



Council Offices, Almada Street  
Hamilton, ML3 0AA

Tuesday, 01 February 2022

Dear Councillor

## **Finance and Corporate Resources Committee**

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

**Date:** Wednesday, 09 February 2022  
**Time:** 14:00  
**Venue:** By Microsoft Teams,

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

Yours sincerely

**Cleland Sneddon**  
**Chief Executive**

### **Members**

Gladys Miller (Chair), Peter Craig (Depute Chair), Graeme Horne (Depute Chair), John Ross (ex officio), Alex Allison, John Anderson, Walter Brogan, Graeme Campbell, Maureen Devlin, Isobel Dorman, Joe Fagan, Grant Ferguson, Geri Gray, Ian Harrow, Eric Holford, Eileen Logan, Katy Loudon, Joe Lowe, Hugh Macdonald, Monique McAdams, Catherine McClymont, Mark McGeever, Jim McGuigan, Mo Razzaq, Jim Wardhaugh, Jared Wark

### **Substitutes**

John Bradley, Robert Brown, Andy Carmichael, Poppy Corbett, Mary Donnelly, George Greenshields, Martin Lennon, Richard Lockhart, Davie McLachlan, Lynne Nailon, Richard Nelson, Collette Stevenson, Margaret B Walker, Josh Wilson

## BUSINESS

### 1 Declaration of Interests

### 2 Minutes of Previous Meeting 5 - 14

Minutes of the meeting of the Finance and Corporate Resources Committee held on 10 November 2021 submitted for approval as a correct record. (Copy attached)

### 3 Minutes of Recruitment Committee 15 - 16

Minutes of the meeting of the Recruitment Committee held on 23 November 2021 submitted for approval as a correct record. (Copy attached)

### 4 Minutes of Appeals Panel 17 - 18

Minutes of the meeting of the Appeals Panel held on 8 December 2021 submitted for approval as a correct record. (Copy attached)

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### Monitoring Item(s)

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### 5 Revenue Budget Monitoring 2021-2022 - Finance and Corporate Resources 19 - 30

Report dated 12 January 2022 by the Executive Director (Finance and Corporate Resources). (Copy attached)

### 6 Capital Budget Monitoring 2021/2022 - Finance and Corporate Resources 31 - 34

Report dated 19 January 2022 by the Executive Director (Finance and Corporate Resources). (Copy attached)

### 7 Finance and Corporate Resources - Workforce Monitoring – September to November 2021 35 - 42

Report dated 23 December 2021 by the Executive Director (Finance and Corporate Resources). (Copy attached)

### 8 Council-wide Workforce Monitoring – September to November 2021 43 - 64

Report dated 11 January 2022 by the Executive Director (Finance and Corporate Resources). (Copy attached)

### 9 Treasury Management Activity - Third Quarter Review 65 - 72

Report dated 1 January 2022 by the Executive Director (Finance and Corporate Resources). (Copy attached)

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### Item(s) for Decision

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### 10 Revenue Collection and Approval for Write Offs 73 - 78

Report dated 19 January 2022 by the Executive Director (Finance and Corporate Resources). (Copy attached)

### 11 Procurement Service - Establishment 79 - 82

Report dated 12 January 2022 by the Executive Director (Finance and Corporate Resources). (Copy attached)

### 12 Development Officer (Trauma Informed Practice) 83 - 86

Report dated 16 December 2021 by the Executive Director (Finance and Corporate Resources). (Copy attached)

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**Item(s) for Noting**

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- 13 Finance and Corporate Resource Plan - Quarter 2 Progress Report 2021/2022** 87 - 108  
Report dated 14 December 2021 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 14 Procurement Strategy Action Plan – Mid Year Update (2021/2022)** 109 - 120  
Report dated 13 January 2022 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 15 Notification of Contracts Awarded 1 April to 30 September 2021** 121 - 124  
Report dated 21 December 2021 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 16 Safety at Sports Grounds Issue of Special Safety Certificate for Fireworks Event Foys Stadium** 125 - 128  
Report dated 24 December 2021 by the Executive Director (Finance and Corporate Resources). (Copy attached)

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**Urgent Business**

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

***For further information, please contact:-***

Clerk Name:	Carol Lyon
Clerk Telephone:	01698 455652
Clerk Email:	carol.lyon@southlanarkshire.gov.uk



## FINANCE AND CORPORATE RESOURCES COMMITTEE

2

Minutes of meeting held via Microsoft Teams on 10 November 2021

### Chair:

Councillor Gladys Miller

### Councillors Present:

Councillor Alex Allison, Councillor John Anderson, Councillor Walter Brogan, Councillor Graeme Campbell, Councillor Peter Craig (Depute), Councillor Maureen Devlin, Councillor Isobel Dorman, Councillor Joe Fagan, Councillor Grant Ferguson, Councillor Geri Gray, Councillor Ian Harrow, Councillor Eric Holford, Councillor Graeme Horne (Depute), Councillor Eileen Logan, Councillor Joe Lowe, Councillor Monique McAdams, Councillor Catherine McClymont, Councillor Mark McGeever, Councillor Jim McGuigan, Councillor Mo Razzaq, Councillor Jim Wardhaugh, Councillor Jared Wark

### Councillors' Apologies:

Councillor Katy Loudon, Councillor Hugh Macdonald, Councillor John Ross

### Attending:

#### Finance and Corporate Resources

P Manning, Executive Director; C Fergusson, Head of Finance (Transactions); R Leith, Community, Participation and Development Manager; T Little, Head of Communications and Strategy; G McCann, Head of Administration and Legal Services; K McVeigh, Head of Personnel Services; A Norris, Administration Assistant; S Somerville, Administration Manager; J Taylor, Head of Finance (Strategy); B Teaz, Head of Information Technology

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## 1 Declaration of Interests

The following interest was declared:-

<b>Councillor(s)</b>	<b>Item(s)</b>	<b>Nature of Interest(s)</b>
McClymont	Common Good Update	Adviser to Lanark Community Development Trust

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## 2 Minutes of Previous Meeting

The minutes of the meeting of the Finance and Corporate Resources Committee held on 1 September 2021 were submitted for approval as a correct record.

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

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## 3 Revenue Budget Monitoring 2021/2022 – Finance and Corporate Resources

A report dated 23 September 2021 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure for the period 1 April 2021 to 10 September 2021 against budgeted expenditure for 2021/2022 for Finance and Corporate Resources.

As at 10 September 2021, there was an overspend of £6.332 million against the phased budget. This included the net costs of COVID-19 totalling £6.281 million.

Costs associated with COVID-19 were detailed in Appendix I to the report and related to lost income of £0.020 million within Administration, Legal and Licensing, and COVID-19 Support Business Grants from the Scottish Government. Removing the impact and lost income due to COVID-19, left an overspend of £0.031 million.

The forecast to 31 March 2022, excluding COVID-19 costs and loss of income, was a breakeven position.

Appendices to the report provided details on proposed budget virements across the Resource to realign budgets.

**The Committee decided:**

- (1) that the overspend of £6.332 million, as detailed in Appendix A to the report, be noted;
- (2) that the forecast to 31 March 2022 of a breakeven position, excluding COVID-19 costs and loss of income, be noted; and
- (3) that the budget virements, as detailed in the appendices to the report, be approved.

*[Reference: Minutes of 1 September 2021 (Paragraph 4)]*

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#### **4 Capital Budget Monitoring 2021/2022 – Finance and Corporate Resources**

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A report dated 20 October 2021 by the Executive Director (Finance and Corporate Resources) was submitted advising of progress on Finance and Corporate Resources' capital programme for 2021/2022 and summarising the expenditure position at 10 September 2021.

As noted in the report to this Committee on 1 September 2021, the budget for 2021/2022, including carry forward, was £2.776 million. At its meeting on 3 November 2021, the Executive Committee agreed changes to the Finance and Corporate Resources' capital programme totalling £0.400 million, as detailed in Appendix A to the report. The revised budget for 2021/2022 was £3.176 million and spend to 10 September 2021 totalled £0.378 million.

**The Committee decided:** that the Finance and Corporate Resources' capital programme of £3.176 million and expenditure to date of £0.378 million be noted.

*[Reference: (Minutes of 1 September 2021 (Paragraph 6) and Minutes of the Executive Committee of 3 November 2021 (Paragraph 4)]*

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#### **5 Finance and Corporate Resources – Workforce Monitoring – July and August 2021**

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A report dated 11 October 2021 by the Executive Director (Finance and Corporate Resources) was submitted on the following employee information for Finance and Corporate Resources for the period July and August 2021:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ staffing watch as at 12 June 2021

The Head of Personnel Services responded to a members' question in relation to those staff who wished to work from the office rather than from home.

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

*[Reference: Minutes of 1 September 2021 (Paragraph 8)]*

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## **6 Council-wide Workforce Monitoring – July and August 2021**

A report dated 11 October 2021 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period July and August 2021:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ staffing watch as at 12 June 2021

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

*[Reference: Minutes of 1 September 2021 (Paragraph 9)]*

*Councillor Harrow joined the meeting during this item of business*

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## **7 Treasury Management Activity – Second Quarter Review**

A report dated 1 October 2021 by the Executive Director (Finance and Corporate Resources) was submitted on the second quarter review of Treasury Management activity for 2021/2022

Details were given on:-

- |  |                                  |
|--|----------------------------------|
| ◆ market performance                     | ◆ management of risk             |
| ◆ debt management and borrowing strategy | ◆ next quarter investment plans  |
| ◆ investment activity                    | ◆ treasury management indicators |

The Head of Finance (Strategy) responded to members' questions on various aspects of the report.

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

*[Reference: Minutes of 1 September 2021 (Paragraph 10)]*

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## **8 Common Good Update**

A report dated 12 October 2021 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ the audited Common Good Fund Account for the year ended March 2021

- ◆ a request from Lanark Community Development Trust for a contribution of £3,000 from the Lanark Common Good Fund

The Common Good funds held within South Lanarkshire Council were Lanark, Biggar, Hamilton and Rutherglen. The Common Good accounts for 2020/2021 were detailed in Appendix 1 to the report and showed that, at the year end, the Common Good balance invested in the Council's Loan Fund was £0.841 million. The unaudited accounts for 2020/2021 were presented to this Committee on 1 September 2021 and had since been approved by Audit Scotland.

As previously reported, the Lanark Community Development Trust (LCDT) had requested a contribution of up to £10,000 from Lanark Common Good Fund for a commemorative sculpture of a Clydesdale horse to be sited beside Lanark Auction Market. LCDT had now raised £52,000 from various sources and had submitted a request for the remaining £3,000 to be met by a contribution from the Lanark Common Good Fund. The Royal Burgh of Lanark Community Council (RBLCC) had been consulted regarding the project.

In response to a question from Councillor Allison, the Head of Finance (Strategy) undertook to clarify with Housing and Technical Resources, the timescale for resolution of Biggar Common Good Fund issues.

#### **The Committee decided:**

- (1) that the audited accounts for the Common Good for the year ended 31 March 2021 be noted; and
- (2) that the request from Lanark Community Development Trust for a contribution of £3,000 from the Lanark Common Good Fund be approved.

*[Reference: Minutes of 1 September 2021 (Paragraph 14)]*

*Councillor McClymont, having declared an interest in the above item, withdrew from the meeting during its consideration.*

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## **9 Revenue Collection and Approval for Write-Offs**

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A report dated 21 October 2021 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ collection performance for the financial year 2021/2022 to 30 September 2021 on revenue income which comprised Council Tax, non-domestic rates, sundry debts and arrears
- ◆ performance in the Business Rates Incentivisation Scheme (BRIS)
- ◆ the write-off of irrecoverable Council Tax, non domestic rates, sundry debt, Housing Rent and associated charges

Details were provided on collection targets and, at this stage, the Council was ahead of target and of comparable information from 2020/2021.

Performance against the BRIS target was closely monitored. On 3 September 2021, the Scottish Government advised that the Council was to retain £0.225 million of BRIS income in relation to 2019/2020 as the buoyancy achieved was 0.38% above target. As a result of the impact of COVID-19, the Scottish Government also confirmed that the scheme had been suspended for both 2020/2021 and 2021/2022.



It was proposed that the following debts be written off:-

- ◆ irrecoverable Council Tax accounts from 1993/1994 to 2021/2022 to the value of £168,766.22, relating primarily to prescribed debt, sequestrations and estates of the deceased
- ◆ irrecoverable Non-Domestic Rates from 2019/2020 to 2021/2022 to the value of £10,970.77, relating primarily to debtors in liquidation, had ceased trading or had been sequestrated
- ◆ sundry debts to a value of £154,087.49
- ◆ former tenant rent arrears totalling £112,625.59, factoring arrears of £283.32 and Housing Benefit overpayments totalling £20,968.13

**The Committee decided:**

- (1) that the Council's performance in the collection of revenues be noted;
- (2) that the Council's performance against the Business Rates Incentivisation Scheme target be noted; and
- (3) that the write-off of the following irrecoverable debts be approved:-
  - ◆ Council Tax debt from 1993/1994 to 2021/2022 to the value of £168,766.22
  - ◆ Non-Domestic Rates from 2019/2020 to 2021/2022 to the value of £10,970.77
  - ◆ sundry debts to a value of £154,087.49
  - ◆ housing rent and associated charges to the value of £133,877.04

*[Reference: Minutes of 1 September 2021 (Paragraph 12)]*

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## **10 Community Asset Transfer**

A report dated 20 October 2021 by the Executive Director (Finance and Corporate Resources) was submitted providing an update on the Community Asset Transfer process and requesting approval for the creation of a fixed term Development Officer (Community Asset Transfer) post.

The 2021/2022 General Revenue budget included £250,000 for the purpose of supporting the delivery of Sustainable Community Asset Transfer proposals. Following a review of the existing Community Asset Transfer process and how this fund would be best put to use to enhance it for applicants, the funding was anticipated to be spent across the next 3 financial years as follows:

- ◆ Year 1 - £40,000
- ◆ Year 2 - £100,000
- ◆ Year 3 - £110,000

In order to more effectively support community asset transfer, it was proposed that a temporary post be created within the Community Engagement Team. The postholder would develop guidance, assist organisations to develop their capacity and access support to create business cases as well as act as a liaison between the community and Council Resources.

There would be 2 aspects to the development of organisational capacity as follows:

- ◆ self help resources and access to advice aimed at organisations beginning the process of community asset transfer
- ◆ a community asset transfer support grant to enable organisations to access independent professional advice for preparation of formal applications

Further use of the fund would be made available for investment within properties which were involved in an asset transfer process. It was considered that repairs and minor redesign could facilitate an organisation to take early entry to a property.

The Executive Director responded to members' questions on various aspects of the report and undertook to clarify with the Executive Director (Housing and Technical Resources), the strategic position in respect of a Community Asset Transfer policy and what further work was planned on policy development, as well as associated responsibilities, and report back to committee members via the Chair.

**The Committee decided:**

- (1) that the 1 FTE post of Development Officer be added to the establishment list within the Community Engagement Team for a fixed period of 23 months;
- (2) that the criteria for community asset transfer support grant, as set out in the report, be noted; and
- (3) that the criteria for property investment, as detailed in the report, be noted.

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

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## **11 Consolidation of Service Delivery**

A report dated 2 November 2021 by the Executive Director (Finance and Corporate Resources) was submitted providing an update on the consolidation of service delivery in the print centre team within Communications and Strategy.

In terms of efficiencies, the emphasis was on a digital strategy to provide a more responsive service which aligned with other digital processes in delivering communications and campaigns. This had led to a change in the core set of skills required within the print centre team and the requirement for an additional Production Assistant post which would be funded through the merging of 1.5 FTE Production Operative posts and the removal of a 0.5 vacant post.

**The Committee decided:** that the changes to the establishment in the print centre team within Communications and Strategy, as detailed in Section 5, be approved.

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## **12 Live Streamed Meetings - Subtitles**

A report dated 14 October 2021 by the Executive Director (Finance and Corporate Resources) was submitted providing an update on the current arrangements for live streamed meetings and future arrangements.

The current practice of professionally subtitling meetings was causing delays in the process of uploading the subtitled version of meetings and was also expensive. Based on costs to date, a full year cost would be between £80,000 to £100,000. This did not include employee time taken to check the work before uploading. It was highlighted that there was no legal obligation to subtitle live streamed meetings and no other council had done this.

The automatic subtitles available via the YouTube platform worked well for other authorities and, together with the formal minutes of meeting, provided a good sense of the meeting content. This also improved on the speed of information being available. Additional support, in the form of signers, was provided as appropriate.

The Council was in the process of procuring an upgrade to the Audio-Visual system in the Council Chamber and installing the system in Committee Room 1, with the aim of improving the overall live streaming viewer experience. Meanwhile, links to the committee papers would be added to the YouTube front screen of the recordings to improve accessibility and address any issues with the captioning. It was noted that YouTube subtitling was available at no cost. In addition, to ensure equal access to information, all future members' awareness seminars would also include a BSL signer as part of the recording.

Councillor Ferguson stated that, as he often had other commitments, he was grateful that the members' awareness sessions would include a BSL signer. He also welcomed the addition of links to Council committee documents from the YouTube front screen. He anticipated that progress in technology would mean that subtitles would soon be available on live stream recordings.

**The Committee decided:**

- (1) that the contents of the report be noted; and
- (2) that the updated arrangements for providing accessible meetings be noted.

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### **13 Update of the Finance and Corporate Resources' Risk Register and Risk Control Plan**

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A report dated 6 October 2021 by the Executive Director (Finance and Corporate Resources) was submitted on the Risk Register and Risk Control actions for Finance and Corporate Resources.

The Resource 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 main risks that it had, was able to prioritise those risks and had controls in place to eliminate or minimise the impact of risk.

The risks were scored in accordance with the Council's revised 5x5 scoring matrix, which had been changed from a 3x3 matrix, following a review of the Council's Risk Management Strategy. The risk register and risk control plan review has been completed in August 2021.

The revised scoring matrix and definitions for likelihood and impact were outlined in Appendix 1 to the report. This had 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 had been developed and was monitored on an ongoing basis to add any new risks and to review the scores of existing risks. The main changes to the Finance and Corporate Resources' register were:-

- ◆ the residual risk score for 'COVID-19 pandemic' had reduced from 20 to 16
- ◆ the residual risk score for 'EU Exit' had reduced from 20 to 12
- ◆ the risk card for 'Potential liability arising from claims of historical abuse' had been rewritten to reflect upon recent developments and changes to legislation
- ◆ the risk description 'Death or injury to employees, service users or members of the public affected by Council operations' had been amended to capture wider health, safety and wellbeing issues
- ◆ risk descriptions, controls and actions had been updated as required on individual risks, following discussions with risk owners

Risks scored 15 to 25 were considered very high and risks scored 8 to 12 were considered high risks. The top risks identified for the Resource were detailed in Appendix 2 to the report.

There was 1 risk control action due for delivery between April and August 2021 which was completed on time.

8 actions were due for completion during 2020/2021 and had been completed.

There were currently 11 risk actions due for completion during the remainder of 2021/2022, with a further 5 actions due to be completed in future years. Details of those actions were noted at Appendix 4 to the report. Outstanding actions to mitigate the risks would be progressed by relevant officers.

Within Finance and Corporate Resources, 4 partnerships had been identified, of which the Community Planning Partnership (CPP) had been assessed as high risk and the remaining 3 partnerships had been assessed as low risk.

Appropriate risk management arrangements were in place for the CPP, with regular reports on its risk register and action plan presented to the CPP Board.

**The Committee decided:**

- (1) that the contents of the Finance and Corporate Resources' Risk Register be noted; and
- (2) that it be noted that the outstanding risk control actions would be progressed by relevant officers.

*[Reference: Minutes of 20 January 2021 (Paragraph 14)]*

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#### **14 Early Retirement, Voluntary Severance and Switch 2**

A report dated 19 October 2021 by the Executive Director (Finance and Corporate Resources) was submitted on early retirements, voluntary severances and the Switch 2 programme for the period 1 April to 30 September 2021.

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

*[Reference: Minutes of 2 June 2021 (Paragraph 13)]*

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#### **15 Safety at Sports Grounds – Re-issue of General Safety Certificate for the Foys Stadium**

A report dated 19 October 2021 by the Executive Director (Finance and Corporate Resources) was submitted on action taken, in terms of Standing Order No 36(c) in view of the timescales involved, by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to re-issue the reviewed General Safety Certificate for the North and West Stands, Hamilton Academical Football Club (HAFC), Foys Stadium, Cadzow Avenue, Hamilton.

The revised format of the General Safety Certificates for those premises had been approved by the Committee at its meeting on 11 December 2013 and the certificate was required to be reviewed and re-issued annually.

**The Committee decided:**

that the action taken, in terms of Standing Order No 36(c), by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to re-issue the reviewed General Safety Certificate for the North and West Stands, Hamilton Academical Football Club (HAFC). Foys Stadium, Cadzow Avenue, Hamilton be noted.

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**16 Urgent Business**

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There were no items of urgent business.



## RECRUITMENT COMMITTEE

3

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 23 November 2021

**Chair:**

Councillor John Ross

**Councillors Present:**

Councillor Alex Allison, Councillor Maureen Chalmers, Councillor Gerry Convery, Councillor Joe Fagan, Councillor George Greenshields (*substitute for Councillor Margaret Cooper*)

**Councillor's Apology:**

Councillor Margaret Cooper

**Attending:**

**Chief Executive's Service**

C Sneddon, Chief Executive

**Finance and Corporate Resources**

S McLeod, Administration Officer; K McVeigh, Head of Personnel Services

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### 1 Declaration of Interests

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No interests were declared.

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### 2 Minutes of Previous Meeting

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The minutes of the meeting of the Recruitment Committee held on 3 November 2021 were submitted for approval as a correct record.

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

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### 3 Exclusion of Press and Public

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**The Committee decided:** that, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, the press and public be excluded from the meeting for the next item of business on the grounds that it was likely that there would be disclosure of exempt information in terms of Paragraph 1 of Part I of Schedule 7A of the Act.

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### 4 Post of Executive Director (Community and Enterprise Resources)

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The Committee proceeded to interview 3 candidates for the post of Executive Director (Community and Enterprise Resources).

**The Committee decided:** that Mr D Booth, General Manager, South Lanarkshire Leisure and Culture Limited be appointed to the post of Executive Director (Community and Enterprise Resources).

*[Reference: Minutes of 3 November 2021 (Paragraph 5)]*



## APPEALS PANEL

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 8 December 2021

**Chair:**

Councillor Peter Craig

**Councillors Present:**

Councillor Catherine McClymont, Councillor Jim McGuigan

**Attending:**

**Finance and Corporate Resources**

S McLeod, Administration Officer; G Robertson, Personnel Adviser

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### 1 Declaration of Interests

No interests were declared.

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### 2 Urgent Business

There were no items of urgent business.

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### 3 Exclusion of Press and Public

**The Panel decided:**

that, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, the press and public be excluded from the meeting for the next item of business on the grounds that it was likely that there would be disclosure of exempt information in terms of Paragraph 1 of Part I of Schedule 7A of the Act.

