



Council Offices, Almada Street
Hamilton, ML3 0AA

Tuesday, 30 November 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, 08 December 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), Janine Calikes (Depute Chair), John Ross (ex officio), Robert Brown, Archie Buchanan, Andy Carmichael, Maureen Chalmers, Gerry Convery, Margaret Cooper, Poppy Corbett, Maureen Devlin, Mary Donnelly, Allan Falconer, Grant Ferguson, Alistair Fulton, Geri Gray, George Greenshields, Eric Holford, Mark Horsham, Martin Lennon, Eileen Logan, Colin McGavigan, Richard Nelson, Mo Razzaq, David Shearer, Jared Wark,

Substitutes

Alex Allison, Walter Brogan, Stephanie Callaghan, Isobel Dorman, Fiona Dryburgh, Martin Grant Hose, Ann Le Blond, Hugh Macdonald, Catherine McClymont, Collette Stevenson, 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 29 September 2021 submitted for approval as a correct record. (Copy attached)

Monitoring Item(s)

- 3 Revenue Budget Monitoring 2021-2022 - Housing and Technical Resources (excl Housing Revenue Account (HRA))** 19 - 24
Joint report dated 1 November 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 4 Revenue Budget Monitoring 2021-2022 - Housing and Technical Resources - Housing Revenue Account (HRA)** 25 - 28
Joint report dated 1 November 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 5 Capital Budget Monitoring 2021-2022 - Housing and Technical Resources (excl Housing Revenue Account)** 29 - 32
Joint report dated 17 November 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 6 Capital Budget Monitoring 2021-2022 - Housing and Technical Resources (Housing Revenue Account)** 33 - 36
Joint report dated 1 November 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 7 Housing and Technical Resources - Workforce Monitoring - August to September 2021** 37 - 44
Report dated 7 November 2021 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Item(s) for Decision

- 8 Housing Allocation Policy - Local Letting Plans 2022-2023** 45 - 54
Report dated 4 November 2021 by the Executive Director (Housing and Technical Resources). (Copy attached)
- 9 Policy and Strategy Review Schedule** 55 - 58
Report dated 27 October 2021 by the Executive Director (Housing and Technical Resources). (Copy attached)
- 10 SLC Anti-social Behaviour Policy Review 2021-22** 59 - 82
Report dated 25 November 2021 by the Executive Director (Housing and Technical Resources). (Copy attached)
- 11 Additional Posts to Implement and Support the New Integrated Housing and Property Management System (IHPMS)** 83 - 88
Joint report dated 22 November 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)

- 12 Low Waters Hall, Hamilton - Asset Transfer to the Trustees of Clyde Scouts** 89 - 94
Report dated 28 October 2021 by the Executive Director (Housing and Technical Resources). (Copy attached)
- 13 Glassford Hall - Asset Transfer to Glassford Community Group** 95 - 100
Report dated 28 October 2021 by the Executive Director (Housing and Technical Resources). (Copy attached)
- 14 Land at Comely Bank, Hamilton - Asset Transfer to Supporting our Community (SOC)** 101 - 106
Report dated 11 November 2021 by the Executive Director (Housing and Technical Resources). (Copy attached)

Item(s) for Noting

- 15 2021 Property and Housing Asset Management Plans** 107 - 148
Report dated 8 October 2021 by the Executive Director (Housing and Technical Resources). (Copy attached)
- 16 Annual Report - Mainstreaming Equality and Diversity within Housing and Technical Resources** 149 - 156
Report dated 25 October 2021 by the Executive Director (Housing and Technical Resources). (Copy attached)
- 17 Delegated Authority Report - Update** 157 - 160
Report dated 13 October 2021 by the Executive Director (Housing and Technical Resources). (Copy attached)
- 18 Notification of Contracts Awarded 22 May - 31 October 2021** 161 - 168
Report dated 2 November 2021 by the Executive Director (Housing and Technical Resources). (Copy attached)

Urgent Business

- 19 Urgent Business**
Any other items of business which the Chair decides are urgent.

For further information, please contact:-

Clerk Name:	Helen Calley
Clerk Telephone:	01698 454185
Clerk Email:	helen.calley@southlanarkshire.gov.uk

HOUSING AND TECHNICAL RESOURCES COMMITTEE

2

Minutes of meeting held via Microsoft Teams on 29 September 2021

Chair:

Councillor Josh Wilson

Councillors Present:

Councillor Robert Brown, Councillor Archie Buchanan, Councillor Janine Calikes (Depute), Councillor Andy Carmichael, Councillor Maureen Chalmers, Councillor Gerry Convery, Councillor Margaret Cooper, Councillor Maureen Devlin, Councillor Isobel Dorman (*substitute for Councillor Mary Donnelly*), Councillor Allan Falconer, Councillor Grant Ferguson, Councillor Alistair Fulton, Councillor George Greenshields, Councillor Eric Holford, Councillor Mark Horsham, Councillor Martin Lennon, Councillor Eileen Logan, Councillor Catherine McClymont (*substitute for Councillor Mo Razzaq*), Councillor John Ross (ex officio), Councillor Jared Wark

Councillors' Apologies:

Councillor Graeme Campbell, Councillor Poppy Corbett, Councillor Mary Donnelly, Councillor Geri Gray, Councillor Colin McGavigan, Councillor Mo Razzaq, Councillor David Shearer

Attending:

Finance and Corporate Resources

H Calley, Administration Officer; H Goodwin, Finance Manager (Resources); E Maxwell, Human Resources Business Partner; P MacRae, Administration Adviser; G McCann, Head of Administration and Legal Services; L O'Hagan, Finance Manager (Strategy); A Thompson, Public Relations Officer; L Wyllie, Administration Assistant

Housing and Technical Resources

D Lowe, Executive Director; A Finnan, Head of Housing Services; J Forbes, Property Manager (Assets and Estates Services); F McCafferty, Head of Property Services

1 Declaration of Interests

The following interest was declared:-

Councillor(s)	Item(s)	Nature of Interest(s)
Chalmers	Land at Birch Place, Blantyre – Asset Transfer to Blantyre Soccer Academy	Publicly supported the Group's asset transfer request

2 Minutes of Previous Meeting

The minutes of the meeting of the Housing and Technical Resources Committee held on 30 June 2021 were submitted for approval as a correct record.

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

3 Revenue Budget Monitoring 2021/2022 - Housing and Technical Resources (Excl Housing Revenue Account (HRA))

A joint report dated 23 August 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of the actual expenditure measured against the revenue budget for the period 1 April 2021 to 13 August 2021 for Housing and Technical Resources (excl HRA).

An overspend position of £0.131 million was reported at 13 August 2021 which was mainly due to additional expenditure in relation to the COVID-19 response, including temporary accommodation costs for homeless people.

The COVID-19 lockdown also had an impact on Property Services which provided the property investment, repairs and maintenance service to the HRA and other Resources' Capital and Revenue budgets. The Service continued to incur non-variable costs which required to be offset by income recovery, therefore, a recharge of £3.211 million had been estimated to date to be recharged to those budgets to cover fixed costs.

Virements were proposed to realign budgets and those movements were detailed in appendices B and C, of the report.

The Committee decided:

- (1) that the overspend of £0.131 million as at 13 August 2021 on the Housing and Technical Resources' Revenue Budget (excl HRA), as detailed in Appendix A of the report, be noted; and
- (2) that the proposed budget virements be approved.

[Reference: Minutes of 5 May 2021 (Paragraph 7) and Minutes of the Executive Committee of 28 April 2021 (Paragraph 4) and 23 June 2021 (Paragraph 3)]

4 Revenue Budget Monitoring 2021/2022 - Housing and Technical Resources - Housing Revenue Account (HRA)

A joint report dated 23 August 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of the actual expenditure measured against the revenue budget for the period 1 April 2021 to 13 August 2021 for Housing and Technical Resources (HRA) and providing a forecast for the year to 31 March 2022.

As at 13 August 2021, there was a breakeven position against budget and the forecast for the budget to 31 March 2022 was also a breakeven position. The COVID-19 lockdown had an impact on the Property Services section which provided the property repairs and maintenance service to the HRA. The section continued to incur non-variable costs which required to be offset by income recovery, therefore, a recharge of £0.233 million was estimated to date to the HRA revenue budget to cover those fixed costs.

The Committee decided:

- (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 2022 of a breakeven position, be noted; and
- (2) that the proposed budget virements be approved.

[Reference: Minutes of 5 May 2021 (Paragraph 7) and Minutes of the Executive Committee of 23 June 2021 (Paragraph 3)]

5 Capital Budget Monitoring 2021/2022 - Housing and Technical Resources (excl Housing Revenue Account (HRA))

A joint report dated 8 September 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 2021 to 13 August 2021.

At its meeting on 23 June 2021, the Executive Committee approved a capital programme budget for Housing and Technical Resources of £8.387 million which included carry forward. On 25 August 2021, the Executive Committee also agreed changes to the Programme totalling a net increase of £0.159 million. Details were provided in Appendix A of the report. The total capital programme budget for 2021/2022, therefore, amounted to £8.546 million.

Anticipated spend to 13 August 2021 was £0.848 million and actual spend amounted to £0.629 million. This represented a position of £0.219 million behind profile and reflected the anticipated timing of spend on a number of projects within multi-year programmes, including Essential Services Fabric Upgrade, Prioritised Urgent Investment and Central Energy Efficiency Fund.

The Committee decided: that the Housing and Technical Resources' (excl HRA) capital programme of £8.546 million and expenditure to 13 August 2021 of £0.629 million be noted.

[Reference: Minutes of the Executive Committee of 23 June 2021 (Paragraph 6)]

6 Capital Budget Monitoring 2021/2022 - Housing and Technical Resources - Housing Revenue Account (HRA)

A joint report dated 23 August 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 2021 to 13 August 2021.

Following a review of the Housing Investment Programme, £14.720 million required to be carried forward into 2022/2023 to meet revised timescales and estimated completion dates associated with the New Council Housing Programme. Details of the sites affected were provided in the report.

The revised budget of £79.640 million, based on the amended capital programme for the year, had been approved by the Executive Committee at its meeting on 22 September 2021. Appendix A of the report detailed the financial position for Housing and Technical Resources (HRA).

The actual spend to 13 August 2021 was £26.065 million. In addition to the planned works, higher costs would be incurred, reflecting the overheads from Property Services which required to be recovered. For HRA capital, this was estimated at £2.978 million to the current period and had been included in the actual spend of £26.065 million.

Due to ongoing industry issues with shortages of materials and price increases, the timescales for the Housing Investment Programme (HIP) would continue to be monitored and a revised position presented to a future meeting of the Executive Committee for approval, if required.

The Committee decided: that the revised Housing and Technical Resources' (HRA) capital programme of £79.640 million and expenditure of £26.065 million be noted.

[Reference: Minutes of the Executive Committee of 22 September 2021 (Paragraph 4)]

Councillor Cooper joined the meeting during consideration of this item of business

7 Housing and Technical Resources – Workforce Monitoring – May to July 2021

A joint report dated 7 September 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 May to July 2021:-

- ◆ 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 12 June 2021

The Committee decided: that the report be noted.

[Reference: Minutes of 30 June 2021 (Paragraph 11)]

8 Housing and Technical Resource Plan – Quarter 4 Progress Report 2020/2021

A report dated 12 August 2021 by the Executive Director (Housing and Technical Resources) was submitted on the Housing and Technical Resource Plan 2020/2021 Quarter 4 Progress Report.

Details were provided on:-

- ◆ progress made in the Resource Plan measures, as detailed in the Quarter 4 Progress Report, attached as Appendix 1 to the report
- ◆ those measures which had changed in red/amber/green (RAG) status during the period from Quarter 2 to Quarter 4, as detailed in Appendix 2 to the report
- ◆ areas where improvement was required, together with management actions

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

The Committee decided:

- (1) that the Housing and Technical Resources' Quarter 4 Progress Report 2020/2021, summarised at paragraph 4.2 of the report and detailed at Appendix 1, be noted;
- (2) that the key achievements made by the Resource to date, as detailed in paragraph 4.3 of the report, be noted;
- (3) that the areas for improvement and associated management actions, as detailed in paragraph 4.4 of the report, be noted; and

- (4) that the additional scrutiny of changes in RAG status between Quarter 2 and Quarter 4, as summarised at paragraph 4.5 and detailed at Appendix 2 of the report, be noted.

[Reference: Minutes of 4 September 2019 (Paragraph 10) and 16 September 2020 (Paragraph 15)]

9 Scottish Housing Regulator – Annual Assurance Statement 2020/2021

A report dated 1 September 2021 by the Executive Director (Housing and Technical Resources) was submitted on the Council's Annual Assurance Statement 2020/2021.

The Scottish Housing Regulator (SHR) published a revised Regulatory Framework in February 2019 which introduced the requirement for social landlords to submit an Annual Assurance Statement to confirm compliance with regulatory requirements and, if appropriate, identify any material breaches. The Annual Assurance Statement 2020/2021 was attached as Appendix 1 to the report.

A detailed summary of the key requirements for Assurance and how they had been addressed was attached as Appendix 2 to the report.

In 2020, as a result of the COVID-19 pandemic, the SHR issued revised guidance for landlords relating to the publication of Annual Assurance Statements. Although the Regulator had indicated that standard timescales had been reinstated for 2021, it continued to recognise that the pandemic was likely to have affected each landlord's ability to comply fully with all regulatory requirements and asked the landlord to acknowledge where this was the case. The SHR advised this would be considered when assessing each landlord's performance and risk and would subsequently inform the level of engagement that would be required with each landlord.

The report highlighted that the Council had been partially compliant in respect of fire safety for Gypsy/Traveller sites. A programme of work had been progressed, resulting in 1 of the Council's 2 sites being fully compliant in terms of fire safety standards, while partial compliance had been achieved at the other site. Compliance with fire safety guidance continued to be a key focus of activity for the Council.

If approved, the Annual Assurance Statement would be submitted to the SHR to confirm the required assurance.

The Committee decided: that the Council's Annual Assurance Statement 2020/2021 be approved and submitted to the Scottish Housing Regulator.

[Reference: Minutes of 25 November 2020 (Paragraph 8)]

10 Former Walston Primary School, Elsrickle Asset Transfer to Biggar and District Men's Shed

A report dated 25 August 2021 by the Executive Director (Housing and Technical Resources) was submitted on a request for asset transfer, by lease, of the former Walston Primary School, Elsrickle to Biggar and District Men's Shed.

Biggar and District Men's Shed, an organisation which aimed to provide recreational facilities for and advance the social needs, health and wellbeing of men living in Biggar and the surrounding areas, was seeking a permanent location within the area from which to operate and the former Walston Primary School building met its requirements. It had submitted a request for Community Asset Transfer of the main school building, excluding the neighbouring former canteen building and residential property, the validation date for which was 11 May 2021.

In addition to placing the application and supporting documentation on the Council's Planning Portal, notices were placed on the property advising that the Council was considering an asset transfer. The closing date for responses was 21 June 2021 at which time 3 representations had been received which related to car parking and access. Biggar and District Men's Shed had demonstrated it would have parking for about 20 cars and that it had responded to the parties' concerns.

The request had been placed before the Community Asset Transfer Assessment Panel on 19 August 2021 and details of the matters taken into consideration by the Panel were provided in the report.

The proposal was for Biggar Men's Shed to use the property for workshops and meeting space with aspiration for a market garden in the future. Not all rooms would be used immediately and, in recognition of the requirement for income to support the running costs, it was proposed that some rooms would be let out in the short-term.

Biggar Men's Shed did not have funding to refurbish the property so the business model was based on income generation from other means. It was recognised in the business plan that the initial years would carry a financial risk.

It was proposed that the former Walston Primary School, as shown on the plan attached to the report, be leased to Biggar and District Men's Shed on the terms and conditions detailed in the report.

The Committee decided:

- (1) that the former Walston Primary School be leased to Biggar and District Men's Shed, subject to the terms and conditions outlined in Section 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 were in the best interests of the Council.

11 Land at Birch Place, Blantyre – Asset Transfer to Blantyre Soccer Academy

A report dated 25 August 2021 by the Executive Director (Housing and Technical Resources) was submitted on a request for asset transfer, by sale, of the open space at Birch Place, Blantyre to Blantyre Soccer Academy.

In 2019, the Council transferred ownership of the former Rowan Hall, Blantyre to Blantyre Soccer Academy from which it operated a Community Hub. The Council owned an area of open space, which was landlocked with no vehicular access, adjacent to the Community Hub at Birch Place, Blantyre. Blantyre Soccer Academy was seeking to extend its community activities in partnership with other local organisations to create a community food growing area, COVID-19 memorial area, wild growing area and outdoor recreational space. The Academy had submitted a request for Community Asset Transfer of the open space, the validation date for which was 24 May 2021.

In addition to placing the application and supporting documentation on the Council's Planning Portal, notices were placed on the property advising that the Council was considering an asset transfer. The closing date for responses was 9 July 2021 at which time no representations had been received.

The request had been placed before the Community Asset Transfer Assessment Panel on 19 August 2021 and details of the matters taken into consideration by the Panel were provided in the report.

The proposal was to dispose of approximately 1,943 square metres of open space at Birch Place, Blantyre, as shown on the plan attached to the report, to Blantyre Soccer Academy, on the terms and conditions detailed in the report.

The Committee decided:

- (1) that the open space at Birch Place, Blantyre be sold to Blantyre Soccer Academy, subject to the terms and conditions outlined in Section 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 sale and enter into the necessary legal agreements on terms which were in the best interests of the Council.

Councillor Chalmers, having declared an interest in the above item, left the meeting during its consideration

12 Overtoun Park, Rutherglen – Rutherglen Lawn Tennis Club Limited

A report dated 25 August 2021 by the Executive Director (Housing and Technical Resources) was submitted on a request by Rutherglen Lawn Tennis Club Limited for a lease of ground at Overtoun Park, Rutherglen for the construction of indoor courts and a community hub.

Rutherglen Lawn Tennis Club had 7 existing outdoor courts at its facilities in Viewpark Drive and Burnside Road, Rutherglen, however, with a growing membership, loss of play due to inclement weather and an increased community development programme, it was seeking to develop an indoor facility. The Tennis Club had identified the site of the former tennis courts within Overtoun Park, Rutherglen as a potentially suitable location and had undertaken considerable consultation in preparation of a request to the Council for a 25-year ground lease at a nominal rent.

At its meeting on 5 May 2021, in view of representations received on the matter and to allow officers to fully consider the issues raised and consult with local members, the Committee deferred consideration of the item to a future meeting. Those representations had since been assessed, considered and discussed with Rutherglen Lawn Tennis Club.

The proposal did not constitute a community asset transfer request under the Community Empowerment (Scotland) Act 2015, as Rutherglen Lawn Tennis Club Limited was not an eligible community transfer body as defined in section 77 of the Act. Nevertheless, the same considerations as for a community asset transfer request had been taken into account and were detailed in the report.

The proposal was for the creation of 4 tennis courts and 2 Padel courts under a steel frame structure with a tensioned fabric skin. A spine of converted shipping containers would provide the required accommodation and facilities. In addition, the covered area would offer facilities 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

The project was ambitious and required further development in relation to design and funding, however, in order to move on to the next stage of the project, the Club required the confidence that the land at Overtoun Park would be available to it to lease. In order to mitigate against some of the risk associated with the unknown elements of the project, it was proposed that any offer of lease would be conditional to the requirements detailed in the report.

It was proposed to grant a lease of ground in the vicinity of that shown on the plan attached at Appendix 1, subject to the terms and conditions set out in the report.

There followed a full discussion and exchange of views during which officers:-

- ◆ responded to members’ questions on various aspects of the report
- ◆ undertook to clarify the position in relation to assignation to ensure that this could only be done with the Council’s express consent

The Committee decided:

- (1) that an area of land at Overtoun Park, Rutherglen be leased to Rutherglen Lawn Tennis Club Limited, 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 were in the best interests of the Council.

[Reference: Minutes of 5 May 2021 (Paragraph 1)]

Councillor Greenshields joined the meeting during consideration of this item of business

In terms of Standing Order No 13, the Chair adjourned the meeting at 11.05am for a 5 minute period. The meeting reconvened at 11.10am

13 Proposed Lease of Ground at Palace Grounds Car Park, Palace Grounds Road, Hamilton with Associated Right of Access in Favour of ESP Limited

A report dated 18 August 2021 by the Executive Director (Housing and Technical Resources) was submitted on a proposed 99-year lease of ground at Palace Grounds Car Park, Hamilton, with associated access in favour of ESP Limited.

In order to service the rapid vehicle charging station at Palace Grounds Car Park, Hamilton, the operator, Fastned UK Limited, sought consent to vary its lease extents and allow the Council to grant a 99-year lease to ESP Limited for the construction of a substation and associated cabling.

It was proposed that ESP Limited would lease the site and construct the substation and would have the right to sublease the substation to Scottish Power Distribution (SPD) following completion. The substation required to be constructed on the ground extending to 25 square metres or thereby, shown on the plan attached to the report, which was owned by South Lanarkshire Council and held in the Hamilton Common Good Account.

Whilst the substation was to service the adjacent vehicle charging facility, the substation lease could also serve the wider area, therefore, there would be a rental charge of £9,000.

It was proposed to lease the land subject to the terms and conditions detailed in the report.

The Committee decided:

- (1) that a 99-year lease of ground at Palace Grounds Car Park, Hamilton be granted to ESP Limited on the main lease terms and conditions outlined in Section 4 of the report;
- (2) that all necessary rights be granted to ESP Limited to maintain the substation and the cables serving the substation, as shown in the plan attached to the report; and
- (3) that the Executive Director (Housing and Technical Resources), in consultation with the Head of Administration and Legal Services, if appropriate, be authorised to conclude all matters in respect of the grant of lease and to enter into the necessary legal agreements on terms which were in the best interests of the Council.

14 South Lanarkshire Council's Strategic Housing Investment Plan 2022 to 2027

A report dated 15 September 2021 by the Executive Director (Housing and Technical Resources) was submitted on:-

- ♦ progress in delivering affordable housing through the Strategic Local Programme Agreement (SLPA) during 2020/2021
- ♦ the updated Strategic Housing Investment Plan (SHIP) 2022 to 2027

The SHIP identified strategic housing projects to help deliver affordable homes and inform the allocation of the affordable housing grant through the SLPA. The SHIP and SLPA were reviewed and updated annually to reflect changes to the 5 year rolling SHIP to include progress made to deliver affordable housing in 2020/2021 and planned progress in the current year 2021/2022.

During 2020/2021, 339 additional affordable homes for rent had been delivered. A summary of completions by the Council and Registered Social Landlord (RSL) partners during 2020/2021 was provided in Appendix 1 to the report.

Since the easing of restrictions for construction sites which had been introduced as a result of COVID-19, the Council and RSL partners had worked with contractors and the Scottish Government to ensure that the affordable housing programme was delivered as quickly and safely as possible. Some projects had been delivered on time in 2020/2021, however, the timeframe for other sites had been extended. A summary of the 949 additional homes, either under construction, completed or acquired through the Home+ Programme and the Open Market Purchase Scheme (OMPS), was contained in Appendix 2 to the report. Delivery of sites was being closely monitored and all steps taken to ensure early completion whilst achieving compliance with relevant guidance and restrictions in place at a national level.

A copy of the SHIP and associated table of priority sites was attached as Appendix 3 to the report and included projects with a total capacity for delivering up to 2,606 homes in South Lanarkshire over its lifespan. It had been updated in line with the Scottish Government's guidance for the preparation of SHIPs.

The cost to deliver the housing programme would be met through additional borrowing supplemented by Scottish Government grant funding. The impact of the additional borrowing and all additional costs had been reviewed in line with the long-term business plan and would be submitted for approval as part of the Annual Housing Revenue and Capital Account Budget.

The Council would continue to review its Affordable Housing Supply Programme to consider, wherever possible, opportunities to extend the current programme to meet identified local housing need and demand.

If approved, the SHIP 2022 to 2027 would be submitted to the Scottish Government by 29 October 2021 to inform the allocation of the affordable housing grant funding through the SLPA. Thereafter, it would be collated into a national programme for Ministerial approval, following which, the SLPAs would be prepared for sign off by each local authority.

The Committee decided:

- (1) that the progress made in increasing the supply of affordable housing through the SHIP and SLPA be noted; and
- (2) that the content of the SHIP 2022 to 2027, as detailed in Appendix 3 to the report, be approved.

[Reference: Minutes of 25 November 2020 (Paragraph 9)]

15 Annual Report on the Charter (ARC) 2020/2021

A report dated 11 August 2021 by the Executive Director (Housing and Technical Resources) was submitted providing an update on:-

- ◆ the Scottish Social Housing Charter and the requirement to produce an Annual Report on the Charter (ARC) covering performance during 2020/2021
- ◆ arrangements to monitor and report on Charter progress throughout 2021/2022

The Charter contained 32 measures of performance which reflected a mixture of qualitative, survey-based information as well as a range of efficiency and effectiveness measures. To comply with the requirements set out by the Scottish Housing Regulator (SHR), the Resource submitted its 2020/2021 performance information to the Regulator on 28 May 2021.

The Charter report was consistent with those of previous years and a summary, attached as Appendix 1 to the report, provided further details on each indicator together with a comparison against the Scottish average for all social landlords and that of the other Scottish local authority landlords. Of the 12 reported indicators, 6 had improved, 3 remained the same and 3 had declined.

The report provided further information on each performance indicator. The Resource Plan 2021/2022 would continue to be monitored and reported as part of the 6-monthly update to the Committee.

The Committee decided:

- (1) that the Council's reported performance and contextual information for the Scottish Social Housing Charter and comparisons with other landlords, detailed at Appendix 1 of the report, be noted; and
- (2) that the future use of the Charter for ongoing scrutiny by the Scottish Housing Regulator (SHR), tenants and other service users be noted.

[Reference: Minutes of 25 November 2020 (Paragraph 10)]

16 Council Open Market Purchase Scheme

A report dated 19 August 2021 by the Executive Director (Housing and Technical Resources) was submitted advising of 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 approve the purchase of a property on the open market exceeding the authorised £100,000 limit to increase the supply of Council housing stock and to contribute to key strategic priorities and outcomes identified in the Local Housing Strategy.

The Scheme of Delegation placed a financial limit for acquisitions, under the Council House Open Market Purchase Scheme, of £100,000. Estates Services had been asked to identify properties on the open market which were suitable in meeting a specific housing need that could not be met within the Council's existing housing stock. A 3 bedroomed semi-detached house at 8 Swisscot Avenue, Hamilton, had become available on the open market with an asking price in excess of the authorised limit. As there was a lack of stock of this size, authority for the purchase of the property had been required quickly, to meet timescales for the offer process, and to enable the Council to negotiate the acquisition. Based on assessment of market valuations, the Estates Section advised that a reasonable threshold for the purchase of this property would be in the region of £125,000. As with every purchase, the Council's surveyors sought to secure best value.

Once the acquisition was concluded, an application would be made to the Scottish Government to recover grant subsidy towards the purchase of the property through the Affordable Housing Supply Grant.

The Committee decided:

- (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 8 Swisscot Avenue, Hamilton on the open market to meet specific housing need and demand within an area, be noted; and
- (2) that the action taken by the 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 8 Swisscot Avenue, Hamilton and to enter into the necessary legal agreements on terms which were in the best interests of the Council, be noted.

[Reference: Minutes of 1 July 2015 (Paragraph 9) and Minutes of the Executive Committee of 26 August 2015 (Paragraph 12)]

17 Housing Services' Customer Involvement Strategy 2018 to 2022 Annual Review 2020/2021

A report dated 7 September 2021 by the Executive Director (Housing and Technical Resources) was submitted on the third annual review of the Customer Involvement Strategy 2018 to 2022.

The Housing Services' Customer Involvement Strategy 2018 to 2022 had been approved by the Housing and Technical Resources Committee on 23 May 2018.

The Annual Review of the Strategy 2020/2021 and associated Action Plan was attached as Appendix 1 to the report and summarised progress made between 1 April 2020 and 31 March 2021 in engaging with and involving customers in developing and shaping Housing Services. Good progress had been made in 17 of the 23 objectives across the 4 strategic outcomes. The report outlined key achievements in 2020/2021 and the priority areas to be continued in 2021/2022.

The review also sought to understand the impact the COVID-19 pandemic and its associated restrictions had on services and the ability to engage with customers. The challenges presented in maintaining effective engagement and meeting face-to-face had resulted in a significant expansion of the use of online engagement platforms which had a number of positive outcomes, as detailed in the report.

As part of the review, customer representatives within the Tenant Participation Co-ordination Group highlighted the priorities they wished to see progressed by Housing Services in 2021/2022. Officers would continue to work with customer representatives, other services and partners to progress those priorities through the remaining term of the Strategy.

2021/2022 was the final year of the current Customer Involvement Strategy. Consideration would be given by both officers and customer representatives on how the current processes and methods of engagement could be improved and adapted to meet the continually evolving requirements of housing, homelessness and services for Gypsy/Travellers, including the role and structure of the next Customer Involvement Strategy.

The Committee decided: that the Customer Involvement Strategy 2018 to 2022 Annual Review 2020/2021, as detailed at Appendix 1 to the report, be noted.

[Reference: Minutes of 23 May 2018 (Paragraph 9) and 25 November 2020 (Paragraph 11)]

18 Update of the Housing and Technical Resources' Risk Register and Risk Control Plan

A report dated 26 August 2021 by the Executive Director (Housing and Technical Resources) was submitted providing an update on the Housing and Technical Resources' Risk Register and Risk Control actions.

Housing and Technical Resources had followed Council guidance in developing, monitoring and updating its Risk Control Register on an ongoing basis. The Register had been developed to ensure that the Resource:-

- ◆ was fully aware of the top risks
- ◆ was able to prioritise those risks
- ◆ had controls in place to eliminate or minimise the impact of the risk

The risks were scored in accordance with the Council's scoring mechanism based on likelihood and impact of risk. This resulted in risks being scored between 1 to 25 (low to very high). Risks were scored on their inherent risk (risk if nothing was done) and their residual risk (risk after applying controls). The Risk Register for the Resource had been developed and was monitored on an ongoing basis by the Resource Risk Management Group to add new risks and to review the score of existing risks. The main changes to the Risk Register were summarised in the report.

Information on the risk scoring matrix and definitions for likelihood and impact was attached as Appendix 1 to the report.

