Planning and Economic Development who are supportive of the proposal. The Council has been involved with Distell in recent years, with the Economic Development Service fully supportive of the capital investment by Distell in its ambitious business expansion, safeguarding and indeed enhancing job opportunities at the new Scottish HQ facility.

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

Daniel Lowe
Executive Director (Housing and Technical Resources)

16 April 2021

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent

Previous References

- ◆ None

List of Background Papers

- ◆ None

Contact for Further Information

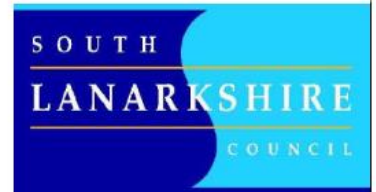
If you would like to inspect the background papers or want further information, please contact:

Frank McCafferty, Head of Property Services
Ext: 4073 (Tel: 01698 454073)
email: frank.mccafferty@southlanarkshire.gov.uk

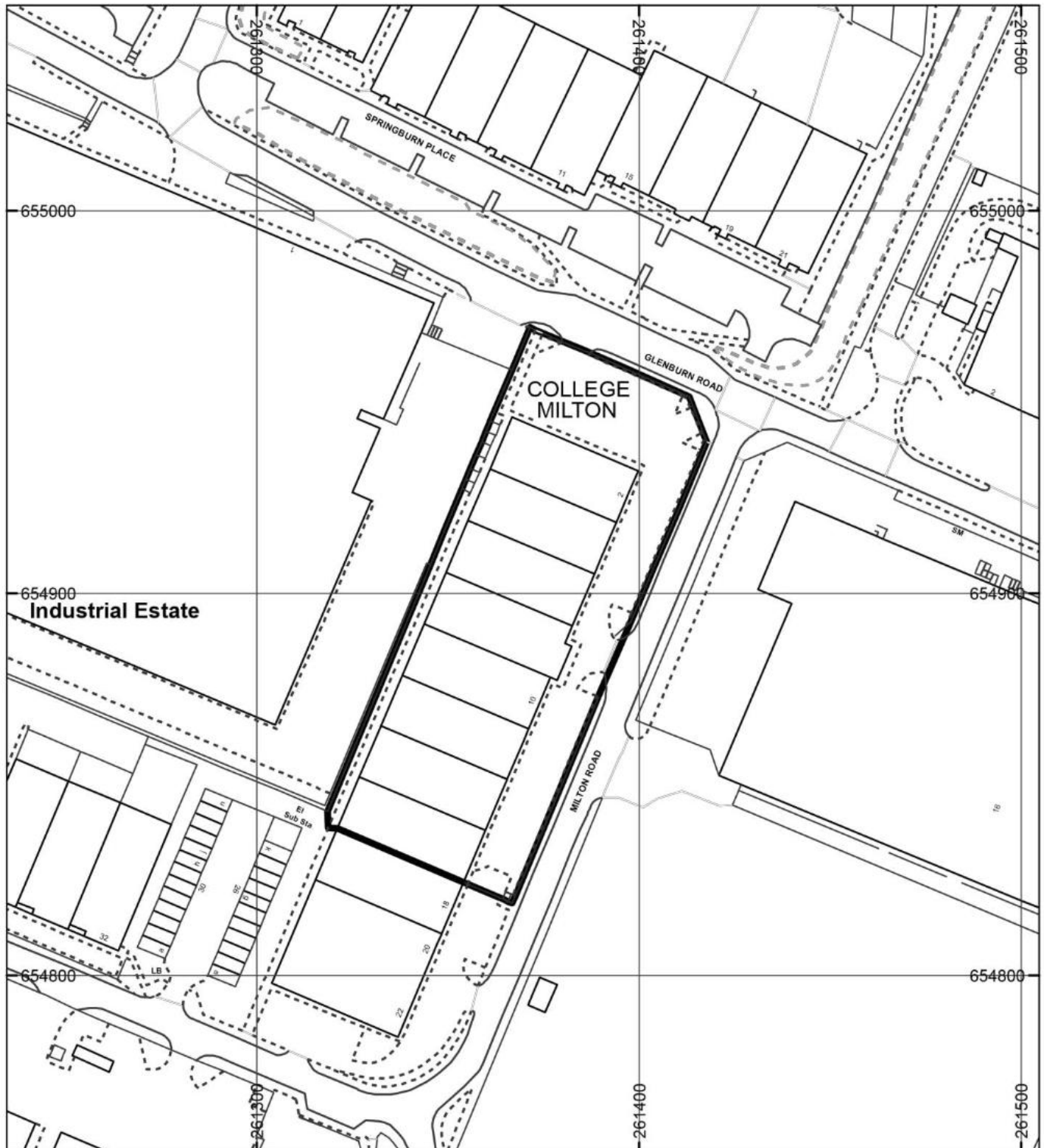
LOCATION PLAN - For Committee Purposes Only