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### 4 Appeal Against Dismissal

The Panel considered an appeal (Ref 4/21) by an employee against their dismissal.

The appellant was present and represented by a trade union representative. The Council was represented by a Human Resources Business Partner. The Council called witnesses and the appellant's representative called a witness. All parties were heard in relation to the appeal and then withdrew from the meeting.

**The Panel decided:**

that the grounds of the appeal had not been substantiated and the appeal be not upheld.



# Report

5

Report to: **Finance and Corporate Resources Committee**  
 Date of Meeting: **9 February 2022**  
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Revenue Budget Monitoring 2021/2022 - Finance and Corporate Resources**

## 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 31 December 2021 for Finance and Corporate Resources
- ◆ 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 forecast overspend of £9.918 million to 31 March 2022, including COVID-19 but before approved transfers to reserves (Appendix A), be noted;
- (2) that the forecast overspend of £10.031 million to 31 March 2022, including COVID-19 but after approved transfers to reserves (Appendix A), be noted;
- (3) that an overspend of £8.074 million as at 30 December 2021, including COVID-19 but after approved transfers to reserves (Appendix A), be noted; and
- (4) that the proposed budget virements in Appendices B to G, be approved.

## 3. Background

- 3.1. This is the third revenue budget monitoring report presented to the Finance and Corporate Resources Committee for the financial year 2021/2022.
- 3.2. The report details the financial position for Finance and Corporate Resources on Appendix A, along with variance explanations in Appendices B-I.
- 3.3. The Resource has incurred expenditure in relation to COVID-19, and in order to separate these costs from the Resource's normal activities, a COVID-19 Service has been included at Appendix I.

## 4. Employee Implications

4.1. None.

## 5. Financial Implications

- 5.1. **Probable Outturn:** Following the Council's formal Probable Outturn exercise, the Resource is forecasting an overspend of £9.918 million position, before transfers to reserves.

- 5.2. Approval to transfer £0.113 million to reserves has still to be given by Committee. However, assuming approval is given, the position will be an overspend of £10.031 million. The transfers to reserves will be presented to the Executive Committee on 2 February 2022 for approval. The Resource position is outlined in Appendix A.
- 5.3. The forecast cost of COVID-19 is £10.031 million. This is made up of expenditure of £9.935 million (shown in Appendix I) and a loss of income totalling £0.096 million within Administration, Legal and Licensing.
- 5.4. **Position as at 31 December 2021:** As at 31 December 2021, the Resource position is an overspend of £8.074 million after approved transfers to reserves.
- 5.5. This includes net costs of COVID-19 totalling £8.077 million.
- 5.6. The budget included in Appendix I for COVID-19 relates to Scottish Government funding in relation to COVID-19 Business Support Grants.
- 5.7. Virements are proposed to realign budgets. These movements are detailed in the appendices to this report, as appropriate.
- 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 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 outcome 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 the report.

**Paul Manning**  
**Executive Director (Finance and Corporate Resources)**

12 January 2022

**Link(s) to Council Values/Ambitions/Objectives**

- ◆ Value: Accountable, Effective, Efficient and Transparent

**Previous References**

- ◆ Finance and Corporate Resources Committee – 10 November 2021

**List of Background Papers**

- ◆ Financial ledger and budget monitoring results to 30 December 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](mailto:lorraine.o'hagan@southlanarkshire.gov.uk)

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 31 December 2021 (No.10)

## Finance and Corporate Resources Summary

Budget Category	Annual Budget £000	Forecast for Year BEFORE Transfers £000	Annual Forecast Variance BEFORE Transfers £000	Annual Forecast Variance AFTERS Transfers £000	Budget Proportion 31/12/21 £000	Actual BEFORE Transfers 31/12/21 £000	Variance 31/12/21 £000		% Variance 31/12/21
Employee Costs	34,992	34,463	529	479	25,513	25,318	195	under	0.8%
Property Costs	2,632	2,124	508	508	2,034	1,877	157	under	7.7%
Supplies & Services	10,094	17,619	(7,525)	(7,525)	9,149	16,286	(7,137)	over	(78.0%)
Transport & Plant	74	72	2	2	61	58	3	under	4.9%
Administration Costs	9,379	11,365	(1,986)	(1,986)	7,808	8,012	(204)	over	(2.6%)
Payments to Other Bodies	15,160	15,399	(239)	(302)	12,933	13,395	(462)	over	(3.6%)
Payments to Contractors	245	270	(25)	(25)	238	283	(45)	over	(18.9%)
Transfer Payments	68,081	66,257	1,824	1,824	48,154	47,135	1,019	under	2.1%
Financing Charges	972	986	(14)	(14)	707	798	(91)	over	(12.9%)
<b>Total Controllable Exp.</b>	141,629	148,551	(6,926)	(7,039)	106,597	113,162	(6,565)	over	(6.2%)
<b>Total Controllable Inc.</b>	(102,365)	(99,373)	(2,992)	(2,992)	(71,073)	(69,564)	(1,509)	under recovered	(2.1%)
<b>Net Controllable Exp.</b>	39,264	49,178	(9,918)	(10,031)	35,524	43,598	(8,074)	over	(22.7%)
<b>Transfer to Reserves (as at 31/12/21)</b>	0	0	(113)	0	0	0	0	-	-
<b>Position After Transfers to Reserves (as at 31/12/21)</b>	39,264	49,178	(10,031)	(10,031)	35,524	43,598	(8,074)	over	(22.7%)

1,2

Variance Explanations

Variance explanations are shown in Appendices B to I as appropriate.

Budget Virements

Budget virements are shown in Appendices B to I as appropriate.

Transfer to Reserves

- 1 Scottish Government Funding for National Trauma Initiative - £0.050m
- 2 Transfer of Community Grants Underspend - £0.063m

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 31 December 2021 (No.10)

## Finance – Strategy Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTERS Transfers	Budget Proportion	Actual BEFORE Transfers	Variance		% Variance	Note
					31/12/21	31/12/21	31/12/21		31/12/21	
	£000	£000	£000	£000	£000	£000	£000			
Employee Costs	2,919	2,924	(5)	(5)	2,107	2,114	(7)	over	(0.3%)	a, b
Property Costs	0	0	0	0	0	0	0	-	n/a	
Supplies & Services	19	25	(6)	(6)	15	24	(9)	over	(60.0%)	
Transport & Plant	0	0	0	0	0	1	(1)	over	n/a	
Administration Costs	112	119	(7)	(7)	108	109	(1)	over	(0.9%)	
Payments to Other Bodies	516	522	(6)	(6)	516	520	(4)	over	(0.8%)	
Payments to Contractors	22	23	(1)	(1)	15	13	2	under	29.4%	
Transfer Payments	0	0	0	0	0	0	0	-	n/a	
Financing Charges	16	17	(1)	(1)	15	15	0	-	0.0%	
Total Controllable Exp.	3,604	3,630	(26)	(26)	2,776	2,796	(20)	over	(0.7%)	
Total Controllable Inc.	(1,642)	(1,668)	26	26	(12)	(30)	18	over recovered	150.0%	b
Net Controllable Exp.	1,962	1,962	0	0	2,764	2,766	(2)	over	(0.1%)	
Transfer to Reserves (as at 31/12/21)	0	0	0	0	0	0	0	-		
Position After Transfers to Reserves (as at 31/12/21)	1,962	1,962	0	0	2,764	2,766	(2)	over	(0.1%)	

**Budget Virements**

- a. Budget realignment across Services to reflect anticipated costs: Net Effect £0.085m: Employee Costs £0.085m
- b. Budget uploaded to reflect additional employee costs which are recharged to Capital: Net Effect £0.000m: Employee Costs £0.045m, Income (£0.045m)

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 31 December 2021 (No.10)

## Finance – Transactions Services

<u>Budget Category</u>	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion	Actual BEFORE Transfers	Variance	% Variance	Note
	£000	£000	£000	£000	31/12/21	31/12/21	31/12/21	31/12/21	
	£000	£000	£000	£000	£000	£000	£000		
Employee Costs	10,623	10,449	174	174	7,650	7,541	109	under	1.4% 1
Property Costs	1,873	1,633	240	240	1,529	1,522	7	under	1.5%
Supplies & Services	3,761	3,826	(65)	(65)	3,628	3,668	(40)	over	(1.1%) 2
Transport & Plant	7	3	4	4	5	3	2	under	40.0%
Administration Costs	1,205	1,469	(264)	(264)	887	879	8	under	0.9%
Payments to Other Bodies	1,516	1,516	0	0	1,146	1,146	0	-	n/a
Payments to Contractors	223	247	(24)	(24)	223	267	(44)	over	(19.7%) 3
Transfer Payments	68,081	66,069	2,012	2,012	48,154	47,047	1,107	under	2.3% 4
Financing Charges	138	167	(29)	(29)	100	132	(32)	over	(32.0%) 5
<b>Total Controllable Exp.</b>	<b>87,427</b>	<b>85,379</b>	<b>2,048</b>	<b>2,048</b>	<b>63,322</b>	<b>62,205</b>	<b>1,117</b>	<b>under</b>	<b>1.8%</b>
<b>Total Controllable Inc.</b>	<b>(71,719)</b>	<b>(69,805)</b>	<b>(1,914)</b>	<b>(1,914)</b>	<b>(52,191)</b>	<b>(51,151)</b>	<b>(1,040)</b>	<b>under recovered</b>	<b>(2.0%) 6</b>
<b>Net Controllable Exp.</b>	<b>15,708</b>	<b>15,574</b>	<b>134</b>	<b>134</b>	<b>11,131</b>	<b>11,054</b>	<b>77</b>	<b>under</b>	<b>(0.7%)</b>
<u>Transfer to Reserves (as at 31/12/21)</u>	0	0	0	0	0	0	0	-	
<b>Position After Transfers to Reserves (as at 31/12/21)</b>	<b>15,708</b>	<b>15,574</b>	<b>134</b>	<b>134</b>	<b>11,131</b>	<b>11,054</b>	<b>77</b>	<b>under</b>	<b>(0.7%)</b>

Variance Explanations1. **Employee Costs**

The underspend reflects the turnover of staff within Benefits and Revenues and the Customer Service Centre, offset by an overspend on overtime.

2. **Supplies & Services**

The overspend reflects the current requirement for IT contract payments.

3. **Payments to Contractors**

The overspend includes the cost of temporary staff within the Customer Services Call Centre

4. **Transfer Payments**

The underspend is due to the current profile of Housing Benefit payments and is offset in part by an under recovery of income (see 6 below).

5. **Financing Charges**

This overspend is in respect of costs associated with the leasing of IT Equipment.

6. **Income**

The under recovery relates to Housing Benefit Subsidy income, offset by reduced expenditure (see 4 above). In addition, there is an under recovery of income from Housing Benefit Overpayments and Statutory Additions.

Budget Virements

- Budget realignment across Services to reflect anticipated costs: Net Effect £0.319m: Employee Costs £0.355m, Admin Costs (£0.036m)
- Upload of City Deal Budget: Net Effect £0.000m: Employee Costs £0.104m, Income (£0.104m)
- Transfer from Reserves Scottish Welfare Funding: Net Effect £0.129m: Property Costs £0.129m
- Realignment of SWF Budget: Net Effect £0.000: Admin Costs £0.235, Property Costs (£0.235m)
- Additional GRG: Net Effect £2.985m: Supplies & Services £2.985m
- Realignment of Housing Benefit Payments: Net Effect £0.000: Transfer Payments (£0.461m), Income £0.461m



## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 31 December 2021 (No.10)

## Audit Services

<b>Budget Category</b>	<b>Annual Budget</b>	<b>Forecast for Year BEFORE Transfers</b>	<b>Annual Forecast Variance BEFORE Transfers</b>	<b>Annual Forecast Variance AFTER Transfers</b>	<b>Budget Proportion</b>	<b>Actual BEFORE Transfers</b>	<b>Variance</b>	<b>% Variance</b>	<b>Note</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>31/12/21</b>	<b>31/12/21</b>	<b>31/12/21</b>	<b>31/12/21</b>	
					<b>£000</b>	<b>£000</b>	<b>£000</b>		
Employee Costs	559	659	(100)	(100)	403	478	(75)	over	(18.6%) 1
Property Costs	0	0	0	0	0	0	0	-	n/a
Supplies & Services	7	6	1	1	5	6	(1)	over	(20.0%)
Transport & Plant	0	0	0	0	0	0	0	-	n/a
Administration Costs	7	5	2	2	4	5	(1)	over	(25.0%)
Payments to Other Bodies	0	1	(1)	(1)	0	1	(1)	over	n/a
Payments to Contractors	0	0	0	0	0	0	0	-	n/a
Transfer Payments	0	0	0	0	0	0	0	-	n/a
Financing Charges	4	4	0	0	3	3	0	-	0.0%
<b>Total Controllable Exp.</b>	<b>577</b>	<b>675</b>	<b>(98)</b>	<b>(98)</b>	<b>415</b>	<b>493</b>	<b>(78)</b>	<b>over</b>	<b>(18.8%)</b>
<b>Total Controllable Inc.</b>	<b>(238)</b>	<b>(336)</b>	<b>98</b>	<b>98</b>	<b>(100)</b>	<b>(178)</b>	<b>78</b>	<b>over recovered</b>	<b>78.0% 2</b>
<b>Net Controllable Exp.</b>	<b>339</b>	<b>339</b>	<b>0</b>	<b>0</b>	<b>315</b>	<b>315</b>	<b>0</b>	<b>-</b>	<b>0.0%</b>
<b>Transfer to Reserves (as at 31/12/21)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	
<b>Position After Transfers to Reserves (as at 31/12/21)</b>	<b>339</b>	<b>339</b>	<b>0</b>	<b>0</b>	<b>315</b>	<b>315</b>	<b>0</b>	<b>-</b>	<b>0.0%</b>

**Variance Explanations****1. Employee Costs**

The overspend reflects current staffing levels offset by income (see 2 below).

**2. Income**

The overspend in income reflects staff funding from the European Social Fund.

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 31 December 2021 (No.10)

## Information Technology Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion	Actual BEFORE Transfers	Variance		% Variance	Note
	£000	£000	£000	£000	31/12/21	31/12/21	31/12/21		31/12/21	
	£000	£000	£000	£000	£000	£000	£000			
Employee Costs	5,414	5,544	(130)	(130)	3,909	4,017	(108)	over	(2.8%)	1
Property Costs	579	296	283	283	395	217	178	under	45.1%	2
Supplies & Services	5,152	5,178	(26)	(26)	4,811	5,047	(236)	over	(4.9%)	3
Transport & Plant	4	16	(12)	(12)	3	3	0	-	0.0%	
Administration Costs	1,497	1,844	(347)	(347)	1,459	1,596	(137)	over	(9.4%)	4
Payments to Other Bodies	51	51	0	0	35	35	0	-	0.0%	
Payments to Contractors	0	0	0	0	0	0	0	-	n/a	
Transfer Payments	0	0	0	0	0	0	0	-	n/a	
Financing Charges	401	300	101	101	274	274	0	-	0.0%	
<b>Total Controllable Exp.</b>	13,098	13,229	(131)	(131)	10,886	11,189	(303)	over	0.7%	
<b>Total Controllable Inc.</b>	(8,039)	(8,113)	74	74	(4,296)	(4,577)	281	over recovered	(6.5%)	5
<b>Net Controllable Exp.</b>	5,059	5,116	(57)	(57)	6,590	6,612	(22)	over	(0.3%)	
<b>Transfer to Reserves (as at 31/12/21)</b>	0	0	0	0	0	0	0	-		
<b>Position After Transfers to Reserves (as at 31/12/21)</b>	5,059	5,116	(57)	(57)	6,590	6,612	(22)	over	(0.3%)	

**Variance Explanations****1. Employee Costs**

The overspend is mainly due to lower than anticipated staff turnover across the Service to date.

**2. Property Costs**

The underspend is due to the level of utilities expenditure at the Caird Centre and this underspend is offsetting the costs of migrating to the new Cloud Hosting Service.

**3. Supplies and Services**

The overspend is associated with the costs of the new cloud hosting service and offsets the underspend in property costs.

**4. Administration Costs**

The overspend reflects the level of service delivery to date and is offset by additional income recharges (5 below).

**5. Income**

This over recovery relates to charges to other Resources mainly for network and support servers and offsets the overspend on Administration costs (see 4 above).

**Budget Virements**

- Budget realignment across Services to reflect anticipated costs: Net Effect (£0.289m): Employee Costs £0.149m, Admin Costs (£0.438m)
- Upload of Employee Budget funded via Capital: Net Effect £0.000: Employee Costs £0.260m, Income £0.260m
- Realignment of Budgets: Net Effect £0.000m: Supplies & Services (£0.108m), Admin Costs £0.208m, Financing Charges (£0.100m)
- Realignment Spend to Save: Net Effect £0.000m: Financing Charges £0.428m, Income £0.428m

**SOUTH LANARKSHIRE COUNCIL**  
**Revenue Budget Monitoring Report**

**Finance and Corporate Resources Committee: Period Ended 31 December 2021 (No.10)**

**Personnel Services**

<b>Budget Category</b>	<b>Annual Budget</b>	<b>Forecast for Year BEFORE Transfers</b>	<b>Annual Forecast Variance BEFORE Transfers</b>	<b>Annual Forecast Variance AFTER Transfers</b>	<b>Budget Proportion</b>	<b>Actual BEFORE Transfers</b>	<b>Variance</b>	<b>% Variance</b>	<b>Note</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>31/12/21</b>	<b>31/12/21</b>	<b>31/12/21</b>	<b>31/12/21</b>	
Employee Costs	8,761	7,695	1,066	1,016	6,411	5,695	716	under	11.2% <b>1</b>
Property Costs	122	140	(18)	(18)	81	90	(9)	over	(11.1%)
Supplies & Services	235	175	60	60	147	151	(4)	over	(2.7%)
Transport & Plant	21	10	11	11	15	7	8	under	53.3%
Administration Costs	979	1,202	(223)	(223)	708	803	(95)	over	(13.4%) <b>2</b>
Payments to Other Bodies	3,984	3,900	84	84	3,139	3,136	3	under	0.1%
Payments to Contractors	0	0	0	0	0	3	(3)	over	n/a
Transfer Payments	0	0	0	0	0	0	0	-	n/a
Financing Charges	35	61	(26)	(26)	31	50	(19)	over	(61.3%)
<b>Total Controllable Exp.</b>	<b>14,137</b>	<b>13,183</b>	<b>954</b>	<b>904</b>	<b>10,532</b>	<b>9,935</b>	<b>597</b>	<b>under</b>	<b>5.7%</b>
<b>Total Controllable Inc.</b>	<b>(4,449)</b>	<b>(4,009)</b>	<b>(440)</b>	<b>(440)</b>	<b>(1,346)</b>	<b>(1,017)</b>	<b>(329)</b>	<b>under recovered</b>	<b>(24.4%) <b>3</b></b>
<b>Net Controllable Exp.</b>	<b>9,688</b>	<b>9,174</b>	<b>514</b>	<b>464</b>	<b>9,186</b>	<b>8,918</b>	<b>268</b>	<b>under</b>	<b>2.9%</b>
<b>Transfer to Reserves (as at 31/12/21)</b>	<b>0</b>	<b>0</b>	<b>(50)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	
<b>Position After Transfers to Reserves (as at 31/12/21)</b>	<b>9,688</b>	<b>9,174</b>	<b>464</b>	<b>464</b>	<b>9,186</b>	<b>8,918</b>	<b>268</b>	<b>under</b>	<b>2.9%</b>

**Variance Explanations**

**1. Employee Costs**

The underspend in employee costs reflects budget brought in to cover Modern Apprentices

**2. Administration Costs**

The overspend includes additional costs in relation to advertising and medical charges. The medical charges offset the underspend in employee costs (1 above).

**3. Income**

The under recovery in income has arisen due to the cessation of the kiddie vouchers scheme for nurseries and also the loss of sales income through the Coalyard and associated cafes being closed. This loss of income from the Coalyard and Cafes is offset by an underspend in employee costs.

**Budget Virements**

- a. Budget realignment across Services to reflect costs: Net Effect (£0.013m): Employee Costs £0.147m, Admin Costs (£0.059m), Supplies & Services (£0.043), PTOB (£0.052m), Financing Charges (£0.006m)
- b. Realignment of Employability Budgets: Net Effect (£0.668m): Employee Costs £1.641m, Admin Costs £0.094m, PTOB (£2.393m), Income (£0.010m)

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 31 December 2021 (No.10)

## Administration, Legal and Licensing Services

Budget Category	Annual Budget £000	Forecast for Year BEFORE Transfers £000	Annual Forecast Variance BEFORE Transfers £000	Annual Forecast Variance AFTER Transfers £000	Budget Proportion 31/12/21 £000	Actual BEFORE Transfers 31/12/21 £000	Variance 31/12/21 £000		% Variance 31/12/21	Note
Employee Costs	3,997	4,096	(99)	(99)	2,989	3,045	(56)	over	(1.9%)	1
Property Costs	18	2	16	16	12	2	10	under	83.3%	
Supplies & Services	119	149	(30)	(30)	95	132	(37)	over	(38.9%)	2
Transport & Plant	14	16	(2)	(2)	10	10	0	-	0.0%	
Administration Costs	2,069	2,215	(146)	(146)	1,556	1,541	15	under	1.0%	
Payments to Other Bodies	678	439	239	176	319	319	0	-	0.0%	
Payments to Contractors	0	0	0	0	0	0	0	-	n/a	
Transfer Payments	0	0	0	0	0	0	0	-	n/a	
Financing Charges	32	68	(36)	(36)	24	52	(28)	over	(116.7%)	3
<b>Total Controllable Exp.</b>	6,927	6,985	(58)	(121)	5,005	5,101	(96)	over	(1.9%)	
<b>Total Controllable Inc.</b>	(2,885)	(2,504)	(381)	(381)	(1,446)	(1,229)	(217)	under recovered	(15.0%)	4
<b>Net Controllable Exp.</b>	4,042	4,481	(439)	(502)	3,559	3,872	(313)	over	(8.8%)	
<b>Transfer to Reserves (as at 31/12/21)</b>	0	0	(63)	0	0	0	0	-		
<b>Position After Transfers to Reserves (as at 31/12/21)</b>	4,042	4,481	(502)	(502)	3,559	3,872	(313)	over	(8.8%)	

Variance Explanations**1. Employee Costs**

The overspend is mainly due to lower than anticipated staff turnover across the Service to date.

**2. Supplies and Services**

The overspend reflects the current requirement for IT contract payments.