Details of all risks which had scored very high and high were provided in Appendix 2 to the report. Risks evaluated as being medium or low risk would be monitored to ensure that they continued to be adequately managed.

As a result of COVID-19, 1 risk control action due for completion in 2020/2021, Affordable Housing Supply Programme, had been revised by the Scottish Government for completion during 2021/2022. The outstanding actions to mitigate risks within the Risk Control Plan would be progressed by the relevant officers.

The Committee decided:

- (1) that the contents of the Resource Risk Register be noted; and
- (2) that it be noted that risk control actions would continue to be progressed by relevant officers.

[Reference: Minutes of 25 November 2020 (Paragraph 12)]

19 Urgent Business

There were no items of urgent business.

Report

3

Report to: **Housing and Technical Resources Committee**
 Date of Meeting: **8 December 2021**
 Report by: **Executive Director (Finance and Corporate Resources)**
Executive Director (Housing and Technical Resources)

Subject: **Revenue Budget Monitoring 2021/2022 - 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 2021 to 8 October 2021 for Housing and Technical Resources (excl HRA)

2. Recommendation(s)

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

- (1) that the overspend of £0.252m as at 8 October 2021 on Housing and Technical Resources (excl HRA) Revenue Budget, as detailed in Appendix A of the report, be noted; and
- (2) that the proposed budget virements be approved.

3. Background

- 3.1. This is the third revenue budget monitoring report presented to the Housing and Technical Resources Committee for the financial year 2021/2022.
- 3.2. The report details the financial position for Housing and Technical Resources (excl HRA) on 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. As at 8 October 2021, there is a overspend of £0.252m against the phased budget.
- 5.2. The overspend is caused by additional expenditure in relation to the COVID-19 response including additional expenditure for temporary accommodation costs for homeless people.
- 5.3. As previously reported, the COVID-19 lockdown has had an impact on the Property Services section which provides the property investment, repairs and maintenance service to the HRA and other Resources Capital and Revenue budgets.

The section incurred non variable costs which require to be offset by income recovery, therefore a recharge of £4.797m has been estimated to date to be recharged to these budgets to cover fixed costs.

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)

1 November 2021

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ Executive Committee, 1 December 2021.
- ◆ Housing and Technical Resources Committee, 29 September 2021.

List of Background Papers

- ◆ Financial ledger and budget monitoring results to 8 October 2021.

Contact for Further Information

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

Hazel Goodwin, Finance Manager

Ext: 2699 (Tel: 01698 452699)

E-mail: Hazel.Goodwin@southlanarkshire.gov.uk

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 8 October 2021 (No.7)

Housing and Technical Resources Summary (excl HRA)

Budget Category	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 08/10/21	Actual 08/10/21	Variance 08/10/21		% Variance 08/10/21	Notes
Employee Costs	43,019	43,019	0	21,579	21,392	187	under	0.9%	
Property Costs	19,731	19,731	0	12,282	12,686	(404)	over	(3.3%)	
Supplies & Services	14,196	14,196	0	7,253	5,100	2,153	under	29.7%	
Transport & Plant	4,604	4,604	0	1,927	1,548	379	under	19.7%	
Administration Costs	3,781	3,781	0	1,813	1,836	(23)	over	(1.3%)	
Payments to Other Bodies	8,223	8,223	0	3,804	4,047	(243)	over	(6.4%)	
Payments to Contractors	18,589	18,589	0	9,355	4,803	4,552	under	48.7%	
Transfer Payments	0	0	0	0	0	0	-	0.0%	
Financing Charges	154	154	0	79	93	(14)	over	(17.7%)	
Total Controllable Exp.	112,297	112,297	0	58,092	51,505	6,587	under	11.3%	
Total Controllable Inc.	(96,155)	(96,155)	0	(47,485)	(40,646)	(6,839)	under recovered	(14.4%)	
Net Controllable Exp.	16,142	16,142	0	10,607	10,859	(252)	over	2.4%	
Transfer to Reserves as at (08/10/21)	0	0	0	0	0	0	-		
Position After Transfers to Reserves (08/10/21)	16,142	16,142	0	10,607	10,859	(252)	over	2.4%	

Variance Explanations

Variances are shown in Appendix B and 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 8 October 2021 (No.7)

Housing Services

Budget Category	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 08/10/21	Actual 08/10/21	Variance 08/10/21		% Variance 08/10/21	Notes
Employee Costs	2,526	2,526	0	1,259	1,288	(29)	over	(2.3%)	
Property Costs	5,649	5,649	0	3,447	3,494	(47)	over	(1.4%)	
Supplies & Services	107	107	0	43	44	(1)	over	(2.3%)	
Transport & Plant	123	123	0	70	35	35	under	50.0%	
Administration Costs	154	154	0	57	52	5	under	8.8%	
Payments to Other Bodies	4,036	4,036	0	2,267	2,265	2	under	0.1%	
Payments to Contractors	2,583	2,583	0	1,117	1,100	17	under	1.5%	
Transfer Payments	0	0	0	0	0	0	-	0.0%	
Financing Charges	11	11	0	5	8	(3)	over	(60.0%)	
Total Controllable Exp.	15,189	15,189	0	8,265	8,286	(21)	over	(0.3%)	
Total Controllable Inc.	(6,955)	(6,955)	0	(3,071)	(3,092)	21	over recovered	0.7%	
Net Controllable Exp.	8,234	8,234	0	5,194	5,194	0	-	0.0%	
Transfer to Reserves as at (08/10/21)	0	0	0	0	0	0	-		
Position After Transfers to Reserves (08/10/21)	8,234	8,234	0	5,194	5,194	0	-	0.0%	

Variance Explanations

None

Budget Virements

None

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 8 October 2021 (No.7)

Property Services

Budget Category	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 08/10/21	Actual 08/10/21	Variance 08/10/21		% Variance 08/10/21	Notes
Employee Costs	40,493	40,493	0	20,320	20,104	216	under	1.1%	1
Property Costs	14,082	14,082	0	8,835	8,864	(29)	over	(0.3%)	
Supplies & Services	14,089	14,089	0	7,210	5,047	2,163	under	30.0%	2
Transport & Plant	4,481	4,481	0	1,857	1,511	346	under	18.6%	3
Administration Costs	3,627	3,627	0	1,756	1,780	(24)	over	(1.4%)	
Payments to Other Bodies	4,187	4,187	0	1,537	1,560	(23)	over	(1.5%)	a
Payments to Contractors	16,006	16,006	0	8,238	3,703	4,535	under	55.0%	4
Transfer Payments	0	0	0	0	0	0	-	0.0%	
Financing Charges	143	143	0	74	85	(11)	over	(14.9%)	
Total Controllable Exp.	97,108	97,108	0	49,827	42,654	7,173	under	14.4%	
Total Controllable Inc.	(89,200)	(89,200)	0	(44,414)	(37,241)	(7,173)	under recovered	(16.2%)	5
Net Controllable Exp.	7,908	7,908	0	5,413	5,413	0	-	0.0%	
Transfer to Reserves as at (08/10/21)	0	0	0	0	0	0	-		
Position After Transfers to Reserves (08/10/21)	7,908	7,908	0	5,413	5,413	0	-	0.0%	

Variance Explanations

1. The variance in Employee Costs relates in the main to vacancies which are actively being recruited, or are still under consideration whilst service requirements are determined. This offsets an overspend due to the need for overtime to meet current levels of service demand.
2. Covid-19 restrictions has 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.
3. Covid-19 restrictions have impacted on the level of Plant 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 Sub Contractors required. This varies depending on the current workload demands and timing of works on a wide variety of capital and revenue works.
5. 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 has had an impact on the level of income recovered as can be seen from the net underspends above. The service continues to incur non variable costs which require to be offset by income recovery, therefore an estimated recharge of £4.797m is required to date to Resources revenue and capital budgets to cover these fixed costs.

Budget Virements

- a. Transfer of Community Investment budget for use in future years net (£0.210m): (£0.210m) Payments to Other Bodies.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 8 October 2021 (No.7)

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

Budget Category	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 08/10/21	Actual 08/10/21	Variance 08/10/21		% Variance 08/10/21	Notes
Employee Costs	0	0	0	0	0	0	-	0.0%	
Property Costs	0	0	0	0	328	(328)	over	0.0%	1
Supplies & Services	0	0	0	0	9	(9)	over	0.0%	
Transport & Plant	0	0	0	0	2	(2)	over	0.0%	
Administration Costs	0	0	0	0	4	(4)	over	0.0%	
Payments to Other Bodies	0	0	0	0	222	(222)	over	0.0%	1
Payments to Contractors	0	0	0	0	0	0	-	0.0%	
Transfer Payments	0	0	0	0	0	0	-	0.0%	
Financing Charges	0	0	0	0	0	0	-	0.0%	
Total Controllable Exp.	0	0	0	0	565	(565)	over	0.0%	
Total Controllable Inc.	0	0	0	0	(313)	313	over recovered	0.0%	1
Net Controllable Exp.	0	0	0	0	252	(252)	over	0.0%	
Transfer to Reserves as at (08/10/21)	0	0	0	0	0	0	-		
Position After Transfers to Reserves (08/10/21)	0	0	0	0	252	(252)	over	0.0%	

Variance Explanations

1. The majority of this is additional expenditure and income for temporary accommodation costs for homeless people.

Budget Virements

None

Report

4

Report to:	Housing and Technical Resources Committee
Date of Meeting:	8 December 2021
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)

Subject:	Revenue Budget Monitoring 2021/2022 - Housing and Technical Resources - 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 2021 to 8 October 2021 for Housing and Technical Resources (HRA); and
- ♦ provide a forecast for the year to 31 March 2022

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 2022 of a breakeven position, be noted.

3. Background

- 3.1. This is the third revenue budget monitoring report presented to the Housing and Technical Resources Committee for the financial year 2021/2022.
- 3.2. 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 as a result of this report.

5. Financial Implications

- 5.1. As at 8 October 2021, there is a breakeven position against the phased budget. The forecast for the budget to 31 March 2022 is also a breakeven position.
- 5.2. The COVID-19 lockdown has had an impact on the Property Services section which provides the property repairs and maintenance service to the HRA. The section continues to incur non variable costs which require to be offset by income recovery, therefore a recharge could be required at year-end to HRA revenue budget to cover a share of these fixed costs.

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)

1 November 2021

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ Executive Committee, 1 December 2021.
- ◆ Housing and Technical Resources Committee, 29 September 2021.

List of Background Papers

- ◆ Financial ledger and budget monitoring results to 8 October 2021.

Contact for Further Information

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

Hazel Goodwin, Finance Manager

Ext: 2699 (Tel: 01698 452699)

E-mail: Hazel.Goodwin@southlanarkshire.gov.uk

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 8 October 2021 (No.7)

Housing Revenue Account

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 08/10/21	Actual 08/10/21	Variance 08/10/21		% Variance 08/10/21	Notes
<u>Budget Category</u>									
Employee Costs	14,090	14,090	0	7,072	6,869	203	under	2.9%	1
Property Costs	48,021	48,021	0	24,302	24,350	(48)	over	(0.2%)	
Supplies & Services	879	879	0	272	275	(3)	over	(1.1%)	
Transport & Plant	195	195	0	80	80	0	-	0.0%	
Administration Costs	5,645	5,645	0	246	245	1	under	0.4%	
Payments to Other Bodies	2,976	2,976	0	1,052	1,052	0	-	0.0%	
Payments to Contractors	100	100	0	0	0	0	-	0.0%	
Transfer Payments	0	0	0	0	0	0	-	0.0%	
Financing Charges	19,637	19,637	0	19,687	19,695	(8)	over	(0.0%)	
Total Controllable Exp.	91,543	91,543	0	52,711	52,566	145	under	0.3%	
Total Controllable Inc.	(108,345)	(108,345)	0	(48,607)	(48,620)	13	over recovered	0.0%	
Transfer to/(from) Balance Sheet	(839)	(839)	0	(387)	(229)	(158)	under recovered	(40.8%)	2
Net Controllable Exp.	(17,641)	(17,641)	0	3,717	3,717	0	-	0.0%	
Loan Charges	17,641	17,641	0	0	0	0	-		
Net Controllable Exp.	0	0	0	3,717	3,717	0	-	0.0%	

Variance Explanations

1. The variance in Employee Costs is due to higher than anticipated staff turnover.
2. The net combined underspend year to date allows for a lower than budgeted level of transfer from reserves.

Virements

None

Report

5

Report to: **Housing and Technical Resources Committee**
 Date of Meeting: **8 December 2021**
 Report by: **Executive Director (Finance and Corporate Resources)**
Executive Director (Housing and Technical Resources)

Subject: **Capital Budget Monitoring 2021/2022 - 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 2021 to 8 October 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 £8.146 million and expenditure to date of £0.919 million, be noted.

3. Background

- 3.1. This is the third capital monitoring report presented to the Housing and Technical Resources Committee for the financial year 2021/2022.
- 3.2. As noted in the last report to this Committee (29 September 2021), the budget for Housing and Technical Resources for financial year 2021/2022, including carry forward, was £8.546 million.
- 3.3. Since that meeting, the Executive Committee (3 November 2021) has also agreed changes to the Housing and Technical Resources Capital Programme totalling a net decrease of £0.400 million. The details are shown in Appendix A. This takes the Housing and Technical Resources programme for 2021/2022 to £8.146 million.
- 3.4. The report details the financial position for Housing and Technical Resources in Appendix A.

4. 2021/2022 Capital Programme Update

- 4.1. As detailed in Section 3.3, the revised capital programme for Housing and Technical Resources for 2021/2022 is £8.146 million. Anticipated spend to date was £1.188 million and spend to 8 October 2021 amounts to £0.919 million. This represents a position of £0.269 million behind profile and mainly reflects the anticipated timing of spend on a number of projects within the multi-year Prioritised Urgent Investment Programme of works.

5. Employee Implications

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

6. Financial Implications

- 6.1. The financial implications are detailed in section 4 of this report.

7. Climate Change, Sustainability and Environmental Implications

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

8. Other Implications

- 8.1. 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.

9. Equality Impact Assessment and Consultation Arrangements

- 9.1. 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.
- 9.2. 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)

17 November 2021

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ Housing and Technical Resources Committee, 29 September 2021
- ◆ Executive Committee, 3 November 2021
- ◆ Executive Committee, 1 December 2021

List of Background Papers

- ◆ Financial ledger to 8 October 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)

Ext: 2601 (Tel: 01698 452601)

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

**South Lanarkshire Council
Capital Expenditure 2021-2022
Housing and Technical Resources Programme (excl HRA)
For Period 1 April 2021 – 8 October 2021**

<u>Housing and Technical Resources (excl HRA)</u>	Base Budget £000	Budget Adjustments £000	Slippage £000	Total Budget £000	Anticipated Spend £000	Actual Expenditure £000
Office Accommodation	7,828	(440)	(150)	7,238	1,108	843
Private Housing Scheme of Assistance	0	0	0	0	0	0
Other Housing	559	349	0	908	80	76
TOTAL	8,387	(91)	(150)	8,146	1,188	919

For Information Only

Budget Adjustments presented to Executive Committee 3 November 2021:

Budget Adjustments

Prioritised Urgent Investment Fund – Audio Visual Equipment (£0.250m)

Lock Up Areas – Housing Estates (£0.150m)

Total Budget Adjustments (£0.400m)

Report

6

Report to:	Housing and Technical Resources Committee
Date of Meeting:	8 December 2021
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)

Subject:	Capital Budget Monitoring 2021/2022 - 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 2021 to 8 October 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 £79.640 million and expenditure to 8 October 2021 of £37.4631 million be noted.

3. Background

- 3.1. This is the third capital monitoring report presented to the Housing and Technical Resources Committee for the financial year 2021/2022.
- 3.2. As noted in the report to the Committee on 29 September 2021, the budget for the revised programme for Housing & Technical Resources is £79.640 million.
- 3.3. 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 2021/2022 totals £79.640 million and is detailed along with the funding sources at Appendix A to this report.
- 5.2. The actual spend to 8 October 2021 is £37.431m. In addition to the planned works, there will be higher costs incurred reflecting the overheads from Property Services which will require to be recovered. For HRA capital this is estimated at around £4.164m to the current period. This is included in actual spend of £37.431m.

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)

1 November 2021

Link(s) to Council Values/Ambitions/Objectives

- Accountable, Effective, Efficient and Transparent

Previous References

- Executive Committee, 23 June 2021
- Executive Committee, 22 September 2021
- Executive Committee, 1 December 2021
- Housing and Technical Resources Committee, 17 February 2021
- Housing and Technical Resources Committee, 5 May 2021
- Housing and Technical Resources Committee, 30 June 2021
- Housing and Technical Resources Committee, 29 September 2021

List of Background Papers

- Financial ledger to 8 October 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 2021/22		79.640
Estimated Financing Position 2021/22		
Capital Receipts – Land Sales	0.000	
Capital Financed From Current Revenue	19.637	
Prudential Borrowing	50.532	
Specific Grant – Scottish Government New Council Houses	7.191	
Specific Grant – Scottish Government Buy Backs	2.160	
Specific Grant – Scottish Government Mortgage to Rent	0.120	
Other Income	0.000	
		<u>79.640</u>
Actual Expenditure to 8 October 2021		37.431
Actual Financing Position to 8 October 2021		
Capital Receipts – Land Sales	0.000	
Capital Financed From Current Revenue	19.637	
Prudential Borrowing	16.106	
Specific Grant – Scottish Government New Council Houses	1.688	
Specific Grant – Scottish Government Buy Backs	0.000	
Specific Grant – Scottish Government Mortgage to Rent	0.000	
Other Income	0.000	
		<u>37.431</u>



Report

Report to:	Housing and Technical Resources Committee
Date of Meeting:	8 December 2021
Report by:	Executive Director (Finance and Corporate Resources) and Executive Director (Housing and Technical Resources)

Subject:	Housing and Technical Resources – Workforce Monitoring – August to September 2021
----------	--

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide employment information for August to September 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 August to September 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 11 September 2021

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 August to September 2021.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of September 2021 for Housing and Technical Resources. The Resource absence figure for September 2021 was 6.8%, this figure has increased by 0.6% when compared to last month and is 0.4% higher than the Council-wide figure. Compared to September 2020, the Resource absence figure has increased by 4.2%.

Based on the absence figures at September 2021 and annual trends, the projected annual average absence for the Resource for 2021/2022 is 4.3%, compared to a Council-wide average figure of 5.0%.

For the financial year 2021/2022, the projected average days lost per employee equates to 11.7 days, compared with the overall figure for the Council of 11.6 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 7.01% with 1.21% 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, 126 referrals were made this period. This represents an increase of 42 when compared with the same period last year.

4.3. Accident/Incident Statistics (Appendix 2)

There were 2 accidents/incidents recorded within the Resource this period, an increase of 1 when compared to the same period last year.

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

During the period, 3 disciplinary hearings were held within the Resource, this represents an increase of 3 when compared to the same period last year. During this period no appeals were heard by the Appeals Panel. No grievances were raised within the Resource, this figure has decreased by 1 when compared to the same period last year. No Dignity at Work complaints were raised within the Resource, this figure has decreased by 1 when compared to the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There was a total of 8 leavers in the Resource this period eligible for an exit interview. This figure has increased by 2 when compared with the same period last year. Five exit interviews were conducted in this period an increase of 3 when compared to the same period last year.

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 August to September 2021, 15 employees in total left employment (13.33 FTE) and managers indicated that all posts were being filled.

5. Staffing Watch

- 5.1. There has been an increase of 6 in the number of employees in post from 12 June 2021 to 11 September 2021.

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)

7 November 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 Committee – 29 September 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 - 2019/2020, 2020/2021 & 2021/2022
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022
April	3.9	4.1	3.2	April	6.7	3.5	3.6	April	5.0	3.8	3.3	April	4.0	4.4	4.3
May	4.2	2.8	2.9	May	5.1	2.0	4.2	May	4.5	2.5	3.4	May	4.4	3.1	4.9
June	4.8	3.2	3.5	June	5.0	2.0	6.2	June	4.9	2.7	4.6	June	4.4	2.7	4.7
July	4.1	2.7	4.0	July	5.4	2.7	5.7	July	4.6	2.7	4.7	July	3.4	2.3	4.0
August	4.0	2.5	4.9	August	5.7	3.4	7.9	August	4.7	2.8	6.2	August	3.7	3.1	4.7
September	4.4	2.1	5.8	September	5.8	3.3	8.1	September	5.0	2.6	6.8	September	4.5	4.2	6.4
October	4.3	2.9		October	6.6	3.9		October	5.2	3.3		October	4.6	4.8	
November	5.5	3.7		November	6.1	5.6		November	5.7	4.5		November	5.5	5.8	
December	5.2	3.3		December	6.3	4.8		December	5.6	3.9		December	5.7	5.6	
January	5.8	3.5		January	5.9	4.4		January	5.8	3.9		January	5.3	4.8	
February	5.8	3.2		February	5.7	4.7		February	5.8	3.8		February	5.6	4.8	
March	5.1	3.1		March	6.5	4.5		March	5.7	3.6		March	6.2	4.9	
Annual Average	4.8	3.1	3.7	Annual Average	5.9	3.7	5.3	Annual Average	5.2	3.3	4.3	Annual Average	4.8	4.2	5.0
Average Apr-Sep	4.2	2.9	4.1	Average Apr-Sep	5.6	2.8	6.0	Average Apr-Sep	4.8	2.9	4.8	Average Apr-Sep	4.1	3.3	4.8
No of Employees at 30 September 2021			884	No of Employees at 30 September 2021			583	No of Employees at 30 September 2021			1467	No of Employees at 30 September 2021			16177

For the financial year 2021/22, the projected average days lost per employee equates to 11.7 days.

HOUSING AND TECHNICAL RESOURCES

	Aug-Sep 2020	Aug-Sep 2021
MEDICAL EXAMINATIONS		
Number of Employees Attending	29	47
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	9	5
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	26	41
REFERRALS TO EMPLOYEE SUPPORT OFFICER		
	18	33
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY		
	2	0
TOTAL	84	126

CAUSE OF ACCIDENTS/INCIDENTS	Aug-Sep 2020	Aug-Sep 2021
Specified Injuries*	0	0
Over 7 day absences	0	0
Over 3 day absences**	1	0
Minor	0	2
Near Miss	0	0
Violent Incident: Physical****	0	0
Violent Incident: Verbal*****	0	0
Total Accidents/Incidents	1	2

*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 pen

**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	Aug-Sep 2020	Aug-Sep 2021
Total Number of Hearings	0	3

Time Taken to Convene Hearing Aug - Sept 2020

0-3 Weeks
1

4-6 Weeks
0

Over 6 Weeks
2

RECORD OF GRIEVANCE HEARINGS	Aug-Sep 2020	Aug-Sep 2021
Number of Grievances	1	0
Still in Progress	0	0

RECORD OF DIGNITY AT WORK	Aug-Sep 2020	Aug-Sep 2021
Number of Incidents	1	0
Still in Process	0	0

ANALYSIS OF REASONS FOR LEAVING	Aug-Sep 2020	Aug-Sep 2021
Career Advancement	1	3
Poor Relationship with Manager/Colleagues	0	1
Other	1	1
Number of Exit Interviews conducted	2	5

Total Number of Leavers Eligible for Exit Interview	6	8
--	----------	----------

Percentage of interviews conducted	33%	63%
---	------------	------------

Appendix 2a

	August - September 2021		Cumulative total (Apr 21 - Mar 22)	
	FTE*	H/C**	FTE	H/C
Terminations/Leavers	13.33	15	41.57	51
Replace employee	13.33	15	40.07	49
Filling on a temp basis	0.00	0	1.00	1
Budget transfer to other post	0.00	0	0.00	0
End of fixed term contract	0.00	0	0.00	0
Leave vacant pending service review	0.00	0	0.00	0
Plan to remove for savings	0.00	0	0.50	1

* Full time equivalent

** Head count/number of employees

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

1. As at 11 September 2021

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
850	26	318	127	1321					
*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	222.75	638.30	361.14	29.60	10.00	2.00	0.00	0.00	1264.79

1. As at 12 June 2021

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
843	25	318	129	1315					
*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	212.56	639.60	362.88	31.46	10.00	2.00	0.00	0.00	1259.5

Report

8

Report to: **Housing and Technical Resources Committee**
 Date of Meeting: **8 December 2021**
 Report by: **Executive Director (Housing and Technical Resources)**

Subject: **Housing Allocation Policy – Local Letting Plans
2022/2023**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise on progress against the 2021/2022 letting targets
- ◆ request approval for the 2022/2023 letting targets
- ◆ request approval for the Local Letting Initiatives and the South Lanarkshire Letting Initiative in respect of welfare reform
- ◆ request approval for an amendment to be made to the Housing Allocation Policy in respect of the assessment of medical circumstances

2. Recommendation(s)

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

- (1) that progress against the 2021/2022 letting targets be noted;
- (2) that the 2022/2023 mainstream letting targets, attached as Appendix 1, be approved;
- (3) that the 2022/2023 sheltered letting targets, attached as Appendix 2, be approved;
- (4) that the Local Letting Initiatives attached as Appendix 3, be approved;
- (5) that the South Lanarkshire Letting Initiative, attached as Appendix 4, be approved; and
- (6) that the amendment to the Housing Allocation Policy, detailed in section 10, be approved.

3. Background

3.1. Local Letting Plans (LLPs) have been a key feature of the Housing Allocation Policy since 2009. During the review of the Housing Allocation Policy in 2018/2019, it was recognised that LLPs continue to provide an effective means for ensuring that a strategic and flexible approach is taken in the allocation of council housing in South Lanarkshire. Consequently, LLPs were retained within the revised Housing Allocation Policy, which came into effect in May 2019.

- 3.2. On an annual basis, LLPs are prepared for each of the housing management areas of South Lanarkshire. LLPs provide an overview of local supply and demand and set out:-
- ◆ annual letting targets for each of the four housing lists (in relation to mainstream and sheltered properties)
 - ◆ details of Local Letting Initiatives (LLIs) in operation within a local area
- 3.3. LLPs and associated targets are subject to Housing and Technical Resources Committee approval. This is the second annual report on LLPs since the revised Housing Allocation Policy was introduced.
- 4. Impact of COVID-19**
- 4.1. Since the initial months of the COVID-19 pandemic, when there was a focus on the delivery of critical services, the Resource has adapted to ensure that the wide range of housing services customers previously received, can continue to be delivered.
- 4.2. The allocation of council housing to all applicant types continues to be a key focus with arrangements in place to ensure the safety of both customers and Housing Services' staff. Demand for social rented housing throughout the pandemic has remained high and in the current year, it is expected that the number of properties becoming available for let will return to normal levels. Together with the progress being made to deliver the Council's new build housing programme, this will help to ensure that customers in most housing need are allocated a home.
- 5. Rapid Rehousing Transition Plan**
- 5.1. The South Lanarkshire Rapid Rehousing Transition Plan 2019-2024 (RRTP) sets out a number of objectives to address homelessness and limit the amount of time people experiencing homelessness spend in temporary accommodation. Along with a range of other actions, identifying letting targets for each of the four housing lists contributes towards achieving the priority objectives set out within the RRTP.
- 6. Achievement of the 2021/2022 Letting Targets**
- 6.1. The information provided in relation to the achievement of letting targets has been projected to the end of the financial year based on data collated between 5 April 2021 and 17 October 2021. Where appropriate, manual adjustments have been made to projections to take account of local issues, such as the number of new build council properties expected to complete during the remaining months of the financial year. This approach allows letting targets and letting initiatives to be fully implemented from the start of the financial year.
- 6.2. Across each housing management area, letting targets are set within bands for each housing list to allow for a degree of flexibility when allocating properties. Full details of the projected outcomes in relation to the targets set for both mainstream and sheltered properties in 2021/2022 are set out in Appendix 1 and 2.
- 6.3. In relation to mainstream council properties, it is projected that across South Lanarkshire the targets set for the Urgent Housing Need and Transfer lists will be achieved. Lets directed to the Waiting list are projected to be only just slightly below target and slightly above target for the Other Category list. The projected lets to the Other Category list can be attributed to the timing of new build properties in Whitlawburn which were delayed due to the pandemic and completed during 2021/2022.

- 6.4 In relation to the targets set for sheltered properties across South Lanarkshire, it is projected that lets to the Transfer and Other Category list will be within target. Lets to the Urgent Housing Need list will be under target, while lets to the Waiting list will exceed the target set. This can be attributed to variations at a local area level relating to low levels of sheltered lets in certain areas and general differences in supply and demand.

7. Letting Targets for Mainstream Properties during 2022/2023

- 7.1. The letting targets proposed for mainstream properties across South Lanarkshire and for each of the 4 housing management divisions are set out in Appendix 1.
- 7.2. The factors which have been taken into account when setting the mainstream letting targets for 2022/2023 are detailed below:-
- ◆ a continuing high number of applicants queued on the HomeFinder housing register - as at 17 October 2021, there were over 18,000 applicants on the housing register
 - ◆ a continuing demand from homeless households - as at 17 October 2021, 1,172 homelessness applications had been received year to date. Assuming that this trend continues, it is projected that 2,177 homelessness applications will have been received by the end of the financial year
 - ◆ the Council's statutory duty to homeless households - the number of applicants assessed as homeless and to whom the Council has a duty to provide settled accommodation, remains high. As at 17 October 2021, there were 941 homeless applicants on the housing register
 - ◆ the number of properties becoming available for let - it is projected that by the end of the financial year, 1,994 mainstream properties will have been let. This represents an significant increase of 29% on 2020/2021 and demonstrates a return to the average turnover levels experienced prior to COVID-19
 - ◆ additional supply of housing – the number of council new build properties and acquisitions planned for completion during 2022/2023
 - ◆ joint working with partners – the contribution that HomeFinder partners and other Registered Social Landlords (RSLs) make to meeting housing need, including the needs of homeless applicants, through agreed targets

8. Sheltered Housing Letting Targets for 2022/2023

- 8.1. Between 5 April 2021 and 17 October 2021, 89 sheltered properties became available for let. It is projected that, by the end of the financial year, 165 sheltered properties will have been let, which would represent a 15% increase in turnover on the previous year 2020/2021.
- 8.2. There continues to be a high level of demand for sheltered housing with 1,487 applicants queued on the HomeFinder housing register as at 17 October 2021.
- 8.3. It is recognised that demand for sheltered housing varies across areas and individual sheltered housing developments and this has been taken into account in the letting targets proposed for 2022/2023.
- 8.4. The letting targets proposed for sheltered properties across South Lanarkshire and for each of the 4 housing management areas are set out in Appendix 2.