2-16 Milton Road

College Milton, East Kilbride



PROPERTY SERVICES



Report

10

Report to: **Housing and Technical Resources Committee**
 Date of Meeting: **5 May 2021**
 Report by: **Executive Director (Housing and Technical Resources)**

Subject: **Housing and Technical Resource Plan 2021 to 2022**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ present the Housing and Technical Resource Plan 2021 to 2022 for noting

2. Recommendations

2.1. The Committee is asked to approve the following recommendations:-

- (1) that the Resource Plan 2021 to 2022 attached as Appendix 1, which is being presented for approval to the Executive Committee on 28 April 2021, be noted; and
- (2) that a Quarter 2 Progress Report on the Resource Plan 2021 to 2022 be provided to a future meeting of the Committee.

3. Background

- 3.1. The Resources Plan sets out the priorities, objectives and actions to be managed and delivered by the Resource for the financial year.
- 3.2. The Resource Plan follows the agreed corporate structure and style. The Plan is a key element of the council's performance management arrangements. It provides details of the context within which the Resource operates and establishes actions and measures for the year ahead based on the objectives set out in the Council Plan Connect 2017 to 2022.
- 3.3. Performance management is a keystone of Best Value, and ensures that the council can demonstrate sound governance arrangements. The Resource Plan is one part of the council's framework for planning and budgeting, and demonstrates how this leads to effective front line service delivery.
- 3.4. As part of this framework, the Resource Plan reflects the aspirations of the Council Plan and the Community Plan as well as being complemented by the details of individual Service, Business and other Plans. Ultimately, these details are included in the key work objectives of individual officers. This demonstrates the 'Golden Thread' of performance management which ensures a clear understanding of the council's vision, values, ambitions and objectives at all levels.
- 3.5. The current format for performance reporting has been established since 2007 and is used for Executive Directors' reports to the Chief Executive, Resource Management Teams and Resource Committees. The focus has been on reporting progress on council objectives, statutory performance indicators, other key performance measures and high level Resource priorities.

- 3.6. In preparing the Plan, account has also been taken of the need to ensure a robust response to Risk Management and Control. Risks associated with delivery of the actions in this Resource Plan have been identified and evaluated and are listed in the Resource Risk Register. Where necessary, controls or further actions to mitigate these risks have been agreed. Such actions are tracked through the Resource Risk Control Plan which is kept under review by the Risk Sponsor for the Resource.

4. Resource Plan 2021 to 2022

- 4.1. The Resource Plan 2020 to 2021 is attached as Appendix 1 and is structured around the following headings:-

1. Introduction
2. Key areas for the year ahead
3. Resource objectives/outcomes
4. Measures and actions
5. Resourcing the Plan

- 4.2. Resource Objectives 2021 to 2022

The Resource has established a number of objectives to support the delivery of the Connect priorities in 2021 to 2022. These are detailed in Appendix 2. To support these objectives, the Resource has developed performance measures and an action plan which are set out in section 4 of the Resource Plan. A selection of these will be included in the Council Plan Connect Quarter 2 and Quarter 4 Progress Reports 2021 to 2022, with the rest being monitored and reported at Resource level.

- 4.3. Monitoring and Reporting

As part of the performance management arrangements, the Committee will also receive a mid-year update of progress on the measures in the Resource Plan – Quarter 2 Progress Report 2021 to 2022.

5. Employee Implications

- 5.1. The objectives noted within the Resource Plan will inform the Service Action Plans, where applicable, and, in turn, the Performance Appraisal process for individual employees.

6. Financial Implications

- 6.1. The objectives within the Resource Plan are reflected in the respective Resource Revenue and Capital budgets and, longer term, within the framework of the council's approved Financial Strategy.

7. Climate Change, Sustainability and Environmental Implications

- 7.1. The Resource Plan takes into account Resource responsibilities in relation to sustainable development.

8. Other Implications

- 8.1. The Community Plan 2017 to 2027 was agreed at the Community Planning Partnership Board on 11 October 2017. A significant element of the delivery of the outcomes in the Community Plan will come through the achievement of the actions contained within Connect.

- 8.2. Resource Plan actions are assessed as part of the Resource's risk management arrangements and relevant issues have been added to the Resource Risk Register.

9. Equality Impact Assessment and Consultation Arrangements

- 9.1. Many of the actions detailed within the Resource Plan reflect ongoing strategies and policies which will be or have been the subject of consultation and equality impact assessment.