**3. Financing Charges**

This overspend is in respect of costs associated with the leasing of IT Equipment

**4. Income**

The under recovery of income relates to income from civic events such as marriages which have not taken place due to COVID-19. Income has also been affected by the current uptake of licenses for private hire operators being lower than anticipated

Budget Virements

- a. Budget realignment across Services to reflect anticipated employee costs Net Effect (£0.038m): Employee Costs £0.118m, Admin Costs (£0.156m)

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 31 December 2021 (No.10)

## Communications and Strategy Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion	Actual BEFORE Transfers	Variance	% Variance	Note
	£000	£000	£000	£000	31/12/21	31/12/21	31/12/21	31/12/21	
Employee Costs	2,467	2,361	106	106	1,792	1,732	60	under	3.3% 1
Property Costs	40	41	(1)	(1)	17	17	0	-	0.0%
Supplies & Services	709	567	142	142	356	262	94	under	26.4% 2
Transport & Plant	28	27	1	1	28	30	(2)	over	(7.1%)
Administration Costs	1,108	1,018	90	90	684	626	58	under	8.5% 3
Payments to Other Bodies	802	797	5	5	706	706	0	-	0.0%
Payments to Contractors	0	0	0	0	0	0	0	-	n/a
Transfer Payments	0	0	0	0	0	0	0	-	n/a
Financing Charges	346	369	(23)	(23)	260	271	(11)	over	(4.2%)
<b>Total Controllable Exp.</b>	<b>5,500</b>	<b>5,180</b>	<b>320</b>	<b>320</b>	<b>3,843</b>	<b>3,644</b>	<b>199</b>	<b>under</b>	<b>5.2%</b>
<b>Total Controllable Inc.</b>	<b>(3,034)</b>	<b>(2,579)</b>	<b>(455)</b>	<b>(455)</b>	<b>(1,864)</b>	<b>(1,564)</b>	<b>(300)</b>	<b>under recovered</b>	<b>(16.1%) 4</b>
<b>Net Controllable Exp.</b>	<b>2,466</b>	<b>2,601</b>	<b>(135)</b>	<b>(135)</b>	<b>1,979</b>	<b>2,080</b>	<b>(101)</b>	<b>over</b>	<b>(5.1%)</b>
<b>Transfer to Reserves (as at 31/12/21)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	
<b>Position After Transfers to Reserves (as at 31/12/21)</b>	<b>2,466</b>	<b>2,601</b>	<b>(135)</b>	<b>(135)</b>	<b>1,979</b>	<b>2,080</b>	<b>(101)</b>	<b>over</b>	

Variance Explanations**1. Employee Costs**

The underspend reflects turnover within the Service.

**2. Supplies and Services**

The underspend reflects lower than anticipated computer maintenance costs and a reduction in expenditure in relation to external mail.

**3. Administration Costs**

The underspend relates to a reduction in advertising costs, and the cost of printing from multi-functional devices a result of COVID-19, offset by an under recovery of income from recharges (see 4 below).

**4. Income**

The net under recovery of income reflects the impact of COVID-19 on the work of the service, including recharges for advertising and multi-functional devices (see 3 above). There has also been a reduction in income generation through external print jobs.

Budget Virements

- a. Budget realignment across Services to reflect anticipated employee costs: Net Effect (£0.078m): Employee Costs £0.031m, Admin Costs (£0.109m)

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 31 December 2021 (No.10)

## COVID - 19

<b>Budget Category</b>	<b>Annual Budget</b>	<b>Forecast for Year BEFORE Transfers</b>	<b>Annual Forecast Variance BEFORE Transfers</b>	<b>Annual Forecast Variance AFTER Transfers</b>	<b>Budget Proportion</b>	<b>Actual BEFORE Transfers</b>	<b>Variance</b>	<b>% Variance</b>	<b>Note</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>31/12/21</b>	<b>31/12/21</b>	<b>31/12/21</b>	<b>31/12/21</b>	
Employee Costs	252	735	(483)	(483)	252	696	(444)	over	(176.2%) 1
Property Costs	0	12	(12)	(12)	0	29	(29)	over	n/a
Supplies & Services	92	7,693	(7,601)	(7,601)	92	6,996	(6,904)	over	(7504.3%) 2
Transport & Plant	0	0	0	0	0	4	(4)	over	n/a
Administration Costs	2,402	3,493	(1,091)	(1,091)	2,402	2,453	(51)	over	(2.1%) 3
Payments to Other Bodies	7,613	8,173	(560)	(560)	7,072	7,532	(460)	over	(6.5%) 4
Payments to Contractors	0	0	0	0	0	0	0	-	n/a
Transfer Payments	0	188	(188)	(188)	0	88	(88)	over	n/a 5
Financing Charges	0	0	0	0	0	1	(1)	over	n/a
<b>Total Controllable Exp.</b>	10,359	20,294	(9,935)	(9,935)	9,818	17,799	(7,981)	over	(81.3%)
<b>Total Controllable Inc.</b>	(10,359)	(10,359)	0	0	(9,818)	(9,818)	0	-	0.0%
<b>Net Controllable Exp.</b>	0	9,935	(9,935)	(9,935)	0	7,981	(7,981)	over	n/a
<b>Transfer to Reserves (as at 31/12/21)</b>	0	0	0	0	0	0	0	-	
<b>Position After Transfers to Reserves (as at 31/12/21)</b>	0	9,935	(9,935)	(9,935)	0	7,981	(7,981)	over	n/a

**Variance Explanations****1. Employee Costs**

The spend relates to overtime and includes the cost of the wellbeing helpline and also additional time required to process the Business Support Grants, and other benefits including Social Welfare Payments and Council Tax Reduction Scheme applications in relation to COVID-19.

**2. Supplies and Services**

The spend mainly includes Free School Meals, Winter Payments and Family Bridging Payments. The overspend also includes IT expenditure including licences and devices to support staff working from home.

**3. Administration Costs**

The spend relates to printing and postage costs in relation to COVID-19.

**4. Payments to Other Bodies**

This spend is payments made to support third sector organisations covered by the financial insecurities funding

**5. Transfer Payments**

This spend reflects the impact of benefits for individuals in homeless accommodation.

# Report

6

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>9 February 2022</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Capital Budget Monitoring 2021/2022 - Finance and Corporate Resources</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide information on the progress of the capital programme for Finance and Corporate Resources for the period 1 April 2021 to 31 December 2021

## 2. Recommendation(s)

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

- (1) that the Finance and Corporate Resources capital programme of £3.176 million, and expenditure to date of £0.695 million, be noted.

## 3. Background

3.1. This is the third capital monitoring report presented to the Finance and Corporate Resources Committee for the financial year 2021/2022.

3.2. As noted in the last report to this Committee (10 November 2021), the budget for Finance and Corporate Resources for financial year 2021/2022, including carry forward, was £3.176 million. There have been no other changes to this budget allocation since that meeting.

3.3. The report details the financial position for Finance and Corporate Resources in Appendix A.

## 4. 2021/2022 Capital Programme Update

4.1. As detailed in Section 3.2, the revised capital programme for Finance and Corporate Resources for 2021/2022 is £3.176 million. Anticipated spend to date was £0.976 million and spend to 31 December 2021 amounts to £0.695 million. This represents a position of £0.281 million behind profile and this mainly reflects the timing of spend on the IT Infrastructure Refresh project.

## 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 the 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.
- 8.2. The Coronavirus (COVID-19) Pandemic has led to materials shortages, longer lead times and steep price increases and this will continue to impact the supply chain for the foreseeable future. The impact of this will be monitored through the four weekly investment management meetings. Further updates will be reported in the coming months with any significant increases in contract values being brought to members' attention.
- ## **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.
- 8.2. There is also no requirement to undertake any consultation in terms of the information contained in the report.

**Paul Manning**

**Executive Director (Finance and Corporate Resources)**

19 January 2021

## **Link(s) to Council Values/Ambitions/Objectives**

- ◆ Accountable, Effective, Efficient and Transparent

## **Previous References**

- ◆ Finance and Corporate Resources Committee, 10 November 2021

## **List of Background Papers**

- ◆ Financial ledger to 31 December 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](mailto:lorraine.o'hagan@southlanarkshire.gov.uk)



**South Lanarkshire Council**  
**Capital Expenditure 2021-2022**  
**Finance and Corporate Resources Programme**  
**For Period 1 April 2021 – 31 December 2021**

<b><u>Finance and Corporate Resources</u></b>	Total Original Budget £000	Budget Adjustments £000	Slippage £000	Total Budget £000	Anticipated Spend £000	Actual Expenditure £000
Information Technology Services	2,776	400	-	3,176	976	695
<b>TOTAL</b>	<b>2,776</b>	<b>400</b>	<b>-</b>	<b>3,176</b>	<b>976</b>	<b>695</b>



# Report

7

Report to: **Finance and Corporate Resources Committee**  
 Date of Meeting: **9 February 2022**  
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Finance and Corporate Resources - Workforce  
Monitoring – September to November 2021**

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for the period September to November 2021 relating to Finance and Corporate Resources

## 2. Recommendation(s)

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

(1) that the following employment information for the period September to November 2021 relating to Finance and Corporate 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 Finance and Corporate Resources provides information on the position for the period September to November 2021.

## 4. Monitoring Statistics

### 4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of November 2021 for Finance and Corporate Resources.

The Resource absence figure for November 2021 was 4.3%, which is an increase of 0.7% when compared to last month and is 2.6% lower than the Council-wide figure. Compared to November 2020, the Resource absence figure has increased by 1.1%.

Based on the absence figures at November 2021 and annual trends, the projected annual average absence for the Resource for 2021/2022 is 3.4%, compared to a Council-wide average figure of 5.2%.

For the financial year 2021/2022, the projected average days lost per employee equates to 8.2 days, compared with the overall figure for the Council of 12.6 days per employee.

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 this report was being prepared, at 22 December 2021, the Council overall absence level was 8.17% with 3.0% 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, 49 referrals were made this period, a decrease of 10 when compared with the same period last year.

**4.3. Accident/Incident Statistics (Appendix 2)**

There were no accidents/incidents recorded within the Resource this period, which remains unchanged when compared with the same period last year.

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

There were no disciplinary hearings held within the Resource this period, which remains unchanged when compared with the same period last year. There were no grievances raised within the Resource this period, which remains unchanged when compared with the same period last year. There were no Dignity at Work complaints raised within the Resource this period, which remains unchanged when compared with the same period last year.

**4.5. Analysis of Leavers (Appendix 2)**

There were 5 leavers in the Resource this period who were eligible for an exit interview. This figure has increased by 1 when compared with the same period last year. Exit interviews were held with 40% of employees, compared with 25% for the same period last year.

**4.6. When processing an employee termination, managers are asked to identify whether they intend to replace the employee who had left the Council. If they indicate that they do not intend to replace the employee, they are asked to select from four 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 September to November 2021, 22 (15.91 FTE) employees in total left employment. Managers indicated that 21 posts (14.91 FTE) are being replaced and 1 post (1.00 FTE) is to be removed for savings.**

**5. Staffing Watch**

**5.1. There has been a decrease of 7 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 or environmental implications arising from the information presented in this report.

## **9. Other Implications**

- 9.1. There are no implications for risk 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)**

23 December 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**

- ◆ Finance and Corporate Resources Committee, 10 November 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:-

Elaine Maxwell, HR Business Manager

Ext: 4647 (Tel: 01698 454647)

E-mail: [Elaine.Maxwell@southlanarkshire.gov.uk](mailto:Elaine.Maxwell@southlanarkshire.gov.uk)

**Absence Trends - 2019/2020, 2020/2021 & 2021/2022**  
**Finance and Corporate 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	3.5	3.5	2.6	April	7.1	8.5	0.0	April	3.6	3.6	2.6	April	4.0	4.4	4.3	
May	3.2	2.3	3.3	May	0.0	16.0	0.0	May	3.2	2.4	3.3	May	4.4	3.1	4.9	
June	3.3	1.9	3.5	June	0.5	7.4	0.0	June	3.2	1.9	3.5	June	4.4	2.7	4.7	
July	3.3	2.0	3.3	July	2.4	3.5	0.0	July	3.2	2.0	3.3	July	3.4	2.3	4.0	
August	3.6	1.8	3.6	August	5.9	12.1	0.0	August	3.6	2.0	3.6	August	3.7	3.1	4.7	
September	3.3	2.3	4.0	September	3.5	13.4	0.0	September	3.3	2.4	4.0	September	4.5	4.2	6.4	
October	3.7	3.2	3.6	October	3.6	10.2	0.0	October	3.7	3.3	3.6	October	4.6	4.8	6.3	
November	3.9	3.1	4.3	November	2.6	11.4	0.0	November	3.8	3.2	4.3	November	5.5	5.8	6.9	
December	4.6	2.7		December	1.3	11.4		December	4.5	2.8		December	5.7	5.6		
January	3.9	2.8		January	0.0	7.0		January	3.9	2.8		January	5.3	4.8		
February	4.1	3.5		February	7.6	0.0		February	4.1	3.5		February	5.6	4.8		
March	4.5	3.5		March	4.6	0.0		March	4.5	3.5		March	6.2	4.9		
Annual Average	3.7	2.7	3.4	Annual Average	3.3	8.4	1.5	Annual Average	3.7	2.8	3.4	Annual Average	4.8	4.2	5.2	
Average Apr-Nov	3.5	2.5	3.5	Average Apr-Nov	3.2	10.3	0.0	Average Apr-Nov	3.5	2.6	3.5	Average Apr-Nov	4.3	3.8	5.3	
No of Employees at 30 November 2021			936	No of Employees at 30 November 2021			0	No of Employees at 30 November 2021			936	No of Employees at 30 November 2021			16192	

For the financial year 2021/22, the projected average days lost per employee equates to 8.2 days.

## FINANCE AND CORPORATE RESOURCES

	Sep - Nov 2020	Sep - Nov 2021
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	13	18
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	0	0
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	19	13
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>	27	18
<b>REFERRALS TO COGNITIVE BEHAVIOUR THERAPY</b>	0	0
<b>TOTAL</b>	59	49

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

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

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

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

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

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

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

RECORD OF DISCIPLINARY HEARINGS	Sep - Nov 2020	Sep - Nov 2021
Total Number of Hearings	0	0
Total Number of Appeals	0	0
Appeals Pending	0	0

## Time Taken to Convene Hearing Sep-Nov 2021

0-3 Weeks  
0

4-6 Weeks  
0

Over 6 Weeks  
0

RECORD OF GRIEVANCE HEARINGS	Sep - Nov 2020	Sep - Nov 2021
Number of Grievances	0	0
Number Resolved at Stage 1	0	0
Number Resolved at Stage 2	0	0
Number Resolved at Stage 3	0	0
Still in Progress	0	0

RECORD OF DIGNITY AT WORK	Sep - Nov 2020	Sep - Nov 2021
Number of Incidents	0	0
Number Resolved at Informal Stage	0	0
Number Resolved at Formal Stage	0	0
Number of Appeals	0	0
Appeals in Process	0	0
Still in Process	0	0

ANALYSIS OF REASONS FOR LEAVING	Sep - Nov 2020	Sep - Nov 2021
Career Advancement	0	0
Child Caring / Caring Responsibilities	0	0
Disatisfaction with terms and conditions	0	0
Further Education	0	0
Moving outwith area	0	0
Personal Reasons	0	0
Poor relationship with managers / colleagues	0	0
Travelling difficulties	0	0
Other	1	2
<b>Number of Exit Interviews conducted</b>	<b>1</b>	<b>2</b>

<b>Total Number of Leavers Eligible for Exit Interview</b>	<b>4</b>	<b>5</b>
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<b>Percentage of interviews conducted</b>	<b>39</b>	<b>25%</b>	<b>40%</b>
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Reason	Oct-Nov 2021		Cumulative total	
	FTE	H/C	FTE	H/C
Terminations/Leavers	15.91	22	40.10	51
Being replaced	14.91	21	35.16	45
Filling on a temporary basis	0.00	0	0.00	0
Plan to transfer this budget to another post	0.00	0	0.00	0
End of fixed term contract	0.00	0	0.00	0
Held pending service Review	0.00	0	1.14	2
Plan to remove for savings	1.00	1	3.80	4



**JOINT STAFFING WATCH RETURN  
FINANCE AND CORPORATE RESOURCES**

**As at 11 September 2021**

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
199	16	355	289						
859									
*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
2.00	123.67	333.31	217.31	55.45	25.30	6.00	0.00	0.00	763.04

**As at 12 June 2021**

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
204	13	365	284	866					
*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
2.00	121.76	337.32	223.28	54.74	25.30	6.00	1.00	0.00	771.4



# Report

8

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>9 February 2022</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Council-wide Workforce Monitoring – September to November 2021</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide employment information relating to the Council for the period September to November 2021

## 2. Recommendation(s)

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

(1) that the following employment information for the period September to November 2021 relating to the Council be noted:-

- ♦ attendance statistics
- ♦ occupational health
- ♦ accident/incident statistics
- ♦ discipline, grievance and Dignity at Work cases
- ♦ analysis of leavers and exit interviews
- ♦ recruitment monitoring
- ♦ 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 the Committee. This report for the Council provides information on the position for the period September to November 2021.

## 4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for November 2021, is provided in Appendices 1 to 8. Points to note are:-

The Council's absence rate for November 2021, shown in Appendix 1, is 6.9%, which represents an increase of 0.6% when compared with last month and the figure has increased by 1.1% when compared to November 2020.

When compared to November 2020, the APT&C absence rate has increased by 0.9%, the teachers' figure has increased by 1.0% and the manual workers' figure has increased by 1.4%.

Based on annual trends and the absence rate to November 2021, the projected average absence rate for the Council for the financial year 2021/2022 is 5.1%.

For the financial year 2021/2022, the projected average days lost per employee equates to 12.6 days.

In comparison to November 2020 (Appendix 8):-

- ◆ Psychological and respiratory conditions are the main reasons for absence.
- ◆ Total days lost due to psychological conditions have increased by 925 days.
- ◆ Total days lost due to musculoskeletal conditions have increased by 1050 days.
- ◆ Total days lost due to respiratory conditions have increased by 1131 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have increased by 582 days.

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 8.17% with 3.0% of this relating to Covid-19 for sickness and special leave.

## **5. Occupational Health**

5.1. Information on Occupational Health for the period September to November 2021 is provided in Appendix 9.

- ◆ during the period there were 391 employees referred for a medical examination, an increase of 43 when compared to the same period last year. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ a total of 513 employees attended physiotherapy treatment, showing an increase of 114 when compared to the same period last year. Of the 513 employees referred, 71 % remained at work whilst undertaking treatment.
- ◆ during this period 558 employees were referred to the Employee Support Officer, showing an increase of 99 when compared with the same period last year. Of the referrals made this period, 90% related to personal reasons.
- ◆ 182 employees were referred to the PAM Assist counselling service this period, showing an increase of 52 when compared with the same period last year. All of the referrals made this period were from management and none were made directly by employees. Personal reasons accounted for 63% of the referrals made, 25% were for work related reasons and 12% were for other reasons.
- ◆ 8 employees were referred for Cognitive Behavioural Therapy this period, this figure has decreased by 30 when compared to the same period last year.

## **6. Accidents/Incidents**

6.1. The accident/incident report for September to November 2021 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 433, this figure has increased by 157 from the same period last year.
- ◆ there were no specified injuries recorded, this figure has decreased by 1 from the same period last year.

- ◆ there were 414 minor accidents/incidents, this figure has increased by 148 from the same period last year.
- ◆ there were 6 accidents resulting in an absence lasting over 3 days during the period, this figure has increased by 2 from the same period last year.
- ◆ there were 13 accidents resulting in an absence lasting over 7 days during the period, this figure has increased by 8 from the same period last year.

## **7. Discipline, Grievance, Dignity at Work Hearings and Mediation Referrals**

7.1. Information on Disciplinary, Grievance Hearings, Dignity at Work and Mediation Referrals for September to November 2021 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 33 disciplinary hearings were held across Resources within the Council, an increase of 17 when compared to the same period last year.
- ◆ action was taken in 29 of these cases. No appeals were raised.
- ◆ our target is to convene disciplinary hearings within 6 weeks, 82% of hearings met this target.
- ◆ during the period, no appeals were heard by the Appeals Panel.
- ◆ at the end of November 2021, 2 Appeals Panels were pending.
- ◆ during the period, 4 grievance cases were raised.
- ◆ during the period, 3 Dignity at Work cases were raised.
- ◆ during the period, no referrals for mediation were submitted.

## **8. Analysis of Leavers and Exit Interviews**

8.1. Information on the number of leavers and exit interviews for the period September to November is contained in Appendix 13. Exit interviews are conducted with employees who leave voluntarily.

### **Labour Turnover**

Using information compiled from Resources and Staffing Watch information as at 11 September 2021, the Council's turnover figure for September to November 2021 is as follows:-

172 leavers eligible for exit interviews/15,150 employees in post = Labour Turnover of 1.1%.

Based on the figure at November 2021, the projected annual labour turnover figure for the financial year 2021/2022 for the Council is 4.6%.

### **8.2. Analysis of Leavers and Exit Interviews**

- ◆ there were a total of 172 employees leaving the Council that were eligible for an exit interview, an increase of 60 when compared with the same period last year.
- ◆ exit interviews were held with 42% of leavers, compared with 29% from the same period last year.

8.3. When processing an employee termination, managers are asked to identify whether they intend to replace the employee who had left the Council. If they indicate that they do not intend to replace the employee, they are asked to select from four options:-

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

8.4. Appendix 13a provides information relating to vacant posts and whether these are being replaced or held for savings. From September to November 2021, 432 (313.12 FTE) employees left employment. Managers indicated that 408 (291.54 FTE) would be replaced, 17 posts (16.27 FTE) were due to the end of fixed term contracts, 5 posts (3.31 FTE) are being left vacant pending savings or service reviews and 2 posts (2.0 FTE) are planning to be removed for savings.

## **9. Recruitment Monitoring**

9.1. Information on Recruitment Monitoring for September to November 2021 is contained within Appendix 14.

From an analysis of Equal Opportunities Monitoring Forms, the main points to note are:-

- ◆ overall, 3486 applications and 3423 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (128), 66 were shortlisted for interview and 22 were appointed
- ◆ of those applicants of a black/ethnic minority background (125), 34 were shortlisted for interview and 8 were appointed.
- ◆ Of those applicants who are veterans (43), 24 were shortlisted for interview and none were appointed.

## **10. Staffing Watch**

10.1. There has been an increase of 16 in the number of employees in post from 12 June to 11 September 2021. Details of the staffing watch are contained in Appendix 15.

## **11. Employee Implications**

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

## **12. Financial Implications**

12.1. All financial implications are accommodated within existing budgets.

## **13. Climate Change, Sustainability and Environmental Implications**

13.1. There are no climate change, sustainability or environmental implications arising from the information presented in this report.

## **14. Other Implications**

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

## **15. Equality Impact Assessment and Consultation Arrangements**

15.1. 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.