9. Letting Initiatives

- 9.1. The Housing Allocation Policy allows for the establishment of Local Letting Initiatives (LLIs) in areas where there are particular needs, issues or circumstances which require to be addressed.
- 9.2. During 2021/2022, there were 5 LLIs in operation across South Lanarkshire and one South Lanarkshire wide initiative. To inform the development of the LLPs for 2022/2023, each of the letting initiatives have been subject to review to assess their impact and identify whether there is a need for the initiative to continue.
- 9.3. It is proposed that the 5 LLIs set out in Appendix 3 be retained during 2022/2023, and the South Lanarkshire Council wide initiative set out in Appendix 4 continues.
- 9.4. It is proposed that during 2022/2023, a full evaluation of the impact of the South Lanarkshire wide initiative will take place to identify whether there is a need for the initiative to be revised or removed. The findings and recommendations from this exercise will be reported within the next Local Letting Plan report to this Committee.

10. Housing Allocation Policy – Medical Assessment

- 10.1. The revised Housing Allocation Policy was introduced in May 2019 and is subject to ongoing monitoring to ensure that policy aims are being met. As part of this process, it has been identified that a minor amendment is required to the policy.
- 10.2. The amendment relates to the assessment of the medical need aspect of a housing application, which is currently carried out by an independent medical adviser, contracted by the Council to provide this service. While this service model has worked well, in order that other model options can be considered and introduced in the future, as necessary, it is proposed that the policy be amended to remove reference to who is involved in the medical assessment process.
- 10.3. It is, therefore, proposed that within section 8 of the Housing Allocation Policy at point 8.2, the following paragraph is removed - 'Medical circumstances are assessed by an independent medical adviser, who will make a recommendation to the council for consideration'.
- 10.4. The current arrangements for the assessment of medical need are currently under review.

11. Next Steps

- 11.1. Implement 2022/2023 letting targets effective from Monday 4 April 2022.
- 11.2. Publish the 2022/2023 Local Letting Plans on the South Lanarkshire Council website.
- 11.3. Continue to monitor the impact of the LLIs and the South Lanarkshire Letting Initiative throughout the year

12. Employee Implications

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

13. Financial Implications

- 13.1. There are no financial implications contained within this report.

14. Climate Change, Sustainability and Environmental Implications

- 14.1. This report does not introduce a new policy, function or strategy which impacts on the natural environment, climate change or sustainability.

15. Other Implications

- 15.1. The content of this report will contribute to the evidence to support the requirements of the Annual Assurance Statement.
- 15.2. The risks associated with welfare reform have been included within the Resource's risk register and actions taken to mitigate these risks where possible.

16. Equality Impact Assessment and Consultation Arrangements

- 16.1. An equality impact assessment has been carried out on each LLI proposed for 2022/2023 and on the South Lanarkshire Letting Initiative. The assessment is that the proposals do not have any adverse impact on any protected characteristics groups.
- 16.2. Consultation on the proposed letting targets and the LLIs has taken place with tenants and other customers at meetings of the Tenant Participation Co-ordination Group.

Daniel Lowe

Executive Director (Housing and Technical Resources)

4 November 2021

Link(s) to Council Values/Ambitions/Objectives

- ◆ Improve the availability, quality and access of housing
- ◆ Support our communities by tackling disadvantage and deprivation and supporting aspiration
- ◆ Focused on people and their needs
- ◆ Make communities safer, stronger and sustainable
- ◆ Accountable, effective, efficient and transparent

Previous Reference

- ◆ Housing and Technical Resources Committee report – Local Letting Plans, 17 February 2021.

List of Background Papers

- ◆ Local Letting Plans 2022/2023.

Contact for Further Information

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

Annette Finnan, Head of Housing Services

Ext: 5611 (Tel: 01698 455611)

E-mail: annette.finnan@southlanarkshire.gov.uk

SLC Proposed Letting Targets for Mainstream Properties 2022/2023

South Lanarkshire

Housing Need List	2021/2022	2021/2022 Projected Lets		2022/2023
	Target	Number	%	Target
Urgent housing need	55-65%	1177	60%	55-65%
Transfer	15-25%	388	19%	15-25%
Waiting	15-20%	287	14%	15-20%
Other Categories	0-5%	142	7%	0-5%
		1994	100%	

Cambuslang Division

Housing Need List	2021/2022	2021/2022 Projected Lets		2022/2023
	Target	Number	%	Target
Urgent housing need	55-65%	374	57%	55-65%
Transfer	15-25%	132	20%	20-25%
Waiting	5-15%	57	9%	10-20%
Other Categories	5-15%	96	14%	0-5%
		659	100%	

Clydesdale Division

Housing Need List	2021/2022	2021/2022 Projected Lets		2022/2023
	Target	Number	%	Target
Urgent housing need	45-55%	178	45%	45-55%
Transfer	20-25%	84	21%	20-25%
Waiting	20-30%	129	32%	20-30%
Other Categories	0-5%	6	2%	0-5%
		397	100%	

East Kilbride Division

Housing Need List	2021/2022	2021/2022 Projected Lets		2022/2023
	Target	Number	%	Target
Urgent housing need	60-65%	220	65%	60-65%
Transfer	20-30%	79	24%	20-30%
Waiting	5-15%	31	9%	5-15%
Other Categories	0-5%	7	2%	0-5%
		337	100%	

Hamilton Division

Housing Need List	2021/2022	2021/2022 Projected Lets		2022/2023
	Target	Number	%	Target
Urgent housing need	60-65%	405	67%	60-65%
Transfer	15-20%	93	15%	15-25%
Waiting	15-20%	70	12%	10-20%
Other Categories	0-5%	33	5%	0-5%
		601	100%	

SLC Proposed Letting Targets for Sheltered Properties 2022/2023**South Lanarkshire**

Housing Need List	2021/2022	2021/2022 Projected Lets		2022/2023
	Target	Number	%	Target
Urgent housing need	25-30%	28	17%	15-30%
Transfer	35-45%	63	38%	40-50%
Waiting	25-35%	72	44%	25-35%
Other Categories	0-5%	2	1%	0-5%
		165	100%	

Cambuslang Division

Housing Need List	2021/2022	2021/2022 Projected Lets		2022/2023
	Target	Number	%	Target
Urgent housing need	15-20%	5	16%	15-20%
Transfer	35-40%	13	37%	35-45%
Waiting	35-40%	17	47%	35-45%
Other Categories	5-10%	0	0%	0-5%
		35	100%	

Clydesdale Division

Housing Need List	2021/2022	2021/2022 Projected Lets		2022/2023
	Target	Number	%	Target
Urgent housing need	20-30%	4	18%	15-20%
Transfer	35-45%	7	36%	35-45%
Waiting	30-35%	9	46%	35-45%
Other Categories	0-5%	0	0%	0-5%
		20	100%	

East Kilbride Division

Housing Need List	2021/2022	2021/2022 Projected Lets		2022/2023
	Target	Number	%	Target
Urgent housing need	30-45%	15	23%	20-30%
Transfer	40-50%	15	23%	30-45%
Waiting	10-20%	35	54%	30-40%
Other Categories	0-5%	0	0%	0-5%
		65	100%	

Hamilton Division

Housing Need List	2021/2022	2021/2022 Projected Lets		2022/2023
	Target	Number	%	Target
Urgent housing need	25-30%	4	8%	10-20%
Transfer	35-45%	28	63%	55-60%
Waiting	25-35%	11	25%	20-30%
Other Categories	0-5%	2	4%	0-5%
		45	100%	

Proposed Local Letting Initiatives for 2022/2023

Management Area	Details of LLI	Area covered by LLI	Property types/sizes	Duration of LLI
Clydesdale	Priority for housing will be given to applicants who have a social or economic connection with the area. To encourage tenancy sustainment, discussions will take place with prospective tenants to ensure that they fully understand the context to living in a rural location.	Forth East Douglas Douglas Water Glespin Rigside	All property types/sizes	1 year
Hamilton	Priority for housing to be given to applicants with an assessed mobility need.	Almada Tower Wyler Tower	1 and 2 bedroom multi storey flats	1 year
Cambuslang	Priority for housing to be given to applicants with an assessed mobility need.	Rosebank Tower Sherry Heights Standford Hall Logan Tower Springhall Court	2 bedroom multi storey flats	1 year
Cambuslang	Priority for housing to be given to waiting list and transfer list applicants who have a local connection.	Cathkin Braes Tenant Management Co-operative area	All property sizes and types	1 year
Rutherglen	Restrict lets to the Urgent Housing Need list up to 45%.	Greenhill Court	All 1 and 2 bedroom properties	1 year

South Lanarkshire Letting Initiative 2022/2023

Management Area	Details of LI	Area Covered by LI	Property types/sizes	Duration of LI
Blantyre Cambuslang Rutherglen Clydesdale East Kilbride Hamilton Larkhall	<p>To help mitigate the impact of welfare reform, priority is awarded to:-</p> <ul style="list-style-type: none"> • working age council tenants who, as at 31 March 2013, were under occupying their property in terms of the DWP under occupancy criteria • tenants living in a one-bedroom property who are willing to move to a larger property, provided that they meet the required criteria 	All areas of South Lanarkshire	All property types and sizes	1 year

Report

Report to:	Housing and Technical Resources Committee
Date of Meeting:	8 December 2021
Report by:	Executive Director (Housing and Technical Resources)

Subject:	Policy and Strategy Review Schedule
----------	--

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ seek approval for the policy and strategy review schedule for Housing and Technical Resources

2. Recommendation(s)

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

- (1) that the policy and strategy review schedule, attached at Appendix 1, be approved; and
- (2) that the outcome of policy and strategy reviews be reported to future Committees in line with the schedule.

3. Background

- 3.1. To support ongoing and systematic service improvement processes, a formal policy and strategy review schedule was established in October 2011. This schedule is reviewed on an annual basis and reported to Housing and Technical Resources Committee. The last updated policy and strategy review schedule was presented to Committee on 17 February 2021.
- 3.2. The policy and strategy review schedule assists annual service planning by providing a clear timeframe for the formal review of all key housing policies and strategies. The review schedule also informs the development of the annual work plan for customer involvement and thereby provides a basis for the Council to ensure that its statutory obligations in relation to engagement with service users on policy matters are delivered.
- 3.3. This report seeks approval for an updated policy and strategy review schedule. The updated schedule reflects changes in the local and national policy context, including legislative and regulatory changes.

4. Outline of the Policy and Strategy Review Schedule

4.1. The policy and strategy review schedule, attached as Appendix 1, sets out:-

- ◆ details of housing policies and strategies
- ◆ the frequency of reviews
- ◆ when the reviews are next scheduled to take place

- 4.2. As part of the policy and strategy review process, associated procedures and protocols which support the delivery of services are also considered and reviewed as appropriate. This ensures that scope for service improvements is also considered as part of the review process.
- 4.3. The scope of the policy/strategy areas covered by the schedule is consistent with the key service areas identified by the Scottish Housing Regulator's regulatory framework. In summary these are:-
- ◆ allocation of housing
 - ◆ rent management
 - ◆ tenancy and estate management services
 - ◆ repairs, maintenance and improvement
 - ◆ services provided at council Gypsy/Traveller sites
 - ◆ tenant participation
 - ◆ homelessness
- 4.4. In addition to the areas noted at 4.3, the review also incorporates key housing and other strategies which the Resource has lead responsibility for within the Council.

5. Next Steps

- 5.1. The schedule will inform the next round of Resource and Service Plans for 2022/2023 and will be used to establish a joint programme for customer engagement.
- 5.2. The proposed frequency of review is considered appropriate to the individual policy or strategy area. In some circumstances, linked to legislative or regulatory changes, there may be a requirement for a policy or strategy to be revised within a scheduled period. An updated schedule will be presented to the Housing and Technical Resources Committee on an annual basis which will advise of progress and any amendments to the schedule.
- 5.3. The Housing and Technical Resources Committee will continue to be updated fully and separately in relation to the development of the specific policies and strategies contained within the schedule.

6. Employee Implications

- 6.1. There are no employee implications associated with this report.

7. Financial Implications

- 7.1. There are no financial implications associated with this report.

8. Climate Change, Sustainability and Environmental Implications

- 8.1. This report does not introduce a new policy, function or strategy which impacts on the natural environment, climate change or sustainability.
- 8.2. 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 strategic environmental assessment is required.

9. Other Implications

- 9.1. The content of this report will contribute to the evidence to support the requirements of the Annual Assurance Statements.

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. On an ongoing basis, discussions take place with customer representatives on the future programme for customer engagement. These discussions are reflected in the proposed schedule. The schedule provides a basis for discussion with customers and other service users to facilitate planning for future service delivery.

Daniel Lowe

Executive Director (Housing and Technical Resources)

27 October 2021

Link(s) to Council Values/Ambitions/Objectives

- ◆ Improve the quality, access and availability of housing
- ◆ Work with communities and partners to promote high quality, thriving and sustainable communities

Previous References

- ◆ Policy and Strategy Review Schedule, Housing and Technical Resources Committee, 17 February 2021.

List of Background Papers

- ◆ None

Contact for Further Information

If you require further information, please contact:-

Linda Pearson, Strategy Co-ordinator

Ext: 4092 (Tel: 01698 454092)

Email: linda.pearson@southlanarkshire.gov.uk

Appendix 1: Policy and Strategy Review Schedule (Revised October 2021)

Strategy and Policy		Review frequency	Date of next review
1.	Rapid Rehousing Transition Plan	5 yearly	2023/24
2.	Strategic Housing Investment Plan (SHIP)	Annually	2022/23
3.	Local Housing Strategy	5 yearly	2022/23
4.	Customer Involvement Strategy	4 yearly	2022/23
5.	Home Improve/Scheme of Assistance Grants	5 yearly	2022/23
6.	Rent Management Policy	5 yearly	2024/25
7.	Gypsy/Travellers Pitch Allocation Policy	5 yearly	2024/25
8.	Tenancy and Estate Management Policy	5 yearly	2023/24
9.	Anti-social Behaviour Policy	5 yearly	2026/27
10.	Anti-social Behaviour Strategy	5 yearly	2023/24
11.	Repairs Policy	5 yearly	2023/24
12.	Housing Allocation Policy	5 yearly	2024/25

Report

10

Report to:	Housing and Technical Resources Committee
Date of Meeting:	8 December 2021
Report by:	Executive Director (Housing and Technical Resources)

Subject:	South Lanarkshire Council Anti-social Behaviour Policy Review 2021/22
----------	--

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ seek endorsement from Housing and Technical Resources Committee for the introduction of the revised Anti-social Behaviour Policy with effect from 1 March 2022

2. Recommendations

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

- (1) that the revised South Lanarkshire Council Anti-social Behaviour Policy, attached as Appendix 1, be endorsed;
- (2) that the revised policy be submitted to Executive Committee on 2 February 2022 for approval; and
- (3) that, if approved, the revised policy be implemented with effect from 1 March 2022.

3. Background

- 3.1. The current policy relating to Anti-social Behaviour was introduced by Housing and Technical Resources in September 2013 and was developed in accordance with relevant legislation and regulatory requirements at that time.
- 3.2. The policy aligns with the current and previous South Lanarkshire Anti-social Behaviour Strategy, approved by Executive Committee. As required by the Anti-social Behaviour (Scotland) Act 2004, the strategy sets out how the Council and its community safety partners will tackle key anti-social behaviour issues across South Lanarkshire.
- 3.3. On 17 February 2021, Housing and Technical Resources Committee approved the 2021/2022 Policy Review Schedule, which confirmed that a full review of the Council's Anti-social Behaviour Policy would take place during 2021/2022.
- 3.4. A key focus of the review is to ensure that the policy is fully compliant with updated or new legislative and regulatory requirements. In addition, the review also considers the Council's overall approach to tackling anti-social behaviour and how it is managed across different services.

4. Pre-Consultation Stage

4.1. During the pre-consultation stage, to support the development of a consultative draft, the following actions were taken:-

- ◆ an evaluation of the current policy against a range of criteria derived from the priorities and objectives specified within the policy, and legal and regulatory requirements
- ◆ a review of other Scottish Local Authority anti-social behaviour policies and procedures
- ◆ discussions with services and partners within the Anti-social Partnership Strategy Implementation Group to determine current issues
- ◆ a review of the feedback received from those with lived experience of anti-social behaviour who have used Council and partner services

4.2. The comments received and views expressed during the pre-consultation stage were taken into account and informed the consultative draft policy.

5. Summary of Key Changes from Current Policy

5.1. It is proposed that the revised policy will continue to focus on the prevention and management of anti-social behaviour, with the following key changes:-

- ◆ a clearer explanation of what is and what is not deemed as anti-social behaviour
- ◆ a greater focus on preventing anti-social behaviour and ensuring a person-centred approach when supporting victims of anti-social behaviour
- ◆ reference to the 2014 amendments of the Housing (Scotland) Act 2001, stipulating that the policy applies to tenants, residents, household members and visitors to their home
- ◆ inclusion of the legal power of granting a Short Scottish Secure Tenancy to new or existing tenants who have a history of anti-social behaviour as specified within the 2014 amendments of the Housing (Scotland) Act 2001
- ◆ a continued emphasis on enforcement actions under both the Misuse of Drugs Act 1971 and Psychoactive Substances 2016 legislation
- ◆ a new section added in relation to the streamlined eviction process, outlining the criteria and process involved
- ◆ the specific mention of domestic abuse with reference to the sensitivity and support required to victims and actions against perpetrators

6. Key Features of the Revised Policy

6.1. The revised policy sets out the approach the Council will take in managing anti-social behaviour whilst taking account of both new and updated legislative and regulatory requirements.

6.2. The policy sets out a number of key aims and objectives that are consistent with the Council's vision to:-

- ◆ protect vulnerable children, young people and adults
- ◆ tackle disadvantage and deprivation
- ◆ promote sustainable communities

6.3. The revised policy is closely aligned with the South Lanarkshire Anti-Social Behaviour Strategy and aims to ensure that the work of the Council contributes to the strategic outcomes jointly agreed with our partners and stakeholders.

- 6.4. The approach continues to be based upon ‘problem solving’, founded upon working collaboratively with community safety partners across all areas of South Lanarkshire. There are six key aims and objectives to the Council’s approach as detailed in the table below:-

Prevention	The Council will work with partners to prevent anti-social behaviour from happening, to create strong and sustainable communities.
Intervention	The Council will ensure that early and effective interventions are in place to deal with problems as soon as they happen. All interventions will be fair and consistent.
Enforcement	Where anti-social behaviour is evidenced, the Council will take appropriate and proportionate enforcement actions against those involved
Rehabilitation	The Council will work to ensure that those involved in anti-social behaviour modify their behaviour to stop or reduce incidences occurring and to increase levels of tenancy or accommodation sustainment.
Community Involvement	The Council will ensure community engagement and stakeholder feedback remain central to achieving objectives. The Council will encourage “supportive” communities where individuals take responsibility for their actions and realise the impact they have on others.
Support	Working with partners, the Council will support victims of anti-social behaviour and provide opportunities for those involved in anti-social behaviour to be supported to modify their behaviour.

- 6.5. The revised policy also aims to encourage people experiencing or witnessing anti-social behaviour to report the issue, aiding the Council and its partners to gather important evidence. The policy also aims to further enhance communication during anti-social behaviour investigations between the Council and those affected by anti-social behaviour.
- 6.6. The full revised policy is contained within Appendix 1.

7. Formal Consultation Process

- 7.1. A consultative draft Anti-social Behaviour Policy was issued for formal consultation from Monday 23 August to Friday 22 October 2021. The consultative draft policy was published on the Council’s website, together with an online questionnaire, which was developed to guide responses in relation to the following key aspects of the policy:-
- ◆ the aims and objectives of the policy
 - ◆ the Council’s problem-solving approach to anti-social behaviour
 - ◆ the management of anti-social behaviour, ensuring that appropriate and proportionate action is taken at the right time
- 7.2. The questionnaire also gave respondents the opportunity to provide any additional comments or highlight any areas they felt were missing from the policy.

- 7.3. In addition to the launch of the online questionnaire, a range of consultation events and presentations or discussions with existing interested groups were taken forward by officers, including:-
- ◆ South Lanarkshire Tenant Participation Co-ordination Group
 - ◆ South Lanarkshire Disability Partnership Housing Sub-group
 - ◆ Seniors Together
 - ◆ South Lanarkshire Access Panel
 - ◆ Safer South Lanarkshire Steering Group
 - ◆ Homelessness Strategy Group
 - ◆ Local Problem-Solving Groups
- 7.4. Views were also sought from a number of specialist organisations who offer support and advice to vulnerable individuals and groups across South Lanarkshire, including Victim Support and Women's Aid.
- 7.5. As part of the consultation process, a special Elected Member Awareness Session was held on 4 October 2021. This aimed to provide elected members with an overview of the key changes proposed in the review and the opportunity to ask senior officers questions and comment on the draft.
- 7.6. As part of the consultative process, a peer review process was completed with Fife Council and East Ayrshire Council. Both organisations reviewed the consultative draft and provided comments and recommendations.
- 7.7. In addition to feedback from elected members, through the consultation, 102 responses were received from both individuals and organisations. In summary, from the online questionnaire:-
- ◆ 79% of respondents agreed with the proposed aims and objectives of the policy
 - ◆ 75% of respondents agreed with the problem-solving approach detailed in the policy
 - ◆ 94% of respondents agreed that the Council should intervene as early as possible
 - ◆ 93% of respondents agreed with the proposed enforcement approach detailed within the policy
 - ◆ 79% of respondents agreed with the proposed approach to drug offences detailed within the policy
- 7.8. Views and comments received throughout the consultation were considered and incorporated as appropriate to inform the preparation of the finalised policy.
- 8. Next Steps**
- 8.1. Subject to endorsement by Housing and Technical Resources Committee, the revised Anti-social Behaviour Policy will be presented to Executive Committee for approval on 2 February 2022.
- 8.2. Following Executive Committee approval, the revised policy will be implemented from 1 March 2022.
- 8.3. In preparation for the revised policy being implemented, a review and update of existing procedures and documentation will be completed, ensuring alignment with changes to the policy.
- 9. Employee Implications**
- 9.1. There are no employee implications associated with this report.

10. Financial Implications

10.1. There are no financial implications associated with this report.

11. Climate Change, Sustainability and Environmental Implications

11.1. This report does not introduce a new policy, function or strategy which impacts on the natural environment, climate change or sustainability.

11.2. A Strategic Environmental Assessment (SEA) pre-screening determination was completed as part of the review of the South Lanarkshire Council Anti-social Behaviour Policy. The assessment confirmed that there is no requirement to complete a SEA.

12. Other Implications

12.1. There are no other implications as a result of this report.

12.2. The content of this report will contribute to the evidence to support the requirements of the Annual Assurance Statement.

13. Equality Impact Assessment and Consultation Arrangements

13.1. Consultation on the draft Anti-social Behaviour Policy took place between 23 August and 22 October 2021. During this time a range of key stakeholders, including tenants and other customers, partner agencies and external organisations were given the opportunity to comment on the proposed policy. The views and comments received have significantly contributed to the shape the finalised policy document.

13.2. An equality impact assessment has been carried out on the recommendations contained within this report and where identified, remedial action has been taken. The assessment is that the proposals do not have any adverse impact on any part of the community covered by equalities legislation or on community relations. The results of the assessment will be published on the Council's website.

Daniel Lowe

Executive Director (Housing and Technical Resources)

25 November 2021

Link(s) to Council Values/Objectives

- ◆ Focused on people and their needs
- ◆ Protect vulnerable children, young people and adults
- ◆ Support communities by tackling disadvantage and deprivation and supporting aspiration

Previous References

- ◆ Housing and Technical Resources Policy Review Schedule 2021/22, Housing and Technical Resources Committee, 17 February 2021.

List of Background Papers

- ◆ South Lanarkshire Anti-Social Behaviour Strategy 2019-23
- ◆ South Lanarkshire Council Anti-Social Behaviour Policy

Contact for Further Information

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

Annette Finnan, Head of Housing Services

E-mail: annette.finnan@southlanarkshire.gov.uk

South Lanarkshire Council Anti-social Behaviour Policy

Contents

1. Introduction
2. Aims and objectives
3. The council's approach
4. Anti-social Behaviour Services
5. Management of anti-social behaviour
6. Comments and complaints
7. Monitoring and review
8. Access to information
9. Information Sharing Protocols
10. Equal opportunities

If you or someone you know needs this information in another language or format, please contact us to discuss how we can best meet your needs.

Phone: 0303 123 1015

Email: equalities@southlanarkshire.gov.uk

Website www.southlanarkshire.gov.uk

1. Introduction

- 1.1 The Council's Anti-social Behaviour Policy is based upon the definition of anti-social behaviour, set out in the Anti-social Behaviour etc (Scotland) Act 2004, which defines anti-social behaviour as:-
1. *"A person ("A") engages in anti-social behaviour if A:-*
- a) Acts in a manner that causes or is likely to cause alarm or distress; or*
 - b) Pursues a course of conduct that causes or is likely to cause alarm or distress, to at least one person who is not of the same household as A; and "anti-social behaviour shall be construed accordingly".*
- 1.2 South Lanarkshire Council as a local authority and the Chief Constable of Police Scotland have a statutory obligation to prepare a strategy for dealing with anti-social behaviour in the authority's area. Within the council, Housing and Technical Resources has lead responsibility for responding to anti-social behaviour.
- 1.3 Anti-social behaviour may include but is not limited to the following: noise disturbance; harassment, verbal abuse, violence, hate crimes, vandalism, graffiti, banned or terrorist flags or banners and being concerned in drug related activity. Where acts of criminality are involved Police Scotland are the lead investigating agency, however the council will work individually and collaboratively with partners to tackle these issues.
- 1.4 Although potentially annoying or inconsiderate, generally the following are not likely to be deemed as anti-social behaviour: children playing, people gathering socially, general banging of doors, DIY, general domestic living noise, staring/facial expressions or parking issues. This is not an exhaustive list.
- 1.5 Anti-social behaviour in the housing context relates to incidents from within a residential property, from communal or shared areas or from within garden areas or structures. In addition, anti-social behaviour "in the locality" of a home will be considered where the location of the behaviour occurs within the wider neighbourhood.
- 1.6 This policy applies in the housing context across all housing tenures including owner occupiers, private tenants, tenants of registered social landlords and council tenants. It also applies to all household members and visitors to their homes.
- 1.7 Any abuse (verbal, physical or otherwise) made against or toward council employees whilst carrying out their duties will be viewed seriously. Action will be taken against those identified as responsible for the abuse through the relevant council policy. Further information on these can be found on the council's website at www.southlanarkshire.gov.uk.
- 1.8 The Anti-social Behaviour Policy sets out the approach South Lanarkshire Council (the council) will take when managing anti-social behaviour. Tenants of registered social landlords (commonly known as Housing Associations) or private landlords affected by anti-social behaviour should contact their landlord in the first instance.
- 1.9 This policy is closely aligned with the South Lanarkshire Anti-social Behaviour Strategy and aims to ensure that the work of the council contributes to the strategic outcomes noted below which were jointly agreed with our partners and stakeholders:-
- Alcohol related anti-social behaviour and drug misuse
 - Deliberate secondary refuse fires
 - Domestic noise
 - Littering (including household items/waste)
 - Disorder

- 1.10 The policy was developed in accordance with the requirements of a range of relevant legislation, including:-
- the Misuse of Drugs Act 1971
 - Civic Government (Scotland) Act 1982
 - Environmental Protection Act 1990
 - Crime and Disorder Act 1998,
 - The Regulation of Investigatory Powers (Scotland) Act 2000
 - Anti-social Behaviour etc. (Scotland) Act 2004
 - Housing (Scotland) Act 2001 (as amended in 2014)
 - Psychoactive Substances Act 2016.
 - The Adult Support and Protection (Scotland) Act 2007
 - The Children (Scotland) Act 1995
 - Equality Act 2010
- 1.11 The policy is consistent with the council's vision to improve the quality of life of everyone in South Lanarkshire, in particular to support the protection of vulnerable children, young people and adults.
- 1.12 It also aligns with and reflects Community Planning priorities and partnership working to promote safe and sustainable communities where people want to live.
- 1.13 The council's approach is based upon "problem solving". This is founded upon working collaboratively with community safety partners to facilitate an effective multi-agency approach.
- 1.14 Community Safety Hubs provide a regular forum through which partners come together to ensure a joint approach to identifying and monitoring persons responsible and "hotspot areas" for anti-social behaviour; agreeing joint actions to tackle ongoing issues, engaging with those involved and signposting to diversionary activities where appropriate.
- 1.15 The way in which the council tackles anti-social behaviour will be appropriate and proportionate, taking into account the individual needs and circumstances of those involved. The council is clear however that where necessary it will take strong and effective enforcement action to protect the interests of victims and the wider communities, while ensuring that it supports and assists those experiencing anti-social behaviour.

2. Aims and objectives

2.1 The council is committed to providing accessible and responsive anti-social behaviour services based on seven core objectives:-

- Services which are easy to access
- Services which are provided at a high quality
- Services that effectively deal with hate crime and hate incidents
- Services which are informed by community engagement
- Services that effectively and clearly communicate
- Services that work in partnership with other organisations
- Services that are provided equally

2.2 These aims and objectives are to ensure:-

Prevention – The council will work with our partners to prevent anti-social behaviour from happening, to create strong and sustainable communities.

Intervention – The council will ensure that early and effective interventions are in place to deal with problems as soon as they happen. All interventions will be fair and consistent.

Enforcement – Where anti-social behaviour is evidenced, the council will take appropriate and proportionate enforcement actions against those involved.

Rehabilitation – The council will work to ensure that those involved in anti-social behaviour modify their behaviour to stop or reduce incidences occurring and to increase levels of tenancy or accommodation sustainment.

Community Involvement – The council will ensure community engagement and stakeholder feedback remain central to achieving all our objectives. The council will encourage supportive communities where individuals take responsibility for their actions and realise the impact they have on others.