Daniel Lowe

Executive Director (Finance and Corporate Resources)

6 April 2021

Link(s) to Council Values/Ambitions/Objectives

- ◆ The Resource Plan has been structured upon the Vision, Values, Ambitions and Objectives in the Council Plan Connect 2017 to 2022

Previous References

- ◆ Housing and Technical Resource Plan Quarter 2 Progress Report 2020 to 2021 and Housing and Technical Resource Plan 2020 to 2021, 20 September 2020

List of Background Papers

- ◆ Council Plan Connect 2017 to 2022
- ◆ Housing and Technical Resource Plan

Contact for Further Information

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

Lynn Hayes (Performance and Support Advisor)

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Housing and Technical Resources

Housing and Technical Resource Plan 2021-22

Section	Contents	Page
1.0	Introduction	1
2.0	Key areas of focus for the year ahead	2
3.0	Resource outcomes	4
4.0	Measures and actions	5
5.0	Resourcing the Plan	10

Section One – Introduction

I am pleased to introduce our Resource Plan for 2021-22 which sets out our intended outcomes and priorities for the coming year. This is the main annual business planning document for the Resource and all of its employees. It reflects the council's key priorities as set out in the Council Plan 'Connect' and provides an overview of the Resource's main areas of activity.

This plan demonstrates our clear commitment to deliver on the priorities set out in 'Connect' and the vision, "to improve the quality of life of everyone in South Lanarkshire".

There are two Services within Housing and Technical Resources which help to ensure that the council operates successfully in an increasingly complex and challenging environment, and although diverse, each service is essential to the running of the council and the delivery of its vision, values and priorities.

Housing Services is the fourth largest social landlord in Scotland and is responsible for providing a comprehensive housing management service, managing 25,012 homes, including 34 Sheltered Housing complexes and two sites and services for Gypsy /Traveller community. We provide a homelessness and housing support service, working to prevent and alleviate homelessness; support independent living; improve levels of tenancy sustainment and support vulnerable households in our communities, including refugees. The Service also provides both strategic and support functions across the Resource, contributing to the Council and national agenda, including community safety and the development and delivery of additional affordable homes.

Property Services are responsible for managing the council's portfolio of properties and land and is split between three services, Building Services, Assets and Estates and Consultancy Services. These services have a wide range of responsibilities including working with all other Resources to develop, design, procure and, where appropriate, deliver property construction programmes. The Service delivers maintenance works across the property portfolio, including the out of hours repairs service and manages properties for sale and lease and carries out legislative compliance works including electrical testing and gas safety checks. The Service also provides strategic support to the Resource and council for the energy efficiency and sustainability agenda.

This Resource Plan has been prepared in the context of the COVID-19 pandemic and the measures the council has taken to minimise its spread and support communities. The long-term impact on the council and its services, including the financial impact, will not be fully understood for some time. However, all Resources have response plans which will continue to be developed in parallel with the Resource Plans.

Daniel Lowe
Executive Director
Housing and Technical Resources

Section Two – Key areas of focus for the year ahead

2.0. Overview

The Resource has identified the main challenges, risks and new developments which will have significant impact on the delivery of services in the coming year. These are outlined briefly below.

2.1. COVID-19 - Response and Recovery

The Resource will continue to prioritise ensuring services are delivered to address continuing and emerging challenges presented by COVID-19. Our priority will be placed upon ensuring effective delivery of critical and statutory services, taking full account of the continuing or emerging issues which are faced by customers, employees and the service stemming from COVID-19.

The situation will continue to be monitored closely and effective planning and management systems are in place to ensure that the Resource is able to reinstate aspects of service quickly when it is appropriate and safe to do so. This also includes the implementation of revised service and working arrangements which have been put in place to deliver services in the context of the public health crisis, that have been identified as being both efficient and effective and suitable for permanent implementation.

It is important to recognise that our planning is informed by and dependent on guidance issued by the Scottish Government and therefore our approach will be subject to continual review and change.

2.2. Service Response to EU Exit

The potential impacts of the United Kingdom's exit from the European Union continue to be a source of great uncertainty. The potential consequences for the Resource include rising demand on Housing Services, the costs for building materials, supplies and services and possible skills shortages across the construction sector. The Resource will continue to monitor the potential impact of the withdrawal process on service delivery as the year progresses.

2.3. Financial Considerations

In order to continue to maintain, invest and meet legislative requirements for council housing and services, maximising rental income and minimising arrears will continue to be a priority for the Resource. However, we recognise that the current situation will be having a significant impact to the financial capacity or security of many. It is therefore our intention to continue to set affordable rents and provide advice and assistance where necessary to support our tenants and customers, while contributing to the wider tackling poverty agenda.

2.4. Preventing and Alleviating Homelessness

The forthcoming year is expected to be a pivotal year for homelessness in South Lanarkshire and the Resource will continue to ensure that services are developed and delivered to meet requirements. We will work closely with our partners to address emerging issues and the priorities identified in the Rapid Re-housing Transition Plan. We will continue to review our supply of temporary & supported accommodation to ensure it is suitable and meets demand and need. We will also continue with our approach in delivering our Housing Options service with a focus on homeless prevention to support and assist people who are homeless or at risk of becoming so and to ensure access to settled accommodation and support services for homeless households.