- 15.2. 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)**

11 January 2022

**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**

- ◆ Finance and Corporate Resources Committee, 10 November 2021

**List of Background Papers**

- ◆ Monitoring information provided by Resources

**Contact for Further Information**

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

Elaine Maxwell, HR Business Manager

Ext: 4647 (Tel: 01698 454647)

E-mail: [Elaine.Maxwell@southlanarkshire.gov.uk](mailto:Elaine.Maxwell@southlanarkshire.gov.uk)

**Absence Trends - 2019/2020, 2020/2021 & 2021/2022  
Council Wide**

APT&C				Teachers				Manual Workers				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	4.0	4.2	4.1	April	2.9	2.9	2.5	April	5.2	6.0	6.2	April	4.0	4.4	4.3				
May	4.4	2.9	4.7	May	3.2	1.4	3.2	May	5.6	4.9	6.7	May	4.4	3.1	4.9				
June	4.4	2.5	4.4	June	2.7	0.9	2.6	June	5.7	4.5	7.0	June	4.4	2.7	4.7				
July	3.5	2.2	4.1	July	1.2	0.5	1.1	July	5.1	4.0	6.3	July	3.4	2.3	4.0				
August	3.9	2.9	4.6	August	1.3	1.2	2.0	August	5.5	5.1	7.3	August	3.7	3.1	4.7				
September	4.5	4.1	6.1	September	2.5	2.7	4.4	September	6.1	5.8	8.5	September	4.5	4.2	6.4				
October	4.7	4.7	6.0	October	2.6	3.2	4.1	October	6.1	6.4	8.7	October	4.6	4.8	6.3				
November	5.7	5.6	6.5	November	3.8	4.6	5.6	November	6.6	7.3	8.7	November	5.5	5.8	6.9				
December	5.7	5.3		December	3.8	4.7		December	7.2	6.9		December	5.7	5.6					
January	5.2	4.5		January	3.4	2.7		January	7.1	7.2		January	5.3	4.8					
February	5.6	4.3		February	3.8	2.5		February	7.3	7.4		February	5.6	4.8					
March	6.2	4.6		March	4.8	2.9		March	7.3	7.2		March	6.2	4.9					
Annual Average	4.8	4.0	4.9	Annual Average	3.0	2.5	3.2	Annual Average	6.2	6.1	7.3	Annual Average	4.8	4.2	5.1				
Average Apr-Nov	4.4	3.6	5.1	Average Apr-Nov	2.5	2.2	3.2	Average Apr-Nov	5.7	5.5	7.4	Average Apr-Nov	4.3	3.8	5.3				
No of Employees at 30 November 2021				7581	No of Employees at 30 November 2021				4045	No of Employees at 30 November 2021				4566	No of Employees at 30 November 2021				16192

For the financial year 2021/22, the projected average days lost per employee equates to 12.6 days.



**Absence Trends - 2019/2020, 2020/2021 & 2021/2022  
Community and Enterprise 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	4.0	3.1	2.3	April	4.4	5.3	5.7	April	4.3	5.0	5.2	April	4.0	4.4	4.3	
May	3.6	2.4	2.7	May	5.1	4.3	6.4	May	4.9	4.0	5.9	May	4.4	3.1	4.9	
June	3.9	1.6	2.8	June	5.5	4.0	6.6	June	5.3	3.6	6.0	June	4.4	2.7	4.7	
July	3.9	1.8	2.9	July	4.3	3.6	5.3	July	4.3	3.4	4.9	July	3.4	2.3	4.0	
August	4.0	1.7	2.9	August	5.1	4.9	6.4	August	4.9	4.4	5.9	August	3.7	3.1	4.7	
September	2.9	1.6	3.4	September	5.9	5.8	8.2	September	5.4	5.1	7.5	September	4.5	4.2	6.4	
October	3.4	3.1	3.8	October	5.9	6.3	7.9	October	5.5	5.8	7.3	October	4.6	4.8	6.3	
November	4.8	3.6	3.5	November	6.6	7.1	8.0	November	6.4	6.6	7.3	November	5.5	5.8	6.9	
December	5.4	3.1		December	7.0	6.4		December	6.8	5.9		December	5.7	5.6		
January	4.1	3.4		January	6.6	6.0		January	6.2	5.6		January	5.3	4.8		
February	3.8	2.8		February	7.1	6.5		February	6.6	5.9		February	5.6	4.8		
March	4.5	2.6		March	7.1	6.8		March	6.7	6.2		March	6.2	4.9		
Annual Average	4.0	2.6	3.0	Annual Average	5.9	5.6	6.7	Annual Average	5.6	5.1	6.1	Annual Average	4.8	4.2	5.2	
Average Apr-Nov	3.8	2.4	3.0	Average Apr-Nov	5.4	5.2	6.8	Average Apr-Nov	5.1	4.7	6.3	Average Apr-Nov	4.3	3.8	5.3	
No of Employees at 30 November 2021			557	No of Employees at 30 November 2021			2919	No of Employees at 30 November 2021			3476	No of Employees at 30 November 2021			16192	

For the financial year 2021/22, the projected average days lost per employee equates to 15.6 days.

**Absence Trends - 2019/2020, 2020/2021 & 2021/2022**  
**Education Resources**

APT&C				Teachers				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	3.5	3.9	4.8	April	2.9	2.9	2.5	April	3.2	3.3	3.5	April	4.0	4.4	4.3	
May	4.2	2.2	5.7	May	3.2	1.4	3.2	May	3.6	1.8	4.4	May	4.4	3.1	4.9	
June	3.8	1.8	4.7	June	2.7	0.9	2.6	June	3.2	1.3	3.5	June	4.4	2.7	4.7	
July	2.4	1.3	3.4	July	1.2	0.5	1.1	July	1.7	0.9	2.1	July	3.4	2.3	4.0	
August	2.8	2.7	3.8	August	1.3	1.2	2.0	August	2.0	1.8	2.8	August	3.7	3.1	4.7	
September	4.3	4.8	6.4	September	2.5	2.7	4.4	September	3.3	3.6	5.3	September	4.5	4.2	6.4	
October	4.5	5.4	6.6	October	2.6	3.2	4.1	October	3.5	4.1	5.2	October	4.6	4.8	6.3	
November	5.8	6.6	8.0	November	3.8	4.6	5.6	November	4.7	5.5	6.7	November	5.5	5.8	6.9	
December	5.5	6.5		December	3.8	4.7		December	4.6	5.5		December	5.7	5.6		
January	5.1	4.8		January	3.4	2.7		January	4.2	3.6		January	5.3	4.8		
February	5.7	4.7		February	3.8	2.5		February	4.6	3.5		February	5.6	4.8		
March	7.1	5.6		March	4.8	2.9		March	5.8	4.1		March	6.2	4.9		
Annual Average	4.6	4.2	5.4	Annual Average	3.0	2.5	3.2	Annual Average	3.7	3.3	4.2	Annual Average	4.8	4.2	5.2	
Average Apr-Nov	3.9	3.6	5.4	Average Apr-Nov	2.5	2.2	3.2	Average Apr-Nov	3.2	2.8	4.2	Average Apr-Nov	4.3	3.8	5.3	
No of Employees at 30 November 2021			3378	No of Employees at 30 November 2021			4045	No of Employees at 30 November 2021			7423	No of Employees at 30 November 2021			16192	

For the financial year 2021/22, the projected average days lost per employee equates to 10.1 days.

**Absence Trends - 2019/2020, 2020/2021 & 2021/2022**  
**Finance and Corporate 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	3.5	3.5	2.6	April	7.1	8.5	0.0	April	3.6	3.6	2.6	April	4.0	4.4	4.3
May	3.2	2.3	3.3	May	0.0	16.0	0.0	May	3.2	2.4	3.3	May	4.4	3.1	4.9
June	3.3	1.9	3.5	June	0.5	7.4	0.0	June	3.2	1.9	3.5	June	4.4	2.7	4.7
July	3.3	2.0	3.3	July	2.4	3.5	0.0	July	3.2	2.0	3.3	July	3.4	2.3	4.0
August	3.6	1.8	3.6	August	5.9	12.1	0.0	August	3.6	2.0	3.6	August	3.7	3.1	4.7
September	3.3	2.3	4.0	September	3.5	13.4	0.0	September	3.3	2.4	4.0	September	4.5	4.2	6.4
October	3.7	3.2	3.6	October	3.6	10.2	0.0	October	3.7	3.3	3.6	October	4.6	4.8	6.3
November	3.9	3.1	4.3	November	2.6	11.4	0.0	November	3.8	3.2	4.3	November	5.5	5.8	6.9
December	4.6	2.7		December	1.3	11.4		December	4.5	2.8		December	5.7	5.6	
January	3.9	2.8		January	0.0	7.0		January	3.9	2.8		January	5.3	4.8	
February	4.1	3.5		February	7.6	0.0		February	4.1	3.5		February	5.6	4.8	
March	4.5	3.5		March	4.6	0.0		March	4.5	3.5		March	6.2	4.9	
Annual Average	3.7	2.7	3.4	Annual Average	3.3	8.4	1.5	Annual Average	3.7	2.8	3.4	Annual Average	4.8	4.2	5.2
Average Apr-Nov	3.5	2.5	3.5	Average Apr-Nov	3.2	10.3	0.0	Average Apr-Nov	3.5	2.6	3.5	Average Apr-Nov	4.3	3.8	5.3
No of Employees at 30 November 2021			936	No of Employees at 30 November 2021			0	No of Employees at 30 November 2021			936	No of Employees at 30 November 2021			16192

For the financial year 2021/22, the projected average days lost per employee equates to 8.2 days.

**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	5.2	October	6.6	3.9	9.0	October	5.2	3.3	6.8	October	4.6	4.8	6.3				
November	5.5	3.7	5.7	November	6.1	5.6	9.2	November	5.7	4.5	7.2	November	5.5	5.8	6.9				
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	4.0	Annual Average	5.9	3.7	6.0	Annual Average	5.2	3.3	4.9	Annual Average	4.8	4.2	5.2				
Average Apr-Nov	4.4	3.0	4.4	Average Apr-Nov	5.8	3.3	6.7	Average Apr-Nov	5.0	3.1	5.4	Average Apr-Nov	4.3	3.8	5.3				
No of Employees at 30 November 2021				869	No of Employees at 30 November 2021				584	No of Employees at 30 November 2021				1453	No of Employees at 30 November 2021				16192

For the financial year 2021/22, the projected average days lost per employee equates to 13.0 days.

**Absence Trends - 2019/2020, 2020/2021 & 2021/2022  
Social Work 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	5.0	5.5	4.5	April	6.9	10.2	9.6	April	5.6	7.1	6.2	April	4.0	4.4	4.3
May	5.6	4.4	5.0	May	7.7	8.1	9.3	May	6.3	5.7	6.5	May	4.4	3.1	4.9
June	5.8	3.9	3.9	June	6.9	7.6	7.6	June	6.2	5.2	5.2	June	4.4	2.7	4.7
July	5.1	3.7	6.1	July	7.7	6.3	10.3	July	5.9	4.6	7.5	July	3.4	2.3	4.0
August	5.9	4.4	7.3	August	6.7	6.7	10.2	August	6.2	5.2	8.2	August	3.7	3.1	4.7
September	6.2	5.4	7.6	September	6.8	7.5	10.3	September	6.4	6.1	8.5	September	4.5	4.2	6.4
October	6.1	5.9	6.9	October	6.5	8.2	11.3	October	6.2	6.7	8.4	October	4.6	4.8	6.3
November	6.8	6.6	6.2	November	6.8	8.9	10.8	November	6.8	7.4	7.7	November	5.5	5.8	6.9
December	6.9	6.5		December	8.7	10.3		December	7.5	7.7		December	5.7	5.6	
January	6.2	5.8		January	9.5	13.1		January	7.3	8.3		January	5.3	4.8	
February	6.8	5.1		February	8.8	12.6		February	7.5	7.6		February	5.6	4.8	
March	6.8	4.6		March	8.5	10.6		March	7.4	6.6		March	6.2	4.9	
Annual Average	6.1	5.2	5.8	Annual Average	7.6	9.2	10.5	Annual Average	6.6	6.5	7.4	Annual Average	4.8	4.2	5.2
Average Apr-Nov	5.8	5.0	5.9	Average Apr-Nov	7.0	7.9	9.9	Average Apr-Nov	6.2	6.0	7.3	Average Apr-Nov	4.3	3.8	5.3
No of Employees at 30 November 2021			1841	No of Employees at 30 November 2021			1063	No of Employees at 30 November 2021			2904	No of Employees at 30 November 2021			16192

For the financial year 2021/22, the projected average days lost per employee equates to 16.2 days.

## Absence by long and short term

From: 1 September 2021 to 30 November 2021

Resource	No of employees	September 2021			October 2021			November 2021		
		Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	3476	3.3	4.2	7.5	3.0	4.3	7.3	3.0	4.3	7.3
Education	7423	2.9	2.4	5.3	2.3	2.9	5.2	3.0	3.7	6.7
Finance and Corporate	936	1.8	2.2	4.0	1.2	2.4	3.6	1.4	2.9	4.3
Housing & Technical	1453	2.9	3.9	6.8	2.8	4.0	6.8	2.9	4.3	7.2
Social Work	2904	2.7	5.8	8.5	2.5	5.9	8.4	2.1	5.6	7.7
<b>Council Overall for September to November 2021</b>	<b>16192</b>	<b>2.9</b>	<b>3.5</b>	<b>6.4</b>	<b>2.5</b>	<b>3.8</b>	<b>6.3</b>	<b>2.8</b>	<b>4.1</b>	<b>6.9</b>

**Attendance Monitoring  
Absence Classification**

From : 1 November 2021 to 30 November 2021

Reasons	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1283	24	1322	13	82	10	421	20	953	24	4061	18
Psychological	1240	23	3076	30	237	30	706	33	1309	32	6568	29
Stomach, Bowel, Blood, Metabolic Disorders	398	7	905	9	34	4	226	11	289	7	1852	8
Respiratory	1368	26	2805	28	234	30	514	24	723	18	5644	25
Other Classification	1049	20	2078	20	205	26	258	12	774	19	4364	19
<b>Total Days Lost By Resource</b>	5338	100	10186	100	792	100	2125	100	4048	100	22489	100
<b>Total Work Days Available</b>	73409		152247		18278		29669		52702			

From : 1 November 2020 to 30 November 2020

Reasons	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1193	22	811	8	89	11	347	16	571	14	3011	13
Psychological	1139	21	2672	26	202	26	323	15	1307	32	5643	25
Stomach, Bowel, Blood, Metabolic Disorders	375	7	518	5	4	1	108	5	265	7	1270	6
Respiratory	1085	20	2024	20	124	16	304	14	976	24	4513	20
Other Classification	801	15	1425	14	143	18	194	9	717	18	3280	15
<b>Total Days Lost By Resource</b>	4593	100	7450	100	562	100	1276	100	3836	100	17717	100
<b>Total Work Days Available</b>	69517		136589		17830		28517		51845			

\*WDL = Work Days Lost

## OCCUPATIONAL HEALTH REPORTS

FROM: 1 September 2021 - 30 November 2021 comparison with 1 September 2020 - 30 November 2020

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Sep-Nov 2021)	107	18	50	18	64	134	391
TOTAL (Sep-Nov 2020)	90	29	33	13	49	134	348

No of Employees Referred For Physiotherapy				No of Employees Referred To Employee Support Officer					No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE		Sep-Nov 2020	Sep-Nov 2021	RESOURCE		Sep-Nov 2020	Sep-Nov 2021	Employees Absent	RESOURCE	Sep-Nov 2020	Sep-Nov 2021
Community and Enterprise		94	109	Community and Enterprise		90	124	101	Community and Enterprise	6	0
Education (Teachers)		67	88	Education		212	258	206	Education	5	5
Education (Others)		83	126	Finance and Corporate		27	18	16	Finance and Corporate	0	0
Finance and Corporate		19	13	Housing and Technical		30	46	41	Housing and Technical	3	0
Housing and Technical		36	51	Social Work		100	112	96	Social Work	6	1
Social Work		100	126	TOTAL		459	558	460	Not Disclose	18	2
TOTAL		399	513						TOTAL	38	8

## Analysis of Counselling Referrals by Cause

Reason												
Work Stress		Addiction		Personal		Anxiety/ Depression		Bereavement		Total		
M	S	M	S	M	S	M	S	M	S	M	S	
TOTAL (Sep-Nov 2021)	45	0	0	0	115	0	0	0	22	0	182	0
TOTAL (Sep-Nov 2020)	12	0	0	0	98	0	17	0	3	0	130	0
Total Referrals (Sep-Nov 2021)										182		
Total Referrals (Sep-Nov 2020)										130		

M = MANAGEMENT REFERRAL S = SELF REFERRAL

\*Resources nil responses are not included in figures



## ANALYSIS OF ACCIDENTS/INCIDENTS

## Comparison

## CAUSE OF ACCIDENTS/INCIDENTS TO EMPLOYEES

FROM: 1 September 2021 - 30 November 2021 comparison with 1 September 2020 - 30 November 2020

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020
Specified Injury	0	0	0	0	0	0	0	0	0	1	0	1
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Specified Injury*</b>	0	0	0	0	0	0	0	0	0	1	0	1
Over 7-day	7	2	1	0	0	0	3	1	2	2	13	5
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Over 7-day**</b>	7	2	1	0	0	0	3	1	2	2	13	5
Over 3-day	1	2	1	1	0	0	0	1	4	0	6	4
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Over 3-day**</b>	1	2	1	1	0	0	0	1	4	0	6	4
Minor	22	16	13	6	0	0	3	0	13	7	51	29
Near Miss	1	2	2	0	0	0	0	0	3	0	6	2
Violent Incident: Physical	5	0	309	214	0	0	0	0	15	7	329	221
Violent Incident: Verbal	5	1	20	8	0	0	2	0	1	5	28	14
<b>Total Minor***</b>	33	19	344	228	0	0	5	0	32	19	414	266
<b>Total Accidents/Incidents</b>	41	23	346	229	0	0	8	2	38	22	433	276

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

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

\*\*\* A minor injury is an injury not covered by " Over 7-day", "Over 3-day" or "Specified".

### RECORD OF DISCIPLINARY HEARINGS

FROM: 1 September 2021 - 30 November 2021 comparison with 1 September 2020 - 30 November 2020

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 6 Weeks
	APT&C	Manual/ Craft	Teachers	Total	No Action				Action Taken				3	4-6	6+	
					APT&C	Manual / Craft	Teachers	Total	APT&C	Manual / Craft	Teachers	Total				
COMMUNITY AND ENTERPRISE	0	8	N/A	8	0	1	N/A	1	0	7	N/A	7	5	1	2	75%
EDUCATION	4	1	1	6	2	0	0	2	2	1	1	4	3	1	2	67%
FINANCE AND CORPORATE	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	0	0%
HOUSING & TECHNICAL	2	3	N/A	5	0	0	N/A	0	2	3	N/A	5	2	2	1	80%
SOCIAL WORK	3	11	N/A	14	0	1	N/A	1	2	11	N/A	13	7	6	1	93%
TOTAL (Sep-Nov 2021)	9	23	1	33	2	2	0	4	6	22	1	29	17	10	6	82%
TOTAL (Sep-Nov 2020)	5	10	1	16	1	0	0	1	4	10	1	15	8	2	5	67%

RESOURCE	No of Appeals				Outcome of Appeals												Appeals Pending
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld				
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	
TOTAL (Sep-Nov 2021)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL (Sep-Nov 2020)	1	1	0	2	0	0	0	0	0	0	0	0	1	1	0	2	0

\*Resources nil responses are not included in figures

N.B. Non-White employees refers to those employees who have indicated that they are:- Any other mixed background, Indian, Pakistani, Bangladeshi, Chinese, Any other Asian background, Caribbean, African and any other black background.

#### APPEAL'S PANEL

FROM: 1 Sep 2021 - 30 November 2021

APPEAL'S PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
Total	0	0	0	1	1	2

**RECORD OF GRIEVANCES**

FROM: 1 September 2021 - 30 November 2021 comparison with 1 September 2020 - 30 November 2020

GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (Sep-Nov 2021)	4	0	0	0	3
TOTAL (Sep-Nov 2020)	2	0	0	0	0

**DIGNITY AT WORK**

FROM: 1 September 2021 - 30 November 2021 comparison with 1 September 2020 - 30 November 2020

DIGNITY AT WORK	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
TOTAL (Sep-Nov 2021)	3	0	0	0	0	3
TOTAL (Sep-Nov 2020)	1	0	0	0	0	0

\*Resources nil responses are not included in figures

				Appendix 12b	
REFERRALS FOR WORKPLACE MEDIATION					
As at November 2021					
WORKPLACE MEDIATION	Sep-21	Oct-21	Nov-21		
No of Referrals	0	0	0		
*No of Successful Cases	0	0	0		
*No of Unsuccessful Cases	0	0	0		
No of cases unsuitable for mediation	0	0	0		
WORKPLACE MEDIATION	Sep-20	Oct-20	Nov-20		
No of Referrals	0	0	0		
*No of Successful Cases	0	0	0		
*No of Unsuccessful Cases	0	0	0		
No of cases unsuitable for mediation	0	0	0		
*successful/unsuccessful case outcomes may be shown outwith the month they were referred.					

## ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

## Exit Interviews (Sep-Nov 2021)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
Career Advancement	1	10	0	5	7	23	32%
Child caring/ caring responsibilities	1	1	0	0	0	2	3%
Dissatisfaction with terms and conditions	1	1	0	0	0	2	3%
Further Education	1	1	0	0	0	2	3%
Moving outwith area	0	0	0	0	1	1	1%
Personal reasons	4	2	0	0	5	11	15%
Poor relationships with managers/ colleagues	1	1	0	0	1	3	4%
Travelling difficulties	0	1	0	0	2	3	4%
Other	4	13	2	3	4	26	36%
<b>Number of exit interviews conducted</b>	<b>13</b>	<b>30</b>	<b>2</b>	<b>8</b>	<b>20</b>	<b>73</b>	
<b>Total no of leavers per resource eligible for an exit interview</b>	<b>51</b>	<b>57</b>	<b>5</b>	<b>14</b>	<b>45</b>	<b>172</b>	
<b>% of leavers interviewed</b>	<b>25</b>	<b>53</b>	<b>40</b>	<b>57</b>	<b>44</b>	<b>42</b>	

## Exit Interviews (Sep-Nov 2020)

<b>Number of exit interviews conducted</b>	<b>10</b>	<b>15</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>32</b>	
<b>Total no of leavers per resource eligible for an exit interview</b>	<b>41</b>	<b>37</b>	<b>4</b>	<b>6</b>	<b>24</b>	<b>112</b>	
<b>% of leavers interviewed</b>	<b>24</b>	<b>41</b>	<b>25</b>	<b>33</b>	<b>17</b>	<b>29</b>	

\* Note these totals include temporary employees

September - November 2021	Number of leavers		Replace Employee		Filling on a temp basis		Plan to transfer this budget to another		End of fixed term post		Leave vacant pending savings or		Plan to remove for savings	
Resource	Total FTE*	Total H/C**	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C
Community & Enterprise	103.68	166	88.41	150	0.00	0	0.00	0	15.27	16	0.00	0	0.00	0
Education	94.52	120	92.52	117	0.00	0	0.00	0	0.00	0	2.00	3	0.00	0
Finance & Corporate	15.91	22	14.91	21	0.00	0	0.00	0	0.00	0	0.00	0	1.00	1
Housing & Technical	26.20	29	25.20	28	0.00	0	0.00	0	0.00	0	0.00	0	1.00	1
Social Work	72.80	95	70.49	92	0.00	0	0.00	0	1.00	1	1.31	2	0.00	0
<b>Total</b>	<b>313.12</b>	<b>432</b>	<b>291.54</b>	<b>408</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>16.27</b>	<b>17</b>	<b>3.31</b>	<b>5</b>	<b>2.00</b>	<b>2</b>

\* Full time equivalent

\*\* Head count/number of employees

# **RECRUITMENT MONITORING** **Analysis of Gender, Disability, Ethnicity and Age**

FROM : 1 September - 31 September 2021

Total Number of applications received:	<b>3486</b>
Total Number of Equal Opportunities Monitoring forms received:	<b>3423</b>
Total Number of posts recruited for:	<b>754</b>
Total Number of appointments:	<b>585</b>

Gender / Disability / Age						
	Applied	Interviewed	Appointed	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed
Total EO Forms Received	3423	1476	546	43%	16%	37%
Total No of Male Applicants	1013	359	113	35%	11%	31%
Total No of Female Applicants	2403	1116	426	46%	18%	38%
Total No of Disabled Applicants	128	66	22	52%	17%	33%
Total No of applicants aged under 50	2816	1197	448	43%	16%	37%
Total No of applicants aged over 50	552	246	85	45%	15%	35%
Total No of White applicants	3253	1421	526	44%	16%	37%
Total No of Black/Ethnic minority applicants*	125	34	8	27%	6%	24%
Total No of Veteran applicants	43	24	0	56%	0%	0%

\*Black/Ethnic Minority applicants includes Mixed, Asian, Black and other backgrounds.