Support – Working with our partners, the council will support victims of anti-social behaviour and provide opportunities for those involved in anti-social behaviour to be supported to modify their behaviour.

3. The Council's Approach

- 3.1 The council and its partners take a “problem solving” approach to tackling anti-social behaviour. This involves bringing a wide range of agencies together (including the council, Police Scotland, Scottish Fire and Rescue Service, the South Lanarkshire Health and Social Care Partnership, Community Justice Partnership, Victim Support and other Third Sector partners) to consider individual cases and trends and to co-ordinate responses to best address the incident or issue.
- 3.2 Operational procedures support the policy and set out a range of processes to ensure that there is consistency in approach, and that all tenants and residents are treated fairly and sensitively.
- 3.3 The council recognises the sensitivities involved for neighbours who report or are subject to complaints of anti-social behaviour and are committed to respecting the privacy of all those involved.
- 3.4 The council will make every effort to ensure that the identities of those involved in anti-social behaviour cases are not disclosed to other members of the community; however, the nature of the complaint or other agency involvement may mean neighbours or other parties will realise who the complainer may be.
- 3.5 Officers will treat all complaints in confidence, however if a complaint escalates, confidentiality may not always be maintained. This action would be explained to and agreed with the complainer.
- 3.6 The “problem solving” approach will utilise all tools available to the council and its partners to take effective and early interventions or enforcement actions to deal with anti-social behaviour.
- 3.7 There are four key aspects of the council's approach:-
 - Prevention
 - Early Intervention
 - Person Centred Support
 - Enforcement
- 3.8 **Prevention**
 - 3.8.1 The council works with partners to deliver educational and diversionary programmes to schools and youth groups which clearly outline potential consequences of involvement in anti-social behaviour and promote positive alternative life choices.
 - 3.8.2 The Community Safety Hubs provide a regular forum through which partners come together to ensure a joint approach to identifying and monitoring areas identified as “hotspots” for anti-social behaviour, engaging with those involved, signposting to diversionary activities or taking other preventative actions.
 - 3.8.3 Where addresses or locations of concern are identified at the regular partnership meetings, a joint multi-agency action plan will be agreed to tackle issues raised taking into account individual circumstances and needs of each case.
 - 3.8.4 The Council's Community Wardens will engage with communities, gather information and intelligence, and provide support to residents. This may include deploying mobile CCTV vehicles to act as a deterrent and provide public reassurance.

3.8.5 For council tenants, Housing Officers and Investigation Officers will ensure tenants and residents are aware of their obligations in relation to anti-social behaviour, in line with their tenancy agreement.

3.8.6 Housing support will be provided to vulnerable tenants and to those with identified support needs to help achieve the best outcomes including tenancy sustainment.

3.9 **Early Intervention**

3.9.1 Where a resident reports anti-social behaviour to the council, the council is committed to intervening at the earliest stage. The purpose of early intervention is to stop behaviours and disputes escalating.

3.9.2 Early personal contact and ongoing effective communication using a range of methods will take place with residents who report anti-social behaviour, to those subject of the complaint, and to residents who may have witnessed incidents.

3.9.3 Instances of low-level anti-social behaviour complaints; primarily complaints relating to 'lifestyle clashes' or 'inconsiderate behaviour', with no enforceable solution; will be referred to the council's Mediation Service to resolve and avoid potential escalations.

Officers will be clear when referring or concluding mediation cases that no formal resolve is available, to encourage residents to commit to the process, accept responsibility and identify and achieve positive outcomes.

Mediation, when used appropriately, can open positive channels of communication between residents, encourage residents to share their perspective of what has been happening, highlight the impact of the behaviours and then facilitate a mutually agreeable way forward for all parties.

Mediation can also equip residents with the skills required to deal with any future disputes to ensure early interventions prevent any further escalations.

3.10 **Person Centred Support**

3.10.1 Residents may face a range of different challenges in relation to anti-social behaviour which will reflect their diverse range of needs and circumstances.

3.10.2 There could be a variety of reasons why residents (both complainers and those responsible for anti-social behaviour) might be regarded as vulnerable; including age, disability, physical and mental health, developmental or addiction issues.

3.10.3 In addition, residents may also be vulnerable due to other life circumstances such as domestic abuse, trauma, being care experienced or other personal experiences.

3.10.4 Officers are unable to discuss life circumstances or vulnerabilities with neighbours or other residents involved but will work with other council services and partner agencies to ensure the most effective personal supports are offered to all parties involved. This includes trauma informed practice.

3.10.5 When working with vulnerable residents, a tailored approach on a case-by-case basis will be taken to suit individual circumstances and needs. This will involve working closely with other council services and partner agencies to ensure that vulnerable residents are provided with or signposted to appropriate support services, advice and guidance.

3.10.6 Where domestic abuse occurs within council tenancies, the council will work within the legislative framework to ensure victims receive appropriate support. The council will provide support services or signpost to support, those subjected to domestic abuse who wish to remain in their own home. Where appropriate, legislative powers and legal remedies will be used to protect the rights of those subjected to domestic abuse. This could include legal remedies that exclude the offending partner from a tenancy.

3.11 **Enforcement**

3.11.1 Where anti-social behaviour has been sufficiently evidenced, the council is committed to take appropriate and proportionate action against those involved.

3.11.2 The council will endeavour to resolve anti-social behaviour quickly and effectively.

3.11.3 For low-level anti-social behaviour or inconsiderate behaviour, enforcement action may not be appropriate. For these cases the council will seek resolution through referral to the Mediation Service, utilising the Community Warden Service or by providing relevant advice and assistance.

3.11.4 The council has a range of measures it can take when anti-social behaviour has been sufficiently evidenced and formal action is required. This can include, (but is not limited to):-

- issue of verbal and written warnings
- issue of Acceptable Behaviour Contracts or Unacceptable Behaviour Notices
- obtaining Anti-social Behaviour Orders (ASBOs) or Interim ASBOs.
- converting the tenancy to a Short Scottish Secure Tenancy (South Lanarkshire Council tenants only)
- obtaining Criminal Anti-social Behaviour Orders (CRASBOs)
- liaising with Police Scotland in relation to criminal acts
- referrals to other council services to take relevant action including Landlord Registration
- issuing fixed penalty notices for dog fouling, littering, fly-tipping or noise
- legal action to recover a tenancy (South Lanarkshire Council tenants only)

3.11.5 The council aims to address the problem of drug related offences committed in or in the locality of council properties. Police Scotland remain the lead agency in all acts of alleged criminality, including drug related offences and the council will not interfere in or predict the outcomes of any police enquiries or legal processes when carrying out its role.

3.11.6 The potential consequences for council tenants or members of their household convicted of offences under the Misuse of Drugs Act 1971 include action to recover possession of a tenancy or impose other council led sanctions.

3.11.7 The council will always consider action following conviction for these offences; however, each case will take into account individual circumstances:-

- Section 5(3) Possession of a controlled drug with intent to supply
- Section 4(3)(a) Supply of a controlled drug
- Section 4 (3) (b) Being concerned in the supply of a controlled drug
- Section 4(2)(a) Production of a controlled drug

Convictions for other offences under the Misuse of Drugs Act 1971, including for example, possession of a controlled drug, and other criminal offences committed at or within the locality of a council tenancy may also lead to punitive action and/or eviction proceedings.

3.11.8 The potential consequences for council tenants or members of their household convicted of offences under the various sections of the Psychoactive Substances Act 2016 detailed below are aligned with the actions noted at 3.11.6 and 3.11.7 above for convictions under the Misuse of Drugs Act 1971:-

- Section 4 – Produce an illegal psychoactive substance
- Section 5 – Supply/offer to supply an illegal psychoactive substance (there is no offence in relation to possession for personal use)
- Section 6 – Aggravate an offence under section 5 (in the vicinity of a school, using a person under 18 years of age or in a custodial institution)
- Section 7 – Possess with intent to supply
- Section 8 – Import or export an illegal psychoactive substance

3.11.9 For other cases of serious or persistent anti-social behaviour involving council tenants, the council will consider taking action to repossess the tenancy.

3.11.10 In addition to existing eviction grounds contained within the Housing (Scotland) Act 2001, the Housing (Scotland) Act 2014 introduced a Streamlined Eviction process, whereby offending by a tenant or resident, anyone else living in or visiting the property, who has been convicted of an offence punishable by imprisonment within the previous 12 months, can result in the tenant being considered for eviction utilising the specific Streamlined Eviction process.

3.11.11 Streamlined Eviction removes the court's discretion to consider whether it is reasonable to grant an eviction order. The court must grant an eviction order where it is satisfied that:-

- (i) there is a ground for recovery of possession set out in paragraph 2 of schedule 2 to the Housing (Scotland) Act 2001; and
- (ii) the council has given regard to the statutory requirements; and
- (iii) the notice of proceedings was served within 12 months of the conviction (or when the appeal was disposed of).

4. Anti-social Behaviour Services

4.1 Joint Problem Solving Unit

A dedicated Joint Problem Solving Unit is responsible for supporting services through statistical analysis, and, for the co-ordination of the overall integrated approach to tackling anti-social behaviour throughout South Lanarkshire. The unit also co-ordinates the council's partnership approach through the Community Safety Hubs and local Problem Solving Groups. The unit consists of:-

- Anti-social Investigation Team
- Mediation Service
- Community Warden Service

4.2 Anti-social Investigation Team

4.2.1 The specialist Anti-social Investigation Team investigates complaints of anti-social behaviour across South Lanarkshire, including those within or relating to council housing, owner occupied properties and private rented properties. Anti-social behaviour issues impacting tenants of other Registered Social Landlords operating within South Lanarkshire will be managed by the relevant Registered Social Landlord.

4.2.2 The team investigates serious and complex cases of anti-social behaviour and works closely with other community safety partners. The Anti-social Investigation Team is predominantly responsible for:-

- Investigating incidents of anti-social behaviour
- Gathering evidence
- Preparing a case for enforcement action
- Providing support to victims and accessing specialist support from Victim Support
- Accessing other support services for individuals as required, including from Housing Support, commissioned services and those within health and social care.
- Seeking effective and sustained resolutions
- Monitoring trend information relating to anti-social behaviour hotspots
- Liaising with relevant services, including Housing Services and Legal Services to progress serious cases for court action
- Installing and monitoring temporary CCTV cameras in areas identified as potential hotspots for anti-social behaviour, supporting the work of the Public Space CCTV Service.

4.3 Mediation Service

4.3.1 The council's dedicated Mediation Service is confidential, impartial and free to all residents within South Lanarkshire.

4.3.2 Specially trained and accredited mediators work with residents to open positive lines of communication, explore any issues that are being experienced and then help both parties understand the impact that their actions may be having. Mediators then assist both parties to identify a mutually agreeable way forward.

4.3.3 The service relies on voluntary participation from two or more parties who have a desire to resolve issues.

- 4.3.4 Mediation is an informal voluntary process and always maintains the principle of confidentiality. Information discussed with mediators or between parties cannot be shared with other services or agencies or used for evidential purposes in a formal investigation. If agreement is reached, a written copy of outcomes agreed will be provided to both parties.
- 4.3.5 Mediation can be offered in different formats. Joint mediation is where parties sit together. Alternatively, shuttle mediation is where both parties are in separate locations and mediators will go between to try to resolve the issues.
- 4.3.7 Agreements made have no legal enforcement standing. However, mediation can be very successful in resolving disputes surrounding domestic living or lifestyle noise such as noise from domestic appliances, children or pets.

4.4 Community Warden Service

4.4.1 The Community Warden Service provides a presence in designated areas which have been identified through partnership information sharing, Community Safety hub discussions and locally identified issues.

4.4.2 Community Wardens complete routine patrols, supported by specialist CCTV equipped vehicles within designated areas in order to:-

- Promote community safety
- Help reduce the fear of crime
- Provide high visibility public reassurance
- Engage with local residents to help promote community relations
- Pro-actively engage with Police Scotland and other partners to address ongoing and emerging issues
- Support anti-social behaviour investigations by gathering effective intelligence and evidence

4.5 Local Housing Teams

4.5.1 Where a complaint is received involving a council tenant, Housing Officers provide the first point of contact by phone, email or in person for residents.

As part of their wider responsibilities, Housing Officers will:-

- receive and acknowledge complaints of anti-social behaviour
- make every effort through written correspondence and personal contact to contact residents to obtain details of the complaint and establish other relevant information such as vulnerabilities or other agencies involved
- undertake initial investigations to evidence a complaint and secure an early resolution
- ensure that council tenants are aware of and adhere to their tenancy obligations
- issue warnings where appropriate and proportionate
- provide support or arrange for specialist support to be provided to victims of anti-social behaviour
- access support services for individuals as required, including Housing Support, and support from commissioned services and health and social care

- ensure appropriate supports are in place for those affected by, or those involved in, anti-social behaviour
- make referrals to the Joint Problem Solving Unit where anti-social behaviour complaints or issues are identified as being complex or serious
- liaise with relevant services, including Legal Services, to progress serious cases for court actions

4.6 Environmental Services

- 4.6.1 Environmental Services provide a range of solutions to tackle incidents that are recognised as anti-social behaviour. This includes domestic noise within or surrounding domestic properties of all tenures across South Lanarkshire.
- 4.6.2 Officers from the Environmental Services Noise Team can act as professional witnesses to ongoing noise disputes.
- 4.6.3 Officers from the Environmental Services Noise Team can utilise Noise Monitoring Equipment for noise related anti-social behaviour, where other means of gathering evidence are not available or appropriate.
- 4.6.4 If noise monitoring equipment is used, the council will operate within legislative frameworks, and this includes notifying the subject of complaints of the proposed use. These frameworks exist within the Environmental Protection Act 1990 (as amended by the Anti-social Behaviour (Scotland) Act 2004) and Regulation of Investigatory Powers (Scotland) Act 2000.
- 4.6.5 Environmental Services enforcement officers conduct targeted patrols throughout South Lanarkshire to investigate allegations of littering, dog fouling, stray dogs, abandoned vehicles and fly-tipping.
- 4.6.6 Environmental Services operate to an approved Enforcement Policy in relation to environmental anti-social behaviour and decisions are primarily informed by this policy. Further details of this policy can be found on the council's website at www.southlanarkshire.gov.uk.

4.7 Private landlords

- 4.7.1 Private landlords are responsible for managing and responding to anti-social behaviour within their properties. Where a landlord does not take any action then the council will remind the landlord of their obligations. If the landlord does not effectively engage to tackle anti-social behaviour from their tenant, a referral will be made to the Council's Landlord Registration Team for further action. This can include removal from the South Lanarkshire Landlord Registration Scheme.

5. Management of anti-social behaviour

- 5.1 It is recognised by the council that to effectively tackle anti-social behaviour it needs to work closely with its community safety partners and residents of South Lanarkshire due to the vast range and complexity of factors involved. The council is therefore committed to working closely with residents and its partners to support communities to take a stance against anti-social behaviour, encouraging co-operation, responsibility and positive relationships.
- 5.2 To effectively tackle anti-social behaviour, the council will ensure any action taken is proportionate to the level of anti-social behaviour occurring and takes account of good practice as well as legislative and regulatory requirements.
- 5.3 An impartial, sensitive and confidential approach will be maintained by council officers throughout the course of managing anti-social behaviour complaints.
- 5.4 The council will respond promptly to complaints of anti-social behaviour or neighbour disputes. In the event of exceptional circumstances, procedures and timescales may be affected and subject to change. If this should happen, the council will promote any service changes required to residents, aiming to provide clear direction and detail on how services can be contacted.
- 5.5 Officers dealing with anti-social behaviour will provide victims and others affected by anti-social behaviour with the highest possible quality of advice, assistance and support. Victims and those affected by anti-social behaviour will be kept informed of progress and action taken throughout the process.
- 5.6 The council will ensure individuals who are victims of anti-social behaviour which is motivated by malice, discrimination or prejudice are provided with services and support which are tailored to their needs.
- 5.7 The council will regularly consult with stakeholders and residents to ensure that the services it provides to tackle anti-social behaviour are appropriate and effective. The council will aim to ensure that communities are aware of the services available within the council and through its community safety partners, utilising feedback and engagement to improve services delivered.
- 5.8 Officers from the Joint Problem Solving Unit will work with the council's community safety partners and local housing teams, facilitating regular Community Safety Hub meetings to ensure holistic multi-agency action plans are agreed for appropriate anti-social behaviour occurrences in each locality. Hub meetings will also identify potential hotspots and act to ensure effective early interventions are put in place to avoid problems escalating.
- 5.9 In line with the council's Housing Allocation Policy, the council will apply a suspension to an application for housing where anti-social behaviour is under investigation or has been established in relation to the applicant or member of their household. Reviews will take place in line with the council's Housing Allocation Policy. The council will consider a history of up to 36 months (suspension timescale subject to nature and severity of the anti-social behaviour) for anti-social behaviour when considering whether a suspension from the housing register is appropriate.
- 5.10 The council will consider granting a Short Scottish Secure Tenancy to a new or existing tenant if there has been established anti-social behaviour within the previous three years.

- 5.11 For thorough and successful investigations to take place, the council is reliant on the co-operation of those involved and will work with all parties involved to establish all the relevant facts.
- 5.12 Officers dealing with anti-social behaviour will liaise with partners if appropriate and proportionate to confirm information relating to an investigation. At all times officers will adhere to the terms of the Information Sharing Protocols in place between the council and its partners, and work within legislative frameworks. When information is required from external services or partners, a time delay may occur in the investigation process.
- 5.13 At the conclusion of an investigation, Officers will consider the range of outcomes available to them. For formal enforcement action to be taken, sufficient impartial evidence must be obtained and corroborated during the investigation process.
- 5.14 The council will ensure outcomes of complaints made are provided to the parties involved where possible, to ensure a full explanation has been given and explain options available. This will be followed up by written correspondence to confirm unless those involved have requested for this not to take place.
- 5.15 Where no or insufficient evidence of anti-social behaviour has been established, or for low-level anti-social behaviour involving potential lifestyle clashes or inconsiderate behaviours, consideration will be given to offering a referral to the Mediation Service.
- 5.16 More serious or complex cases of anti-social behaviour from within or surrounding council properties, and from owner occupied properties or privately rented properties will be referred to the Anti-social Investigation Team. This team will work closely with landlords, owners and other relevant internal and external agencies to resolve anti-social behaviour issues reported.
- 5.17 Where a complainer or subject of a complaint disagrees with the actions taken at the outcome of an investigation, either party has the right to submit an appeal. Appeals should be submitted within 10 working days of the outcome being notified. Details of the process will be contained within the outcome letters sent to all parties.

6. Comments and complaints

- 6.1 The council is committed to providing high quality services to customers. Any customer dissatisfied with any aspect of the service has the right to make a complaint through the council's comments and complaints scheme.

Further information on the comments and complaints scheme can be found on the council's website at www.southlanarkshire.gov.uk.

- 6.2 If, after making a complaint, a customer continues to be dissatisfied with the service that they have received, a further complaint can be made to the Scottish Public Services Ombudsman. The Ombudsman will only consider complaints of injustice or hardship as a result of maladministration or service failure.

- 6.3 The address of the Scottish Public Services Ombudsman is:-

Bridgeside House
99 McDonald Road
Edinburgh
EH7 4NS (Freepost SPSO).

Further information on how to contact the SPSO can be found at www.spsso.org.uk.

7. Monitoring and review

- 7.1 In relation to monitoring anti-social behaviour, the council will continue to prepare regular monitoring reports in order to benchmark performance against its peers and provide performance information through statutory returns.
- 7.3 The reports on performance will be provided to a range of forums, including:-
- Housing and Technical Resources Committee,
 - Resource Management Team
 - South Lanarkshire Community Safety Partnership groups
 - Tenants and Residents groups
- 7.4 The council will also submit reports on performance to the Scottish Housing Regulator (SHR) in order to comply with the regulatory requirements set out by the Scottish Housing Regulator Framework.
- 7.5 This policy will be reviewed in line with the Housing and Technical Resources Policy Review Schedule or when significant changes to any relevant legislation or national or local policies occur.

8. Access to information

8.1 Any information that is held regarding an individual must be treated lawfully and correctly in line with the safeguards outlined in the General Data Protection Regulation 2016 (GDPR) which requires data to be:-

- Lawfully, fairly and transparently processed
- Processed for limited purposes
- Adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed
- Accurate and kept up to date
- Kept no longer than the period necessary
- Kept securely against unauthorised or unlawful processing and protected against accidental loss, destruction or damage.

8.2 The processing shall be carried out in a way that ensures compliance with the rights of data subjects, including:-

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure (so far as applicable)
- The right to restrict processing
- The right to data portability (so far as possible)
- The right to object to processing (including profiling); and
- The right not to be subject to fully automated decision making including profiling

8.3 When customers contact the council or any partner agency to make a report of anti-social behaviour, they do so in reasonable expectation of privacy and it would be unreasonable to release that third party's personal data. This means that the council cannot provide data relating to another person to other customers. This is because the right of access has been restricted (Paragraph 16 of Schedule 2 of the Data Protection Act 2018).

8.4 Further information is available by viewing the following council publications:-

- Privacy Policy
- Data Sharing Policy
- Information Security Policy
- Information Compliance Policy

These publications are available on the council's website at www.southlanarkshire.gov.uk.

9. Information Sharing Protocol

- 9.1 Section 139 of the Anti-social Behaviour etc. (Scotland) Act 2004 grants the power to release information to a relevant authority where that is necessary for the purposes of any measure in the 2004 Act or any piece of legislation which relates to tackling anti-social behaviour.
- 9.2 The council will always adhere to the principles of the Data Protection Act 2018 and information provided in relation to an anti-social behaviour case will always remain confidential – except where failure to share details with our partners could endanger any person, or where the council is required to do so by law.
- 9.3 The council has robust Information Sharing Protocols between partners to tackle anti-social behaviour. To share, information needs to be necessary and relevant. Information Sharing Protocols are managed and signed by appropriate senior level authorised signatories in accordance with Data Protection laws.
- 9.4 The protocols clarify the information that can be shared; proactive information sharing, what information the council can share with police and other services and methods that the information can be shared.

10. Equal opportunities

- 10.1 South Lanarkshire Council has an Equality and Diversity Policy which is committed to the principle that everyone has the right to be treated with dignity and respect. The Anti-social Behaviour Policy is consistent with the requirement of the Equality and Diversity Policy and ensures that the council acts fairly and lawfully in all that it does. The council does not discriminate against residents in any way on the grounds of age, disability, gender, gender identity (reassignment), marriage and civil partnership, pregnancy and maternity, race, religion or belief or sexual orientation.
- 10.2 To support this and as part of the development of the policy, an equality impact assessment has been completed to ensure that the policy is inclusive and does not unfairly disadvantage any of the particular groups detailed above. A copy of the impact assessment relating to this policy is available on the council's website at www.southlanarkshire.gov.uk. The council will continue to monitor the policy to ensure that it achieves all equalities objectives set.
- 10.3 If a customer feels that they have been treated unfairly in terms of the policy they have the right to make a complaint. Section 6 provides further details on how a customer can do this.

Report

11

Report to:	Housing and Technical Resources Committee
Date of Meeting:	08 December 2021
Report by:	Executive Director (Housing and Technical Resources) Executive Director (Finance and Corporate Resources)

Subject:	Additional Posts to Implement and Support the New Integrated Housing and Property Management System (IHPMS)
----------	--

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ Seek approval to increase the establishment of the current System Support Team to continue the implementation and ongoing support of the new Integrated Housing and Property Management System

2. Recommendation(s)

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

- (1) to increase the establishment by the addition of 1.0 FTE Systems Officer and 3.0 FTE Strategy and Support Assistants on a permanent basis;
- (2) to extend the increase of the establishment by 1.0 FTE Project Adviser, on a fixed term basis, for 6 months; and
- (3) to increase the establishment by the addition of 1.0 FTE Systems Co-ordinator for a fixed term period of 23 months.

3. Background

- 3.1. As part of the overall Strategy and Support section structure review in July 2016, a review of existing IT systems was undertaken. The review also considered functions which had been delivered by Finance and Support Services including, data management, information governance, ITC support and year end processes.
- 3.2. As an outcome of the review, the current System Support Team was established to ensure ongoing support to the current ICT systems, as well a number of third-party databases and standalone spreadsheets.
- 3.3. The team has also taken on responsibility for additional functions including data management, information governance, ITC support and year end processes. The scope of the System Support Team has continued to expand with the team now responsible for a number of service areas previously provided by others.
- 3.4. Since 2018, the Systems Support Team has been augmented by the introduction of the Systems Transition Project Team, a temporary team established to facilitate the development and implementation of the new Integrated Housing and Property Management IT System (IHPMS). Both teams work in conjunction to support the development of the new system.

- 3.5. The new system will replace the functionality of 11 outdated legacy systems which currently operate within the Resource and for the first time, support for all systems will be consolidated within the Team.
- 3.6. The proposal within this report seeks to ensure that the Systems Support Team has the capacity and resilience to ensure effective continuous delivery and development of all Resource ITC systems.
- 3.7. It is proposed that all current temporary staffing arrangements, except for the Project Advisor post, in place for implementation of the new IHPMS, come to an end on 31 March 2022, with the responsibility then passed to the expanded Systems Support Team.

4. Current Service Provision

- 4.1. The Systems Support Team currently has 5 permanent full-time employees who provide ongoing support to the “legacy” systems, third party databases and standalone spreadsheets and contribute to the development of the new IHPMS. This team currently has a dual focus of ensuring system access and continuity alongside playing a vital role in supporting the development and implementation of the new IHPMS.
- 4.2. The Resource currently provides little or no support in relation to 10 of the 11 “legacy” systems, with the support provided direct from the suppliers at a cost or from IT Services.
- 4.3. The current Systems Support Team also supports other functions of the Resource; including:-
 - ◆ Invoicing and Contracts - ensuring all contracts are maintained and all invoices are paid timeously to ensure continuing support and maintenance to all relevant systems
 - ◆ Internet/Intranet updates - ensuring all information relating to Housing and Technical Resources is both relevant and up to date
 - ◆ Year-end processes (October – April) – preparing and testing letters, running reports, testing uprating of rent accounts and amounts etc., ensuring all statutory timescales are achieved
 - ◆ Resource reporting requirements – writing, running, and amending performance and statistical reports for the Resource
 - ◆ Corporate Reporting Module - updating Improve calendars, writing, running, and amending reports for the Resource and maintaining scheduler to allow automatic production of reports on specified dates/times
 - ◆ IT requests - creation of new users and amending permissions for various systems including DWP Landlord Port, Abritas, Academy, My Account access etc and the first point of contact for any IT issues
- 4.4. The temporary Systems Transition Project Team, comprising 8 employees, was established to work on the full development and implementation of the new system. These employees will return to their substantive posts on 31 March 2022.

5. Proposal for Future Service Delivery

- 5.1. Following a review of the current establishment and associated work of both the Transition Team and the Systems Support Team, it is now proposed to establish one team (further detailed in section 6.1).

- 5.2. In order to support the new integrated system and provide ongoing support to the existing standalone applications, additional resources are required. The additional resources proposed are:-

- ◆ 1 Systems Officer
- ◆ 3 Strategy and Support Assistants

The additional staff will ensure effective continuous delivery and development of all systems on a continuing basis over the longer term.

- 5.3. As well as the additional staff detailed in 5.2 above, it is proposed that a temporary Co-ordinator post is added to the establishment. This would support the existing Co-ordinator with a particular focus on ensuring the continued implementation of the new IHPMS and take on the responsibility of monitoring the project moving forward as the Project Advisor post comes to an end. It is proposed this would be for a period of 23 months, or until the new IHPMS is fully operational.
- 5.4. It is also proposed that the current temporary Project Advisor post be extended for up to a period of 6 months, this would provide for continuity of project management as the new integrated system is introduced and the revised Systems Team proposals are implemented. The temporary Co-ordinator will take on the role of monitoring the project going forward when this post comes to an end.
- 5.5. This Team would support the ongoing development of the new system beyond phase 1 of 'go live'. This will ensure that the right skills and knowledge base are in place for the new integrated system as well as existing business applications which are not being replaced.
- 5.6. The Team will take responsibility for developing and supporting any new system requirements in relation to national, regional, and local strategy and policy context for housing, homelessness, factoring, repairs (housing and non-housing), capital projects, asset management, energy/decarbonisation and community engagement.

6. Employee Implications

- 6.1. It is proposed that the following are added to the Housing Services establishment as detailed in tables below: -

Post	No of Posts (FTE)						
	Existing	Proposed	Difference	Grade/SCP	Hourly Rate	Annual Salary	Gross Cost (inc on costs 30.3%)

<u>Systems Team – Proposed (Permanent)</u>							
Systems Officer	1	2	1	Grade 3 Level 2 - 4 SCP 63 - 74	£18.08 - £21.25	£32,994 - £38,779	£42,991 - £50,529
Strategy and Support Assistants	3	6	3	Grade 2 Level 2 – 4 SCP 39 - 57	£12.68 - £16.52	£23,139 - £30,147	£90,453 - £117,843
Total Systems	4	8	4				£133,444 - £168,372

<u>Systems Team – Proposed (Temporary)</u>							
Project Advisor	1	1	1 (Extend for 6 months)	Grade 4 Level 2 - 5 SCP 82 - 88	£23.92 - £26.18	£43,651 - £47,775	£28,439 - £31,125 (6 months)
Systems Co-ordinator	1	2	1 (Temp for 23 months)	Grade 3 Level 8 SCP 79 - 80	£22.89 – £23.24	£41,771 – £42,410	£98,142 - £101,257 (23 months)
Total Systems	2	3	2				£126,581 - £132,382

7. Financial Implications

- 7.1. The financial implications of the proposed changes to the establishment are contained within section 6.1. This includes £168,372 of recurring costs and £132,382 one off costs across the next two years.
- 7.2. The additional staffing costs will be offset by the costs currently incurred to support the legacy systems, in the long term.

8. Climate Change, Sustainability and Environmental Services

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

9. Other Implications

- 9.1. Failure to appropriately support the new integrated IT system could significantly impact upon the ability to deliver services within Housing & Technical Resources.
- 9.2. The content of this report will contribute to the evidence to support the requirements of the Annual Assurance Statement.

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. Consultation will take place with Housing and Technical Resource Personnel, all affected employees, Corporate Personnel Services and the appropriate Trade Unions.