2.5. Continuing to improve the supply and availability of housing

The Resource will continue to deliver on its Home+ programme to increase the supply of council homes. As well as increasing the supply of affordable housing through new build programme and open market purchase scheme and working with developing RSLs, the Resource will also continue to meet housing needs by letting houses efficiently, effectively and fairly.

2.6. Provision of Services to Gypsy/Travellers

The Resource currently operates two Gypsy/Traveller sites comprising a total of 28 pitches. The Resource will continue to work closely with residents to implement a co-produced investment masterplan for both sites which includes a range of investment activities including the installation of new communal facility, heating improvements, pitch expansions and measures to improve fire safety.

In addition, we are working with both the Scottish Government and COSLA to contribute to the implementation of the national 'Improving the lives of Gypsy/Traveller's' action plan published in 2019. This includes aligning the current local investment priorities and service provision with the national outcomes contained within the plan.

2.7. Health and Social Care

The Resource will continue to contribute to the planning and delivery of services provided through the Health and Social Care partnership and ensure effective alignment in relation to strategic planning for housing and homelessness.

2.8. Development of Integrated Housing and Property Management System

The development and implementation of the new integrated housing and property management system will remain a key priority for the Resource during 2021/22. This will progress in tandem with ensuring effective operation of existing systems to meet statutory and regulatory requirements and further digitisation of services that will enhance our interactions with customers and tackle digital inclusion.

2.9. Health and Safety

Health and Safety legislation and regulations will remain a key area for the Resource to maximise efforts to reduce accidents, and comply with all current and emerging health and safety legislation for Council buildings and Housing, developing and promoting a safe environment for employees and customers.

2.10. Asset Management

The Resource will continue to manage the property and land assets as well as the commercial portfolio of the council, ensuring it continues to meet requirements in terms of scale, location, condition, suitability and corporate image. Corporate Standards will be reviewed to ensure they are kept in a good condition, well maintained, well used and energy and cost efficient.

In relation to Council Housing, a key priority will be to ensure provision of well maintained, appropriate quality housing which meets the need of existing and future tenants. The 2021/22 Capital Programme reflects the level of investment required to continue to maintain the Scottish Housing Quality Standard and the Energy Efficiency Standard for Social Housing (ESSH)

Section Three – Resource outcomes

3.1. Resource Outcomes

The Resource has established the following outcomes to support the delivery of Connect priorities in 2021-22.

Connect Priority	Resource Outcomes
Ensure communities are safe, strong and sustainable	<ul style="list-style-type: none">• Availability, quality and access to housing is improved• High quality, thriving and sustainable communities• Schools and other places of learning are inspirational
Promote sustainable and inclusive economic growth and tackle disadvantage	<ul style="list-style-type: none">• The quality of life in the most disadvantaged communities in South Lanarkshire is improved
Get it right for children and young people	<ul style="list-style-type: none">• Protect vulnerable children, young people and adults
Improve health, care and wellbeing	<ul style="list-style-type: none">• Later life is improved• Improved health and social care outcomes for all

3.2. Delivering the Plan and achieving Best Value

In working towards the four priorities, the council aims to continually improve and ensure effective and efficient use of resources, and our business will be conducted with integrity, transparency and will operate to the highest standards.

The Resource has established the following outcomes to support Delivering the Plan and achieving Best Value.

Delivering the Plan and achieving Best Value	Resource Outcomes <ul style="list-style-type: none">• Provide sound financial stewardship for the council• Deliver and communicate the Council Plan and ensure high standards of governance• Support local democracy, council committees, Integrated Joint Board, elected members and senior managers• Promote equality and the well-being of staff• Develop and implement effective financial strategies• Implement a digital and ICT strategy that meets business needs• Develop improvement activity and promote scrutiny• Improve the skills, flexibility and capacity of the workforce
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Section Four – Measures and actions

4.0. Performance measures and action plan

This section of the Resource Plan is divided into two parts: part (a) sets out our main performance measures against our outcomes; and part (b) describes the key actions we will take in the coming year to respond to the challenges ahead and improve services and outcomes.

4.a. How we will measure our performance

The impact of Covid continues to have a significant effect on performance for some services. For this reason, a number of annual targets have been adjusted accordingly and may sit below the baseline level established in previous years. In most cases, the baselines below refer to the financial year 2019-20, reflecting the most recent pre-Covid levels of performance. Targets marked “TBC” will be set once 2020-21 outturn figures are available.