From : 1 November 2020 - 30 November 2020

Total Number of applications received:	<b>3121</b>
Total Number of Equal Opportunities Monitoring forms received:	<b>3092</b>
Total Number of posts recruited for:	<b>210</b>
Total Number of appointments:	<b>458</b>

Gender / Disability / Age						
	Applied	Interviewed	Appointed	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed
Total EO Forms Received	3104	1257	436	40%	14%	35%
Total No of Male Applicants	1437	570	125	40%	9%	22%
Total No of Female Applicants	1639	683	308	42%	19%	45%
Total No of Disabled Applicants	182	79	16	43%	9%	20%
Total No of applicants aged under 50	2639	1093	387	41%	15%	35%
Total No of applicants aged over 50	423	157	47	37%	11%	30%
Total No of White applicants	2916	1215	419	42%	14%	34%
Total No of Black/Ethnic minority applicants*	108	28	13	26%	12%	46%
Total No of Veteran applicants	0	0	0	0%	0%	0%

\*Black/Ethnic Minority applicants includes Mixed, Asian, Black and other backgrounds.

\*Black/Ethnic Minority applicants includes Mixed, Asian, Black and other backgrounds.

### QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 11 September 2021

#### Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent									
	Total	Male		Female		Salary Band									
		F/T	P/T	F/T	P/T	Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
Community & Enterprise Resources	3225	1330	229	196	1470	2264.44	1.00	1553.38	409.85	232.16	46.05	17.00	4.00	1.00	0.00
Education - Others	3105	144	89	617	2255	2271.32	1.00	1135.14	867.25	135.36	51.64	12.60	4.00	61.53	2.80
Education - Teachers	3910	700	69	2347	794	3574.60	0.00	0.00	0.00	0.00	0.00	1.00	0.00	5.60	3568.00
Finance & Corporate Resources	859	199	16	355	289	763.04	2.00	123.67	333.31	217.31	55.45	25.30	6.00	0.00	0.00
Housing & Technical	1321	850	26	318	127	1264.79	1.00	222.75	638.30	361.14	29.60	10.00	2.00	0.00	0.00
Social Work Resources	2730	217	191	997	1325	2368.06	1.00	1204.88	561.26	546.92	25.00	27.00	2.00	0.00	0.00
						0									
						8931.65	(excluding Teachers)								
<b>Total All Staff</b>	<b>15150</b>	<b>3440</b>	<b>620</b>	<b>4830</b>	<b>6260</b>	<b>12506.25</b>	<b>6.00</b>	<b>4239.82</b>	<b>2809.97</b>	<b>1492.89</b>	<b>207.74</b>	<b>92.90</b>	<b>18.00</b>	<b>68.13</b>	<b>3570.80</b>

### QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 12 June 2021

#### Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent									
	Total	Male		Female		Salary Band									
		F/T	P/T	F/T	P/T	Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
Community & Enterprise Resources	3282	1344	244	191	1503	2298.44	1.00	1584.83	405.87	234.69	48.05	15.00	4.00	5.00	0.00
Education - Others	3082	146	86	614	2236	2244.44	1.00	1123.95	850.01	138.81	51.64	12.60	4.00	58.63	3.80
Education - Teachers	3835	681	70	2308	776	2506.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	4.60	2500.40
Finance & Corporate Resources	866	204	13	365	284	771.40	2.00	121.76	337.32	223.28	54.74	25.30	6.00	1.00	0.00
Housing & Technical	1315	843	25	318	129	1259.50	1.00	212.56	639.60	362.88	31.46	10.00	2.00	0.00	0.00
Social Work Resources	2754	208	194	998	1354	2389.67	0.00	1233.82	562.85	541.00	23.00	27.00	2.00	0.00	0.00
						0									
						8963.45	(excluding Teachers)								
<b>Total All Staff</b>	<b>15134</b>	<b>3426</b>	<b>632</b>	<b>4794</b>	<b>6282</b>	<b>11469.45</b>	<b>5.00</b>	<b>4276.92</b>	<b>2795.65</b>	<b>1500.66</b>	<b>208.89</b>	<b>90.90</b>	<b>18.00</b>	<b>69.23</b>	<b>2504.20</b>



# Report

9

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>9 February 2022</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Treasury Management Activity – Third Quarter Review</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:

- ◆ provide a third quarter review of Treasury Management Activity for 2021/2022

## 2. Recommendation(s)

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

- (1) that the contents of this report be noted.

## 3. Background

3.1 In order to provide members with information on the Council's Treasury Management activities, a quarterly report is presented to this Committee. This report covers the period 1 April 2021 to 31 December 2021.

## 4. Market Performance

- 4.1. After the Bank of England left the base rate unchanged at 0.75% in January 2020, the onset of the coronavirus epidemic in March of that year resulted in two emergency cuts, first to 0.25% and then to 0.10%.
- 4.2. In December 2021, the Bank of England announced a 0.15% increase in its base rate from 0.10% to 0.25%. As at 31 December, the base rate was 0.25% and the Bank of England Asset Purchase Programme (commonly referred to as its policy of quantitative easing) was £895 billion.
- 4.3. The Council's Treasury Management Advisers are predicting no further changes in the UK Base Rate during the remainder of 2021/2022 but are forecasting an increase to 0.50% in early 2022/2023 and a further increase to 0.75% in late 2022/2023.

## 5. Debt Management and Borrowing Strategy

- 5.1. The Council began the year with debt of £1,005.540 million with fixed rate loans from the Public Works Loans Board (PWLB) making up 99.15% of the debt.
- 5.2. Table 1 shows the movement in borrowing from 1 April 2021 to 31 December 2021. Short term borrowing reflects borrowing which will mature in the coming year, or where the debt can be recalled in the coming year.

**Table 1 – Movement in Borrowing to 31 December 2021**

	Balance as at 01/04/2021 £m	New Borrowing £m	Debt Maturing £m	Debt Repaid £m	Balance as at 31/12/2021 £m	Increase/ Decrease in Borrowing £m
Short Term Borrowing	40.954	7.000	(46.377)	0.00	1.577	(39.377)
Long Term Borrowing	964.586	0.000	0.00	0.00	964.586	0.000
<b>TOTAL BORROWING</b>	<b>1,005.540</b>	<b>7.000</b>	<b>(46.377)</b>	<b>0.00</b>	<b>966.163</b>	<b>(39.377)</b>

- 5.3. In 2012/2013, HM Treasury introduced a “certainty rate” to enable eligible local authorities to access cheaper PWLB funding, with a 20 basis point (0.20%) reduction on the standard rate. South Lanarkshire Council has access to this reduced rate.
- 5.4. The Council has an expected borrowing requirement of £203.195 million during 2021/2022.
- 5.5. The Executive Director (Finance and Corporate Resources), under delegated powers, will take the most appropriate form of borrowing depending on the prevailing interest rates at the time, taking into consideration the differential between investment earnings and debt costs that remains high.
- 5.6. No long term borrowing has been taken so far in the current financial year. Instead, cash balances have been used to fund capital spend. Borrowing to replace these balances will be required going forward.
- 5.7. Between 26 November and 10 December, £7 million of short-term borrowing was taken in order to manage cash flow requirements.

## **6. Investment Activity**

- 6.1. On a daily basis, the Treasury Management section within Finance and Corporate Resources manages the Council’s cash balances. These balances can result from day to day cash flow situations where income has been received before expenditure has taken place, and from the balances held in earmarked reserves for use at a later date. It is the responsibility of the section to manage these funds. The primary consideration when making deposits is the security of funds. Secondary to this, consideration is given to ensuring we have access to funds when necessary, and that these funds are working as well as they can for the Council.
- 6.2. The Prudential Indicators, Treasury Management Strategy and Annual Investment Strategy Report for 2021/2022 was approved by South Lanarkshire Council on 10 March 2021. This included details of permitted investments for the Council.
- 6.3. Prior to depositing funds with any bank or building society, checks are made with the Council’s treasury adviser, Link Asset Services, that the institution is considered safe and that any deposit conforms to their recommended time duration as determined by their Rating Methodology. This methodology uses credit ratings, rating watches and outlooks and credit default swap (CDS) prices to establish a suggested time duration for deposits.

- 6.4. Deposits made in the period 1 April 2021 to 31 December 2021 totalled £1,070.075 million . This is the cumulative deposits placed over this period. This is broken down per sector and institution in Table 2. 52.38% of these deposits were made in the UK Government through the Debt Management Office (DMO) deposit facility.
- 6.5. In order to manage their cash flow over the short term, local authorities, as part of normal treasury management activity, will place money on deposit with other local authorities. Deposits placed with other local authorities account for 17.19% of deposits with the remaining 30.43% placed in call accounts with Bank of Scotland and The Royal Bank of Scotland.
- 6.6. Deposits in the UK Government are considered to be the most secure and this is reflected in the low interest rate for deposits in the DMO.

**Table 2 – Investment Activity 1 April 2021 to 31 December 2021**

<b>Counterparty</b>	<b>Deposit Totals (£m)</b>	<b>% of Total Deposits</b>	<b>Average Interest Rate</b>
<b>Deposits in UK Government</b>			
Debt Management Account Deposit Facility	560.500	52.38%	0.01%
<b>Total Deposits in UK Government</b>	<b>560.500</b>	<b>52.38%</b>	<b>0.01%</b>
<b>Deposits in UK Local Authorities</b>	<b>184.000</b>	<b>17.19%</b>	<b>0.04%</b>
<b>Deposits in UK Banks and Building Societies:</b>			
Bank of Scotland	91.550	8.56%	0.05%
Royal Bank of Scotland	234.025	21.87%	0.01%
<b>Total Deposits in UK Banks and Building Societies</b>	<b>325.575</b>	<b>30.43%</b>	<b>0.02%</b>
<b>Total Deposits 01/04/2021 to 31/12/2021</b>	<b>1,070.075</b>	<b>100.00%</b>	<b>0.02%</b>

- 6.7. The average interest rates achieved from the deposits are also shown in Table 2. As the base interest rate has been at, or below, 0.75% since March 2009, interest rates achievable for deposits remain low.
- 6.8. Actual deposits as at 31 December 2021 totalled £111.900m.

## **7. Management of Risk**

- 7.1. It is recognised that no Treasury Management activity is without risk and practices are put in place in order to limit risk. As noted in section 6.2, the Treasury Management Strategy was approved in March 2021 and set a framework for Treasury Management activities in 2021/2022. It also set limits on debt and investments in order to mitigate risks.
- 7.2. The Annual Investment Strategy for 2021/2022, also approved in March 2021, included details on how risk would be managed for all permitted investments. This included criteria for placing deposits with the Debt Management Office (DMO), UK Local Authorities, Banks and Building Societies and Money Market Funds.

- 7.3. Part of the criteria for counterparties is meeting minimum credit ratings with the three main rating agencies. A credit rating evaluates the credit worthiness of an organisation. It is an evaluation made by a credit rating agency of the organisation's ability to pay back the debt and the likelihood of default.
- 7.4. Tables 3 to 5 show a breakdown of deposits with details of the credit ratings of banks and building societies used from 1 April 2021 to 31 December 2021. Deposits with the DMO are with the UK Government and so have a rating equivalent to the UK's sovereign rating. Deposits with local authorities are considered to be of very high credit quality.

**Table 3 – Fitch Ratings**

Long Term Rating	Short Term Rating	Deposits Totals	Percentage of Total Deposits
Deposits with DMO / UK Government (AA-)		560.500m	52.38%
Deposits with Local Authorities		184.000m	17.19%
A+	F1	325.575m	30.43%
<b>Total</b>		<b>1,070.075m</b>	<b>100.00%</b>

**Table 4 – Moody's Ratings**

Long Term Rating	Short Term Rating	Deposits Totals	Percentage of Total Deposits
Deposits with DMO / UK Government (Aa3)		560.500m	52.38%
Deposits with Local Authorities		184.000m	17.19%
A1	P-1	325.575m	30.43%
<b>Total</b>		<b>1,070.075m</b>	<b>100.00%</b>

**Table 5 – Standard and Poor's Ratings**

Long Term Rating	Short Term Rating	Deposits Totals	Percentage of Total Deposits
Deposits with DMO / UK Government (AA)		560.500m	52.38%
Deposits with Local Authorities		184.000m	17.19%
A+	A-1	91.550m	8.56%
A	A-1	234.025m	21.87%
<b>Total</b>		<b>1,070.075m</b>	<b>100.00%</b>

- 7.5. The tables above show that 69.57% of deposits were made with counterparties of very high credit quality (DMO / UK Government and other local authorities).
- 7.6. The remaining deposits were in instant access accounts with The Royal Bank of Scotland and Bank of Scotland.
- 7.7. The graph at Appendix 1 shows the duration of deposits made from 1 April 2021 to 31 December 2021. The graph shows that, since 1 April 2021, all deposits have been made for 1 year or less. The maximum maturity period of 326 days was for a deposit of £10.000 million.

## 8. Next Quarter Investment Plans

- 8.1. The current investment framework will be continued in the next quarter. Deposits will continue to be placed with the institutions where their ratings are consistent with the Council's approved criteria. Deposits will also continue to be placed with the DMO and UK local authorities.
- 8.2. Treasury Bills will be used when they return a higher yield than deposits in the DMO for the same, very low risk.
- 8.3. Deposits may also be placed with selected Money Market Funds that meet the Council's approved criteria.
- 8.4. We will continue to work with our Treasury Management Advisers, Link, to ensure we gain all information available on counterparties before any deposits are made.

## 9. Treasury Management Indicators

- 9.1. The purpose of these indicators is to contain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of an adverse movement in interest rates. However, if these are set to restrictive limits, they will impair the opportunities to reduce costs/improve performance. The indicators are detailed in sections 9.2 to 9.5.
- 9.2. **Limits for External Debt:** The operational and authorised limits for external debt for 2021/2022 were set in the Prudential Indicators, Treasury Management Strategy and Annual Investment Strategy 2021/2022 approved by South Lanarkshire Council on 10 March 2021. These are shown in Table 6, along with a column showing the difference between the actual debt level and the limits (headroom).

**Table 6 – Limits for External Debt**

	Estimate as per 2021/22 Strategy	Minimum Headroom to Limits in period	Headroom as at 31/12/2021
	£m	£m	£m
Operational Limit for external debt	1,340.000	334.460	373.837
Authorised Limit for external debt	1,360.000	354.460	393.837

- 9.3. The indicator shows that we have not breached the operational and authorised limits to 31 December 2021. There has been a minimum level of headroom of £393.837 million between actual and authorised level for external debt in the period to 31 December 2021.
- 9.4. **Limits on Maturity Structure:** By setting limits on the maturity structure of borrowing, the exposure to large concentrations of debt needing to be replaced at the same time in the future at currently unknown rates can be limited. This effectively places a limit on exposure to longer term interest rate movement. This is shown in Table 7.

**Table 7 – Limits on Maturity Structure**

<b>Maturity Structure of Borrowing</b>				
	<b>Upper Limit</b>	<b>Lower Limit</b>	<b>Maximum for period to 31/12/21</b>	<b>Actuals as at 31/12/21</b>
Under 12 months	30%	0%	4.07%	0.16%
12 months and 24 months	30%	0%	4.54%	4.54%
24 months and 5 years	50%	0%	12.20%	12.20%
5 years and 10 years	60%	0%	35.41%	35.41%
10 years and 20 years	60%	0%	12.42%	12.42%
20 years and 30 years	70%	0%	0.05%	0.05%
30 years and 40 years	80%	0%	35.22%	35.22%
40 years and 50 years	90%	0%	0.00%	0.00%
50 years and above	90%	0%	0.00%	0.00%

- 9.5. The indicator shows that the upper limits for all maturity profiles have not been breached to 31 December 2021.

#### **10. Provision of Banking Services**

- 10.1. The Council currently has a contract for the provision of banking services with Royal Bank of Scotland plc that expires on 31 March 2022. This is an essential service for the Council and any disruption to this service would present a significant risk.
- 10.2. During 2021, an open tender process was carried out for banking services. As a result of this process, Royal Bank of Scotland plc were awarded the contract for banking services for the period 1 April 2022 to 31 March 2029.

#### **11. Employee Implications**

- 11.1. There are no employee implications.

#### **12. Financial Implications**

- 12.1. The current rate of interest receivable remains low.
- 12.2. Any deposit interest received offsets Loan Charges made to the Council's Revenue budget. The level of deposit interest factored into the Council's budget is minimal, therefore the low level of interest received will have no impact on existing budgets.
- 12.3. The costs of borrowing for capital expenditure have been built into the long term Revenue Budget Strategy.

#### **13. Climate Change, Sustainability and Environmental Implications**

- 13.1. There are no implications for climate change or sustainability in terms of the information contained in this report.
- 13.2. There is also no requirement to carry out an environmental impact assessment in terms of the information contained within this report.

#### **14. Other Implications (Including Environmental and Risk Issues)**

- 14.1. Section 7 of this report provides details of how investment risk is managed.

#### **15. Equality Impact Assessment and Consultation Arrangements**

- 15.1. 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.

15.2. There is no requirement to carry out any consultation in terms of the information provided in this report.

**Paul Manning**

**Executive Director (Finance and Corporate Resources)**

1 January 2022

**Link(s) to Council Values/Ambitions/Objectives**

- ♦ Accountable, effective, efficient and transparent

**Previous References**

- ♦ Prudential Indicators, Treasury Management Strategy and Annual Investment Strategy 2021/2022, South Lanarkshire Council, 10 March 2021
- ♦ Treasury Management Activity – First Quarter Review, Finance and Corporate Resources Committee, 1 September 2021
- ♦ Treasury Management Activity – Second Quarter Review, Finance and Corporate Resources Committee, 10 November 2021

**List of Background Papers**

- ♦ None

**Contact for Further Information**

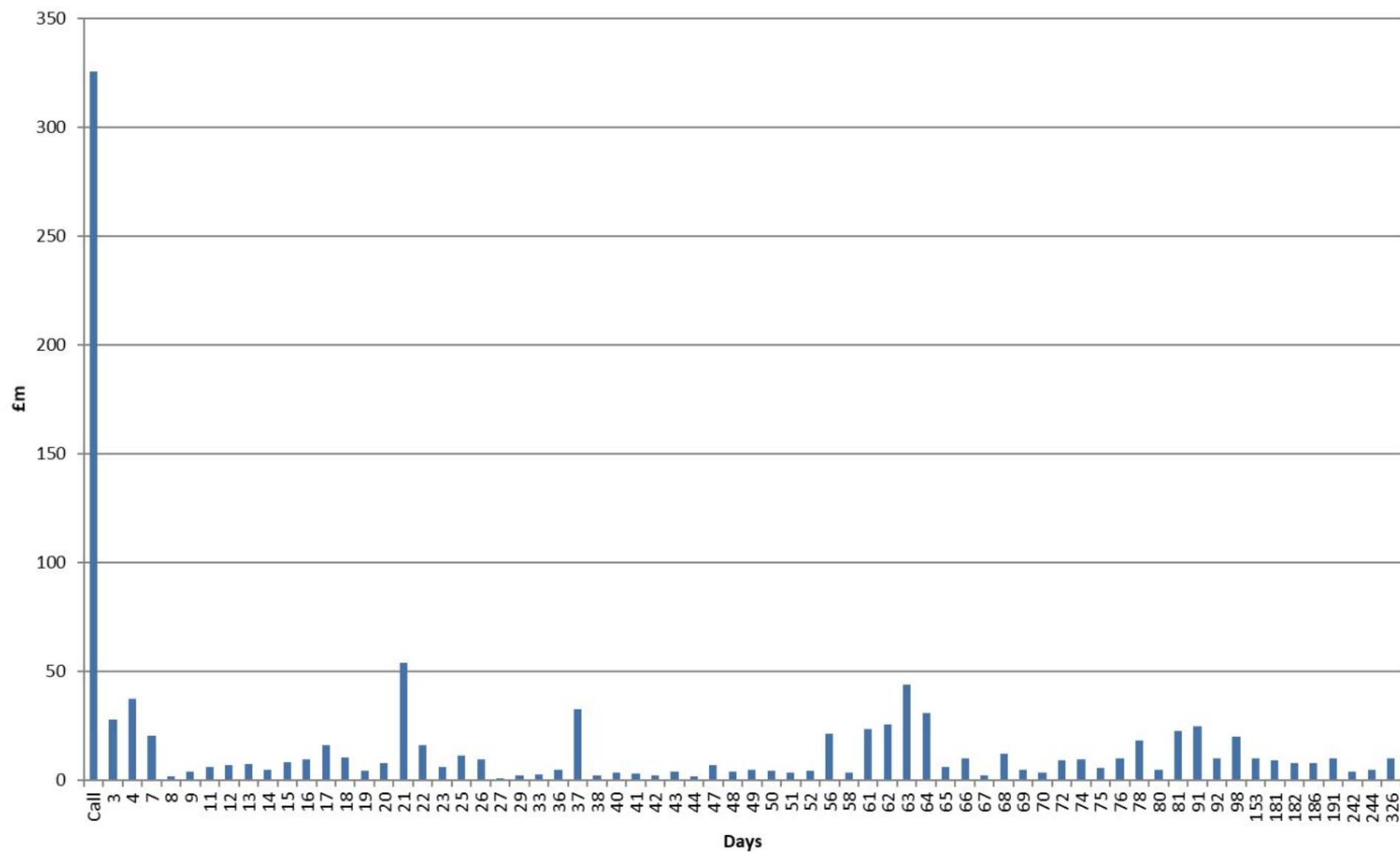
If you would like to inspect the background papers or want further information, please contact:-

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## Maturity of Deposits Placed 1 April 2021 - 31 December 2021





# Report

10

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>9 February 2022</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Revenue Collection and Approval for Write Offs</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to: -

- ◆ advise Committee of Revenue Collection performance for financial year 2021/2022 to 31 December 2021
- ◆ advise Committee of the latest position regarding the Business Rates Incentivisation Scheme (BRIS)
- ◆ seek approval for write offs

## 2. Recommendation(s)

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

- (1) that performance in the collection of revenue be noted;
- (2) that the current position in respect of BRIS be noted; and
- (3) that write offs for the following be approved:-
 

◆ Council Tax	£327,022.59
◆ Non-Domestic Rates	£650,244.64
◆ BID Levy	£3,551.94
◆ Sundry Debt	£166,174.83
◆ Housing Rent and associated charges	£203,017.80
◆ Rent for Homeless Accommodation	£2,741,202.31

## 3. Background

3.1. Responsibility for the collection of Council Tax, Non-Domestic Rates (NDR) and Sundry Debt is the responsibility of Finance and Corporate Resources. This report and the attached appendix provide information on collection performance and proposals for write off.