Daniel Lowe

Executive Director (Housing and Technical Resources)

Paul Manning

Executive Director (Finance and Corporate Resources)

22 November 2021

Link(s) to Council Values/Objectives

- ◆ Ambitious, self-aware and improving
- ◆ Achieve results through leadership, good governance and organisational effectiveness
- ◆ Improve the availability, quality and access to housing

Previous References

- ◆ Housing and Technical Resources Committee 17 February 2021
- ◆ Housing and Technical Resources Committee 20 March 2019
- ◆ Housing and Technical Resources Committee 13 July 2016

List of Background Papers

- ◆ None

Contact for Further Information

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

Cameron Mitchell
Strategy and Support Manager
Ext: 845 4862
E-mail: cameron.mitchell@southlanarkshire.gov.uk

Report

12

Report to:	Housing and Technical Resources Committee
Date of Meeting:	8 December 2021
Report by:	Executive Director (Housing and Technical Resources)

Subject:	Low Waters Hall, Hamilton – Asset Transfer to the Trustees of Clyde Scouts
----------	---

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ advise the Committee of the request for asset transfer, by lease, of Low Waters Hall to the Trustees of Clyde Scouts (the Scouts) and request approval to the principal terms and conditions of asset transfer as set out in Section 5 of the report

2. Recommendation(s)

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

- (1) that Low Waters Hall be leased to the Trustees of Clyde Scouts, subject to the terms and conditions outlined in Section 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. The Council owns Low Waters Hall, Elliot Crescent, Hamilton and it is at present leased to South Lanarkshire Leisure and Culture and managed as an operational hall.
- 3.2. The Scouts wish to see the hall refurbished and to develop the role that the building plays within the community through direct community management. Whilst the transfer request is for a lease to the Trustees of Clyde Scouts, the day-to-day management would be undertaken by the local 112th Lanarkshire Scouts.
- 3.3. The Scouts submitted a request for Community Asset Transfer of the hall, the validation date for which was 23 July 2021.
- 3.4. In addition to placing the application and supporting documentation on the Council's Planning Portal, a notice was placed on the property and nearby Notice Boards advising that the Council was considering an asset transfer. The closing date for responses was 9 September 2021 at which time 10 representations were received; 9 were in support of the proposal and 1 was neutral.
- 3.5. The request was placed before the Community Asset Transfer Assessment Panel on 20 October 2021 when the following matters were taken into consideration.

3.6. Property

- 3.6.1. The extent of the land requested, as shown on the attached plan, is circa 564 square metres and is an operational hall.
- 3.6.2. The property is still in operational use and forms part of the arrangements with South Lanarkshire Leisure and Culture. SLLC has confirmed that there are no issues in relation to staff given that halls such as Low Waters are managed on an “on demand” basis and hall keepers can be expected to make up their hours across a number of sites.
- 3.6.3. The property requires an estimated £55,000 of investment over the next 5 years.
- 3.6.4. Planning and Economic Development have indicated that there would be no significant planning issues as the prospective use is the same as the previous use.
- 3.6.5. The Council’s in-house valuer has placed a value of £2,500 per annum on the property, in terms of rental value.
- 3.6.6. There is no parking associated with the hall and limited independent redevelopment potential.

3.7. Organisation

- 3.7.1. Due to the structure of the Scout organisation, the asset transfer request is in the name of The Trustees of Clyde Scouts, which is an unincorporated organisation and a registered charity SC010415. However, the day-to-day operation and management of the facility will be undertaken by 112th Lanarkshire Scouts which has been established since 1999, is an unincorporated organisation and a registered charity SC034313.
- 3.7.2. 112th Lanarkshire Scouts has an experienced leadership and a membership of over 100 young people with a growing waiting list.
- 3.7.3. The objectives of the organisation are:-
 - ◆ The purpose of scouting is to contribute to the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local, national and international communities

3.8. Project

- 3.8.1. The proposal is for the Scouts to take a 20-year full repairing and insuring lease, refurbish the property and continue to manage the hall as a community facility. The facility will enable the Scouts to increase the number of sessions that they can offer and reduce their waiting list. The Scouts have met with representatives of the existing users of the hall, which are mainly daytime uses, and are keen for these lets to continue after the asset transfer.
- 3.8.2. The Scouts have carried out extensive consultation including discussion with the existing users of the hall and local residents.
- 3.8.3. The Scouts are aware that the hall has no dedicated parking and of local residents’ concern about the increased traffic to the hall. They have entered into discussions with other local organisations about alternative parking and developed options for staggered drop off/pick up times to address those concerns.

3.8.4. The business plan demonstrates that the Scouts are aware of the potential effect of COVID-19 on demand for the hall from other groups and that they will require a building survey to understand the level of investment required to bring the property up to the standard they wish. They have secured funding for the survey; however, this is still to be carried out.

3.8.5. The Scouts have identified a number of potential funders and commenced discussions regarding capital and revenue bids; however, at this stage, there is no certainty of funding for the renovations. The organisation, however, has a strong record of generating funding for projects.

4. Assessment

4.1. The property is suitable for the proposed use and the Trustees of Clyde Scouts, as an organisation, has the experience and capacity to manage the facility.

4.2. The business and financial plans acknowledge the risks and the proposed lease terms include for a break clause in years 2 and 5 in order to address any concerns regarding sustainability.

4.3. The community benefits derived from the proposal relate to cultural, educational and recreational opportunities.

4.4. Within their asset transfer request, the Scouts requested a 100% discount on the jointly agreed valuation. The Community Asset Transfer Working Group assessed the potential community benefits and recommends that a discount of 67% be applied to the market value to reflect the benefits to the community.

5. Proposal

5.1. It is proposed to lease Low Waters Hall to the Trustees of Clyde Scouts, on the following principal terms and conditions:-

1. The lease will be to the Trustees of Clyde Scouts
2. The lease will be for a period of 20 years
3. The date of entry to be agreed
4. The rental shall be £825 per annum being a 67% discount on the market value of £2,500 p.a.
5. The lease to be fully repairing and insuring
6. The tenants will pay the buildings insurance costs as charged by the Council
7. The tenants will be required to obtain and exhibit as required public liability insurance to the value of £5 million for any one claim
8. The property will be used as a community hall
9. The tenants to be responsible for any rates or property charges resulting from their occupation and use of the subjects
10. Assignment and subletting will not be allowed without the Council's express consent
11. Landlord's consent will be required for any structural alterations to the property
12. Each party to be responsible for their own legal costs however the tenants will require to pay any registration fees and Land & Buildings Transaction Tax (LBTT) if required
13. A one year rent free period to acknowledge that, during the first 12 months whilst the property is being improved, the Scouts will still have costs associated with bookings at other premises

5.2. The offer to lease will be conditional upon the following:-

- ◆ The Scouts being satisfied with the outcome of a building survey
- ◆ A long stop date of 1 year for the lease to commence, failing which the Council will be entitled to withdraw from the transaction

6. Employee Implications

- 6.1. There are no employee implications given the nature of the hall keeper arrangements.

7. Financial Implications

- 7.1. The Council will receive an income from the lease of £825 per annum.
- 7.2. The proposed asset transfer removes the liability for the maintenance and investment in Low Waters Hall during the course of the lease, estimated to be £55,000.

9. Climate Change, Sustainability and Environmental Implications

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

8. Other Implications

- 8.1. In terms of the Community Empowerment (Scotland) Act 2015 the Council has until 23 January 2022 to provide a notice of its decision whether to agree to or refuse the asset transfer request.
- 8.2. The organisation has a right to appeal to Scottish Ministers should a decision not be made in that timescale or the asset transfer request be refused.
- 8.3. If the asset transfer is to proceed, the existing lease with SLLC will require to be terminated.

10. Equality Impact Assessment and Consultation Arrangements

- 10.1. Consultation has taken place with the Community, Land Services, Planning, Legal, SLLC and Finance Services as well as having been published for public consultation.
- 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)

28 October 2021

Link(s) to Council Values/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

- ◆ 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)

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

LOCATION PLAN - For Committee Purposes Only

Low Waters Hall
Eliot Crescent, Hamilton



PROPERTY SERVICES



Contents outlined in Black 564 square metres or thereby.

© Crown copyright and database rights 2021.
Ordnance Survey 100020730.

DATE: 18/10/2021

Report

13

Report to:	Housing and Technical Resources Committee
Date of Meeting:	8 December 2021
Report by:	Executive Director (Housing and Technical Resources)

Subject:	Glassford Hall – Asset Transfer to Glassford Community Group
----------	---

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ advise the Committee of the request for asset transfer, by sale, of Glassford Hall to Glassford Community Group and request approval to the principal terms and conditions of asset transfer as set out in Section 5 of the report

2. Recommendation(s)

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

- (1) that Glassford Hall be sold to Glassford Community Group, subject to the terms and conditions outlined in Section 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 sale and enter into the necessary legal agreements on terms which are in the best interests of the Council.

3. Background

- 3.1. The Council owns Glassford Hall and it is at present leased to South Lanarkshire Leisure and Culture (SSLC) and managed as an operational hall.
- 3.2. Glassford Community Group wishes to see the hall refurbished and to develop the role that the building plays within the community through direct community management.
- 3.3. It submitted a request for Community Asset Transfer of the hall, the validation date for which was 9 August 2021.
- 3.4. In addition to placing the application and supporting documentation on the Council's Planning Portal, a notice was placed on the property and nearby Notice Boards advising that the Council was considering an asset transfer. The closing date for responses was 9 September 2021 at which time no representations were received.
- 3.5. The request was placed before the Community Asset Transfer Assessment Panel on 20 October 2021 when the following matters were taken into consideration.
- 3.6. Property
 - 3.6.1. The extent of the land requested, as shown on the attached plan, is approximately 860 square metres and is an operational hall.

- 3.6.2. The property is still in operational use and forms part of the arrangements with SLLC. The hall is also used as a polling station for elections. SLLC has confirmed that there are no issues in relation to staff given that halls such as Glassford are managed on an “on demand” basis and hall keepers can be expected to make up their hours across a number of sites.
- 3.6.3. Planning and Economic Development have indicated that there would be no significant planning issues as the prospective use is the same as the previous use. Planning consent would likely be required for any future commercial use such as a shop or cafe.
- 3.6.4. The Council’s in-house valuer has placed a value of £80,000 on the property which would have redevelopment potential if it were surplus to requirements.
- 3.6.5. The property has an estimated capital investment requirement of £100,000 over the next 5 years.

3.7. Organisation

- 3.7.1. Glassford Community Group became a Scottish Charitable Incorporated Organisation (SCIO), Scottish Charity No. SC050214 in 2020 and has been established since 2014. The constitution contains an “asset lock” requiring that if the organisation ceased to exist, the ownership of the land would transfer to another charitable organisation with similar objectives.
- 3.7.2. The organisation is based upon a membership of residents within Glassford. There are currently 30 members.
- 3.7.3. The objectives of the organisation are:-
- ◆ The advancement of citizenship or community development (including urban and rural regeneration) through the provision of a community venue improvement projects and information that will better enable those in Glassford to participate in community life
 - ◆ The advancement of the arts, heritage, culture or science, to improve awareness across the community of Glassford and to promote community involvement
 - ◆ The provision of recreational facilities or the organisation of recreational activities to improve amenities available to the community of Glassford and to promote community involvement

These charitable purposes and objectives are wide enough to cover the activities envisaged in this business plan.

- 3.7.4. The Trustees have a diverse range of professional skills and experience, including event management, marketing and communication, and property management.

3.8. Project

- 3.8.1. The proposal is for the community to operate the hall for a year and then refurbish the property and continue to develop the use of the hall as a community facility, potentially including a café and shop. Glassford Community Group has a condition survey report and is aware of the works required to bring the property up to the standard that it aspires to. The Group proposes to carry out further public consultation on the works and design before progressing with the works.

- 3.8.2. Glassford Community Group has carried out extensive public consultation securing 165 survey returns with positive feedback and support for the proposed asset transfer. It has also engaged with around 30 local organisations about future use of the facility.
- 3.8.3. A business plan has been developed and the assumptions regarding future income and expenditure appear reasonable. Glassford Community Group has undertaken a risk assessment including considering the potential impact of COVID-19 and identified ways of mitigation against those risks.
- 3.8.4. A funding application has been prepared to support the purchase of the property.

4. Assessment

- 4.1. The property is suitable for the proposed project and Glassford Community Group, as an organisation, has the capacity and experience to deliver the project.
- 4.2. The business and financial plans, whilst not fully detailed, are based upon reasonable assumptions and have been the subject of extensive public consultation. The option to phase the refurbishment work along with the potential to add commercial uses mitigates against future risks.
- 4.3. The community benefits derived from the proposal relate to cultural, environmental and recreational opportunities as well as potential economic outcomes from the shop, café and a post of hub co-ordinator.
- 4.4. Within its asset transfer request, Glassford Community Group requested a 100% discount on the jointly agreed valuation. The Community Asset Transfer Working Group assessed the potential community benefits and recommends that a discount of 62% be applied to the market value to reflect the benefits to the community.

5. Proposal

- 5.1. It is proposed to sell Glassford Hall to Glassford Community Group, on the following principal terms and conditions:-
- ◆ The purchase price is £30,400 exclusive of VAT which reflects 62% discount on the value of £80,000
 - ◆ Date of Entry to be agreed, however, not before the local government elections in May 2022
 - ◆ Each party to bear their own Legal Fees
 - ◆ The purchaser will be responsible for obtaining planning and any other relevant consents relating to the use and any proposed alterations
- 5.2. The offer to sell will be conditional upon the following:-
- ◆ Funding being secured for the purchase
 - ◆ A long stop date of 2 years for the sale to conclude, whereby, if the sale has not concluded in that time, the Council can withdraw from the arrangement

6. Employee Implications

- 6.1. SLLC has confirmed that there are no employee implications given that no member of staff operates solely at that property.

7. Financial Implications

- 7.1. The sale of Glassford Hall will provide the Council with a capital receipt of £30,400.

7.2. The proposed asset transfer removes the future liability for the maintenance and investment in Glassford Hall, currently estimated at £100,000 in the next 5 years.

8. Climate Change, Sustainability and Environmental Implications

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

9. Other Implications

9.1. The hall is a polling station and discussions will be required regarding the future use of the hall for election purposes.

9.2. In terms of the Community Empowerment (Scotland) Act 2015, the Council has until 9 February 2022 to provide a notice of its decision whether to agree to or refuse the asset transfer request.

9.3. The organisation has a right to appeal to Scottish Ministers should a decision not be made in that timescale or the asset transfer request be refused.

9.4. If the asset transfer is to proceed the existing lease with SLLC will require to be terminated.

10. Equality Impact Assessment and Consultation Arrangements

10.1. Consultation has taken place with the Community, Land Services, Planning, Legal, SLLC and Finance Services as well as having been published for public consultation.

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)

28 October 2021

Link(s) to Council Values/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

- ◆ 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)

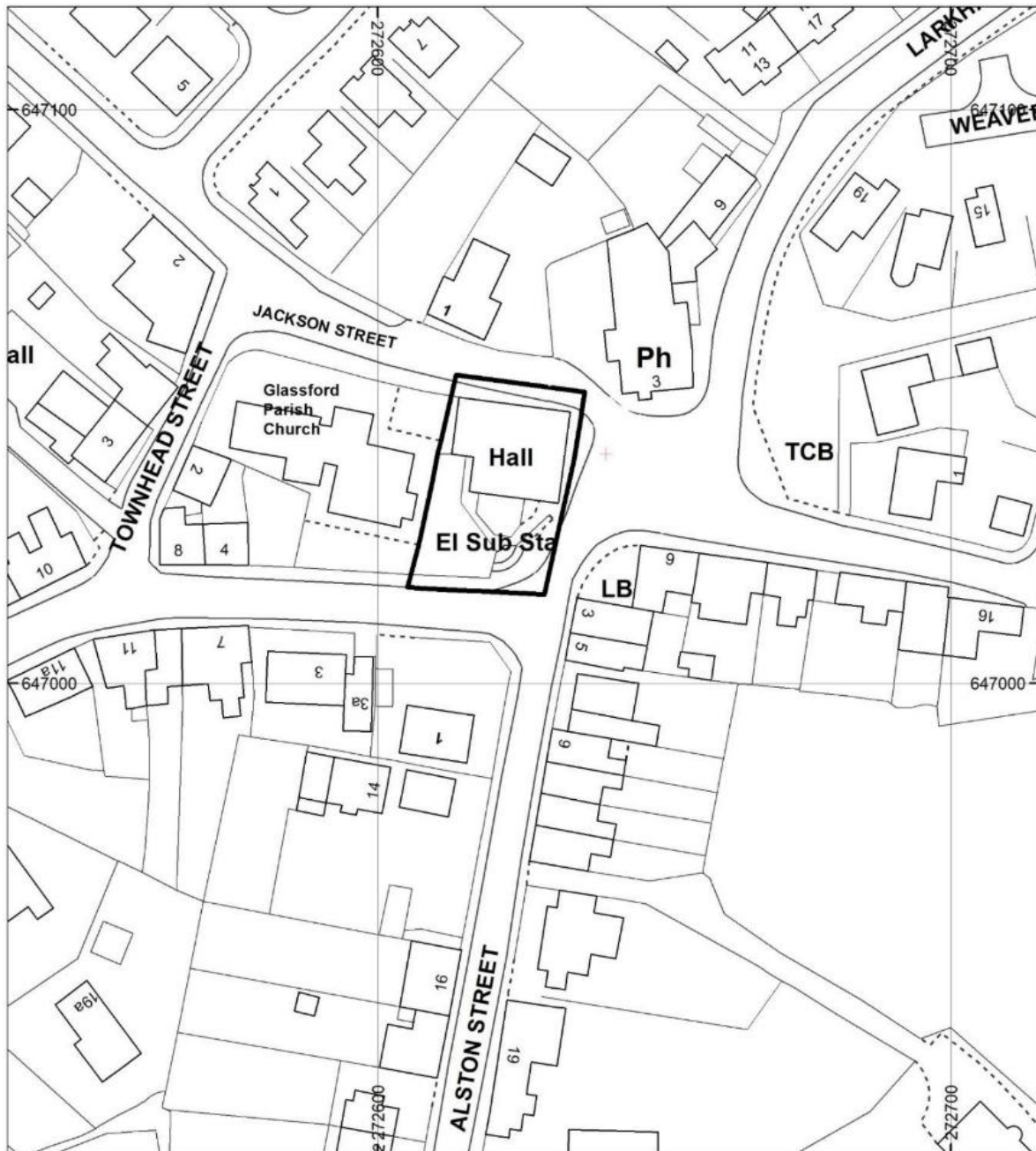
email: frank.mccafferty@southlanarkshire.gov.uk

LOCATION PLAN - For Committee Purposes Only

Land at Glassford Hall
Alston Street, Glassford



PROPERTY SERVICES



Contents outlined in Black 860 square metres or thereby.

© Crown copyright and database rights 2021.
Ordnance Survey 100020730.

DATE: 18/10/2021

Report

14

Report to:	Housing and Technical Resources Committee
Date of Meeting:	8 December 2021
Report by:	Executive Director (Housing and Technical Resources)

Subject:	Land at Comely Bank, Hamilton – Asset Transfer to Supporting Our Community (SOC)
----------	---

1. Purpose of Report

The purpose of the report is to:-

- ♦ advise the Committee of the request for asset transfer, by lease, of the open space at 31 to 33 Comely Bank, Hillhouse, Hamilton to Supporting Our Community (SOC) and request approval to the principal terms and conditions of asset transfer as set out in Section 5 of the report

2. Recommendation(s)

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

- (1) that the open space at 31 to 33 Comely Bank, Hamilton be leased to Supporting Our Community, subject to the terms and conditions outlined in Section 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. The Council owns an area of land at 31 to 33 Comely Bank, Hillhouse, Hamilton. This is a gap site, formerly occupied by a care facility and has been vacant for around 15 years.
- 3.2. SOC is a local community organisation operating from a hub and workshop at 19a Comely Bank. It has a small-scale growing project and as a result of increasing local interest, is seeking additional land for a community garden and food growing project.
- 3.3. SOC submitted a request for Community Asset Transfer of the open space, the validation date for which was 22 July 2021.
- 3.4. In addition to placing the application and supporting documentation on the Council's Planning Portal, notices were placed on the property advising that the Council was considering an asset transfer. The closing date for responses was 10 November 2021 at which time no representations were received.
- 3.5. The request was placed before the Community Asset Transfer Assessment Panel when the following matters were taken into consideration.

3.6. Property

- 3.6.1. The extent of the land requested, as shown on the attached plan, is approximately 3113 square metres (0.33 acres) and is a grassed informal open space.
- 3.6.2. The land is held on the Housing Revenue Account and was declared surplus in 2005. The land has minimal revenue costs for maintenance and does not feature on any proposed investment plans.
- 3.6.3. The Planning Service has indicated that planning consent will be required for change of use from public open space.
- 3.6.4. The land has been assessed as having nominal rental value. It has limited independent development potential given its location and the unknown ground conditions. Whilst valued at £50,000 (gross) there is little likelihood of a capital receipt in the medium term.
- 3.6.5. The ground conditions are not known. There may be contamination as a legacy of the previous demolition.

3.7. Organisation

- 3.7.1. SOC is a Scottish Charitable Incorporated Organisation (SCIO), Scottish Charity No. SCO49428, and has been established since July 2019. The constitution contains an “asset lock” requiring that if the organisation ceased to exist, the ownership of the land would transfer to another charitable organisation with similar objectives
- 3.7.2. The organisation has an established and experienced board of 6 trustees and over 20 members. There is at present a dedicated Project Co-ordinator taking forward the day-to-day management of projects.
- 3.7.3. The objectives of the organisation are:-
 - ◆ To advance provision of recreational facilities and activities through establishing a social hub and delivering a range of recreational activities that will allow the local community to meet and pursue a host of hobbies, pastimes and interests
 - ◆ To advance health through providing a range of mental health support services in order to help people maintain and/or improve their mental health and wellbeing
- 3.7.4. The organisation operates from premises secured from the local church and has experience in securing funding and sponsorship from national funders and local businesses.

3.8. Project

- 3.8.1. The proposal is for a 15-year lease and the creation of a community garden and food growing project.
- 3.8.2. The Hillhouse, Udston and Burnbank Our Place Our Plan, identifies improvement of open spaces as a key action. This project is intended to increase the community benefit delivered from the open space and SOC undertook local consultation on the proposals during August 2021.
- 3.8.3. The community garden is intended to provide opportunities for community engagement, reduced isolation, development of new skills and improvements to health and wellbeing.

- 3.8.4. SOC is exploring funding options for the initial set up of the garden. It already has the tools and equipment needed for the day-to-day maintenance. The revenue costs for the maintenance of the area are expected to be low, relying substantially on the work of members and volunteers, and will be absorbed into the organisations overall business plan.

4. Assessment

- 4.1. SOC is an organisation that has not been in existence for long, however, it has an established and experienced Board, stable membership and continues to develop its capacity.
- 4.2. The scale of the project is such that risks are considered to be minimal and the proposal is likely to be viable and sustainable. However, planning consent will be required for change of use, a ground survey is required to ensure that the land is suitable for the proposed use and the exact sources of funding are still to be identified.
- 4.3. The community benefits derived from the proposal relate to health and wellbeing, education, environmental and recreation.
- 4.4. Within its asset transfer request, SOC requested transfer at £1. The Community Asset Transfer Working Group assessed the potential community benefits and recommends that a discount of 75% be applied to the market value to reflect the benefits to the community. As this is a request for a lease and the rental value is nominal the requested rent of £1 p.a. is recommended.

5. Proposal

- 5.1. It is proposed to grant a lease of approximately 3113 square metres of open space at 31-33 Comely Bank, Hamilton, as shown on the attached plan, to Supporting Our Community, on the following principal terms and conditions:-

- ◆ The lease will be for 15 years
- ◆ The rental is £1 per annum if asked
- ◆ The use will be for a community garden
- ◆ The tenants would be responsible for all grounds maintenance including and grass cutting, litter removal etc and maintaining the area in a good condition
- ◆ The tenants would be responsible for all necessary insurances required in connection with their occupation and use of the site including public liability insurance
- ◆ Full details of any proposed structures, fences and layouts to be provided to the Council for landlord's consent
- ◆ Date of Entry to be agreed
- ◆ At the expiry of the agreement howsoever determined the subjects will be reinstated to the current condition this would be at the option of the Council to determine if required
- ◆ Each party to bear their own Legal Fees

- 5.2. The offer of lease will be conditional upon:-

- ◆ The tenant securing Planning consent for change of use
- ◆ The tenant being satisfied with the ground conditions and that the land is suitable for a growing project
- ◆ Suitable funding being secured for the initial set up of the community garden.
- ◆ A long stop date of 18 months for the lease to be entered into, failing which the Council can withdraw from the transaction

6. Employee Implications

- 6.1. There are no employee implications for South Lanarkshire Council.

7. Financial Implications

- 7.1. The proposed asset transfer removes the future liability for the maintenance of the open space.

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. In terms of the Community Empowerment (Scotland) Act 2015 the Council has until 22 January 2022 to provide a notice of its decision whether to agree to or refuse the asset transfer request.

- 9.2. The organisation has a right to appeal to Scottish Ministers should a decision not be made in that timescale or the asset transfer request be refused.

10. Equality Impact Assessment and Consultation Arrangements

- 10.1. Consultation has taken place with the Community, Land Services, Planning, Legal, and Finance Services as well as having been published for public consultation.

- 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)

11 November 2021

Link(s) to Council Values/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

- ◆ 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)

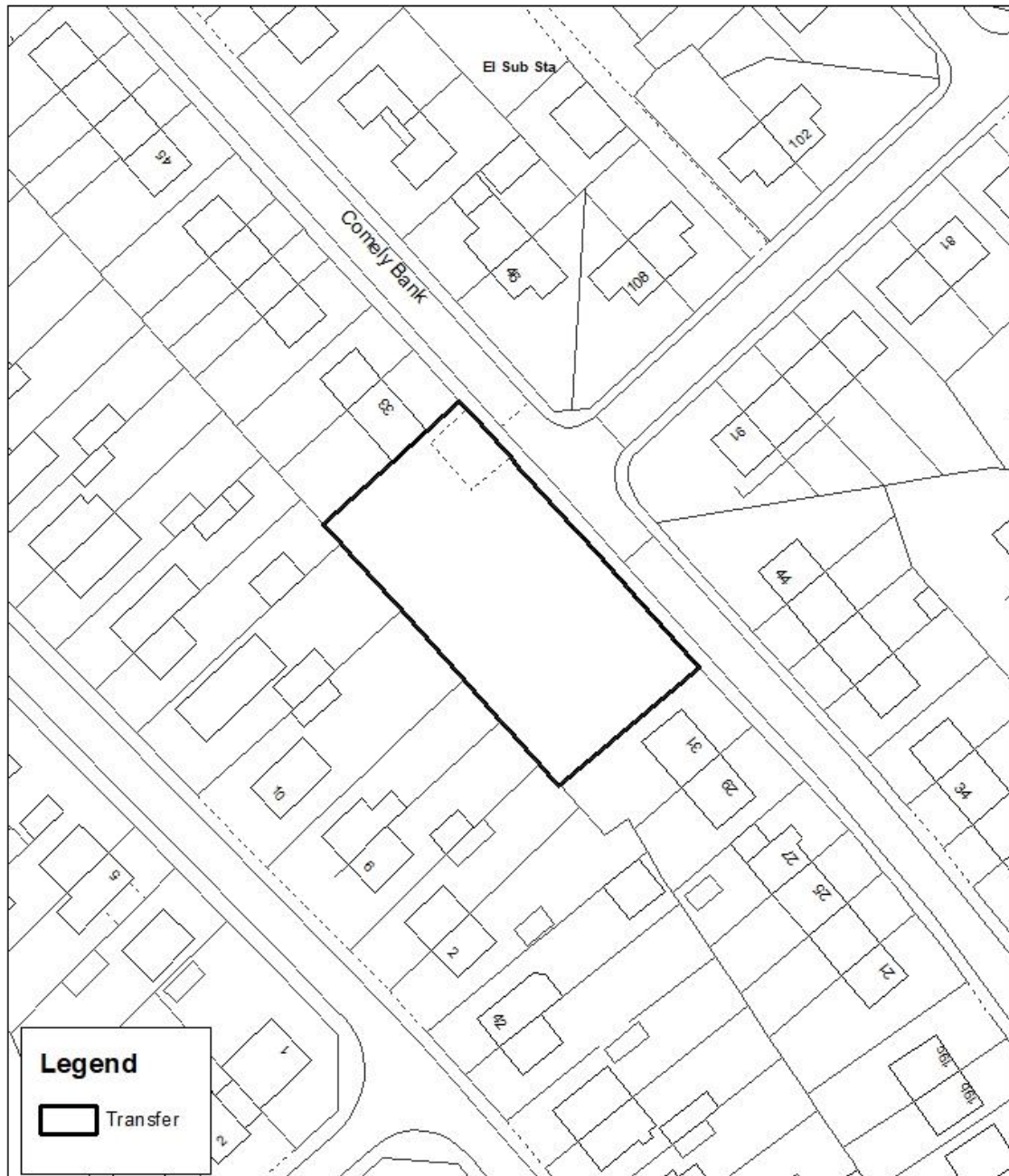
E-mail: frank.mccafferty@southlanarkshire.gov.uk

LOCATION PLAN - For Committee Purposes Only

Comely Bank
Hamilton



HOUSING AND TECHNICAL



Legend

Transfer

Ordnance Survey



© Crown copyright and database rights 2021.
Ordnance Survey 100020730.

Area outlined in Black 1331 sqm or thereby

DATE: 28/10/2021

Report

15

Report to: **Housing and Technical Resources Committee**
 Date of Meeting: **8 December 2021**
 Report by: **Executive Director (Housing and Technical Resources)**

Subject: **2021 Property and Housing Asset Management Plans**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ update Committee on the outcomes of the 2021 Property and Housing Asset Management Plans process, including the Local Government Benchmarking Framework (LGBF) Indicator outcomes for Property Condition and Suitability

2. Recommendation(s)

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

- (1) that the 2021 update to the Property and Housing Asset Management Plans be noted; and
- (2) that the updated Local Government Benchmarking Framework (LGBF) Indicators for Property Condition and Suitability, be noted.