Resource Outcome:	Availability, quality and access to housing is improved			
Measure	Baseline	Annual target	Links	Service
1. % of lets to Urgent housing (UH) need households	51.4%	60%	C4.1	Housing
2. % of homeless households advised of outcome of assessment within 28 days	99.8%	98.0%	SG C4.1	Housing
3. Average length of time in temporary accommodation	102 days	120 days	SG	Housing
4. % of households provided with temporary accommodation	100%	100%	SG	Housing
5. % of temporary accommodation offers refused	6.24%	6.00%	SG	Housing
6. % of new tenancies sustained for more than a year for all lets	90.1%	88%	C4.1 SSHC	Housing
7. Number of times we did not meet our obligation to provide suitable accommodation	0	0	SG	Housing
8. Average time taken to re-let empty properties	22 days	26 days	SSHC	Housing
9. % of Housing Options interventions where Homelessness prevented	63.3%	70%	C4.1	Housing
10. % of rent due in the year that was lost due to voids (Operational void rent loss)	0.49%	0.53%	SSHC	Housing
11. % of total void rent loss	1.35%	1.35%	SSHC	Housing
12. % of tenancy offers refused during the year	30.8%	N/A	SSHC	Housing
13. % of response repairs completed on time	96%	90%	C4.3 SSHC	Property
14. Average length of time to complete emergency repair	3 hours 44 minutes	24 hours (contracted target)	SSHC	Property
15. Average length of time to complete non-emergency repair	14.19 days	28 days (contracted target)	SSHC LGBF	Property

16. % of reactive repairs completed first time right	99%	90%	SSHC	Property
17. % of repairs appointment kept	94%	90%	SSHC	Property
18. Number of times we did not, meet our obligation to complete the annual gas safety check by annual anniversary date	0	All appliances to have a valid gas safety check certificate in place by 31/3/22	SSHC	Property
19. % of tenant satisfaction with repairs or maintenance in year	93%	90%	SSHC	Property
Resource Outcome:	High quality, thriving and sustainable communities			
Measure	Baseline	Annual target	Links	Service
20. % of Anti-Social Behaviour cases resolved in the year	98%	90%	SSHC	Housing
21. % of council stock meeting the SHQS	93.2%	93.2%	SSHC	Property
22. % of council dwellings that are Energy Efficiency Standard for Social Housing (ESSH)	93.4%	93.4%	C4.4	Property
Resource Outcome:	Later life is improved			
Measure	Baseline	Annual target	Links	Service
23. Number of adaptations completed in Council homes	824	N/A	C1.1	Property
24. Number of households currently waiting for adaptations to their home	0	0	C1.1	Property
25. % of approved applications for adaptations completed in year	100%	100%	C1.1 SSHC	Property
26. Average time (working days) to complete applications	24.84 days	28 days	SSHC	Property
27. % of standard adaptations to council houses within agreed appointment times	85.6%	90.0%	C1.1	Property
28. % of new build that meets needs of older people	27.00%	8.00%	C1.1	Housing/Property
Resource Outcome:	Delivering the Plan and achieving best value			
Measure	Baseline	Annual target	Links	Service
29. % of Stage 1 complaints responded to in full	97.44%	N/A	SSHC	Housing/Property
30. Average time in working days for a full response at Stage 1	4 days	5 days	SSHC	Housing/Property
31. % of Stage 2 complaints responded to in full	96.77%	N/A	SSHC	Housing/Property
32. Average time in working days for a full response at Stage 2	17 days	20 days	SSHC	Housing/Property
33. Rent collected as a % of rent due in the year	99.7%	TBC	SSHC	Housing
34. Gross rent arrears (current and former tenants) as a % of rent due for the year	7.05%	TBC	LGBF SSHC	Housing

35. Factoring collection rate	78.10%	80.0%	C6.9	Property
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4.b. What actions we will take in 2021-22

Resource Outcome: Availability, quality and access to housing is improved			
Action	Steps we have taken to deliver our actions	Links	Service
1. Increase the number of new affordable homes	Total new/additional affordable homes delivered per SHIP and reported to H&TR Committee	C4.6	Housing/Property
2. Improve access to settled accommodation for homeless households	Rapid Rehousing Transition Plan delivered and Annual Review reported to Housing and Technical Resources Committee on June 2021. Increase settled accommodation by converting 40 temporary accommodation units to Scottish Secure Tenancies by March 2022. Implement Housing First approach. Provide suitable accommodation and support for up to 40 individuals with complex needs by 2023/24.	C4.1	Housing
Resource Outcome: High quality, thriving and sustainable communities			
Action	Steps we have taken to deliver our actions	Links	Service
3. Ensure continued implementation of the Local Housing Strategy	Local Housing Strategy implemented with annual review reported to the Housing and Technical Resources Committee November 2021.	C4.8	Housing
	A Housing Needs and Demand Assessment, including an assessment of the needs of Gypsy/Travellers, to be completed by 30th November 2021.	C4.10	Housing
4. Community Safety priorities including relevant parts of the SLCP are achieved	Progress against Community Safety priorities presented to the Safer South Lanarkshire Board on 11 June 2021 and 19 November 2021.	C8.1	Housing
5. Ensure effective involvement with tenants and other customer groups	Customer Involvement Strategy implemented with Annual review (including programme of Customer Scrutiny) reported to Housing and Technical Resources Committee November 2021.	C4.10	Housing
6. Service development is understood by understanding our customer satisfaction levels of key service areas	Annual customer satisfaction programme approved by Resource Management Team in May 2021 and delivered. Key satisfaction levels monitored and reported and published as part of annual report on SSH Charter performance December 2021.	SSHC	Housing/Property