## 4. Current Collection Performance

4.1. The first table in Appendix 1 presents the collection performance for Council Tax, NDR and Sundry Debts for financial year 2021/2022.

4.2. The annual Council Tax collection target for 2021/2022 has been set at 94.0%. Council Tax collection is currently 88.09%, ahead of target by 1.11% and ahead of comparable performance in 2020/2021 by 1.21%.

- 4.3. Council Tax performance is now reported nationally on a “line by line” basis, which adjusts for the impact of Scottish Water billing and collection. For information, the equivalent level of Council Tax collection for 2021/2022 when Scottish Water debts are removed is 88.73%, ahead of comparable performance achieved in 2020/2021 by 1.28%.
- 4.4. A Non-Domestic Rates (NDR) collection target of 96.0% has been set for 2021/2022. NDR collection is currently 72.8%, equal to the current target and ahead of comparable performance in 2020/2021 by 6.6%.
- 4.5. The 2021/2022 annual target for Sundry Debt collection has been set at 92.0%. Sundry Debt collection to 31 December 2021 was 96.3%, ahead of target by 4.3% but behind comparable performance in 2020/2021 by 1.1%.

## **5. Arrears Collection Performance**

- 5.1. Arrears collection performance for Council Tax, NDR and Sundry Debt is presented in the second table of Appendix 1.
- 5.2. The 2021/2022 arrears annual target for Council Tax has been set at £3.200 million, with collection to 31 December 2021 of £3.469 million, ahead of target by £0.564 million (17.6%) and ahead of comparable performance in 2020/2021 by £1.125 million.
- 5.3. The 2021/2022 arrears target for NDR has been set at £6.000 million, with collection to 31 December 2021 of £6.703 million, ahead of target by £0.824 million (13.7%) and ahead of comparable performance in 2020/2021 by £6.151 million. The high arrears collection is directly related to a higher value of additions made to the valuation roll by the Assessor in March 2021.
- 5.4. The 2021/2022 arrears target for Sundry Debt has been set at £9.447 million, with collection to 31 December 2021 of £7.714 million, behind target by £0.033 million (0.3%) but ahead of comparable performance in 2020/2021 by 1.0%.

## **6. Business Rates Incentivisation Scheme**

- 6.1. The Business Rates Incentivisation Scheme (BRIS) is a Scottish Government initiative to incentivise growth of the local business tax base, with a view to increasing NDR income yields.
- 6.2. The Scottish Government sets annual targets for growth (buoyancy) and councils who achieve their target retain 50% of the additional income generated above the target. The buoyancy target is a measure of the increase in the total rateable value of the non-domestic properties on the Valuation Roll (including certain categories of public undertakings).
- 6.3. As previously advised to Committee, the Scottish Government confirmed that the scheme has been suspended for both 2020/2021 and 2021/2022 due to the impact of Covid-19.

## **7. Proposals for Write Off**

- 7.1. Approval for write off of the following irrecoverable debts is requested from Committee. The Council has the power to write off accounts where the debtor is deceased, sequestrated, in liquidation or the debt is prescribed or where the debt is deemed uneconomical to pursue.

- 7.2. The proposed write off of Council Tax accounts dating from 1993/1994 to 2021/2022 totals £327,022.59, relating mainly to prescribed debt, sequestrations and estates of the deceased.
- 7.3. The value of accounts currently marked for write off in the Non-Domestic Rates system from rating years 2019/2020 to 2021/2022 totals £650,244.64. These debts are deemed to be irrecoverable because the debtor is in liquidation, has ceased trading or has been sequestered.
- 7.4. Approval is sought for the write off of Business Improvement District (BID) Levies totalling £3,551.94, administered by the Council on behalf of the Hamilton, Carluke and Lanark BID companies. There is no financial impact on the Council for these write offs.
- 7.5. Following consultation and agreement with Resources, the proposed write off of Sundry Debt totals £166,174.83.
- 7.6. Approval is sought for the write off of former tenant rent arrears of £124,340.48, factoring arrears of £336.63 and Housing Benefit Overpayments of £78,340.69.
- 7.7. Approval is sought for the write off of arrears for former occupants of homeless temporary accommodation of £2,741,202.31. The value of the proposed write-off is fully provided for by Housing Services with further write-offs expected as outstanding accounts continue to be reviewed.
- 7.8. A full list of all debts proposed for write off is held by the Executive Director (Finance and Corporate Resources).
- 8. Employee Implications**
- 8.1. None.
- 9. Financial Implications**
- 9.1. Provision has been made for the financial impact of all write offs.
- 10. Climate Change, Sustainability and Environmental Implications**
- 10.1. There are no direct climate change, sustainability and natural environment implications arising from this report.
- 11. Other Implications**
- 11.1. The main risk associated with the Council's revenue collection is a failure to monitor collection rates and take effective corrective action where required, resulting in a significant reduction in collection performance and Council funding. The risk is managed through monthly performance reporting and review of performance at monthly Senior Management Meetings.
- 12. Equalities Impact Assessment and Consultation Arrangements**
- 12.1. There is no requirement to carry out an impact assessment in terms of the proposals within this report.
- 12.2. There is no requirement to undertake any consultation in relation to the content of this report.

**Paul Manning**  
**Executive Director (Finance and Corporate Resources)**

19 January 2022

**Link(s) to Council Values/Ambitions/Objectives**

- ◆ Accountable, effective, efficient and transparent
- ◆ Ambitious, self-aware and improving

**Previous References**

- ◆ Finance and Corporate Resources Committee - 10 November 2021

**List of Background Papers**

- ◆ System Reports from Council Tax, Non-Domestic Rates, Sundry Debt and Academy Housing

**Contact for Further Information**

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

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**SOUTH LANARKSHIRE COUNCIL**  
**REVENUES COLLECTION**  
**FOR PERIOD ENDING 31 DECEMBER 2021**

	<b>Annual Cash Budget £000's</b>	<b>Budget Target to 31/12/21 £000's</b>	<b>Actual to 31/12/21 £000's</b>	<b>Variance to 31/12/21 £000's</b>		<b>% Variance to annual budget</b>	<b>Notes</b>
<b>FINANCIAL YEAR 2021/2022</b>							
Council Tax	137,321	127,066	128,680	1,614	over	1.11%	
Non-Domestic Rates	315,747	239,442	239,469	28	-	0.0%	
Sundry Debt	113,579	113,579	118,935	5,356	over	4.3%	
<b>ARREARS</b>							
Council Tax	3,200	2,905	3,469	564	over	17.6%	
Non-Domestic Rates	6,000	5,879	6,703	824	over	13.7%	
Sundry Debt	9,447	7,747	7,714	(33)	under	-0.3%	



# **Report**

**11**

**Report to:** Finance and Corporate Resources Committee  
**Date:** 9 February 2022  
**Prepared by:** Executive Director (Finance and Corporate Resources)

**Subject:** Procurement Service – Establishment

## **1. Purpose of the report**

1.1. The purpose of the report is to:-

- ◆ update the Committee on the reasons for increased workload within Procurement
- ◆ seek approval for additional establishment to address this and identified workforce planning issues

## **2. Recommendations**

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

- (1) that the need to increase the resources available to support the procurement activity for Education Resources and City Deal be noted; and
- (2) that the proposal to increase the Procurement establishment within Finance and Corporate Resources by 2 FTE Procurement Officer posts as detailed in Section 5 be approved.

## **3. Background**

3.1. The Council operates a largely centralised Procurement function deliver the following core functions:-

- ◆ assisting Resources with scoping procurement requirements
- ◆ identification of the routes to market
- ◆ managing the delivery of tenders covering initial publication, responding to clarifications from potential bidders, assessing bids and contract award
- ◆ compliance with procurement regulations and standing orders on contracts
- ◆ reporting to the relevant committees on contracts awarded
- ◆ delivery of the Council's procurement strategy and reporting requirements

3.2. The current workload of the Procurement team is considerable. For the period April to September 2021 a total of 88 awards over £50,000 were made, in comparison to 61 in for the same period both in 2020 and 2019 representing an increase of 44%. This increase stems from:-

- ◆ significant delays to procurement activity in 2020/2021 because of COVID-19 resulting in a marked increase in the volume of activity in 2021/2022
- ◆ increase in the procurement requirements from Resources resulting from wider strategic projects (e.g., City Deal, regeneration projects and Education Resources)

- 3.3. The service has also seen increased staff turnover during 2021 resulting in a loss of experienced staff. This has added to the service pressures and is a challenge being experienced across many public sector procurement teams.
- 3.4. Recruitment has focussed heavily on bringing in new graduates to build greater levels of long-term resilience in the team and because of the challenges in recruiting experienced public sector procurement professionals. As a result, there is a significant training and development programme now in place to develop the appropriate skills and experience across the team.
- 3.5. Additional resources were brought in during 2021/2022 to deliver the procurement workload comprising a secondment from Scotland Excel for an initial 12-month period and a small number of projects are being delivered by them directly.
- 3.6. Despite this activity, there remains a need to identify additional resources to support Education Resources with their significant procurement requirements and to support City Deal projects and community benefits. This need has been compounded by the loss of some experienced staff.

#### **4. Additional Posts**

- 4.1. There is a requirement to bring in 2 additional Procurement Officer posts to the Procurement team structure.
- 4.2. Education Resources
  - 4.2.1 The provision of significant Scottish Government funding to schools (i.e., Pupil Equity Fund and Scottish Attainment Challenge Fund) resulted in an increase in the procurement requirements of Education Resources as schools identified a wide range of new commodities and services to procure. This requires a significantly greater level of resources to be allocated to co-ordinating the procurement requirements, identifying new routes to market, creating and maintaining procurement frameworks and conducting many more tender award processes.
  - 4.2.2 In addition, the more recent change to the delivery of the Early Years Service with the provision of 1,140 hours has seen the introduction of a long new term Procured Service Arrangement (PSA) supported by the Procurement team. Beyond their initial set-up PSA's require ongoing management and support to allow for new entrants and for mini competitions to be completed.
  - 4.2.3 The cumulative increase in the levels of resourcing required to support the procurement activity of Education Resources requires one post to be allocated to entirely support the procurement work described above.
- 4.3. City Deal
  - 4.3.1 The Procurement team has supported for several years the tendering requirements for City Deal projects with Community and Enterprise Resources and Housing and Technical Resources. This procurement work has ensured the delivery of significant infrastructure improvements in South Lanarkshire.
  - 4.3.2 A further strand of the work to support City Deal has focussed on the delivery of community benefits. Previous City Deal projects have delivered community benefits for residents (e.g. training and employability opportunities and local supply chain sub-contracts).



4.3.3 The Council is using a dedicated system for monitoring and reporting on the delivery of City Deal community benefits called Cenefits. This approach requires a dedicated resource to ensure full use can be made of the systems benefits. This resource would also benefit the use of Cenefits for other Council contracts.

4.3.4 The provision of a dedicated resource to deliver the arrangements for the monitoring and reporting of community benefits would also support the delivery of the Council's Community Wealth Building Strategy.

## **5. Employee Implications**

5.1. It is proposed that the following posts are added to the establishment of the Procurement team on a permanent basis as detailed below:-

Post title	Number of posts	Grade / SCP	Hourly Rate	Annual salary (excluding on-costs)	Gross salary (including on-costs 30.3%)	Total
Procurement officer	2	G3 Level 2 - 4	£18.44 to £21.46	£33,651.16 - £39,162.35	£43,847.46 - £51,028.54	£87,694.92 - £102,057.08

These posts have been evaluated using the Council's grading scheme.

## **6. Financial Implications**

6.1. The costs of the two posts will be met from existing budgets within Education Resources and City Deal. Any reduction in these funding streams in the future will be managed through employee turnover. Allowing for a period for recruitment it is anticipated the additional costs will commence from April 2022.

## **7. Climate Change, Sustainability and Environmental Implications**

7.1. There are no climate change, sustainability or environmental implications arising from the information presented in this report.

## **8. Other Implications**

8.1. There is a risk the procurement requirements for Education Resources will not be fully delivered and community benefits will not be fully realised should additional resources not be secured.

8.2. The provision of additional resource to the delivery of community benefits should improve local communities.

## **9. Equality Impact Assessment and Consultation Arrangements**

9.1. There is no requirement to carry out an equality impact assessment in terms of the proposals contained within this report.

9.2. 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)**

12 January 2022

**Link(s) to Council Values/Ambitions/Objectives**

- ◆ Accountable, effective, efficient and transparent

**Previous References**

- ◆ None

**List of Background Papers**

- ◆ None

**Contact for Further Information**

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

Craig Fergusson, Head of Finance (Transactions)

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E-mail: [craig.fergusson@southlanarkshire.gov.uk](mailto:craig.fergusson@southlanarkshire.gov.uk)

# Report

12

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>9 February 2022</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Creation of Development Officer (Trauma Informed Practice) Post</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to -

- ◆ seek approval to create a fixed term Development Officer post to take forward the Transforming Psychological Trauma agenda for a 23 month period

## 2. Recommendation(s)

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

- (1) that 1 FTE post of Development Officer be added to the Learning and Development establishment of Finance and Corporate Resources for a fixed term period of 23 months as detailed in section 6 below.

## 3. Background

- 3.1. The occurrence of psychological trauma is common place in Scotland and its effects are wide ranging, substantial, long lasting and costly to individuals and communities. However, services underpinned by trauma informed practice can mitigate these and support the resilience and recovery of people affected by trauma.
- 3.2. As a result, it is the Scottish Government's ambition that all employers, including local authorities, ensure that all aspects of service provision are trauma informed and responsive to both its employees and customers/service users.
- 3.3. To support employers achieve this, the *Transforming Psychological Trauma: A Knowledge and Skills Framework for the Scottish Workforce* has been developed. Supported by NHS Education Scotland (NES), COSLA and the Improvement Service, the framework details the required knowledge and skills for each part of the workforce, has a focus on staff wellbeing and provides guidance on taking a trauma informed lens to service provision.
- 3.4. Scottish Government has also made available additional funding to support this work. For financial year 2021/2022 each local authority has received £50,000. Subject to Scottish Parliament budget approval, the Council will receive a further £50,000 in year 2022/2023. This represents a total of £100,000 additional funding.

#### **4. Trauma informed Practice in South Lanarkshire**

- 4.1. The Council has 'signed' the Leadership Pledge of Support and is committed to embedding trauma informed principles and practice. Ian Beattie, Head of Service and Lindsay Hall, Learning and Development Advisors have been identified as Trauma Champions and links have been made with the national Trauma Champions Network and the Pan Lanarkshire Trauma Steering Group.
- 4.2. Trauma informed practice is on the agenda of each Resource Learning and Workforce Development Board. A South Lanarkshire Trauma Steering Group has also been established to oversee and coordinate development and implementation. Chaired by Ian Beattie, the following bodies and services are represented on this Group:-
- ◆ each of the Resource Boards
  - ◆ Personnel, Communications, Estates and Psychological Services
  - ◆ Public Protection Committee, Alcohol and Drug Partnership and NHS
  - ◆ Trade Unions

Discussions are underway regarding third sector representation.

Integral to the Steering Group is recognition of the scale and scope of trauma informed practice already happening in South Lanarkshire and ensuring further development and implementation complements and strengthens this.

#### **5. Post of Development Officer (Trauma Informed Practice)**

- 5.1. Due to the scale of the task, the Steering Group judges the most effective use of the additional funding is the creation of a 2 year fixed term FTE Development Officer post which would be added to the establishment in the Learning and Development Service within Personnel Services.
- 5.2. It's primary task will be to coordinate the implementation of trauma informed practice across South Lanarkshire. This will include the following responsibilities and activities:-
- ◆ with support from the existing trauma champions and the South Lanarkshire Trauma Steering Group, develop a strategic action plan to support the implementation of trauma informed practice
  - ◆ to work with the Resource Learning and Workforce Development Boards and the Learning and Development Service to develop a training plan for each Resource
  - ◆ working with colleagues from the Learning and Development Service and partner agency colleagues develop internal learning opportunities as required
  - ◆ working with colleagues and community-based partners, find meaningful and ethical ways to ensure the voice of lived experience informs South Lanarkshire's journey towards being trauma informed and responsive
  - ◆ support Council services to assess their policies, practices and physical environments against trauma informed principles
  - ◆ work with Community Planning partners to ensure a joined up and stream lined trauma response across South Lanarkshire

#### **6. Employee Implications**

- 6.1. It is proposed that the following post is added to the Learning and Development establishment on a fixed term basis for 23 months.

Post	Proposed Number of Posts (FTE)	Grade	SCP Range	Hourly Rate	Annual Salary	Gross Cost inc on costs 30.3% (23 months)
Development Officer	1	Grade 3 Level 2 -4	63-74	£18.08 - £21.25	£32,994.19 - £38,779.13	£82,400.24 - £96,847.63

## **7. Financial Implications**

- 7.1. The post will be funded for 23 months from additional Scottish Government funding to progress the development of trauma informed practice in local authorities.

## **8. Climate Change, Sustainability and Environmental Implications**

- 8.1. There are no climate change, sustainability or environmental implications arising from the information presented in this report.

## **9. Other Implications**

- 9.1. This post will make a significant contribution to supporting the Council to meet the ask of the Scottish Government regarding its ambition that all employers become trauma informed and responsive.

## **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. The Council's recruitment procedures in relation to equality and diversity will be followed.
- 10.2. Consultation has taken place with the Trade Unions regarding the recommendations contained within this report.

**Paul Manning**

**Executive Director (Finance and Corporate Resources)**

16 December 2021

## **Link(s) to Council Values/Ambitions/Objectives**

- ◆ improve health, care, and wellbeing

## **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:-

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# Report

**13**

Report to: **Finance and Corporate Resources Committee**  
 Date of Meeting: **9 February 2022**  
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Finance and Corporate Resource Plan:  
Quarter 2 Progress Report 2021/2022**

## **1. Purpose of Report**

1.1. The purpose of the report is to:-

- ♦ provide the Finance and Corporate Resource Plan Quarter 2 Progress Report 2021/2022, for the period 1 April 2021 to 30 September 2021

## **2. Recommendations**

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

- (1) that the Finance and Corporate Resource Plan Quarter 2 Progress Report 2021/2022 as summarised in paragraph 5.2. and attached as Appendix 2 of this report, be noted;
- (2) that the key achievements made by the Resource to date, as detailed in paragraph 5.3. of this report, be noted; and
- (3) that the additional scrutiny of reporting the updated status of those measures identified as 'report later' at Quarter 4 2020/2021, as summarised in paragraph 5.5. and detailed at Appendix 3 of this report, be noted.

## **3. Background**

- 3.1. The Finance and Corporate Resource Plan 2021/2022 was approved by the Executive Committee on 28 April 2021 and noted by this Committee at its meeting on 2 June 2021 and sets out the objectives and actions to be managed and delivered by the Resource for the financial year 2021/2022.
- 3.2. The Resource Plan follows the agreed corporate structure and style. The Plan is a key element of the Council's performance management arrangements and provides details of the context within which the Resource operates and establishes actions and measures for the year ahead based on the Priorities set out in the Council Plan Connect 2017/2022.
- 3.3. As Elected Members are aware, due to the Covid 19 pandemic, the Council was forced to suspend or reduce a number of services that could not be continued in full due to government advice, including adhering to physical distancing requirements for residents and for staff. The Council was also obliged to redirect resources so that it could deliver vital new services and supports for individuals, communities and businesses. There has been an inevitable impact on performance in some areas.

## **4. Resource Objectives 2021/2022**

- 4.1. The Resource has established a number of objectives to support the delivery of the Connect Priorities in 2021/2022. These are detailed at Appendix 1.

## 5. Quarter 2 Progress Report 2021/2022

- 5.1. Progress against all Resource Plan measures is contained in the Quarter 2 Progress Report 2021/2022, attached as Appendix 2. This report has been produced from the Council's performance management reporting system IMPROVe, and uses a traffic light 'BRAG' (blue/red/amber/green) format with the following definitions to give a status report on each measure:-

Status	Definition
Blue	Project complete
Green	The timescale or target has been met as per expectations
Amber	There has been minor slippage against timescale or minor shortfall against target
Red	There has been major slippage against timescale or major shortfall against target
Report later	The information is not yet available to allow us to say whether the target has been reached or not. This will be reported when available
Contextual	Included for 'information only', to set performance information in context

- 5.2. Measures which are classified as 'red' are considered in detail at section 5.4. of this report. To ensure adequate scrutiny of performance across all Resources, the Council's Performance and Review Scrutiny Forum may consider 'red' and/or 'amber' measures at a future meeting.

The overall summary of progress to date is as follows and performance should be considered in the context of the impact of responding to Covid 19:-

Status	Measures			
	Statistical	Project	Total	%
Blue	N/A	4	4	8%
Green	16	19	35	67%
Amber	1	2	3	5%
Red	0	0	0	0%
Report later/Contextual	5	5	10	20%
<b>Totals</b>	<b>22</b>	<b>30</b>	<b>52</b>	<b>100%</b>

(Data correct as at 13 December 2021)

- 5.3. Key achievements for 2021/2022, to date, are noted below:-

### 5.3.1.

Connect Priority	Promote sustainable and inclusive economic growth and tackle disadvantage
Resource Outcome	Achievement
A people-centred approach to recovery is implemented to help individuals, communities, businesses and the social and third sector thrive	We developed strong local networks of third sector and community groups which helped to address the Covid-19 pandemic needs. We continue to work together to identify local priorities.
	Following on from approval of a Community Wealth Building (CWB) Strategy in March 2021, a CWB Commission was established to drive forward CWB in South Lanarkshire. The first meeting of the Commission – which has representation from across the political spectrum and involves our CPP Partners – took place on 31 August 2021.