3. Background

3.1. The Executive Committee, at its meeting held on 22 September 2010, approved the implementation of an extended model for Corporate Asset Management from 2011. This included developing Asset Management Plans (AMPs) across a number of service areas, in line with Chartered Institute of Public Finance and Accountancy (CiPFA) guidance and summarised, under an overarching Corporate Asset Management Plan, which demonstrates how each asset type supports the Council's corporate objectives. The Service areas included within the Corporate Asset Management Plan are Property, Housing, Roads Infrastructure, Fleet and ICT.

3.2. The attached Property and Housing Asset Management Plans (Appendices 3 and 4) are the eleventh in the extended model. The Council recognises the importance of the good management of assets in delivery of quality services, meeting corporate objectives and providing best value. This includes a property portfolio which is suitable for the Council's needs in terms of scale, condition, location, suitability and is based on the Corporate Standard that property should be in good condition, well maintained, well used, energy and cost efficient.

4. Outcomes of the 2021 Property Asset Management Plan

4.1. The Property Asset Management Plan is divided into 2 key sections: direct operational property and the lease portfolio, for which a separate management plan has been prepared.

4.2. Operational Property

The operational property portfolio comprises 358 establishments from which a Council service is delivered.

Within the Property Asset Management Plan, operational properties are assessed on Core Facts for Condition and Suitability, the outcome of which is detailed in Appendix 1.

The Scottish Government recently issued refreshed guidance as the result of a collaborative venture between the Scottish Government, Scottish Futures Trust, Scottish Heads of Property Services (local authorities), Education Scotland, Scottish Building Standards, Architecture and Design Scotland and the Association of Directors of Education in Scotland.

The refreshed guidance has been prepared to:-

- ◆ strengthen the risk-based approach to condition surveys through a raised awareness of the importance of effective risk management as an integral part of the facilities management regime
- ◆ ensure greater uniformity in the scope and methodology applied to each property to minimise variations in assessment methods and criteria
- ◆ further improve the consistency and robustness of the reporting of the Suitability Core Fact and therefore increase confidence in the comparability of the ratings within and among local authorities across Scotland

The 2021 Property Asset Management Plan has been prepared in accordance with the latest guidance.

The outcome of the assessment, calculated on the new criteria, demonstrates continued progress towards establishing a core estate through property rationalisation and investment. Despite the current financial climate, the figures show that, through programmes of Prioritised Capital Investment and Planned Preventative Maintenance, performance remains positive.

The centralisation of property budgets and services enables the prioritisation of investment and ensures that it is directed in line with corporate priorities. Property Services will continue to engage with all Council Resources and public sector partners in 2021/22.

4.3. Estates Portfolio

The Council has a tenanted, non-residential, lease portfolio known as the Estates Portfolio, which consists of 708 properties, with a gross rental income of £4,282,071 as at 31 March 2021. The role of this portfolio, which comprises a wide range of property interests from ground rents for major retail developments through to business centres, is to support the economic and social objectives of the Council as well as meeting corporate financial targets. Key Facts for the leased portfolio are included in Appendix 1. The drop in income is substantially as a result of the changes in the retail sector.

During 2021/22 the Estates Portfolio objectives will continue to be reviewed, in conjunction with Economic Development and Housing, to ensure they are aligned and contribute to the Council's objectives. Financial performance and risks will continue to be monitored through the Estates Business Plan.

5. **Outcomes of the 2021 Housing Asset Management Plan**

- 5.1. The Housing Asset Management Plan has been developed to complement and inform the Housing Business Plan and to set out priorities for the physical care and improvement of the housing stock and related assets. The Plan details the priorities for the current housing portfolio which extends to 25,012 homes.

- 5.2. In the year to 31 March 2021, the movement in the stock comprised 118 new builds and 51 mortgages to rent/buy back. This was offset by a loss of 21 properties through demolition and sales resulting in a year-end total of 25,012.
- 5.3. There are a number of key priorities within the Housing Asset Management Plan which include:-
- ◆ the continued investment and improvement of the quality of existing housing and related assets to ensure that they meet the needs of residents
 - ◆ phased investment in the communal areas of the Council's multi-storeys over a 5-year period
 - ◆ continuing to meet the Scottish Housing Quality Standard (SHQS)
 - ◆ working toward the new Energy Efficiency Standard for Social Housing 2 (ESSH2) to be met by December 2032
 - ◆ changes to the Tolerable Standard (SHQS) to include New Fire Safety standards for Scottish Homes, which comes into force February 2022
 - ◆ continuing to progress the Council's plan to provide 1,000 additional Council homes by 2022
 - ◆ investment in the Council's Gypsy/Traveller sites
 - ◆ improving the external environment
- 5.4. A key priority is to ensure provision of sufficient, appropriate housing which can meet the housing, care and support needs of an increasing older population. The approved Capital Programme for 2021/2022 reflects the level of investment required to continue to achieve SHQS and to work toward achieving ESSH2 by December 2032. A main focus of the programme is the New Council Housing Programme, which commenced in 2015/16, which includes the programme of buy backs, with the target to provide 1,000 additional Council homes by 2022. Key Facts for the Housing Stock are detailed in Appendix 2.

6. Performance Indicators

- 6.1. The Local Government Benchmarking Framework (LGBF) Indicators for Asset Management relate to the property Core Facts for Condition and Suitability for direct operational property, excluding Housing.
- 6.2. Benchmarking for 2021 has given the following return for the LGBF Indicators:-
- ◆ Condition is assessed as the percentage of floor space of operational buildings which are in a satisfactory condition (categories A & B in Core Facts). This indicates 87.8% of properties are in a satisfactory condition, sustaining the performance of 87.5% from the previous year
 - ◆ Suitability is assessed as the percentage of operational buildings which are considered to be suitable for service delivery. This indicates 96.4% of properties support delivery of services in terms of suitability, sustaining the performance of 96.8% from the previous year
- 6.3. The performance figures for Condition noted above differ from the Council's internal performance assessment, as set out in Appendix 1, as the LGBF measures are calculated on a floor area basis.

7. Employee Implications

- 7.1. There are no employee implications.

8. Financial Implications

- 8.1. The details of the Asset Management Plans will influence future investment decisions and capital bids but there are no direct financial implications from the production of the Asset Management Plans.

9. Climate Change, Sustainability and Environmental Implications

- 9.1. The Asset Management Plans will influence future proposals/options to utilise the Council's portfolio of assets in a way which improves energy efficiency whilst reducing carbon outputs.

10. Other Implications

- 10.1. The Asset Management Plans assist the Council in managing its assets, efficiently and effectively to deliver best value. It also helps manage risk across its asset base.

11. Equality Impact Assessment and Consultation Arrangements

- 11.1. 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.
- 11.2. The statutory Consultation Authorities have confirmed that the Asset Management Plans are exempt from Strategic Environmental Assessment as their implementation will have minimal effect in relation to the environment.

Daniel Lowe

Executive Director (Housing and Technical Resources)

8 October 2021

Link(s) to Council Values/Ambitions/Objectives

- ◆ Improve later life
- ◆ Deliver better health and social care outcomes for all
- ◆ Improve achievement, raise educational attainment and support lifelong learning
- ◆ Focused on people and their needs
- ◆ Accountable, effective, efficient and transparent
- ◆ Improve the availability, quality and access of housing
- ◆ Support our communities by tackling disadvantage and deprivation and supporting aspiration
- ◆ Work with communities and partners to promote high quality, thriving and sustainable communities

Previous References

- ◆ Housing and Technical Resources Committee, 4 September 2019

List of Background Papers

- ◆ 2021 Lease Portfolio Asset Management Plan

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

Appendix 1 - Property AMP Key Facts

Table 1: Condition Core Fact

	2021		2020	
Condition Category	Number of properties by category	Percentage by category	Number of properties by category	Percentage by category
A Good - Performing well and operating effectively.	165	46.1%	292	69%
B Satisfactory - Performing adequately but showing minor deterioration.	115	32.1%		
C Poor - Showing major defects and/or not operating adequately	72	20.1%	113	27%
D Bad - Economic life expired and/or risk of failure	6	1.7%	16	4%
Totals	358	100%	421	100%

Table 2: Suitability Core Fact

	2021		2020	
Suitability Category	Number of properties by category	Percentage by category	Number of properties by category	Percentage by category
A Good - Performing well and operating effectively.	308	55.3%	956	83%
B Satisfactory - Performing well but with minor problems.	136	24.4%		
C Poor - Showing major problems and/or not operating optimally	93	16.7%	178	16%
D Bad - Does not support the delivery of services	20	3.6%	13	1%
Totals	557	100%	1147	100%

Notes to Tables:

1. These figures reflect the new Scottish Government guidelines.
2. 358 is the number of operational establishments which may comprise more than one building or accommodate multiple Resources and uses. Condition is assessed on an establishment basis.

3. 557 is the number of service interests within the operational establishments.
4. **Condition** is assessed as an overall rating for the property based on an elemental assessment carried out by qualified surveyors.
5. **Suitability** is an assessment by Resources of how well the property supports current service delivery in terms of design and location.

Table 3: Estates Portfolio Headline Financial Figures

	2020/21	2019/20
Number of Properties	708	708
Gross Income Received	4,778,321	5,782,311
Gross Rental Income	4,284,071	4,972,221

Appendix 2 - Housing AMP Key Facts April 2021

Housing and Technical Resources has responsibility for the management of a varied housing stock as outlined below:-

Area	Flats Exc. Multi's	Multi Storey	House	Total	% Overall Stock
Blantyre	947		1763	2710	10.83%
Cambuslang	1390	412	695	2497	9.98%
Clydesdale	1918		2915	4833	19.32%
East Kilbride	1992	796	2270	5058	20.22%
Hamilton	2594	137	1362	4093	16.36%
Larkhall	1217		2105	3322	13.28%
Rutherglen	1823	173	503	2499	9.99%
Grand Total	11,881	1,518	11,613	25,012	100.00%

Investment in the housing stock continued with £15.924m invested in 2020/21 on improvement work resulting in the condition of the stock in relation to the SHQS being as noted below:

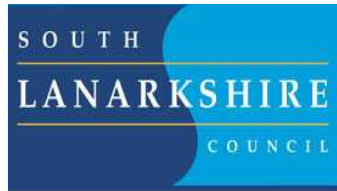
SHQS - 2020/21	Number	Percentage
Total meeting tolerable standard	25,012	100.00%
Total meeting free from serious disrepair	25,012	100.00%
Total meeting energy efficient	24,562	98.20%
Total meeting modern facilities and services	24,983	99.88%
Total meeting healthy, safe and secure	23,852	95.36%
Total dwellings meeting SHQS	23,385	93.50%

Currently 93.50% of the housing stock meets the SHQS and further 4.6% is exempted on the grounds of work refusals by tenants, residents or other practical matters. 1.9% of the housing stock fails the standard, work to address these failures is included in the 2021/2022 investment programme.

Standard Assessment Procedure (SAP) is the Scottish Government's preferred energy rating, introduced as a way of comparing different energy labels being delivered within the UK. The average SAP rating of the Council's housing stock has increased to 73.82 from 73.59 reported last year which is above the average of 65 for a home in Scotland.

The final submission for Energy Efficiency Standard for Social Housing (ESSH) confirmed that 93.88% of the stock meets the standard by December 2020. This is the last year we will report on ESSH as we will move to reporting on ESSH2 in 2021/22.

The ESSH2 milestone is for all social housing to meet, or can be treated as meeting, EPC rating B, or be as energy efficient as practically possible by the end of December 2032. The first return is due to be reported May 2022. The baseline calculated at the previous year end confirms 4.82% of the stock meets ESSH2. For the year to March 2022, it is anticipated that 7% of the stock will be compliant with ESSH2.



**Housing and Technical Resources
Executive Director: Daniel Lowe**

Property Asset Management Plan 2021-2025

Appendix 3

CONTENTS

PART 1: ASSET MANAGEMENT STRATEGY

1. Introduction
2. Asset Management Strategy
3. Objectives
4. Corporate Model
5. Property Portfolio
6. Capital Expenditure
7. Challenging Our Assets
8. Maintaining Our Assets
9. Sustainability

PART 2: PROPERTY PERFORMANCE

1. Core Facts
2. Performance Indicators
3. Property Costs
4. Estates Management
5. Energy Management
6. Security Management
7. Community Asset Transfer
8. Data Management
9. Risk Management

PART 3: ACTION PLAN

PART 1: ASSET MANAGEMENT STRATEGY

1. Introduction

1.1 Context

South Lanarkshire Council holds a diverse property portfolio which extends to over 2,000 land and building assets and has a reported asset value, including land, of approximately £1,802m. Properties reported within the Asset Management Plan are assessed on the basis of current best practice and guidance from the Scottish Government, The Chartered Institute of Public Finance and Accountancy (CIPFA) and the Royal Institution of Chartered Surveyors (RICS). This includes the collection of Core Facts relating to the performance of the property.

The management of the Council's property portfolio is divided into the following key areas:-

- Operational Assets are classified as any property which is used to directly support service delivery regardless of tenure.
- The Estates Portfolio principally comprises those used to stimulate economic development and provide the Council with a stable revenue income stream.
- Common Good Assets are historic assets held and managed by the Council as custodian for the people of South Lanarkshire. The use of Common Good Assets can fall within any of the two asset categories above.
- Surplus Assets are those identified for disposal and support the Council's Capital Programmes and strategic development.

Council Assets Map

1.2 Corporate Asset Management Plan

The Council has developed Asset Plans across a number of key areas. These Asset Plans are summarised under an overarching Corporate AMP which demonstrates how each area supports corporate objectives. This Property AMP forms one of the suite of 5 such AMPs.

1.3 Connect: Council Plan 2017 - 2022

Connect, the Council Plan, outlines the Council's objectives, provides details on the services the Council will provide to local communities and residents over the five year period 2017 to 2022 and informs the direction of the Asset Management Plan.

1.4 Future Capital Investment Strategy 2018/19 – 2027/28

The strategy sets out the long-term context in which capital expenditure and investment decisions are made. The Asset Management Plan feeds into the Investment Strategy.

2. Asset Management Strategy

2.1 We will effectively manage the Council's property assets, ensuring they continue to meet requirements in terms of scale, location, condition, suitability and corporate image. Corporate Standards will be reviewed to ensure properties are kept in good condition, well maintained, well used and energy and cost efficient. Through its Corporate Asset Management Strategy the Council will continue to seek to make full and efficient use of its property portfolio including reducing this wherever possible whilst still meeting service demands. This means:

- assets will only be retained where there is a demonstrable need to support service delivery;
- assets may be retained or acquired to generate additional revenue providing they support the delivery of other objectives, e.g. economic regeneration;
- assets will be used to support collaboration with public sector partners and other stakeholders;
- assets will be managed in full compliance with all relevant legislation;
- space will be optimised in support of service delivery through the adoption of flexible working practices and space standards; and
- the procurement and use of assets will deliver social value to the community where appropriate.

3. Objectives

3.1 This Asset Management Plan provides an overview of our property estate, together with our main priorities for managing and developing the estate over the next five years.

3.2 The main drive of Property Asset Management is to support service delivery. Through a process of continuous dialogue with occupiers and property improvement, the Council seeks to progressively provide a remodelled and more sustainable property portfolio.

3.3 The challenge is to retain those assets which are suitable for service delivery and support the Council's strategic objectives. This strategy will create an efficient, fit-for-purpose and sustainable core estate that delivers best value in terms of investment, running costs, maintenance and environmental impact. We will:

- plan and manage property as a corporate resource to deliver the Council's outcomes;
- provide the right property, fit for purpose, in the right place, to meet current service needs and to plan for the future;
- manage and maintain property effectively and efficiently, together with optimising financial return and commercial opportunities from the rationalisation and disposal of property;
- ensure our current property and future estate is as sustainable as possible in design, construction, operation and final disposal;

- promote joint working where it will provide benefit for service delivery and in securing efficiencies;
- demonstrate the requirement for any future capital investment to be directed towards meeting the above objectives.

3.4 The annual programme of condition surveys will continue to provide reliable information from which investment priorities will be recommended. This information will continue to be shared and discussed with Resources to ensure that property investment plans are aligned with service priorities.

4. Corporate Model

4.1 Ownership Model

In order to manage the Council's property assets in a more strategic way, we will continue developing a model that supports the principle of corporate ownership of property assets. In recent years the Council's ownership model has changed from one that assumes Resources own their property to an acceptance that assets are owned and controlled corporately.

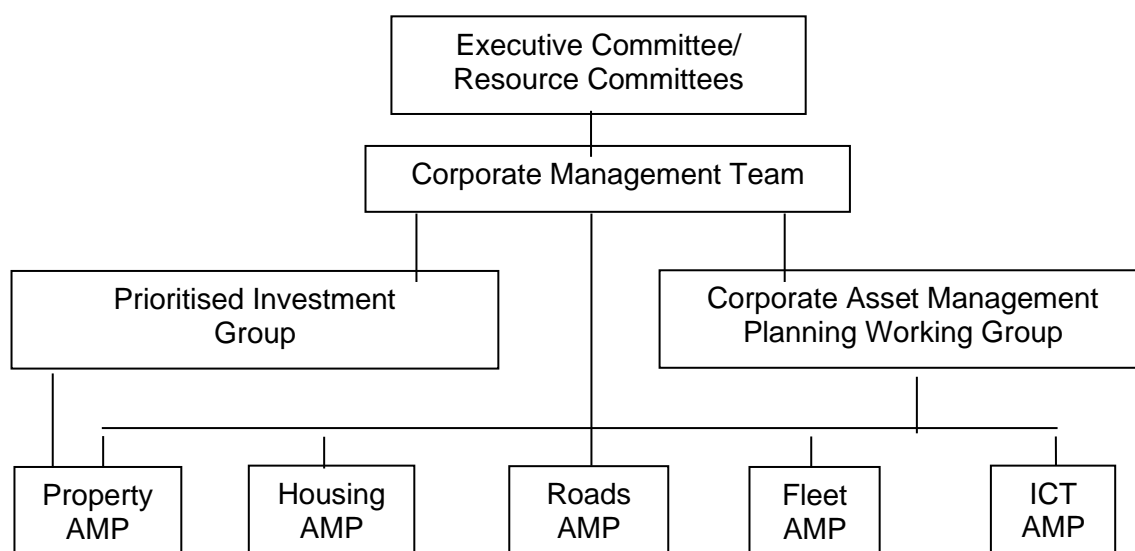
The centralisation of property budgets and services enables the prioritisation of investment and ensures that it is directed in line with corporate priorities. Property Services will continue to engage with all Council Resources and public sector partners to deliver sustainable outcomes.

4.2 Governance

The Council carries out its business through a number of Resource, Area and Standing Committees and Scrutiny Forums linked through its Executive Committee to the full Council. At officer level the Corporate Management Team is led by the Chief Executive and includes five Resource Directors who hold responsibility for the corporate management of all Council assets.

The Property Asset Management Plan provides a reporting framework which includes the outputs from engagement with individual Resources. This allows the needs and performance of property to be closely linked to service provision and the proposals contained within individual Resource and Service Plans. The success of asset management in South Lanarkshire is built on corporate co-operation between all Resources.

An effective governance structure is, therefore, in place to ensure responsibilities are clearly defined, allocated and understood and ensure a corporate approach to asset management. The diagram below shows the governance structure in relation to property.



4.3 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. 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.

5. **Property Portfolio**

5.1 Operational Property

The operational property portfolio comprises 358 establishments with a building floor area of 723,554m² from which a Council service is delivered. These are recognised establishments within the Council, which may comprise more than one building and may accommodate multiple Resources and uses. Operational property accounts for 90.68% of the total property portfolio.

5.2 Estates Portfolio

The Council has a tenanted, non-residential, lease portfolio, known as the Estates Portfolio, which consists of 708 properties, with a gross rental income of £4,282,071 as at 31 March 2021.

The role of this portfolio, which comprises of a wide range of property interests from ground rents for major retail developments through to business centres, is to support the economic and social objectives of the Council as well as meeting corporate financial targets.

Property for Lease

5.3 Land

The Scottish Government requires local authorities to formulate appropriate policies and plans to effectively manage, protect and promote the natural environment including open space and green networks.

South Lanarkshire Council has a diverse range of land assets including: open space; burial grounds and cemeteries; parks and recreation grounds; play areas and skate parks; car parks; allotments. Such assets will be included in a future Land Asset Management Plan.

5.4 Common Good

Historically, Common Good meant all property, especially heritable property vested in the Burgh and administered by the Magistrates and Council on behalf of the community of the Burgh. South Lanarkshire Council are statutory successors and have legal rights and responsibilities in relation to common good assets including a legal right to apply funds held in the Common Good Account to carry out repairs.

The Common Good Register

5.5 Surplus Assets

In accordance with the Council's Surplus Property Strategy, details of land and property potentially suitable for redevelopment or disposal are circulated to all Resources and Community Planning Partners via the Property Bulletin for expressions of interest.

Competing interests are judged against Council priorities and recommendations made following consideration of planning, title and other legal constraints. Where there is no expression of interest, the property is transferred to the Council's Corporate Land Bank for future disposal.

Property for Sale

6. Capital Expenditure

6.1 Capital Programme

The Council's Future Capital Investment Strategy was approved on 21 November 2018 and the Executive Committee, at its meeting on 23 June 2021, agreed a revision to the capital expenditure programme of General Fund projects to take account of the events of the previous year.

During the forthcoming year, work will continue to identify suitable projects for future capital programmes. Projects are developed taking account of the Council Values, Ambitions and Objectives as listed in Connect: The Council Plan and the Council's Future Capital Investment Strategy.

6.2 Major Capital Investment Requirements

The main areas of investment identified through the Future Capital Investment Strategy are within Leisure Centres and Community Halls; Social Work facilities including replacement Care Facilities and a Community Family Centre; Education including Schools and Early Years (growth and capacities and the move to 1,140 hours),

Furthermore, given that the first school completed under the Primary School Modernisation Programme opened during financial year 2004/05, the strategy has identified that a programme of lifecycle replacement for major elements of infrastructure within our Primary School Estate will need to commence during the next capital programme.

6.3 Prioritised Investment

A Corporate Working Group has been established to oversee and make recommendations on priority investment within the operational property portfolio. The Group considers how priorities are set to meet the aspirations of the Prioritised Investment Fund, which is to help ensure service delivery from operational properties throughout the term of the current Capital Programme.

6.4 Central Energy Efficiency Fund (CEEF)

Although the requirement to report to the Scottish Government, relative to progress on the CEEF funding provided, ended in 2015/2016, the Council will continue with an annual CEEF programme including repayments from Resources. The 2020/21 programme was developed taking the following main criteria into consideration:

- Projects have a reasonable pay-back period; and/or
- Projects have been approved through the Strategic Energy Review.

7. **Challenging Our Assets**

7.1 Asset Reviews

Working with services and partners, we will continue detailed asset reviews by area. These will deliver a range of outcomes, the most likely being:

- Continue to maintain the property as is, with repairs and maintenance being programmed through the repairs budgets and prioritised investment fund (Core Assets);
- Relocation/ re-provision of services within an area leading to better use of existing assets;
- Releasing assets for other operational uses or sale through the Property Bulletin process;
- Releasing the Council from existing lease agreements;
- Community Asset Transfer;
- Capital Investment Projects identified for future Capital Bids.

Not all opportunities will be deliverable within the same timescales, some changes will be dependent on a chain of events and there will be budget implications in terms of the costs of implementation and possible capital receipts/savings.

7.2 Property Utilisation

The Council is committed to maximising the use of property assets by ensuring they are utilised to maximum potential, i.e. make better use of buildings / areas that perform poorly on space usage.

7.3 Property Rationalisation

It is vital that efficiencies are maximised through rationalisation of the estate by ensuring the Council retains only those assets that support its strategic objectives, i.e. establish a core estate.

One of the most important initiatives in this regard is the Public Partner Estates Group where the Council works with other government agencies (Police Scotland, Scottish Fire and Rescue Service, Scottish Ambulance Service, NHS Lanarkshire, Department for Work and Pensions), to identify co-location opportunities which are in the Council's best interests.

7.4 Corporate Office Accommodation

Offices make up the second most valuable category of assets (after schools) and upon reviewing the Council's asset management and maintenance approach, efficiencies have been identified which can be achieved through termination and renegotiation of leases and relocation of services.

Through a series of lease terminations, lease contract re-negotiations, changes in accommodation management and the roll out of flexible working practices, the Corporate Office Accommodation portfolio has been reduced to 7 major office locations. This equates to approximately 52,300 m² of floor space, a reduction of 9,200 m² (15%) since 2010.

The Council continues to work to reduce overall property costs relating to office accommodation taking account of energy, maintenance, recharging and staffing arrangements. It is imperative to maximise usage in those retained and ensure these properties can continue to support service delivery in terms of size, location and accessibility.

A full review of the capacity of the remaining offices is underway in light of the changes in working practices that have developed over the past year.

7.5 Common Good

Common Good property is administered separately from other local authority assets for accounting purposes. What the authority can do with the assets is subject to a system of statutory control. As required the Council undertakes consultation with local communities on proposed changes to common good assets.

8. Maintaining Our Assets

8.1 Planned Maintenance

The property maintenance strategy was principally adopted to protect and maintain the significant Capital investment within new build and refurbished properties. This relates to areas of maintenance which are required to ensure the Council remains legislatively compliant and covers key risk areas such as Asbestos, Water Quality and Fixed Electrical Testing as well as other key legislative and maintenance areas to maintain properties at a reasonable and compliant standard.

The Council has incorporated into the model other areas of essential maintenance and these two areas together form what is known as the core maintenance package which is delivered across all properties.

In addition to core maintenance, in properties constructed or refurbished after the year 2000, the Council has adopted additional best practice maintenance to ensure that the high investment in new properties since the year 2000 will be preserved in future to allow best value and future service delivery to be secured.

A programme of surveys and risk assessments has allowed a managed programme to be developed to ensure ongoing compliance in legislative areas. There are currently approximately 200 buildings on full planned maintenance, with the remainder on core maintenance.

To provide best value and drive efficiency savings, Property Services continues to implement and develop new procurement and delivery processes with both external specialised contractors and SLC Building Services, to drive efficiencies into the programme.

8.2 Reactive Maintenance

All properties have access to a daytime and out of hours call centre where emergencies are recorded and prioritised accordingly depending on service delivery disruption, emergency nature and the elimination of risk, health and safety issues and minimising consequential damage.

8.3 Vacant Property

When a property becomes vacant it is subject to the Council's Vacant Property Process. This ensures any risks are mitigated until a decision is taken on the future of the property. A Vacant Property Risk Assessment is carried out to provide recommendations on security and discussions held to agree control measures. A physical check of all vacant property is carried out every 7 days in urban areas and every 14 days in rural areas to ensure the property remains wind and watertight and any security breaches are dealt with.

8.4 Common Good

The Common Good Accounts in Lanark and Hamilton hold a number of properties. A proactive approach to maintenance supports the viability of these assets and reduces the Council's risk to greater liability in the future.

9. **Sustainability**

- 9.1 Improvements set out within Section 6 of the Scottish Building Standards will result in a greater need to consider the benefits which localised or building-integrated low carbon equipment (LCE) can make towards meeting standards. Although the focus is primarily on lowering carbon dioxide emissions from buildings, the measures within this section are intended to reduce energy demand and continue to ensure that, for new buildings and new building work, use of energy and fuel costs arising from this are both minimised. The standards and guidance given in this section are intended to achieve an improvement, for new buildings reducing emissions by approximately 43% compared to the previous 2010 standards (60% compared to the 2007 Standards). Carbon emissions from a new facility will be minimised using new energy saving technologies and as much natural resources as possible, e.g. natural light and ventilation, efficient heating and control system, LED lighting throughout.
- 9.2 Compliance with Section 6 will ensure that effective measures for the conservation of fuel and power are incorporated in buildings. In addition to limiting energy demand by addressing the performance of the building fabric and fixed building services, a carbon dioxide emissions standard obliges designers of new buildings to consider building design in a holistic way.
- 9.3 We will maximise the energy efficiency of all operational properties in support of the Carbon Management Plan by achieving a reduction in energy consumption across the operational portfolio relative to the baseline 2013/14 weather corrected data.
- 9.4 All properties that require an Energy Performance Certificate (EPC) have one in place and a programme to renew these prior to expiry is under development.

10. **Social Values**

- 10.1 Through the Procurement Strategy and Capital Bid process, the Asset Management Strategy seeks to ensure Community Benefits are secured and delivered to contribute towards a prosperous, fairer and more sustainable South Lanarkshire.

PART 2: PROPERTY PERFORMANCE

1. Core Facts

Within the Asset Management Plan properties are assessed on the Condition and Suitability Core Facts. Whilst Condition is assessed for the overall establishment, Suitability is assessed for each service use within the establishment and therefore the numbers reported against this category are greater, taking into account the various services delivered from each of the establishments.

The Scottish Government issued refreshed guidance as the result of a collaborative venture between the Scottish Government, Scottish Futures Trust, Scottish Heads of Property Services (local authorities), Education Scotland, Scottish Building Standards, Architecture and Design Scotland and the Association of Directors of Education in Scotland.

The refreshed guidance has been prepared to:

- strengthen the risk-based approach to condition surveys through a raised awareness of the importance of effective risk management as an integral part of the facilities management regime;
- ensure greater uniformity in the scope and methodology applied to each property to minimise variations in assessment methods and criteria;
- further improve the consistency and robustness of the reporting of the Suitability Core Fact and therefore increase confidence in the comparability of the ratings within and among local authorities across Scotland.

The following tables illustrate the Condition and Suitability of the property estate and show a reduction in the number of properties reported from previous years due to:

- General Housekeeping
 - The exclusion of assets previously included which have now been disposed of.
 - The exclusion of assets/establishments not owned by the Council.
- Re-categorisation of Assets
 - Land-only assets which had previously been included were removed.
 - Smaller peripheral assets were excluded such as bothies, tool stores, bandstands and pavilions.
 - Incoming Lease assets were excluded.
- Scottish Government Guidelines
 - The major factor relating to a numerical difference was in the adoption of these guidelines using the new A-D categorisation.

It should be noted that 2021 Figures are calculated on new criteria, whereas 2020 figures are on old criteria.