7. Understand the financial security of our customers	This is identified through:- <ul style="list-style-type: none"> • Key indicators reported to the Scottish Housing Regulator as part of annual return on the charter submitted during May 2021, • Contributions to the Welfare Reform Group led by Finance and Corporate Resources • Key actions detailed in the Local Child Poverty Action Report. 	C8.3	Housing
8. Work with Gypsy/Traveller residents to develop and implement a programme of site improvement	Site Investment Plans developed in consultation with residents and planned improvement works completed by 31 March 2022.	C4.10	Housing
9. Improve energy efficiency stock to help address fuel poverty	Deliver energy efficiency planned capital investment by 31 March 2022.	C8.5	Property
10. Physical regeneration work in priority areas	Deliver remaining 36 properties as part of Phase 1 of the masterplan for regeneration at East Whitlawburn along with Phase 2 (34 units) and Phase 3 (52 units).	C4.7	Housing/Property
	Work with partners to bring 15 Long Term empty homes into use during 2021/22.	C4.7	Housing/Property
Resource Outcome: Schools and other places of learning are inspirational			
Action	Steps we have taken to deliver our actions	Links	Service
11. Project Management of Schools Projects and General Services Projects	The General Services Programme spend will be achieved for the financial year.	C10.1	Property
	Support for Early Years Programme – Delivery of 8 new nursery sites by the end of the financial year 2021/22.	C10.1	Property
Resource Outcome: Protect vulnerable children, young people and adults			
Action	Steps we have taken to deliver our actions	Links	Service
12. Contribute to effective joint working in protecting children and adults at risk of harm	Annual report on operation of Adult and Child Protection procedures reported to Resource Management Team during March 2022.	C2.1	Housing/Property
	Deliver key actions detailed in the Local Child Poverty Action Report. <ul style="list-style-type: none"> • Maintain affordable rents for council homes, benchmarked against the Scottish average. • Prioritise allocation of available housing for those in need, including homeless households. 	C2.4	Housing
	Six monthly Reporting to Chief Officer Group (COG) for Homelessness and Gender Based Violence statistics.	C2.4	Housing

	Personal plan developed for all young people moved from Care to living in their own home on a permanent basis.	C2.4	Housing
Resource Outcome: Later life is improved			
Action	Steps we have taken to deliver our actions	Links	Service
13. Increase supply of housing suitable for older people	Additional Amenity standard and wheelchair accessible homes delivered as per SHIP and reported to H&TR Committee.	C1.1	Housing/Property
14. Ensure that Sheltered housing services are compliant with Care Inspectorate inspection standards	Sheltered housing support services monitored to ensure compliance with Care Inspectorate standards. Outcome of inspections reported to Housing and Technical Resources Committee and improvement plans developed for any areas of improvement.	C1.1	Housing
Resource Outcome: Improved health and social care outcomes for all			
Action	Steps we have taken to deliver our actions	Links	Service
15.Ensure effective contribution to health and social care outcomes contained within the Strategic Commissioning Plan	Contribution to SCP2 reported through:- <ul style="list-style-type: none"> Progress reported as part of the Rapid Re-housing Transition Plan Annual Report to Housing and Technical Resources Committee in June 2021 The Local Housing Strategy reported Housing and Technical Resources Committee during November 2021. Scheduled reviews of the Strategic Commissioning Plan. 	C1.4	Housing
Resource Outcome: Delivering the plan and achieving best value			
Action	Steps we have taken to deliver our actions	Links	Service
16.Ensure effective management of all Resource budgets and Business Plans	Overall budgetary target achieved by March 2022.		Housing/Property
	Delivery of targeted agreed efficiency savings by March 2022.		Housing/Property
17.Progress the council's Digital Strategy within the Resource	Replacement Integrated Housing Management and Property System developed and implemented by June 2022		Housing/Property

Section Five – Resourcing the Plan

The information contained in this section will be finalised once budgets have been approved for 2021-22.

5.0. Introduction

In this section we consider the resources needed to implement our plan, including funding and staffing.