	<p>We are working with a range of external employers and are seeking innovative approaches to filling council vacancies through a new employability delivery model that fast tracks a potential pool of suitable unemployed clients participating on employability programmes into Council job opportunities. We have successfully secured 8 jobs in Council Homecare positions through this new model and seeking to roll this out to Classroom Assistants, Admin Clerical posts in Social Work, Track and Trace jobs, Facilities, Driving (HGV) etc. This year we intend to develop and operate a bank staff system that will fully connect employability programmes with Council job vacancies.</p>
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<b>Connect Priority</b>	<b>Get it right for children and young people</b>
<b>Resource Outcome</b>	<b>Achievement</b>
	No Resource Objectives for this Priority

<b>Connect Priority:</b>	<b>Improve health, care and wellbeing</b>
<b>Resource Outcome</b>	<b>Achievement</b>
	No Resource Objectives for this Priority

<b>Connect Priority</b>	<b>Ensure communities are safe, strong and sustainable</b>
<b>Resource Outcome</b>	<b>Achievement</b>
Customers experience high quality and improving Council services	The Council's website was updated to comply with Web Accessibility legislation that became law on 23 September 2020, enhancing the customer experience and ensuring no action against the Council by the Equalities Commissioner
Individuals and communities in South Lanarkshire are engaged and able to participate in decision-making processes	The number of residents participating in the annual budget consultation survey increased almost 4.5 times – from 451 to 2,021.

5.3.2. In addition to working towards these Priorities, we recognise that the council will continually aim to improve and ensure effective and efficient use of resources, and that business will be conducted with integrity and transparency and will operate to the highest standards. In order to monitor and report progress against these values, Resource objectives have also been identified under the heading Delivering the Plan and achieving Best Value.

Delivering the Plan and achieving Best Value	
Resource Outcome	Achievement
Customers experience high quality and improving Council services	Taxi and private hire car operators supported key workers throughout the last year. They experienced a significant drop in hires from other sources which was recognised by the Scottish Government. We made 785 support grant payments for operators totalling £973,000. In addition, 1,335 top up payments were made to taxi and private hire car drivers totalling £2,002,500.
The Council demonstrates high standards of governance and sound financial stewardship	The 2022/2023 financial strategy was approved in June 2021. This paves the way for finalising a budget for members to approve before March 2022, following receipt of the local government settlement later this year. The 2020/2021 financial accounts were finalised in line with the normal timetable, and the audit of the accounts is progressing well. A clean audit certificate was signed off on 17 November 2021. Support and advice continues to be provided by finance teams in relation to managing the ongoing impact and recovery from the pandemic during 2021/2022.
The workforce has the skills, flexibility and capacity to deliver the council's priorities.	Following the recent IT equipment refresh all Legal staff have been allocated a laptop which assists with agile working.
	A system of bulk communications was developed using a database of personal email addresses so that SLC and SLLC employees who do not have a Council/SLLC email address are included in important Covid and other mass communications.
	We have adapted to more online learning and development opportunities and expanded the range of offerings to support current working arrangements.
Digital and ICT service meet the needs of the Council and its customers	<ul style="list-style-type: none"> <li>◆ The council achieved PSN cyber security certification</li> <li>◆ A major milestone was achieved in the Caird datacentre exit project - all Almada Street computer systems were successfully migrated to external provider</li> <li>◆ IT installations were completed for four Education new builds</li> </ul>

#### 5.4. Areas for improvement

There were no measures that have been classified as 'red' (major slippage against timescale or shortfall against target).

#### 5.5. Report later

Measures in the quarterly progress reports which are not blue, red, amber or green can be assigned a status of 'report later' or 'contextual'. Of the 10 measures identified in these categories at Quarter 4 2020/2021, one was a contextual measure, for which figures were provided in the Q4 report. Two are Local Government Benchmarking Framework (LGBF) indicators, for which the 2020/2021 results will not be published until February 2022. The updated status and explanatory narrative relating to the remaining 7 'report later' measures are detailed in Appendix 3.

## **6. Employee Implications**

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

## **7. Financial Implications**

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

## **8. Climate Change, Sustainability and Environmental Implications**

- 8.1. There are no climate change or environmental implications as a result of this report.
- 8.2. The Resource Plan takes into account Resource responsibilities in relation to sustainable development and climate change.

## **9. Other Implications**

- 9.1. The Community Plan 2017/2027 was agreed at the Community Planning Partnership Board on 11 October 2017. A significant element of the delivery of the outcomes in the Community Plan will come through the achievement of the actions contained within Connect.
- 9.2. Resource Plan actions are assessed as part of the Resource's risk management arrangements and relevant issues have been added to the Resource Risk Register.

## **10. Equality Impact Assessment and Consultation Arrangements**

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

**Paul Manning**

**Executive Director (Finance and Corporate Resources)**

14 December 2021

### **Link(s) to Council Values/Priorities**

- ♦ The Resource Plan has been structured upon the Vision, Values and Priorities in the Council Plan Connect 2017/2022

### **Previous References**

- ♦ Finance and Corporate Resources Quarter 2 Progress Report 2020/2021: 20 January 2021

### **List of Background Papers**

- ♦ Council Plan Connect 2017/2022 – endorsed by the Executive Committee on 8 November 2017 and approved by the full Council on 6 December 2017: mid-term review of Connect endorsed by the Executive Committee 24 June 2020
- ♦ Resource Plan and Connect Reporting 2021/2022 – approved by Executive Committee on 28 April 2021 and Finance and Corporate Resource Plan 2021/2022 noted by Finance and Corporate Resources Committee on 2 June 2021

**Contact for Further Information**

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

Tom Little (Head of Communications and Strategy)

Ext: 4904 (Tel: 01698 454904)

E-mail: [tom.little@southlanarkshire.gov.uk](mailto:tom.little@southlanarkshire.gov.uk)

## Finance and Corporate Resource Objectives 2021/2022

Connect Priority	Resource Objectives
Promote sustainable and inclusive economic growth and tackle disadvantage	<ul style="list-style-type: none"> <li>A people-centred approach to recovery is implemented to help individuals, communities, businesses and the social and third sector thrive.</li> </ul>
Get it right for children and young people	<ul style="list-style-type: none"> <li>No Resource Objectives for this priority</li> </ul>
Improve health, care and wellbeing	<ul style="list-style-type: none"> <li>No Resource Objectives for this priority</li> </ul>
Ensure communities are safe, strong and sustainable	<ul style="list-style-type: none"> <li>Individuals and communities in South Lanarkshire are engaged and able to participate in decision-making processes</li> </ul>

Delivering the Plan and achieving Best Value	<b>Resource Objectives</b> <ul style="list-style-type: none"> <li>Customers experience high quality and improving council services</li> <li>The council demonstrates high standards of governance and sound financial stewardship</li> <li>The workforce has the skills, flexibility and capacity to deliver the council's priorities</li> <li>Digital and ICT services meet the needs of the council and its customers</li> </ul>
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# Finance and Corporate Resources

# improve

## Resource Plan

**Performance Report 2021-22**

**Quarter 2 : April 2021 - September 2021**

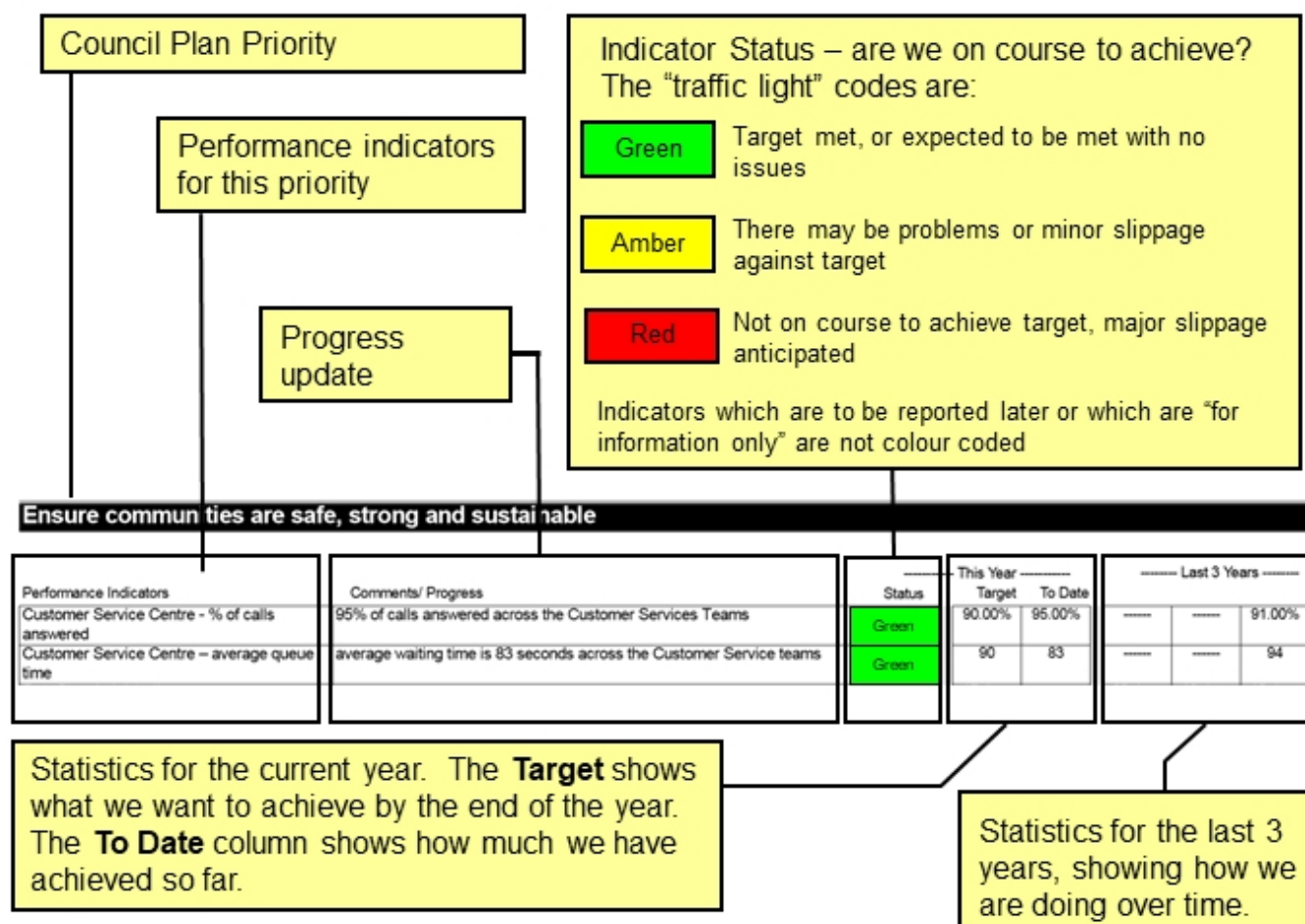
(This represents the cumulative position to September 2021)

Summary - number of measures green, amber and red under each Council Plan Priority / Theme

Council Priority/ Theme	Green	Amber	Red	Report later / Contextual	Total
<b>Promote sustainable and inclusive economic growth and tackle disadvantage</b>	<b>3</b>			<b>1</b>	<b>4</b>
<i>Get it right for children and young people</i>					
<i>Improve health, care and wellbeing</i>					
<i>Ensure communities are safe, strong and sustainable</i>					
<b>Delivering the plan and achieving best value</b>	<b>13</b>	<b>1</b>		<b>4</b>	<b>18</b>
<b>Total</b>	<b>16</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>22</b>

## Guide to the Performance Indicators report

Each of the performance indicators is shown in the following pages of this report. The graphic below explains how the report is laid out and what information is presented.





## Promote sustainable and inclusive economic growth and tackle disadvantage

A people-centred approach to recovery is implemented to help individuals, communities, businesses and the social and third sector thrive.

Performance Indicators	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
		Status	Target	To Date	2018/19	2019/20	2020/21
Number of unemployed people supported via council-operated employability programmes	Data is reported quarterly in arrears. These are the latest results for Quarter 1: on track to achieve target at year end.	Green	1,000	515	2,135	1,322	1,348
Number of unemployed people gaining sustainable employment	Data is reported quarterly in arrears. These are the latest results for Quarter 1: on track to achieve target at year end.	Green	400	251	863	713	410
Number of unemployed people accessing further education or training	Data is reported quarterly in arrears. These are the latest results for Quarter 1: on track to achieve target at year end.	Green	200 people	32 people	501 people	568 people	211 people
% unemployed people assisted into work from council operated/funded employability programmes	This is an LGBF indicator. Results for the current financial year will not be published until February 2023	Report Later	15.1%	-----	15.1%	-----	-----

## Delivering the plan and achieving best value

Customers experience high quality and improving council services

Performance Indicators	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
		Status	Target	To Date	2018/19	2019/20	2020/21
Customer Service Centre - % of calls answered	Target Exceeded	Green	90.00%	92.00%	-----	91.00%	92.00%
Customer Service Centre – average queue time	Target exceeded	Green	120	110	-----	94	93
Benefits administration – average processing times for new Housing Benefit and Council Tax Reduction claims	Processing times for new claims is currently 13 days, 2 days under target with annual target of 15 days expected to be achieved.	Green	15 days	13 days	16 days	15 days	13 days
Housing Benefit and Council Tax Reduction – accuracy of processing	To date, a collection rate of 92.9% has been achieved, 0.1% below target. We have increased audit focus on main error types, to inform additional training where required.	Amber	93.0%	92.9%	93.7%	94.4%	92.6%
Scottish Welfare Fund – average processing times for Crisis Grants	Processing times for Crisis Grants is currently equal to target.	Green	2 days	2 days	-----	2 days	2 days
Scottish Welfare Fund – average processing times for Community Care grants	Processing times for Community Care Grants is currently under target by 2 working days.	Green	15 days	13 days	-----	14 days	12 days

**Delivering the plan and achieving best value****The council demonstrates high standards of governance and sound financial stewardship**

Performance Indicators	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
		Status	Target	To Date	2018/19	2019/20	2020/21
Pay invoices within the target of 28 days	Target exceeded	Green	90.0%	94.0%	92.1%	-----	90.9%
The cost per dwelling of collecting Council Tax	This is an annual target which will be reported at the end of Quarter 4	Report Later	£6.50	-----	£6.47	-----	£6.46
Percentage of income due from Council Tax received by the end of the year - in year (incl water)	Council Tax collection is currently 59.94%, ahead of target by 0.88% and ahead of comparable performance in 2020/2021 by 1.49%.	Green	94.00%	59.94%	96.20%	95.36%	94.89%
% of Non Domestic rates income achieved	Non Domestic rates collection is currently 47%, ahead of target by 0.1%.	Green	96.0%	47.0%	98.1%	98.6%	96.8%
Sundry Income collection	To date, a collection rate of 96.9% has been achieved, 4.9% ahead of target.	Green	92.0%	96.9%	98.0%	98.0%	97.8%
Liquor licensing processing target - 95% within service targets	Target has been achieved	Green	95.0%	95.0%	91.0%	99.0%	100.0%
Registration processing target - 97% within service targets	Target has been met	Green	97.0%	97.0%	98.0%	99.0%	100.0%
Citizenship processing target - 97% within service targets	Target has been met	Green	97.0%	100.0%	99.0%	100.0%	100.0%
Complaints processing target - 97% within service targets	Target has been met	Green	97.0%	100.0%	100.0%	100.0%	100.0%

**Delivering the plan and achieving best value****The workforce has the skills, flexibility and capacity to deliver the council's Priorities**

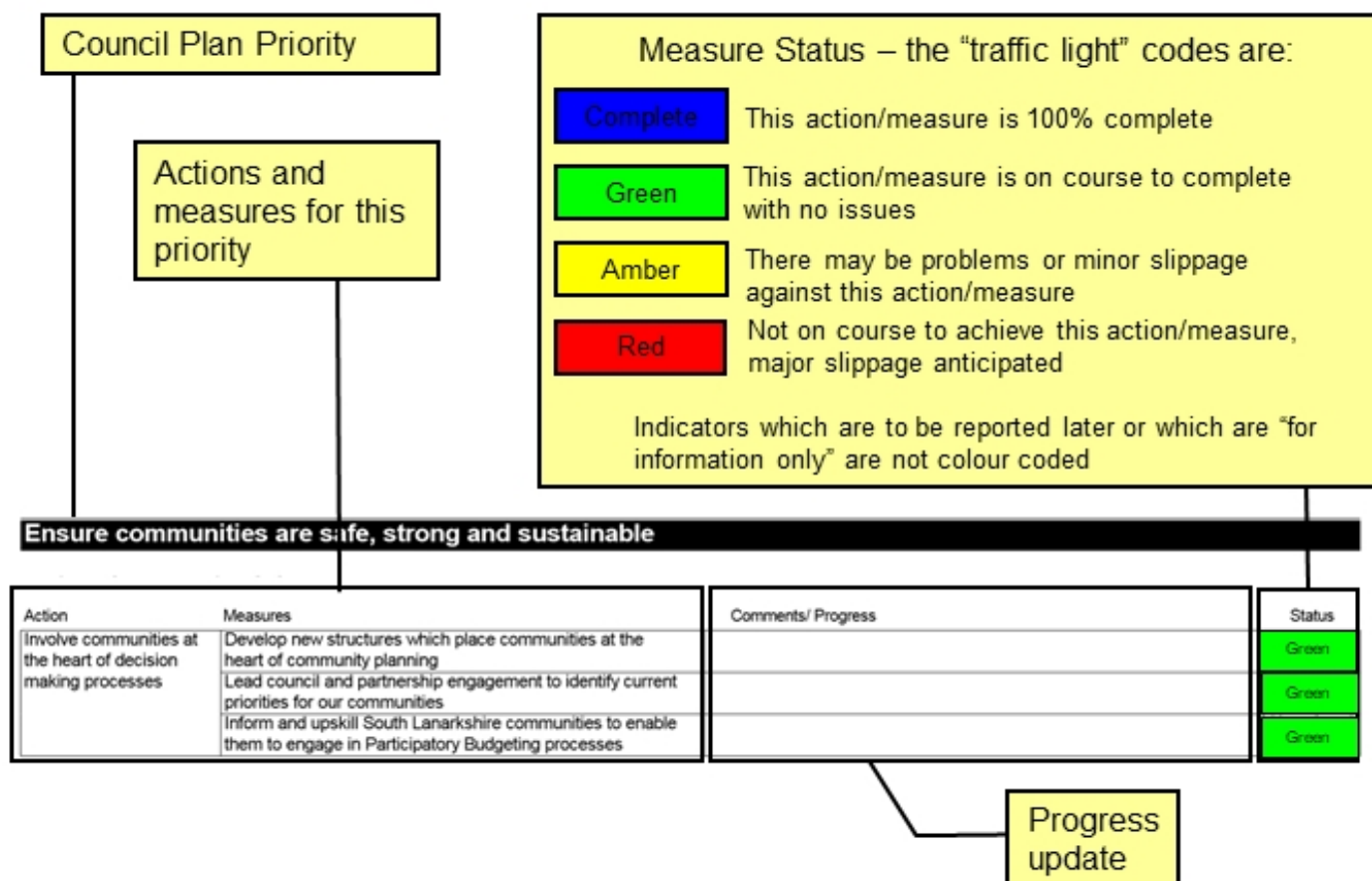
Performance Indicators	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
		Status	Target	To Date	2018/19	2019/20	2020/21
Number of accidents per 1,000 employees (council-wide)	<p>The total incidence rate for Q2 2021-22 is 30.7, this is an increase compared to the 2020-21 figure of 17.7. The increase is associated with an increase in operational activities as COVID restrictions eased.</p> <p>The total (year to date) incidence rate per 1,000 employees for 2021-22 is 51.65 an increase compared to 2020-21 (17.7), due to the increase in work activities resulting from the easing of Covid restrictions.</p> <p>The council's new online accident reporting system is employee led and an increase in reporting was expected as it is easier to use than the previous paper based system. The system was introduced across the Council in Q4 2019/20. The expected increase has been tempered by the working arrangements for COVID.</p> <p>The accident incidence rate is used to measure a change in the organisation's own progress. Comparison at national level is not particularly easy as there is no "unitary authority" comparator. This measure can only be used primarily as an indicator of progress and not necessarily as a target, as there can be a large number of external factors that influence overall incident numbers, including severe weather and pandemics.</p> <p>Calculation is (number of incidents for quarter/(average employee numbers for quarter) * 1,000. Incidents are taken to be accidents, incidents, near miss events, physical violence, and verbal violence.</p> <p>Ave number of employees Q2 – 16213, Number of incidents that occurred in Q4 – 499</p>	Contextual	82.9	51.7	58.3	82.9	72.2
Sickness absence days per teacher	This is a LGBF indicator. Current results will not be published until February 2023	Report Later	6.1 days	-----	6.1 days	6.1 days	7.3 days
Sickness absence days per employee (non teacher)	This is an LGBF indicator. Current year results will not be published until February 2023.	Report Later	11.9 days	-----	11.9 days	11.9 days	12.8 days

Summary - number of measures complete, green, amber and red under each Council Plan Priority / Theme

Council Priority/ Theme	Complete	Green	Amber	Red	Report later	Total
<b>Promote sustainable and inclusive economic growth and tackle disadvantage</b>	3	4			1	8
<i>Get it right for children and young people</i>						
<i>Improve health, care and wellbeing</i>						
<b>Ensure communities are safe, strong and sustainable</b>		3				3
<b>Delivering the plan and achieving best value</b>	1	12	2		4	19
<b>Total</b>	4	19	2	0	5	30

## Guide to the Performance Measures report

Each of the performance measures is shown in the following pages of this report. The graphic below explains how the report is laid out and what information is presented.



## Ensure communities are safe, strong and sustainable

### Individuals and communities in South Lanarkshire are engaged and able to participate in decision-making processes

Action	Measures	Comments/ Progress	Status
Increase routes for communities to participate in decision making and priority setting	Develop a bespoke locality planning partnership in each of the four localities	Community partnerships are now in place in CamGlen and Clydesdale localities, with East Kilbride and Hamilton localities about to begin similar development processes.	Green
	Identify community priorities and create a new Partnership Community Plan during 2021	Work on the plan is well under way, with engagement work nearing completion and writing groups planned for late October 2021.	Green
	Support communities and Resources in the roll out of a 1% mainstream participatory budgeting process	Roll out of mainstream PB is well under way. Support has been provided to Community and Enterprise Resources for their processes and engagement is in place with Education and Housing and Technical Resources to share good practice and provide support if needed. Sessions have been held to raise community awareness and the small place based PB programme continues to upskill the communities least likely to participate in the purpose , planning and delivery of PB mechanisms	Green

## Promote sustainable and inclusive economic growth and tackle disadvantage

### A people-centred approach to recovery is implemented to help individuals, communities, businesses and the social and third sector thrive.