Table 1: Condition Core Fact

	2021		2020	
Condition Category	Number of properties by category	Percentage by category	Number of properties by category	Percentage by category
A Good - Performing well and operating effectively.	165	46.1%	292	69%
B Satisfactory - Performing adequately but showing minor deterioration.	115	32.1%		
C Poor - Showing major defects and/or not operating adequately	72	20.1%	113	27%
D Bad - Economic life expired and/or risk of failure	6	1.7%	16	4%
Totals	358	100%	421	100%

Table 2: Suitability Core Fact

	2021		2020	
Suitability Category	Number of properties by category	Percentage by category	Number of properties by category	Percentage by category
A Good - Performing well and operating effectively.	308	55.3%	956	83%
B Satisfactory - Performing well but with minor problems.	136	24.4%		
C Poor - Showing major problems and/or not operating optimally	93	16.7%	178	16%
D Bad - Does not support the delivery of services	20	3.6%	13	1%
Totals	557	100%	1147	100%

The table demonstrates that 78.2% of properties are in satisfactory condition and 96.4% support delivery of services in terms of suitability. Despite the current financial climate and reduced funding to Scottish Local Authorities, the figures show that, through programmes of Prioritised Capital Investment and Planned

Preventative Maintenance, performance remains positive for the majority of categories of property.

The reduction in numbers attributable to assets now disposed of demonstrates continued progress towards the Council's strategic objective of establishing a core estate through property rationalisation. The change of evaluation parameters has made it difficult to make a direct comparison with previous performance figures. However, a new baseline has now been set which will be used for future change comparisons.

2. Performance Indicators

Local Government Benchmarking Framework (LGBF) Indicators are reported annually to the Improvement Service. All operational buildings have been accurately surveyed and the return relates to 557 operational buildings (358 establishments) with a gross internal floor area of 723,554m².

- Condition is assessed as the percentage of floor space of operational buildings which are in a satisfactory condition (categories A & B in Core Facts). This indicates 87.8% of properties are in a satisfactory condition, sustaining the performance of 87.5% from the previous year.
- Suitability is assessed as the percentage of operational buildings which are considered to be suitable for service delivery. This indicates 96.4% of properties support delivery of services in terms of suitability, sustaining the performance of 96.8% from the previous year.

The restrictions placed on capital investment during the current capital programme will provide challenges to sustained performance. However, measures are in place through our Asset Management Strategy to mitigate any risks and sustain service delivery.

3. Property Costs

In 2020/21 Gross Property Costs of the Operational Estate accounted for 6.48% of the Council's Gross Revenue Budget.

In terms of Repairs and Maintenance, over 12,000 orders were issued at a total cost of approximately £6.108m.

4. Estates Management

The lease portfolio includes properties leased to the Council. These are reviewed on an annual basis to establish whether leased-in properties should be extended or surrendered while taking due account of dilapidation costs. Where it is in the Council's best interests to surrender the lease, funding will be required to meet the cost of any dilapidations.

With regards to the Estates Portfolio, this is managed in accordance with a 10 year business plan and performance is measured in terms of the levels of

occupation and income recovery. Currently the percentage of lease portfolio properties that are void is 8.6% (91.4% occupation) and the percentage debt of invoiced income is 7.7% (92.3% recovery).

In support of the Capital Investment Strategy surplus assets are disposed of to generate capital receipts. Service requirements are continually reviewed and properties no longer required for operational purposes are declared surplus through the Council's Executive Committee and transferred to the Corporate Land Bank for future disposal. A total of £126.9k of capital receipts were generated in 2020/21. The target for the 3 year rolling programme is £4.5m, and the total achieved was £5.9m. The final year (2020/21) was seriously affected by the events of last year, resulting in a number of receipts having been carried forward into 2021/22.

In accordance with Capital Accounting Regulations all assets are valued at least once every 5 years. A Valuation Programme is set each year where around 300 assets are inspected, assessed and revalued. In addition new builds and impairments are valued on receipt of Completion Certificates.

The Council develops, manages and publishes valid Corporate Land and Property Information by continuing to prioritise the development and publication of data in line with Scottish Government guidance on INSPIRED. During 2020/21 information on 4 themes were added to the suite of information published on the Council's website.

5. Energy Management

An annual energy/ carbon budget of £13.667m in 2020/21 emphasises the importance of focusing on energy management and investing in energy saving projects. Renewable technologies and staff behavioural programmes to lower the council's dependency on grid electricity and gas reduce both carbon emissions and energy costs. Actual costs, for 2020/21, of £12.585m demonstrate the effectiveness of these measures.

Since the start of the CEEF Programme in 2005/06, the revolving fund has been responsible for a total of £5.329m of investment, up to and including 2020/21, delivering a total of 370 energy efficiency projects. Taking the annual payback as an indicator of the saving from the date the work was complete gives us a total saving achieved to date of £8.879m.

Energy efficiency is essential to meeting the ambitious targets set by the Scottish Government to reduce carbon emissions. The Climate Change (Emissions Reduction Targets) (Scotland) Act 2019 sets reduction targets of 56% by 2020, 75% by 2030, 90% by 2040 to "net zero" by 2045 based on 1990 emissions. All new builds are to meet Building Standards Section 6 and 7 (Silver Sustainability Label). The energy running costs of and the carbon emissions from our older less efficient building stock is a key consideration when programming buildings' disposals and sales.

A means to gauge a building's energy efficiency is by its Energy Performance Certificate (EPC) rating. EPCs look similar to the energy labels provided with

vehicles and many household appliances. The EPC provides an energy rating of the building on a sliding scale from A to G, where A is very efficient and G is the least efficient. The better the EPC rating, the more energy efficient the building's design and construction is, and the lower its carbon emissions and energy costs are likely to be.

All publicly accessible buildings over 250 m² require an EPC which must be displayed on the site. The table below shows the EPC ratings currently held for the overall establishments. These will be reviewed every 10 years or where there are significant alterations to the building.

	2021	2020
EPC Rating	Number	Number
A+	7	9
A	28	31
B+	24	22
B	42	46
C+	25	20
C	12	11
D+	1	2
D	13	12
E+	7	7
E	11	8
F+	2	2
F	20	21
G	67	60
No Rating	99	170
Total	358	421

Water automatic meter readers (AMRs) have been in place at all secondary schools over the past 12 months. On 1st April 2020, Business Stream became the new water and waste water supplier. It is intended to carry out a programme of AMR installations in properties with highest water usage. This will assist with achieving a reduction in water consumption and associated costs by obtaining accurate measurable consumptions for those properties where AMRs are installed.

6. Community Asset Transfer

The Community Empowerment (Scotland) 2015 Act aims to make the most of the talents that exist in our communities; deliver high quality and improving public services; and support strong local democracy and local decision-making. Under the terms of the legislation a legitimate organisation can apply for ownership, lease or other rights to Council property. The Council must assess the application and provide a Decision Notice stating whether the request has been agreed or refused within a 6-month period.

The Council has developed a Community Asset Transfer Framework to help eligible Third Sector organisations based or working in South Lanarkshire develop their interest in Community Asset Transfer. The Framework also

provides the basis for assessment of the community benefit that the Asset Transfer would bring to the local community. There are currently over 36 organisations discussing options for asset transfer with the Council.

Community Asset Transfer is reported annually to the Scottish Government at the end of June. The return for period ending 30 June 2020 is summarised as follows:

- Total number of applications received: 3
- Number of successful applications: 1
- Number yet to be determined: 1
- Withdrawn prior to Decision Notice 1

8. Data Management

The Council has developed a web based operational property system called Infoprop for assisting in property management. The system includes the capability of holding annual core facts for each property which can be viewed by all clients and partners involved with the process. This has assisted in a collaborative approach to Asset Management and a single source for all operational property data when required.

The Council has also radically reviewed its property condition information changing from a format of complex, detailed condition surveys to a simplified graphical system: the Asset Discussion Paper. This readily identifies both the risk and cost by individual element for the building based on the remaining economic life of each of the elements and contains a 5 year expenditure forecast. The Paper includes a section for Resources to complete in relation to the future service strategy for the property. This allows a fully collaborative and integrated investment strategy to be agreed.

9. Risk Management

Key risks in relation to property are identified in the Housing and Technical Resources Risk Register which is updated annually. These are ranked by risk level and the control measures in place are noted.

If you need this information in another language or format, please contact us to discuss how we can best meet your needs.

Phone: 0303 123 1015

Email: equalities@southlanarkshire.gov.uk

www.southlanarkshire.gov.uk

PART 3: ACTION PLAN

A, Action Plan – Strategic

Action No.	Action Description	Key Asset Management Strategy Objective	Outcome	Progress
A1	Development of a 5 year Office Strategy.	Plan and manage property as a corporate resource to deliver the Council's outcomes.	Develop proposals to further reduce the office portfolio.	
A2	Complete a review on impact of agile working on office requirements.	Plan and manage property as a corporate resource to deliver the Council's outcomes.	Develop proposals to support a "blended" approach to agile working.	
A3	Implement the Council's sustainable development and carbon management plans and strategies, ensuring the Council's properties are fully accessible and contribute to short, medium and long term carbon reduction targets.	Ensure our current property and future estate is as sustainable as possible in design, construction, operation and final disposal.	Two actions which will be undertaken this year and which contribute to the Council's sustainability goals are the accessibility review and strategic energy review.	
A4	Continue to implement the Council's 10 year Capital Investment Strategy.	Plan and manage property as a corporate resource to deliver the Council's outcomes.	Investment in our leisure centres, community halls, roads – including park and ride facilities, cemeteries, pitches, play parks, country	

			parks and allotments and libraries.	
A5	Asset Review and Challenge – Rationalisation of the Council's asset portfolio.	Provide the right property, fit for purpose, in the right place, to meet current service needs and to plan for the future.	Identification of sites for new build social housing, co-location and disposal.	
A6	Review of homeless accommodation.	Provide the right property, fit for purpose, in the right place, to meet current service needs and to plan for the future.	Identification of sites to support the newly emerging homelessness accommodation model	
A7	Partnership working	Promote joint working where it will provide benefit for service delivery and in securing efficiencies.	Explore options for co-location across South Lanarkshire with Police Scotland	

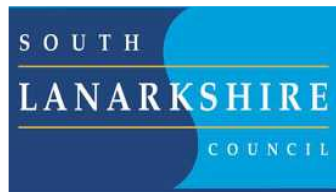
B. Action Plan – Operational/Service Improvement

Action No.	Action Description	Key Asset Management Strategy Objective	Outcome	Progress
B1	Identify a future programme of disposals in line with the Capital Receipts targets.	Manage and maintain property effectively and efficiently, together with optimising financial return and commercial opportunities from the rationalisation and disposal of property.	Agreed Capital Receipt programme with Finance.	
B2	Develop an Integrated Housing and Property Management System.	Plan and manage property as a corporate resource to deliver the Council's outcomes.	Move towards a single system and removal of outdated separate systems.	
B3	Lifecycle Replacement – Schools.	Manage and maintain property effectively and efficiently, together with optimising financial return and commercial opportunities from the rationalisation and disposal of property.	Develop a programme of replacement for major elements of infrastructure.	
B4	Complete relocation from Caird Centre and complete disposal transaction.	Manage and maintain property effectively and efficiently, together with optimising financial return and commercial opportunities from the	Settlement of disposal by January 2022.	

		rationalisation and disposal of property.		
B5	Develop a demolition programme and identify funding options.	Manage and maintain property effectively and efficiently, together with optimising financial return and commercial opportunities from the rationalisation and disposal of property.	Removal of outstanding liabilities.	
B6	Completion of the 1140 Hours Early Learning and Childcare Programme	Provide the right property, fit for purpose, in the right place, to meet current service needs and to plan for the future.	Completion by December 2022	All projects completed by August 2021 with the exception of the new nursery in Bothwell/Uddingston which is targeted for completion late 2022.
B7	Review the approach to reporting on Common Good assets.	Plan and manage property as a corporate resource to deliver the Council's outcomes.	Implement agreed reporting model	
B8	Consult and engage with community groups who have indicated an active interest in the community asset transfer of SLLC properties (one of the outcomes of the recent review of South Lanarkshire Leisure and Culture).	Manage and maintain property effectively and efficiently, together with optimising financial return and commercial opportunities from the rationalisation and disposal of property.	Support a minimum of 2 community organisations to achieve successful Community Asset Transfer.	

B9	Review of Community and Enterprise Depots, civic amenity sites and salt barn facilities to identify best investment options.	Provide the right property, fit for purpose, in the right place, to meet current service needs and to plan for the future.	Service requirement brief and identification of funding options. Potential Capital Bid	
B10	Review of day care centres.	Provide the right property, fit for purpose, in the right place, to meet current service needs and to plan for the future.	Implement actions identified through review.	
B11	Review of proposed care home replacement programme including investment in those being retained.	Provide the right property, fit for purpose, in the right place, to meet current service needs and to plan for the future.	Implement actions identified through review.	
B12	Review impact of new IPC measures on the care home environment and plan for necessary upgrades on a cyclical basis.	Manage and maintain property effectively and efficiently, together with optimising financial return and commercial opportunities from the rationalisation and disposal of property.	Implement actions identified through review.	
B13	Review requirement for office accommodation in light of the move towards more agile working.	Provide the right property, fit for purpose, in the right place, to meet current service	Development of 5 year Office Strategy.	

		needs and to plan for the future.		
B14	Review investment required in Universal Connections facilities to maximise their potential in delivering the Councils Community Learning and Development Initiatives.	Provide the right property, fit for purpose, in the right place, to meet current service needs and to plan for the future.	Service requirement brief and identification of funding options.	
B15	Plan and Manage Early years, Primary school and Secondary school expansions to meet the education needs of the new SLC Community Growth Areas and other large scale housing developments.	Provide the right property, fit for purpose, in the right place, to meet current service needs and to plan for the future.	Completion by March 2026	Planned projects include new primary school and nursery at EK CGA (Jackton), new nursery at Larkhall, expansions and extensions at a number of Early Learning and Child Care Centre, Primary and Secondary Schools.
B16	Undertake adaptations and extensions to Educational Property to meet planned growth and changing requirements of pupils.	Provide the right property, fit for purpose, in the right place, to meet current service needs and to plan for the future.	Programme of capital works to be developed.	
B17	Review the Suitability of the Social Emotional and Behavioural Needs estate to meet the needs of the pupils and staff.	Provide the right property, fit for purpose, in the right place, to meet current service needs and to plan for the future.	Programme of capital works to be developed.	



**Housing and Technical Resources
Executive Director: Daniel Lowe**

Housing Asset Management Plan 2021/22

Appendix 4

Section	Page No
1 Introduction	3
2 Strategic Context	3
3 Asset Profile	6
4 Investment	7
5 Stock Condition Survey	7
6 Compliance and Energy Efficiency	7
7 Maintenance and Repairs	8
8 Legislative Requirements and Health & Safety	9
9 Customer Involvement	10

Introduction

1.1 Mission Statement

It is a priority for South Lanarkshire Council (SLC) to provide good quality, affordable and accessible homes for rent, which are managed and maintained efficiently and effectively, so that they are sustainable in the long-term and contribute towards meeting the current and future housing needs within the local authority area.

1.2 Purpose of the Housing Asset Management Plan

Housing and Technical Resources (H&T) has the responsibility for the management of Council housing and related assets. All revenue and capital spending are recorded separately from the General Fund in a Housing Revenue Account (HRA) which is aligned to a 30 year Housing Business Plan (HBP).

Assets held on the HRA include the Council core housing stock, non-operational assets which provide the HRA with a revenue income, land assets which vary but are predominantly open spaces, lockups and garages which are located throughout the Council's housing estates.

The Housing Asset Management Plan has been developed to complement and inform the Council's HBP and sets out priorities to ensure housing investment fits with robust, long-term financial planning to deliver value for money and sustainability.

Investment is provided in the following areas: -

- Upgrading and maintaining properties in line with current and projected national and local standards and customer expectations and demand, in cost effective ways
- Achieving high standards of energy efficiency
- Ensuring that works comply with current and prospective regulations.
- Providing links to marketing, lettings, stock renewal and disposals strategies
- Improving the external environment
- Provision of new housing stock

2 Strategic Context

2.1 Housing is a corporate asset, owned by SLC. As such this Asset Management Plan is also aligned to the Corporate Asset Management Plan and contributes towards achieving the visions and values of Connect, the Council Plan.

2.2 The Local Housing Strategy (LHS) 2017-2022 sets out a partnership approach to meeting the housing needs and demands in the Council, across all tenures. As a social housing landlord, the Council is a key partner to the LHS and is a key contributor towards achieving the LHS priorities and outcomes.

2.3 All Council housing must be maintained to the Scottish Housing Quality Standard (SHQS) and comply with all legislative requirements regarding health and safety.

The tolerable standard was amended on 16th January 2020 by the Housing (Scotland) Act 1987 (Tolerable Standard) (Extension of Criterion) Order 2019 and now includes a new element covering smoke, heat and carbon monoxide (CO) alarms. These changes will come into effect from 1 February 2022.

- 2.4 The Scottish Government published a Sustainable Housing Strategy in 2013 which sets out a further target for improving the condition of social rented housing, the Energy Efficiency Standard for Social Housing (EESSH). This set a minimum energy efficiency rating for all social rented homes to be achieved by December 2020. Beyond December 2020 the EESSH 2 target is for all social housing to achieve an EPC Band B by 2032. Currently 4.82% of the housing stock comply with the new standard. We will undertake an assessment of our housing stock to understand what is required to meet the EESSH2.
- 2.5 To contribute to national fuel poverty targets, the council will undertake a review to identify the proportion of households within its housing stock that are in, or are susceptible to being in, fuel poverty. Following this, actions will be taken to enable these properties to meet EPC Band C by 2030.
- 2.6 We will develop a programme for reducing emissions with our housing stock, aiming for a 23% reduction between 2015 and 2032.
- 2.7 As part of the new national Heat in Buildings Strategy, the Scottish Government are proposing that all local authorities lead the development of a Local Heat and Energy Efficiency Strategy (LHEES) and have this in place by 2023. LHEES aims to be the link between long term targets, national policies and the local delivery of energy efficiency and heat decarbonisation activities. Planning is already underway within South Lanarkshire to assist in meeting this new requirement, with a pilot LHEES completed and alignment of actions within wider strategies including the Local Housing Strategy and Sustainable Development and Climate Change Strategy. Housing and Technical Resources will continue to work with other council resources and the Scottish Government to understand the future resourcing requirements relating to the development and implementation of LHEES.
- 2.8 The Council has committed to providing 1,000 additional Council homes which is set out within the Strategic Housing Investment Plan (SHIP) 2017-2022, together with the full profile of resource planning assumptions that apply for the Council and for other Registered Social Landlord (RSL) organisations.
- 2.9 A key focus is to ensure there is a provision of sufficient, appropriate housing which can meet the housing, care and support needs of an increasing older population.
- 2.10 Another key priority, following review of temporary accommodation is to re-provision homelessness services currently delivered from Lindsay House in preparation for this unit's closure. This will involve identifying and developing suitable 1st Stop rapid access accommodation within East Kilbride locality and separately supported accommodation unit/s within a central location in South Lanarkshire.
- 2.11 The Council's multi-storeys have generally been well maintained with ongoing capital investment, however, as the typical age of these buildings is now more than 45 years, there is a higher risk of failure and consequently disruption to tenants and

owners. It is, therefore, prudent to adopt a planned investment strategy to minimise the risk of unplanned failures. Recommendations are currently in place for phased investment in the communal areas over a 5-year period.

- 2.12 The council continues to work closely with residents of its two Gypsy/Traveller sites to improve the current provision of accommodation provided. A range of improvement projects have been progressed over the past year, in line with investment masterplans developed in conjunction with residents and with the national 'Improving the lives for Gypsy/Travellers Action Plan, published jointly by the Scottish Government and COSLA.

Work is also now underway to extend the current pitches at both sites, providing more room for residents and ensuring compliance with fire safety guidance alongside the installation of a range of new fire safety infrastructure such as fire points and signage. The installation of free to access Wi-fi, funded from the Scottish Procurement Alliance, is also underway to assist in tackling social exclusion and improve digital access for residents at both sites.

At the larger Shawlands Crescent site, the upgraded waste management system is now in place, with delivery of the new community facility expected later 2021/22. Residents have been involved in the design and layout of this new facility and are now working to develop arrangements for how it will be managed and used once installed. Feasibility studies are also underway to understand the opportunities to decarbonise the electricity supply to the site through the installation of a Solar PV Farm

- 2.13 The approved Housing Capital Programme for 2021/2022 is £100,801m, the budget is divided £73,635m for our New Build/Buy Backs/MTR Programme and £27,166m for investment required to continue to achieve the SHQS and to work toward achieving EESSH 2 by December 2032. SHQS compliance is subject to allowable exemptions, abeyances, and additional investment priorities.
- 2.14 There are several components to ensure that housing stock and related assets meet the needs and standards required now and in the future. These include: -
- A planned Housing Investment Programme, achieving economies by ensuring assets are replaced before the end of their estimated economical life cycle.
 - A Planned Maintenance Programme to prevent deterioration in the physical condition of the asset and to ensure legislative requirements are met.
 - A responsive maintenance service, to ensure that residents remain satisfied with their accommodation and to prevent unplanned deterioration in its condition.
 - An efficient and effective voids service, helping to speed the letting process and protect the Council's revenue through minimising rent loss.
 - A rolling programme of SHQS surveys to identify future scope of works to establish a 5-year Housing Investment Programme.
 - Annual Servicing and legislative compliance surveys covering, Gas, Solid Fuel and Air Source Heating Pump servicing, 5 yearly Electrical Testing programme for all domestic properties and blocks with common areas, Water Quality Testing

(Legionella) and Asbestos management surveys of common area and re-inspection of asbestos containing material.

3. Asset Profile

- 3.1 South Lanarkshire Council is the fifth largest local authority in Scotland. It has a growing population, now estimated to be around 320,820 people, spread across a diverse area stretching from the populated urban areas of Hamilton, Lanark, East Kilbride, Rutherglen and Cambuslang in the north, to the rural villages of Elvanfoot and Abington in the south.
- 3.2 The Housing Asset Management Plan includes a strategy which last year had been drawn up to set out priorities for the physical care and improvement of the housing stock and related assets.

In the year to 31 March 2021 there was an overall increase of 148 in the housing stock, the movement in the stock comprised 118 new builds and 51 mortgages to rent/ buy back. This was offset by a loss of 21 through demolition and sales resulting in a year end total of 25,012.

- 3.3 The profile of the 25,012 housing stock is made up of, 13,399 (53.57%) flats and 11,613 (46.43%) houses. The classification of the flats is Amenity 331, General 10,905, Multi Storey 1,518, and 645 Sheltered. Houses are Amenity 496, General 10,545 and 572 are Sheltered.
- 3.4 There are also two Gypsy/Travellers sites, one in Larkhall (22 pitches) and the other in East Kilbride (6 pitches). The deadline for Council to meet the Scottish Government Minimum Site Standard was 30 June 2018.
- 3.5 In addition to the housing stock the Council as a factor has the responsibility to repair and maintain 8,607 factored properties within 1,886 blocks. There are also 7,981 lock ups and 42 grass sites (192 spaces to accommodate a garage).
- 3.6 To meet the particular needs of older people the Council provide 1,217 sheltered homes. A key success has also been the amenity upgrade and conversion programme which assists older people and people with reduced or impaired mobility. The programme which began in early 2012 has increased the supply of amenity homes from 278 properties to 827 across the authority, this year 27 were new build.
- 3.7 In 2014/2015, the Council reviewed the housing assets to support the development of a Stock Categorisation model. This will help with matching applicants to available housing which meets their needs, particularly for adapted Council housing by improving links to the allocation process.
- 3.8 New Build Programme – The Council has increased its housing stock with 613 new build properties since 2009 with 48 in East Kilbride and 70 in Cambuslang completed in 2020/21. In 2021/2022 we are planning to complete the build of 433 new homes. 24 Biggar, 45 Blantyre, 153 Cambuslang, 14 Carluke, 2 Carstairs Junction, 55 East Kilbride, 60 Hamilton, 40 Larkhall, 20 Strathaven and 20 in Uddingston.

4. Investment

4.1 Investment Programmes

The Council aim to ensure that the housing stock is good quality, warm, affordable to heat and well maintained whilst helping to tackle fuel poverty. The Housing Investment Programme key focus is to: -

- Continue to achieve SHQS
- Achieve the New Fire Safety Standard for Scottish Homes by February 2022
- Achieve the Energy Efficiency Standard for Social Housing 2 by 2032
- Tackle fuel poverty.
- Reduce carbon emissions and promote renewable energy.
- Improve the general environment.

4.2 Investment Finance

The HRA investment programme is managed in line with the 10-year HBP.

4.3 Planned Maintenance Programme

The Planned Maintenance Programme aims to ensure properties and estates are maintained to the agreed standard. This is a pro active approach to carrying out maintenance works.

5. Stock Condition Survey

- 5.1 The Asset Management system holds 100% stock condition information which has been developed over several years. The system was developed to specifically report on SHQS and EESSH compliance and to inform the development of future year's investment plans. To keep the data up to date, a rolling five-year programme of surveys has been implemented. Data is also uploaded from the Housing Investment Programme following external fabric, central heating, window and door works, etc, and further data obtained from energy efficiency works through EES:ABS programmes.

6. Compliance and Energy Efficiency

6.1 SHQS and EESSH Compliance

Currently 93.50% of the housing stock meets the SHQS and a further 4.6% is exempt on the grounds of work refusals by tenants, residents, or other practical matters. The stock failing the standard is 1.9% and works are planned in 2021/2022 to address this.

The percentage of housing stock meeting the EESSH standard is currently 93.88% an increased from last year (93.39%) and above the target set which was 93.10%.

6.2 Gypsy/Travellers

We achieved the Minimum Site Standards for both sites in July 2018.

6.3 Standard Assessment Procedure (SAP)

The SAP is the Scottish Government's preferred energy rating, initially introduced to compare different energy labels being delivered within the UK. A home scoring 0 would be very inefficient and consequently very expensive to run, whilst a home scoring 100 is very efficient and cheaper to run. The average SAP rating of the Council's housing stock is currently 73.78 which is above the average of 65 for a home in Scotland.

6.4 Energy Efficiency Grants

Since 2013/2014 the Council have successfully bid for £23.900m in energy efficiency funding. HEEPS and SEEPS funding enabling the Council and RSL partners to programme additional energy measures in as many fuel poor area as possible to help alleviate fuel poverty, this funding is targeted at owner occupiers. Throughout the programme 4,142 properties have received energy efficiency measures.

6.5 Renewable Technologies

The Domestic Renewable Heat Incentive (Domestic RHI) is a government financial incentive to promote the use of renewable heat. Switching to heating systems that use naturally replenished energy can help the UK reduce its carbon emissions. 1599 Council homes have Air Source Heat Pumps heating and 1483 currently qualify for RHI funding. Clydeford View Sheltered Housing Complex is fitted with a biomass heating system which attracts Non Domestic RHI for the site.

The Feed-in Tariffs (FITs) scheme is a UK Government scheme designed to encourage uptake of a range of small-scale renewable and low-carbon electricity generation technologies. There are 578 Council homes with Solar PV we receive FIT funding for 259 properties.

7. **Maintenance and Repairs**

7.1 Responsive Maintenance

In addition to the Housing Investment Programme the Housing Repairs Service carries out repairs to the housing stock daily. Over the last five years on average there has been 98,061 jobs carried out each year.

7.2 Responsive Repair Categories

Dependant on the type of work required responsive repairs fall into one of the following categories.

Emergency Repairs – will normally be carried out within three to six hours of tenants reporting the fault. Any follow up works will be planned at a later date.

Routine Repairs – will be attended to within 20 working days, where the repair is non-urgent and access is not required to the property. Non urgent external repairs are carried out geographically, allowing a more efficient and effective method of planning works.

Appointed Repairs – an appointment date will be made with the tenant within 28 working days. This category is for the majority of internal work where access is required.

7.3 Adaptations to Homes for People with Disabilities

The Council are committed to addressing the needs of all its residents which includes adapting homes to enable residents to stay in them for longer. Through the Housing Investment Programme and Repairs Service, Housing and Technical Resources work closely with the Occupational Therapists Service to identify and address disability issues. In 2020/2021, 100 adaptations were carried out to homes at a cost of £237,675.

8. **Legislative Requirements and Health and Safety**

8.1 Gas Safety Checks

Comprehensive management systems are in place together with monthly performance reporting relating to compliance on valid Landlord Gas Safety Records (LGSR) and responsive maintenance and repairs. External consultants also undertake independent quality inspections on works to ensure high levels of quality.

8.2 Asbestos

The Control of Asbestos Regulations 2012 requires duty holders to manage asbestos in common parts of domestic dwellings e.g., Stairwells and landings, common loft areas, etc. In order to comply with this regulation, the common areas in all low rise, high rise and sheltered housing properties have been surveyed to establish the presence of asbestos. If present, an asbestos management plan is put in place.

8.3 Risk Assessment for Legionella

The Council have obligations under the requirements of the Health and Safety at Work Act which extends to non-employees, such as residents, independent contractors and members of the public. Guidance to fulfil these obligations is set out in an HSE Approved Code of Practice.

We have implemented programmes for all sheltered schemes and our multi-storey properties. This includes completion of risk assessments, water hygiene regimes and undertaking a prioritised programme of upgrade works. A programme of risk

assessments is in progress across our low rise properties and will progress over the coming years.

8.4 Electrical Inspections

The new Fire Safety Standard includes a new element covering smoke, heat and carbon monoxide alarms, these changes are now governed by the tolerable standards, by defaults this impacts on SHQS.

The April 2020 revision to the SHQS technical guidance states that to demonstrate compliance with this element the landlord must:

- Organise electrical safety inspections by a competent person at intervals of no more than five years.
- The competent person should complete an Electrical Installation Condition Report, or an Electrical Installation Certificate, and a copy of this should be provided to the tenant.

The IEE Wiring Regulations and the accompanying Approved Code of Practice (ACOP) stipulate how electrical safety will be achieved with the fundamental requirements being: -

- Landlords shall ensure that the work undertaken on their behalf is done by a Competent Person as defined by the HSE.
- Installations conform to the standards laid down in the current edition of BS 7671 These are regarded by the HSE as likely to achieve conformity with the relevant parts of the Electricity at Work Regulations 1989

Management systems and practices to adequately address all foreseeable risks are in place, in accordance with BS 7671 (IEE Wiring Regulations).