5.1. Revenue Budget 2021-22

The Resource has a Net Revenue Budget of £12.946 million for 2021-22. The table below allocates this budget across the services:

NET Budget by Service	2021-22	
Detail	£ million	%
Housing Services	8.234	63.6
Property Services	4.712	36.4
Total	12.946	100.0

5.2. Capital Budget 2021-22

The following capital budget of £100.801 million is allocated to the Resource for 2021-22:

Capital Programme 2021-22	
Project	£ million
Housing Revenue Account (HRA) Capital (new projects)	100.801
Total	100.801

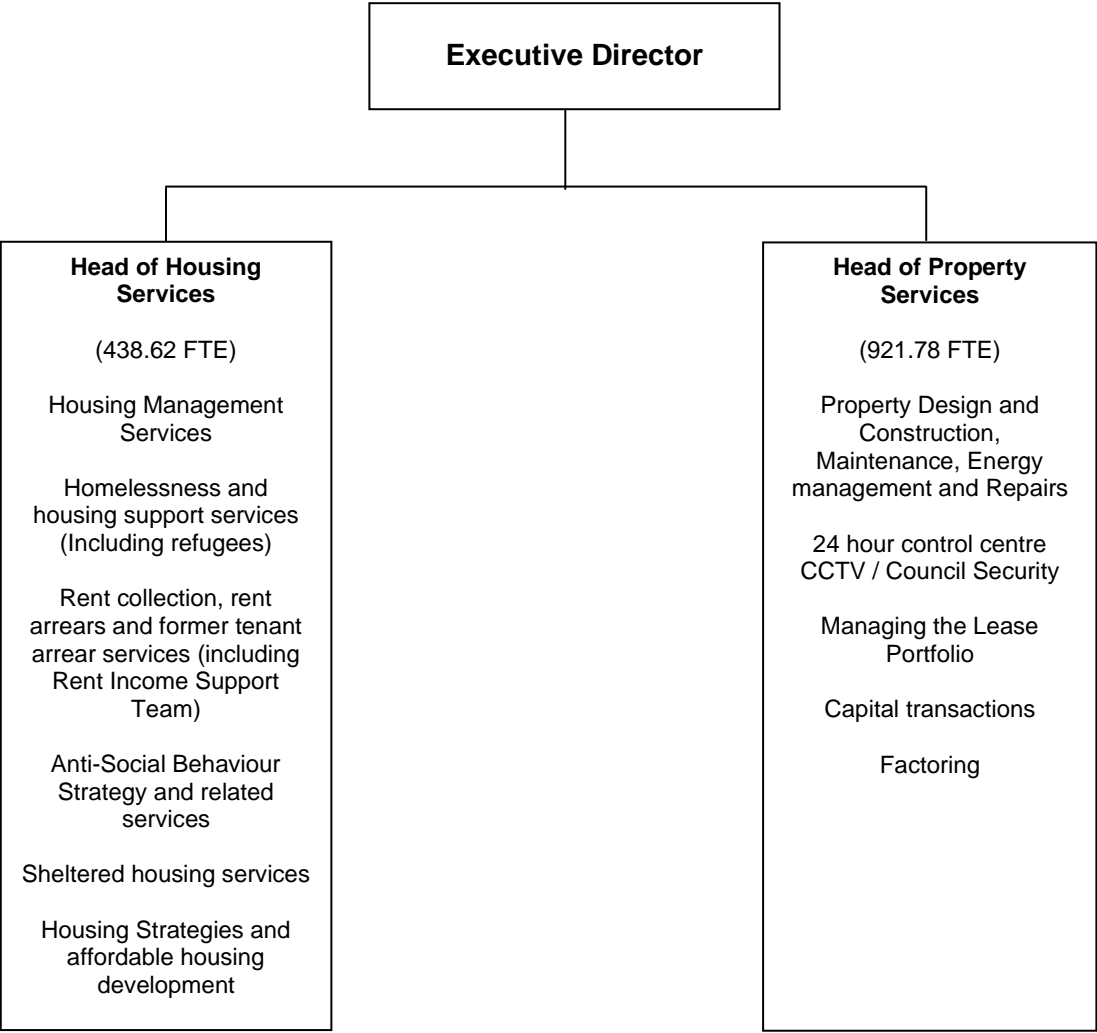
5.3. Resource Employees

The Resource has 1483 employees as at March 2021. We support these employees to deliver their duties through a range of policies including personal appraisal and a robust training framework.

The number of employees (per headcount) by service is as follows: @16/02/2021

Service	Number of employees
Housing Services	504
Property Services	979
Total	1483

5.4. Organisational structure



The Resource has established a number of objectives to support the delivery of the Connect priorities in 2021-22:

Connect Priority	Resource Objectives
Ensure communities are safe, strong and sustainable	<ul style="list-style-type: none"> • Availability, quality and access to housing is improved • High quality, thriving and sustainable communities • Schools and other places of learning are inspirational
Promote sustainable and inclusive economic growth and tackle disadvantage	<ul style="list-style-type: none"> • The quality of life in the most disadvantaged communities in South Lanarkshire is improved
Get it right for children and young people	<ul style="list-style-type: none"> • Protect vulnerable children, young people and adults
Improve health, care and wellbeing	<ul style="list-style-type: none"> • Later life is improved • Improved health and social care outcomes for all
Delivering the Plan and achieving Best Value	<ul style="list-style-type: none"> • Provide sound financial stewardship for the council • Deliver and communicate the Council Plan and ensure high standards of governance • Support local democracy, council committees, Integrated Joint Board, elected members and senior managers • Promote equality and the well-being of staff • Develop and implement effective financial strategies • Implement a digital and ICT strategy that meets business needs • Develop improvement activity and promote scrutiny • Improve the skills, flexibility and capacity of the workforce

Report

11

Report to:	Housing and Technical Resources Committee
Date of Meeting:	5 May 2021
Report by:	Executive Director (Housing and Technical Resources)

Subject:	Council House Open Market Purchase for Specific and Urgent Housing Need at 58 Eider Grove, East Kilbride
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ advise on action taken, in terms of Standing Order No 36(c) in view of the timescales involved, by the Executive Director (Housing and Technical Resources), in consultation with the Chair and an ex officio member, to seek approval to purchase a property on the open market

2. Recommendation(s)

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

- (1) that the action taken, in terms of Standing Order No 36(c) by the Executive Director (Housing and Technical Resources), in consultation with the Chair and an ex officio member, to authorise the purchase of 58 Eider Grove, East Kilbride on the open market to meet an urgent specific housing need, be noted, and
- (2) that the action taken by Executive Director (Housing and Technical Resources), in consultation with the Head of Administration and Legal Services, to conclude all matters in respect of the purchase of 58 Eider Grove, East Kilbride, and to enter into the necessary legal agreements on terms which are in the best interests of the Council, be noted.

3. Background

- 3.1. The Council House Open Market Purchase Scheme allows for the purchase of property to increase the supply of Council housing stock aligned to four key strategic outcomes identified in our Local Housing Strategy. One of the key outcomes is the purchase of property to meet the urgent housing needs of a specific applicant. Grant subsidy towards the purchase of any property on the open market is available from the Scottish Government through the Affordable Housing Supply Funding Grant.
- 3.2. The Scheme of Delegation places a financial limit for acquisitions, under this scheme, of £100,000.
- 3.3. Estates Services have been asked to identify properties on the open market suitable to meet a specific housing need that cannot be met within the Council's existing housing stock. A 5 apartment property has now been identified which would be suitable, however, the value of this property exceeds the maximum financial limit of £100,000 set out in the current Delegated Authority for acquisition of land and property.

4. Proposal

- 4.1 Based on an assessment of market valuations for the type of property required to meet the needs of the applicant, in the location required, Estate Services advise that a reasonable threshold for the purchase of suitable property would be in the region of £138,000. As with every purchase, the Council's surveyors would seek to secure best value in any acquisition.
- 4.2 This purchase will be made on the basis as a strictly one-off purchase to meet a specific housing need and engagement has taken place with other Council services to confirm that the property at 58 Eider Grove, East Kilbride is suitable.
- 4.3 Authority for the purchase was required in order to meet timescales for the offer process and to enable the Council to negotiate the acquisition more effectively on the open market.
- 4.4 Once an acquisition is concluded, an application will be made to the Scottish Government to recover grant subsidy towards the purchase of this property.

5. Employee Implications

- 5.1 There are no employee implications.

6. Financial Implications

- 6.1 The purchase can be made within approved HRA Capital budgets and additional funding from the Scottish Government will contribute to the purchase.

7. Climate Change, Sustainability and Environmental Implications

- 7.1. There are no climate change, sustainability or environmental implications arising from this proposal.

8. Other Implications

- 8.1 The purchase of a suitable property enabled by this report will ensure the Council meets its statutory duty.
- 8.2 There are no significant risks issues associated with this report.
- 8.3. Normal council protocols to ensure that there are no conflicts of interest apply to this scheme.

9. Equality Impact Assessment and Consultation Arrangements

- 9.1 This report does not introduce a new policy, function or strategy and, therefore, no separate impact assessment is required.
- 9.2. No formal consultation process was required in terms of the recommendation contained in this report.

Daniel Lowe

Executive Director (Housing and Technical Resources)

7 April 2021

Link(s) to Council Values/Ambitions/Objectives

- ◆ Improving the quality, access and availability of housing
- ◆ Improve the quality of the physical environment
- ◆ Sustainable development

Previous References

- ◆ Housing and Technical Resources Committee, 1 July 2015
- ◆ Executive Committee, 26 August 2015

List of Background Papers

- ◆ None

Contact for Further Information

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

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