9. **Customer Involvement**

9.1 Customer Satisfaction

Tenant satisfaction is measured through a variety of service user feedback techniques including tenant satisfaction surveys for Repair, Home+, New Tenant, Homelessness, Housing Support and Temporary Accommodation.

Findings of these surveys are reviewed by the operational management teams as part of the performance management of the service and appropriate improvement actions are identified, implemented and their effectiveness monitored.

Report

16

Report to:	Housing and Technical Resources Committee
Date of Meeting:	8 December 2021
Report by:	Executive Director (Housing and Technical Resources)

Subject:	Annual Report - Mainstreaming Equality and Diversity within Housing and Technical Resources
----------	--

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide an overview of progress made in relation to mainstreaming equalities within Housing and Technical Resources during 2020/2021
- ♦ highlight the key actions being progressed during 2021/2022

2. Recommendation(s)

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

- (1) that the progress made during 2020/2021 and key actions for 2021/2022 in relation to mainstreaming equalities, be noted.

3. Background

- 3.1. The last mainstreaming equalities annual report was presented to Housing and Technical Resources Committee on 17 February 2021. The report highlighted progress made in 2019/2020 and set out a number of key priority areas being progressed in 2020/2021.
- 3.2. The Housing and Technical Resources Equality and Diversity Co-ordination Group continues to progress actions and support a consistent approach to mainstreaming equality and diversity across the Resource.
- 3.3. This report outlines the progress made during 2020/2021 and sets out the key priorities being progressed during 2021/2022.
- 3.4. It is widely recognised that the COVID-19 pandemic has had a disproportionate impact upon the most vulnerable and disadvantaged individuals within our communities. The Resource quickly revised service delivery arrangements to support all customer groups, with work to help mitigate the impact of COVID-19 on potentially vulnerable individuals and groups a particular focus of attention during 2020/2021. This report provides further details of this work alongside other activities progressed during the year.

4. Service Provision during the Pandemic

- 4.1. The onset of the COVID-19 pandemic saw a shift to virtual and remote service provision by the Council. However, the continuation of critical services was key to ensuring that the most disadvantaged and vulnerable customers, including people experiencing homelessness, sheltered housing tenants, members of the Gypsy/Traveller community and people experiencing financial hardship, remained supported during the most unprecedented and challenging of times.

- 4.2. As restrictions eased during 2020/2021, non-essential services resumed with the introduction of revised approaches and safe systems of work.

5. National and Local Policy Developments

5.1. Housing to 2040

- 5.1.1. In March 2021, the Scottish Government published 'Housing to 2040', a long-term national housing strategy for Scotland. The strategy and its associated route map aim to deliver an ambition for everyone to have a safe, high quality, affordable home that meets their needs, in the place they want to be.
- 5.1.2. Housing to 2040 highlights equality and human rights issues and will shape future housing policy to deliver on the vision and principles set out within the strategy.

5.2. Equality Outcomes

- 5.2.1. The Resource contributed to the Council's final report to the Scottish Government on the Equality Outcomes for the four-year period 2017-21. The report recorded progress across a number of key equality areas and highlights for Housing and Technical Resources including:-
- ◆ continued delivery of the Council's Home+ new build housing programme, providing accessible and adaptable new homes suitable for a variety of needs
 - ◆ setting a target of 8% for new build homes to be fully wheelchair accessible and meet the 'Housing for Varying Need' standard
 - ◆ continued delivery of the adaptations programme and Scheme of Assistance, allowing people to continue to live independently within their own homes without the need for rehousing or moving to a care setting
 - ◆ Continued involvement in the Syrian Refugee Resettlement Programme
- 5.2.2. During 2020/2021, all councils were required by the Scottish Government to review their Equality Outcomes and re-prioritise them for the four-year period from 2021 to 2025. These were to be high-level and measurable, with progress reported to the Scottish Government at two-yearly intervals. Housing and Technical Resources identified the following headline Equality Outcome: *"Prevent homelessness occurring and significantly reduce homelessness."*
- 5.2.3. Within this context, the Resource has given a commitment to the following actions:-
- ◆ increase the number of affordable homes for rent
 - ◆ develop and implement a housing options framework for young people
 - ◆ work with the Scottish Prison Service to implement Sustainable Housing on Release for Everyone (SHORE) standards, specifically ensuring suitable and sustainable accommodation options for people leaving prison
 - ◆ expand the Rent Deposit Scheme to assist in meeting housing needs in the private rented sector and support prevention of homelessness from the private sector.

Progress against Housing and Technical Resources Equality Outcomes for the period 2021-25 will be closely monitored and reviewed by the Resource Equality and Diversity Co-ordination Group.

5.3. Scottish Housing Regulator Annual Assurance Statement –Equalities and Human Rights

- 5.3.1. It is a requirement of the Scottish Housing Regulator's regulatory framework that landlords prepare and submit an Annual Assurance Statement which confirms that the landlord is complying with regulatory requirements and standards.
- 5.3.2. During 2020/2021, the Regulator advised of its intention to begin assessment of Equalities and Human Rights legislation in 2021 and draft guidance on collecting equalities information, to ensure compliance with regulatory requirements, was issued for consultation in October 2020. As part of the development of the Annual Assurance Statement, the Resource will be required to confirm that it has plans in place to ensure the effective collection of equalities information and that considerations are being given to a human rights approach.

6. **Key Areas of Progress 2020/21**

6.1. Home+ New Build Housing Programme

During 2020/2021, a total of 339 additional affordable homes for social rent were delivered across South Lanarkshire. This included 142 homes built by Registered Social Landlords (RSLs) and 197 additional homes delivered by the Council. The Resource continued to meet the target for the delivery of fully wheelchair accessible homes within the new build housing programme.

6.2. Adaptations Programme

During 2020/2021, a total of 721 homes were adapted to support people with health conditions or disabilities to continue to live independently within their own homes, without the need for rehousing or moving to a care setting. The Resource completed 476 adaptations to Council properties throughout 2020/2021 and a further 245 adaptations were completed in private homes through grant funding provided by the Scheme of Assistance.

6.3. Housing and Homelessness

The Resource continues to work with its housing and homelessness partners to implement the Rapid Rehousing Transition Plan (RRTP) 2019-24. The RRTP contains five high level priority objectives which centre around a partnership approach to preventing and reducing homelessness and limiting the time people experiencing homelessness spend in temporary accommodation.

The second annual review of the RRTP was undertaken during 2020/2021 and reported to Housing and Technical Resources Committee on 30 June 2021. The review noted that excellent progress had been made in the second year of the plan. Key highlights included continued support and development of housing pathways for people experiencing domestic abuse and care experienced young people.

6.4. South Lanarkshire Strategic Commissioning Plan 2019-22

The Resource continues to work with partners from across the South Lanarkshire Health and Social Care Partnership (H&SCP) to contribute to the delivery of South Lanarkshire's second Strategic Commissioning Plan 2019-2022. This includes the provision of suitable and sustainable housing to support independent living.

6.5. Supporting Digital Inclusion through Connecting Scotland

The onset of the COVID-19 pandemic highlighted a greater need for people to be digitally connected to keep in touch with friends and family, access critical services, reduce loneliness and isolation and improve mental health.

During 2020/2021, working in partnership with the South Lanarkshire Tenants Development Support Project, Housing and Technical Resources applied to the Connecting Scotland fund to secure 68 digital devices and connectivity for some of its most vulnerable and isolated customers, including sheltered housing tenants, Housing First (homelessness) customers and the Tenant Participation Co-ordination Group.

Positive feedback has been received with customers highlighting that the ability to get online and digitally connected has enhanced their lives by allowing them to continue to stay in touch with friends and family, join in virtual faith services, take part in online social events and attend virtual medical appointments.

Building on the success of Connecting Scotland, a priority for the Resource will be to explore other options to continue to expand digital capacity for housing customers.

6.6. Gypsy/Travellers

During 2020/2021, the Resource continued to work closely with residents of its two Gypsy/Traveller sites to improve both accommodation and site provision. A range of improvement projects were progressed in line with investment masterplans previously developed in conjunction with site residents. These support the 'Improving the lives of Gypsy/Travellers National Action Plan', published jointly by the Scottish Government and COSLA.

Despite the challenges presented by the COVID-19 pandemic, new heating systems funded through the Scottish Government's Additional Capital and Decarbonisation funds were installed at both sites. At the larger of the two sites in Shawlands Crescent, Larkhall, an upgraded waste management system was also installed.

6.7. Syrian Refugee Resettlement Programme

At the end of March 2021, there were 51 Syrian families (187 individuals) settled across South Lanarkshire. The families continued to be supported throughout the COVID-19 pandemic by specialist officers from Housing and Technical Resources' Refugee Resettlement Team. In addition, online English language classes (ESOL) were provided and families continue to attend classes with colleagues from Youth, Family and Community Learning services, within Education Resources. Face to face ESOL classes will commence during 2022.

The Syrian Refugee Resettlement Programme ended in March 2021 with no further arrivals to South Lanarkshire through the scheme. Planning arrangements for the new UK Resettlement Programme focuses on new arrivals from May 2021 onwards.

6.8. Housing and Dementia

During 2020/2021, Housing and Technical Resources signed up to the Chartered Institute of Housing, Housing and Dementia Framework. The framework supports the Scottish Government's Age, Home and Community Strategy and is designed to help housing organisations to support people to live well with dementia.

The framework is being used to test and develop the current service approach across sheltered housing within South Lanarkshire. A self-assessment process has commenced which looks at how the service is supporting people living with dementia to access the right advice, the right home and the right support.

Implementation of the framework is at an early stage and it is anticipated that it will be used more widely to support people living with dementia in mainstream and amenity housing, as well as sheltered.

6.9. Translation and Interpretation Services

The Resource continues to provide a range of translation (written) and interpretation (verbal) services to customers with specific communication requirements, including sign language provision.

6.10. Consultation, Engagement and Customer Feedback

The approach to customer engagement moved to a virtual platform at the outset of the pandemic in March 2020 and has continued this way. Tenant groups have been supported to get online by the Resource, working in partnership with the South Lanarkshire Tenant Development Support Project, to ensure that business continues as usual. This has facilitated continuation of the Resource's annual consultation programme and in addition to the broader programme of engagement, officers have continued to work virtually with a range of equalities groups and stakeholders including:-

- ◆ Disability Partnership Housing Subgroup
- ◆ South Lanarkshire Access Panel
- ◆ Residents of the Council's two Gypsy/Travellers Sites
- ◆ Seniors Together
- ◆ Sheltered housing tenants
- ◆ People with lived experience of homelessness
- ◆ South Lanarkshire Gender Based Violence Partnership
- ◆ South Lanarkshire Autism Strategy Group
- ◆ See Hear Strategic Working Group

6.11. Complaints

There were no complaints recorded within the Equalities category for Housing and Technical Resources during 2020/2021.

6.12. Employee Training and Development

Resource employees participated in a wide range of equality and diversity related virtual training and e-learning activities during 2020/2021, including:-

- ◆ Equality and Diversity Awareness
- ◆ Communicating with People who are D/deaf
- ◆ Sight Loss Awareness
- ◆ Disability Module
- ◆ Gaelic and Scotland
- ◆ LGB&T People and Public Services
- ◆ Dementia Awareness
- ◆ Unconscious Bias
- ◆ Mental Health and Wellbeing

6.13. Equality and Diversity Reporting Framework

The Resource continues to report the range of work and activities being progressed to support mainstreaming equality, to a number of groups/stakeholders including:-

- ◆ Resource Equality & Diversity Co-ordinating Group
- ◆ Resource Management Team
- ◆ Parent Joint Consultative Council
- ◆ Housing and Technical Resources Committee
- ◆ Equal Opportunities Forum

7. **Key Priorities for 2021/2022**

- 7.1. The Resource Equality and Diversity Co-ordination Group (EDCG) continues to oversee the work and activity of the Resource in relation to mainstreaming equality during 2021/2022.
- 7.2. The impact of the COVID-19 pandemic continues to be a key focus for the equality and diversity workplan, to ensure that the delivery of housing services helps mitigate negative equality impacts experienced due to the pandemic.
- 7.3. Key priorities for 2021/2022 include:-
- ◆ ensure continuity of critical services to potentially vulnerable individuals and groups including people experiencing homelessness, sheltered housing tenants, members of the Gypsy/Traveller community and people experiencing financial hardship
 - ◆ engage with people with lived experience of homelessness to deliver the commitments set out in the Resource's Equality Outcomes 2021-25
 - ◆ continue to implement the Home+ new build housing programme to support the delivery of additional accessible and affordable homes
 - ◆ continue to work with the South Lanarkshire Disability Partnership Housing Subgroup and Access Panel to ensure that properties are accessible to meet a range of needs
 - ◆ continue to deliver the adaptations programme within both Council and private housing to support independent living
 - ◆ engage with those with lived experience of homelessness to support the implementation of year 3 of the Rapid Rehousing Transition Plan
 - ◆ continue to work with the Health and Social Care Partnership to support the objectives of the Strategic Commissioning Plan's Housing Contribution Statement
 - ◆ continue to explore all available options to expand digital capacity for housing customers
 - ◆ continue to engage with Gypsy/Traveller site residents to inform and shape the service and programme of investment which continues to be delivered at both sites
 - ◆ contribute to the UK Resettlement Programme and Afghan Refugee programmes
 - ◆ take forward a range of initiatives through the Housing and Dementia framework to better support people who are living with dementia
 - ◆ implement the revised mandatory equalities training programme for new and existing employees
 - ◆ review and implement a revised approach to Equality Impact Assessment and Fairer Scotland Duty based on new Scottish Government guidance

- ◆ provide an update to the Scottish Housing Regulator, through the Annual Assurance Statement, on how the Resource will implement an effective approach to the collection of equalities information and adopt a human rights-based approach in our work

8. Next Steps

- 8.1. During 2021/2022, in line with the agreed reporting schedule, an annual update will be reported to the groups/stakeholders detailed at 6.13.

9. Employee Implications

- 9.1. There are no employee implications associated with this report.

10. Financial Implications

- 10.1. There are no financial implications associated with this report.

11. Climate Change, Sustainability and Environmental Implications

- 11.1. This report does not introduce a new policy, function or strategy which impacts on the natural environment, climate change or sustainability.

12. Other Implications

- 12.1. There is a risk to South Lanarkshire Council should the Resource not comply with the relevant equalities' duty and legislation.
- 12.2. The content of this report will contribute to the evidence to support the requirements of the Annual Assurance Statement provided to the Scottish Housing Regulator.

13. Equality Impact Assessment and Consultation Arrangements

- 13.1. 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 or formal consultation is required.

Daniel Lowe

Executive Director (Housing and Technical Resources)

25 October 2021

Link(s) to Council Values/Objectives

- ◆ Focused on people and their needs
- ◆ Accountable, effective, efficient and transparent
- ◆ Fair, open and sustainable
- ◆ Get it right for children and young people
- ◆ Improve health, care and wellbeing
- ◆ Make communities safer, stronger and sustainable
- ◆ Improve later life
- ◆ Improving the availability, quality and access of housing
- ◆ Protect vulnerable children, young people and adults
- ◆ Deliver better health and social care outcomes for all
- ◆ Support our communities by tackling disadvantage and deprivation and supporting aspiration

Previous References

- ◆ Annual Report on Mainstreaming Equality and Diversity within Housing and Technical Resources (17 February 2021)

List of Background Papers

- ◆ Housing to 2040 (Scottish Government, March 2021)
- ◆ “South Lanarkshire Working For You” Mainstreaming Equalities Progress Report 2019-21 and Mainstreaming Equalities Report 2021-25
- ◆ SHORE Standards (SFHA, ALACHO, CIH, Shelter Scotland, SPS – December 2017)
- ◆ South Lanarkshire Rapid Rehousing Transition Plan 2019-2024
- ◆ South Lanarkshire Health and Social Care Partnership Strategic Commissioning Plan 2019-22
- ◆ Improving the lives of Gypsy/Travellers 2019-21 (Scottish Government / COSLA - October 2019)
- ◆ Housing and Dementia Framework (Chartered Institute of Housing, 2017)

Contact for further Information

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

Linda Pearson, Strategy Coordinator

Tel: 01698 454092

E-mail: linda.pearson@southlanarkshire.gov.uk

Report

17

Report to: **Housing and Technical Resources Committee**
 Date of Meeting: **8 December 2021**
 Report by: **Executive Director (Housing and Technical Resources)**

Subject: **Delegated Authority Report – Update**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise on transactions processed by delegated authority by Property Services during Quarters 1 and 2 of 2021/2022

2. Recommendation(s)

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

- (1) that the transactions processed by delegated authority by Property Services during Quarters 1 and 2 of 2021/2022, be noted.

3. Background

3.1. The Executive Director (Housing and Technical Resources) has delegated authority to deal with various transactions, including:-

- ◆ leases of a value up to £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

3.2. Delegated authority reports are prepared by case officers and submitted to the Head of Property Services for approval, once provisional agreement has been reached with the third party. A weekly list of approved reports is published on the Council's intranet under "Estates Property Transactions".

3.3. The delegated reports provide authority for officers to progress transactions and where appropriate, to instruct Legal Services. The receipt of any monies arising from the transactions occurs at a date in the future, once missives have been concluded and any suspensive conditions met. It should be noted that some transactions may never settle.

4. Summary Quarter 1, 2021/2022

4.1. The summary of transactions progressed under delegated authority during Quarter 1 of 2021/2022 is shown in Appendix 1, Column 1, however, can be summarised as follows:-

Total number of transactions	44
Total value of lease transactions	£372,292 per annum
Total value of capital transactions	£759,120

5. Summary Quarter 2, 2021/2022

- 5.1. The summary of all transactions progressed under delegated authority during Quarter 2 of 2021/2022 is shown on Appendix 1, Column 2, however, can be summarised as follows:-

Total number of transactions	39
Total value of lease transactions	£68,587 per annum
Total value of capital transactions	£1,049,429

6. General

- 6.1. The overall profile of the volume of transactions during the first two quarters of 2021/2022 is in line with previous years. The increased value in the lease transactions for Quarter 1 reflects the short-term extension to the lease of the student residencies at Barrack Street, Hamilton, for use as temporary accommodation by the Homelessness Service.
- 6.2. There has also been one significant miscellaneous transaction in Quarter 1 with a value of £315,000 which reflects the dilapidations associated with the termination of the lease of North Stand.

7. Employee Implications

- 7.1. There are no employee implications.

8. Financial Implications

- 8.1. The rental income to the Council is increased as a result of the new lettings and rent reviews.
- 8.2. Disposals generate additional capital monies for the Council's Capital Programme.
- 8.3. Acquisitions are carried out in accordance with project plans and approved capital budgets, to enable investment programmes to proceed.

9. Climate Change, Sustainability and Environmental Implications

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

10. Other Implications

- 10.1. There is a low risk that the rental and capital receipts identified within these delegated authority reports are not achieved if, for reasons outwith the Council's control, the tenant/purchaser chooses not to proceed with the transactions. However, Property Services has in place procedures and consultations intended to minimise this risk.

11. Equality Impact Assessment and Consultation Arrangements

- 11.1. Consultation takes place with the occupying Resource, Planning, Roads and Legal Services, on a transaction-by-transaction basis as and when required.
- 11.2. 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)

13 October 2021

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent

Previous References

- ◆ Housing and Technical Resources Committee, 17 February 2021
- ◆ Housing and Technical Resources Committee, 30 June 2021

List of Background Papers

- ◆ Plans and drawings of the property involved in these transactions can be obtained from the Assets and Estates Team, Property Services
- ◆ Weekly List of Delegated Authority Transactions can be obtained on the Council's intranet

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

Delegated Authority Transactions

Transaction Type	Quarter 1 2021/2022		Quarter 2 2021/2022	
	No	Value	No	Value
Lease Renewal	3	£250,002	1	£0
New Lease	15	£91,578	12	£68,587
Landlords Consent	4	£1	0	£0
Assignment	1	£0	1	£0
Rent Review	1	£30,711	0	£0
Total Revenue	24	£372,292	14	£68,587
Disposal	3	£107,967	5	£207,950
Compensation	3	£88,800	4	£117,350
Waiver/Servitude	3	£20,000	5	£879
Acquisition	11	£542,353	11	£723,250
Title Waiver	0	£0	0	£0
Total Capital	20	£759,120	25	£1,049,429
Miscellaneous	1	£315,000	0	£0

Report

18

Report to: **Housing and Technical Resources Committee**
 Date of Meeting: **8 December 2021**
 Report by: **Executive Director (Housing and Technical Resources)**

Subject: **Notification of Contracts Awarded
 22 May – 31 October 2021**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide notification to Committee of contracts awarded by Housing and Technical Resources for the supply of Goods, Services and Works, following formal tendering in excess of £50,000 during the period 22 May – 31 October 2021

2. Recommendation(s)

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

- (1) that the details of the contracts awarded by Consultancy Services in Appendix A, be noted;
- (2) that the details of the contracts awarded by Procurement Team in Appendix B, be noted; and
- (3) that the details of the sub-contracts awarded by Building Services in Appendix C, be noted.

3. Background

3.1. It is a requirement of Clause 21.8 of the Standing Orders on contracts that details of the acceptance of all tenders above £50,000, be reported retrospectively to the relevant Committee for noting other than those under Clause 21.3 where the award is not the lowest in a price only tender or costs exceed the approved financial provision. In these instances, a report is submitted to the appropriate Committee and subsequent authority to award is granted by that Committee.

4. Contracts Awarded

4.1. A full list of the contracts is provided in the appendices to this report.

5. Employee Implications

5.1. There are no employee implications.

6. Financial Implications

6.1. Appropriate budgetary provision is available for each of the contracts awarded.

7. Climate Change, Sustainability and Environmental Implications

7.1 There are no climate change, sustainability or environmental implications in terms of the information contained within this report.

8. Other Implications

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

9. Equality Impact Assessment and Consultation Arrangements

- 9.1. 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.
- 9.2. There is no requirement to undertake any consultation in relation to the content of this report.

Daniel Lowe

Executive Director (Housing and Technical Resources)

2 November 2021

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent

Previous References

- ◆ Housing and Technical Resources Committee, 29 September 2021.

List of Background Papers

- ◆ None

Contact for Further Information

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

Derek Craig, Property Manager (Consultancy Services)

Ext: 845 3517 (Tel: 01698 453517)

E-mail: Derek.Craig@southlanarkshire.gov.uk

Contracts Awarded (Consultancy Services) 22 May – 31 October 2021

Client	Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
Community	COM011456	Carnwath Salt Barn	Prime Build Solutions Ltd	Re-cladding	£251,164.82	03/06/2021
Housing	HOD011268	Smyllum Park, Lanark - Retaining Wall	J Leckie & Sons Ltd	Retaining Wall Groundwork	£55,950.00	08/06/2021
Housing	HOD011389	Comely Bank, Hamilton - Repair/Rebuild Retaining Walls	Landscapes & Contracts Ltd	Repair/Rebuild Retaining Walls	£82,254.55	11/06/2021
Education	EDD011545	Whithorn SBEN Base - Internal Adaptions	SLC Building Services	Internal Adaptations	£56,875.33	15/06/2021
Education	EDD011431	Newton Farm PS Extension	SLC Building Services	Primary School Extension	£3,385,805.03	23/06/2021
Housing	HOD010523.026	63 & 65 Hill Street, Hamilton - Fire Damage Reinstatement	Fourply Ltd	Fire Damage Reinstatement	£62,286.46	23/06/2021
Housing	HOD011355	Forth Sheltered Housing, Bank Terrace	SLC Building Services	Internal Area Upgrade	£226,267.26	29/06/2021
Education	EDD011600	Early Years External Shelters	Joseph Leckie & Sons	Early Years External Shelters - Various Locations	£192,888.90	06/07/2021

Client	Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
Housing	HOD011372	May Gardens Sheltered Housing Complex - Roof Renewal	Ailsa Building Contractors Ltd	Roof Renewal	£169,838.16	28/07/2021
Education	EDD010736.002	Movement of Double Classroom MTU from St Charles PS, Cambuslang to Temporary Location at St Brides PS, Bothwell	Paton Plant Ltd (Portakabin (Scotland) Division	Movement of Double Classroom MTU from St Charles PS, Cambuslang to Temporary Location at St Brides PS, Bothwell	£166,317.34	29/07/2021
Education	EDD011313	Robert Smillie Nursery Expansion	SLC Building Services	Nursery Expansion	£2,158,542.07	29/07/2021
Housing	HOD011290	North Vennel, Lanark - Re-Roofing and Stonework	City Gate Construction (Scotland) Ltd	Re-Roofing & Stonework	£93,635.13	29/07/2021
Education	EDD011314	Glengowan PS Extension	Galliford Try T/A Morrison Construction	Primary School Extension	£1,866,871.37	03/08/2021
Housing	HOD011255	SLC Multi Storey Flats - Fire Strategy/Compartmentation	Momentum 4 Ltd	Fire Strategy Survey	£215,096.25	07/09/2021
Housing	HOD010965.001	Craigbank New Build Housing Development	HUB South West Scotland Ltd	New Build Housing Development	£6,724,292.00	18/10/2021
Housing	HOD011349	Alberta Park Sheltered Housing Complex - Internal Area Upgrade	SLC Building Services	Internal Area Upgrade	£174,152.62	27/10/2021

Contracts Awarded (Procurement Team) 22 May – 31 October 2021

Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
SLC/PS/HTR/21/066	Sewage Pump Maintenance 2021-2024	Ritchie MacKenzie & Co Ltd	Sewage Pump Maintenance 2021-2024	£94,755.00	08/06/2021
SLC/PS/HTR/20/033	Mini Comp from PfH Compliance Services DPS for SLC Maintenance of Lifts	ADL Lift Services	Lift Maintenance	£1,947,002.00	25/06/2021
SLC/PS/HTR/20/066	Installation, Service, Repair and Maintenance of Closomat Equipment	Closomat Ltd	Repair and Maintenance	£261,380.00	22/07/2021
SLC/PS/HTR/20/305	Mini Comp for Asbestos Consultancy from SPA Framework	Environmental Essentials Ltd	Asbestos Consultancy	£1,400,000.00	09/08/2021
SLC/PS/HTR/20/240	SLC Wide - Fixed Electrical Testing Domestic - Fixed Electrical Testing Domestic	Saltire Facilities Management Ltd	Fixed Electrical Testing	£352,640.00	12/08/2021
SLC/PS/HTR/21/020	Mini Comp from PfH Compliance Services DPS for Maintenance of Stage Production Systems	Northern Light Services Ltd	Stage Production Systems	£1,200,000.00	23/08/2021
SLC/PS/HTR/21/119	Back Up Void Contractor Refurbishment Works	Procast Building Contractors Ltd	Refurbishment Works	£250,000.00	30/08/2021
SLC/PS/HTR/21/119a	Back Up Void Contractor Refurbishment Works	Hugh LS McConnell	Refurbishment Works	£250,000.00	01/09/2021
SLC/PS/HTR/20/090	Alexander Hamilton Memorial Park Bandstand Roof Repair Works	Lost Art Limited	Roof Repairs	£215,793.60	02/09/2021

Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
SLC/PS/HTR/21/065 (Lot 2)	Supply, Delivery, Servicing and Maintenance of Fire Safety Products	M & S Fire Protection (GLW) Ltd	Servicing and Maintenance of Fire Safety products	£400,000.00	28/09/2021
SLC/PS/HTR/21/189	CEEF Lighting Upgrade 2021 - 22	Holland House Electrical Co Ltd	Lighting Upgrade	£139,882.73	10/10/2021
SLC/PS/HTR/21/116	Window and Door Replacement Package	Sidey Ltd	Window and Door Replacement	£2,642,063.38	24/10/2021
SLC/PS/HTR/21/012	Back Up Heating Contractor for Gas Central Heating	BRB Electrical Ltd	Supply & Installation of Gas Heating Systems	£2,707,109.70	29/10/2021

Contracts Awarded (Building Services) 22 May – 31 October 2021

Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
BSP011672.001	Crawforddyke PS Dining Hall Conversion	James Cowie & Co Ltd	Sub-Contract: Structural Steel	£57,920.65	24/05/2021
BSP011706.001	Newton Farm PS Extension	Landscapes & Contracts Ltd	Sub-Contract: Groundworks, Piling & Brickwork	£819,485.26	29/06/2021
BSP011706.005	Newton Farm PS Extension	A & E Construction (Scotland) Ltd	Sub-Contract: Steel Frame System	£187,887.77	29/06/2021
BSP011706.006	Newton Farm PS Extension	Procladd (Scotland) Ltd	Sub-Contract: Profile Roof Sheeting	£148,387.72	29/06/2021
BSP011706.002	Newton Farm PS Extension	James Cowie & Co Ltd	Sub-Contract: Structural Steel Works	£383,083.25	07/07/2021
BSP011706.003	Newton Farm PS Extension	Blantyre Park Services Ltd	Sub-Contract: Mechanical, Plumbing & Alarm Works	£308,451.29	07/07/2021
BSP011706.004	Newton Farm PS Extension	Scottech Limited	Sub-Contract: Curtain Walling	£188,388.00	07/07/2021

Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
BSP011724.002	Robert Smillie Nursery	Fleming Buildings Ltd	Sub-Contract: Timber Kit	£120,734.00	10/08/2021
BSP011724.003	Robert Smillie Nursery	Scottech Ltd	Sub-Contract: Curtain Walling	£55,517.00	10/08/2021
BSP011724.001	Robert Smillie Nursery	Joseph Leckie & Sons Ltd	Sub-Contract: Groundworks	£517,750.60	11/08/2021
BSP011755.001	SLC Wide - Fixed Electrical Testing Domestic - Fixed Electrical Testing Domestic	Saltire Facilities Management Ltd	Fixed Electrical Testing	£352,640.00	12/08/2021
BSP011724.005	Robert Smillie Nursery	Blantyre Park Services Ltd	Sub-Contract: Mechanical	£259,048.33	23/08/2021
BSP011624.003	Strutherhill Fabric Upgrade Phase 1	The BCA Group	Sub-Contract: Cavity Wall Insulation	£66,507.08	06/09/2021
BSP011706.011	Newton Farm PS Extension	City Building (Contracts) Ltd	Sub-Contract: Fixed Furniture	£112,021.35	19/10/2021