Action	Measures	Comments/ Progress	Status
Develop a Community Wealth Building (CWB) strategy for South Lanarkshire	Develop a CWB strategy for South Lanarkshire and seek approval from Elected Members by May 2021.	A Community Wealth Building strategy was approved by Executive Committee on 10 March 2021.	Complete
	Establish a Community Wellbeing Commission by October 2021	The Community Wealth Building Commission was approved as part of the CWB strategy on 10 March 2021. The terms of reference were confirmed at Executive Committee on 26 May 2021 and the first meeting of the Commission was held on 31 August 2021.	Complete

## Promote sustainable and inclusive economic growth and tackle disadvantage

A people-centred approach to recovery is implemented to help individuals, communities, businesses and the social and third sector thrive.

Action	Measures	Comments/ Progress	Status
	Engage with CPP partners on CWB principles and approach by September 2021	Partners discussed Community Wealth Building (CWB) during a development day for the Community Planning Partnership on 11 May 2021. Following on from this, a report to the CPP Board meeting on 24 June 2021 invited nominations from Partners to join the CWB Commission. Four Partner organisations joined the CWB Commission and attended the first meeting on 31 August and an update report was taken to the CPP Board meeting on 15 September 2021.	Complete
Deliver effective Employability Services to support Economic Recovery	Adjust the current suite of employability programmes to operate in a Covid safe way and match the changed service need. Implement and report on the following by March 2022:	Continuing to adopt more on-line employability delivery using a blended approach particularly to help those most in need.	Report Later
	Young Persons Guarantee Programme	Continue to engage with young people particularly affected by COVID implementing a range of new programmes to help engage young people back into the labour market	Green
	Kickstart Programme	Continue to support employers and young people into kickstart opportunities through the council as a direct employer and as an employer gateway host.	Green
	Modern Apprenticeships	No new starts in Q1 but continue to support 134 MA's continuing from previous years. New MA's reported in Q2	Green
	No-One Left Behind Programmes, including Parental Employability Support Programme and Gateway to Employment.	Continue to support parents and vulnerable groups into fair work opportunities	Green

## Delivering the plan and achieving best value

Customers experience high quality and improving council services

Action	Measures	Comments/ Progress	Status
Monitor the progress of transformation projects through reporting framework to CMT	Reporting framework and timetable to be agreed August 2021	Project complete.	Complete
	Evidence of reporting of progress to CMT across all transformation projects	There are regular updates to the CMT Efficiencies meeting on reviews, and interim reports (including savings) were reported within the agreed timescale of 28 Sept 2021	Green

**Delivering the plan and achieving best value****Customers experience high quality and improving council services**

Action	Measures	Comments/ Progress	Status
Deliver more convenient and accessible forms of customer contact	Develop online forms to replace all existing Benefits, Council Tax and Non Domestic Rates pdf forms	On-line forms have now replaced PDF forms for the higher volume transaction types. Development of on-line forms to replace the remaining PDF forms is in progress	Green
	Increase the use of digital contact methods available to customers	Increased usage of SMS text messaging to communicate with customers re SG Financial Supports Development of online forms to improve customer access to self service options 24/7 eg report a repair	Green
Lead on the renewal of strategic planning and work to further align the Council Plan with the Community Plan	Conduct South Lanarkshire wide survey and community conversations to inform the new Plans by summer 2021	Survey completed August 2021. Conversations currently under way.	Green
	Engage with partners and hold priority-setting events to inform the new Plans by October 2021	Partner writing groups in development to begin work in late October.	Green
	Prepare a draft Council Plan and Community Plan for formal consultation by December 2021	An Elected Member's information session was held on 10 June to discuss the process and approach to the review of the Council Plan and the Community Plan. Community engagement and conversations to inform the new Plans have been ongoing over the summer and will inform the writing of the plans in the autumn.	Green

**The council demonstrates high standards of governance and sound financial stewardship**

Action	Measures	Comments/ Progress	Status
Lead financial planning and reporting for the council	Financial Strategy to be agreed by June 2021	The Council's Revenue Budget Strategy for 2022/2023 was approved by Committee on 23 June 2021. It will be updated as required, later in the year.	Green
	Budget proposals to be considered by members by November 2021		Report Later
	Budget agreed by March 2022		Report Later
	Capital programme for 2022-23 to be agreed by March 2022		Report Later

**Delivering the plan and achieving best value****The council demonstrates high standards of governance and sound financial stewardship**

Action	Measures	Comments/ Progress	Status
Monitor the financial impact of Covid	Monitor and report periodically on the costs and financial plan around Covid costs and recovery - every 4 weeks	The Council's 4 weekly reports to the Executive Committee include the cost of Covid. To 13 August 2021, the cost was noted as £3.033m and this was offset by funding available. This was reported to the 22 September 2021 Executive Committee.	Green

**The workforce has the skills, flexibility and capacity to deliver the council's Priorities**

Action	Measures	Comments/ Progress	Status
Report on the Recovery Equality Impact Assessment (EQIA) measures to address inequality	Included in our Mainstreaming Equalities report	Mainstreaming report has been completed and published on the council website and the intranet.  The outcomes detailed in the plan will be monitored on an ongoing basis.	Green
Adjust the Council Workforce Plan to match the changed environment	Workforce Plans reconfigured and reported to committees by March 2022	Workforce Planning continues to be related to the pandemic. Work is ongoing to refresh all the Plans to the Workforce Plan format for 2022 onwards and aligning to Connect.	Green

**Digital and ICT services meet the needs of the council and its customers**

Action	Measures	Comments/ Progress	Status
Take forward IT strategic developments	Complete the rollout of agile working across SLC staff via rollout of Windows 10 laptops, Office 365 and Cisco softphones by September 2021	Rollout progressing, although some delays in delivery of new laptops which will extend the project to December 2021.	Amber
	Implement approved actions from Year 2 of the SLC Digital Inclusion Strategy to support most deprived citizens to access benefits of being online	Year 2 actions to be approved.	Report Later



**Delivering the plan and achieving best value****Digital and ICT services meet the needs of the council and its customers**

Action	Measures	Comments/ Progress	Status
	Creation of new Digital Strategy to cover 2021-2024 and approval by September 2021	In progress with approvals rescheduled to February 2022. Slippage occurred due to work on other priorities such as critical projects. There are no major implications of the delay as critical digital projects (eg legacy system replacements such as Oracle and SWISplus, Audio Visual (AV) refresh in council chamber, Caird datacentre migration) are moving forward on basis of previous digital strategy.	Amber
	Develop and deliver training plan to upskill IT staff in new technologies	On schedule	Green
	Complete migration of all computer systems and storage from Caird datacentre by December 2021	New network hubs completed and commissioned. Migrations commenced August 2021 and on schedule to complete by November 2021.	Green



# Finance and Corporate Resource Plan 2020-21 Quarter 4 Progress - 'Report later' measures – update of status

13

Measure	Comments at Quarter 4 2020-21	Updated Q4 status	Updated comments
Number of unemployed people supported via council-operated employability programmes	Q4 reported once all performance information is finalised	Green	1,348 people supported - target of 1,000 exceeded
Number of unemployed people gaining sustainable employment	Job outcomes affected by Covid - although expected Q4 figures to be on target	Green	410 gaining suitable employment - target of 400 exceeded
Number of unemployed people accessing further education or training	Q4 results will be updated once all information is finalised. Numbers progressing into further education is affected linked to Covid challenges	Green	211 entering training/education - target of 200 exceeded
% unemployed people assisted into work from council operated/funded employability programmes	Once Q4 stats are collated with labour market intelligence.	Still o/s	Target 15.1% This is an LGBF indicator – the results for 2021-22 will be published and reported on in February 2022
The cost per dwelling of collecting Council Tax	(no comments)	Green	£6.46 - target (of no more than £6.50) achieved
EQIA reported to Recovery Board and updates delivered quarterly	The recovery board last met in October 2020 - no reports have been submitted since then.	Report later	No update - delays due to Covid.
EQIA and WP sections complete within Service Recovery plans	No Equality impact assessments have been input to the database relating to service recovery plans.	Report later	No update - delays due to Covid

The 'Report later' status of the following LGBF indicators remains the same. As already reported the data will be published in February 2022. However, indicative figures from Personnel Services are below:

Local Government Benchmarking (LGBF) Indicators	Comment
Sickness absence days per teacher	5.1 days – improvement on previous year
Sickness absence days per employee (non-teacher)	10.1 days – improvement on previous year



# Report

14

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>9 February 2022</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Procurement Strategy Action Plan – Mid Year Update (2021/2022)</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide an update on progress in the Procurement Strategy Action Plan for the period 1 April to 30 September 2021

## 2. Recommendation(s)

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

- (1) that the content of the report be noted.

## 3. Background

3.1. The Council's Procurement Strategy 2020/2023 was approved by the Executive Committee on 13 May 2020 and the reviewed Strategy objectives for 2021/2022 were noted by Finance and Corporate Resources Committee on 2 June 2021.

## 4. Procurement Strategy and Action Plan Update

4.1. The Procurement Strategy update in June 2021 included 7 key strategic objectives, which linked to key outcomes for the Procurement Service. An update on each of those objectives and evidence of progress in working towards these outcomes is included in Appendix 1 with highlights included below:-

- ♦ implementation of new contract register database
- ♦ savings target of £0.100 million included in budget strategy for 2021/2022
- ♦ extensive liaison on contract delivery and supplier relief through Covid pandemic
- ♦ annual confirmation of payment of Living Wage in all Social Care contracts
- ♦ contribution towards the development of the council's first Community Wealth Building Strategy

4.2. The Procurement Strategy Action Plan included specific projects for 2021/2022, in support of our strategic objectives. An update on progress across each of the actions to the end of September 2021 is provided in Appendix 2.

- 4.3. A total of 21 actions are included in the action plan for 2021/2022 and progress is summarised in the table below:-

Category	Number	Comment
On hold	6	Action will be carried forward to 2022/2023
Complete	1	Complete
Red	1	Action not completed within timescale, revised timescale set
Amber	1	Slippage anticipated in meeting timescale
Green	12	Expected to complete within timescale
<b>Total</b>	<b>21</b>	

- 4.4 It should be noted that the above performance is reflective of a significant increase in the number of procurement requests coming from Resources and reduced capacity due to staff turnover during the period of the update, both impacting the delivery of the action plan. An increase in turnover reflects the position with procurement teams across the public sector.
- 4.5 Additional support has also been brought in from Scotland Excel(SXL) in the form of a secondment and a small number of projects are being delivered by SXL directly including the replacement of the Social Work case management system.
- 4.6. Additional funding has also been identified to support the delivery of community benefits and for delivering procurement for Education Resources where increased spend levels have had a significant impact on the procurement workload. This will be subject to separate consideration by Finance and Corporate Resources Committee.

## **5. Employee Implications**

- 5.1. There are no employee implications.

## **6. Financial Implications**

- 6.1. The financial implications of the additional support explained at 4.5 are being funded from existing budgets.

## **7. Climate Change, Sustainability and Environmental Implications**

- 7.1. The Procurement Service are working with the Scottish Government's Sustainable Toolkit, which aims to embed sustainable procurement into the Council's procurement processes and monitors progress in achieving the Sustainable Procurement Duty, including Climate Change objectives.
- 7.2. For 2021/2022 the main activity will focus on the review of the scoring of sustainability in contracts and progression of the Flexible Framework Sustainability action plan.

## **8. Other Implications**

- 8.1. The Procurement Reform (Scotland) Act 2014 requires any public organisation, which has an estimated total annual value of regulated procurement spend of £5 million or more, to prepare and publish a Procurement Strategy. An organisation must also review its Procurement Strategy annually and make such revisions as it considers appropriate for the purposes of the Act. The risk of non-compliance is mitigated by the proposals in this report.

## **9. Equality Impact Assessment and Consultation Arrangements**

- 9.1. There is no requirement to carry out an equality impact assessment in terms of the proposals contained within this report.
- 9.2. As this is a monitoring report, no consultation is appropriate or necessary.

**Paul Manning**

**Executive Director (Finance and Corporate Resources)**

13 January 2022

### **Link(s) to Council Objectives/Ambitions/Values**

- ◆ Accountable, effective, efficient and transparent

### **Previous References**

- ◆ Procurement Strategy 2020 to 2023, Executive Committee 13 May 2020
- ◆ Procurement Strategy Action Plan Update 2020/2021 and Procurement Strategy Review 2021/2022, Finance and Corporate Resources Committee 2 June 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:-

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### Procurement Strategy 2020/2023 Key Objectives

Objective	Aim	Outcome	Progress
Compliance	Ensure compliance with Procurement Regulations and the Council's Standing Orders on Contracts	Improve compliance and mitigate risk of contract challenge	Procurement continue to monitor compliance with regulations and Standing Orders on Contracts across the Council, as evidenced by <ul style="list-style-type: none"> <li>Review of Standing Orders on Contracts</li> </ul>
Value for Money	To secure Best Value, balancing cost and quality of service and support the Council in achieving budget savings	Improved Value for Money in support of the Council's Financial Strategy	We continue to work with Resources in recognising demand and cost drivers and identifying opportunities for efficiencies, as evidenced by: <ul style="list-style-type: none"> <li>Procured Spend review under Council's Transformational Review Programme</li> </ul>
Collaborative	Identify and influence collaborative opportunities to work with public partners and drive value through the power of public sector procurement	Improved levels of collaborative activity and delivery of efficiencies	We continue to engage with procurement partners to identify collaborative opportunities and influence development of collaborative working, as evidenced by: <ul style="list-style-type: none"> <li>93% participation in Scotland Excel frameworks</li> <li>Increased levels of engagement with Scottish Procurement Alliance, Procurement for Housing and Hub South West</li> </ul>
Contract and Supplier Management	Support Resources to take a proactive approach to contract and supplier management to achieve innovation and value in contract delivery	Ensure suppliers meet contractual obligations, drive improvements in supplier performance and achieve efficiency improvements	We can demonstrate an improved approach to contract and supplier management, as evidenced by: <ul style="list-style-type: none"> <li>Extensive liaison on contract delivery and supplier relief following Covid pandemic and EU Exit</li> <li>Improved levels of engagement with Social Care providers</li> </ul>
Fair Work Practices	Work with suppliers to improve Fair Work Practices, including payment of the Living Wage and compliance with Council Charters	Improved Fair Work Practices and Living Wage for those involved in delivery of Council contracts	We continue to promote Fair Work Practices and payment of the Living Wage, as evidenced by: <ul style="list-style-type: none"> <li>Annual confirmation of payment of Living Wage in all Social Care contracts, including delivery of winter uplift in December 2021</li> </ul>



			<ul style="list-style-type: none"> <li>• Review of Fair Work First and Living Wage recommendations from Scottish Government for implementation by 2022/2023</li> </ul>
Sustainable and Ethical	Secure wider social, economic and environmental benefits through contracts as set out in the Sustainable Procurement Duty	Meet the Sustainable Procurement Duty	<p>Procurement has completed the first stage of the Scottish Government's Flexible Framework to assess the organisational approach to sustainable procurement.</p> <ul style="list-style-type: none"> <li>• The Prioritisation tool is scheduled to be progressed by March 2022 which will inform the Council's priorities for sustainable outcomes for contracts.</li> <li>• The Council is working with Sustainable Procurement Scotland to develop our prioritisation and sustainability tools under the Scottish Government's case study arrangements.</li> </ul>
Community Wealth Building	Support and encourage the local economy to grow sustainably through the effective use of procurement to develop local communities and maximise use of Community Benefits	Ensure the spending power of the Council and Community Benefits contribute towards Community Wealth and achieve National Outcomes	<p>Procurement contributes to the local spend pillar under the Community Wealth Building Strategy, as evidenced by:</p> <ul style="list-style-type: none"> <li>• We continue to engage with local suppliers and SMEs to promote contract opportunities and our joint work in this area is continuing with the Supplier Development Programme and Economic Development partners.</li> <li>• A joint virtual Meet the Buyer event was held with North Lanarkshire Council in November 2021.</li> <li>• New arrangements to introduce Quick Quotes for works contracts to £2m and extend the requirement for local bids from two to four approved by Executive Committee in September 2021.</li> </ul>

### Procurement Strategy Action Plan 2021/2022

Action	Strategic Objective	Responsibility	Timescale	Status	Update
Review the sustainability requirements in contracts	Sustainable and Ethical and Community Wealth Building	Procurement	30 November 2021	Amber	Proposals are being developed to update the Council's approach to sustainability scoring in contracts.
Progress the Flexible Framework Sustainability action plan	Sustainable and Ethical	Procurement	31 March 2022	Green	The Procurement Network meeting in June 2021 focused on sustainability issues, with Scottish Government sustainability training to be undertaken.
Preparation of category plans prioritising Social Care, ICT and Construction	Compliance and Sustainable and Ethical	Procurement & Resources	31 March 2022	On hold	Will be carried forward to 2022/23
Introduce audit review arrangements as agreed by Corporate Management Team	Compliance	Procurement	31 December 2021	On hold	Will be carried forward to 2022/23

Action	Strategic Objective	Responsibility	Timescale	Status	Update
Review of operation of Quick Quote	Compliance	Procurement	31 December 2021	Green	Executive Committee September 2021 approved amendments to Standing Orders on Contracts to extend operation of Quick Quote up to £2m for works contracts: Procurement and Legal currently progressing with implementation of new arrangements, expected to be complete by 31 December.
Launch Electronic Contract Management for Early Years and Care at Home contracts	Contract and Supplier Management	Procurement & Resources	31 March 2022	On hold	Will be carried forward to 2022/23
Development of Procurement training modules	Compliance	Procurement & Personnel Services	31 March 2022	On hold	Will be carried forward to 2022/23
Continue to monitor commodity and pricing pressures following EU Exit	Contract and Supplier Management	Procurement & Resources	31 March 2022	Green	Procurement continue to monitor challenging pricing and supply chain pressures arising from EU Exit, principally in food and construction commodities, with client Resources.

Action	Strategic Objective	Responsibility	Timescale	Status	Update
Continue to manage supplier and supply chain impacts arising from COVID-19	Contract and Supplier Management	Procurement & Resources	31 March 2022	Green	Procurement continue to support client Resources with supply chain issues arising post pandemic and delivery of social care sustainability arrangements for HSCP.
Develop Benefit Tracking framework	Value for Money	Procurement	31 March 2022	On hold	Development of a new Benefit Tracking framework is within the scope of the Procured Spend review and a Scotland Excel deliverable. However, priority is to identify revenue budget savings. Will be carried forward to 2022/23
Support Scotland Excel's savings review project	Value for Money	Procurement & Resources	31 March 2022	Green	The project has commenced with Scotland Excel staff developing savings proposals working with the Procurement team and Resource contract managers .

Action	Strategic Objective	Responsibility	Timescale	Status	Update
Establishment of a Community Wealth Building Local Spend working group	Community Wealth Building	Procurement, Economic Development and Supplier Development Programme	30 June 2021	Complete	A local spend working group has been established, with updates provided through the Community Wealth Building Strategy Action Plan to the Commission.
Complete spend and local market analysis to identify opportunities for local growth	Community Wealth Building	Procurement, Economic Development and Supplier Development Programme	30 November 2021	Green	Progress is being monitored through the local spend group.
Identify common areas of interest with other anchor organisations	Community Wealth Building	Procurement and Economic Development	31 March 2022	Green	Progress is being monitored through the local spend group. Discussions taken place with FSB regarding potential opportunities.
Implementation of Community Benefit monitoring arrangements and assessment of wider resourcing requirements	Community Wealth Building	Procurement & Resources	31 March 2022	On hold	Benefits (CB monitoring software) in place for City Deal contracts and consideration being given to implementation for Council CBs
Review the scope of the Community Benefits menu and minimum scoring	Community Wealth Building	Procurement / Employability Team / Community Engagement Team / Resources	31 March 2022	Green	Not yet started.

Action	Strategic Objective	Responsibility	Timescale	Status	Update
Identify specific community benefits that can be delivered from procurement	Community Wealth Building	Procurement / Community Participation and Engagement / Employability	31 March 2022	Green	The Community Engagement team are participating in the development of a Community Wish List process with Glasgow Region City Deal which will inform the Council's position
Supplier engagement at national Meet the Buyer event	Community Wealth Building / Sustainable and Ethical	Procurement, Economic Development and Supplier Development Programme	30 June 2021	Green	The Council participated in the National Meet the Buyer event in June 2021 and a pan Lanarkshire Meet the Real Buyer event is scheduled for 30 November 2021.
Review standing orders on contracts and evaluation criteria to facilitate more local spend	Community Wealth Building	Procurement & Legal Services	31 December 2021	Green	Review of Standing Orders on Contracts has approved new Quick Quote arrangements and increased the minimum number of local bidders from two to four.

Action	Strategic Objective	Responsibility	Timescale	Status	Update
Training on public sector procurement and completion of gap analysis on current capability	Community Wealth Building	SDP & Procurement	31 March 2022	Green	Work started to identify categories that are most likely to support additional local SME input. Working in conjunction with SDP to identify suitable contracts for bespoke engagement/training events, which will be delivered by the Supplier Development Programme (SDP)
Review and implement recommendations from Scottish Government's "Fair Work First" guidance	Fair Work Practices	Procurement	31 July 2021 (Revised March 2022)	Red	Progress in implementing these recommendations has slipped with a revised implementation date of March 2022 as supplementary guidance on FWF was released in September 2021. This will also enable new guidance on Real Living Wage from Scottish Government released October 2021 to be incorporated.





# Report

15

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>9 February 2022</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Notification of Contracts Awarded: 1 April to 30 September 2021</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to: -

- ♦ provide notification to Finance and Corporate Resources Committee, in accordance with Standing Orders on Contracts, of contracts awarded by Finance and Corporate Resources during the period 1 April 2021 to 30 September 2021

## 2. Recommendation(s)

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

- (1) that details of the contracts awarded be noted.

## 3. Background

3.1. It is a requirement of Clauses 21.8 and 22.5 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. Contract Awards

4.1. Contracts awarded for the period 1 April 2021 to 30 September 2021, on the basis of lowest offer and/or most economically advantageous offer submitted, is provided at Appendix 1.

## 5. Employee Implications

5.1. Contracts management, including performance appraisal, will be undertaken by both the main service user and the Procurement Team.

## 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 and Environmental Implications arising from the information presented in this report.

## **8. Other Implications**

- 8.1. There are no direct risks or implications for sustainability in terms of the information contained in this report.

## **9. Equality Impact Assessment and Consultation Arrangements**

- 9.1. This report does not introduce a new policy, function or strategy nor recommend a change to an existing policy, function or strategy and therefore, no impact assessment is required.
- 9.2. 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)**

21 December 2021

### **Link(s) to Council Values/Ambitions/Objectives**

- ♦ Value: Accountable, effective, efficient and transparent

### **Previous Reference**

- ♦ Finance and Corporate Resources Committee, 2 June 2021

### **List of Background Papers**

- ♦ Standing Orders on Contracts

### **Contact for Further Information**

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

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## Appendix 1

### Finance and Corporate Resources

Contracts Awarded by Finance and Corporate Resources over £50,000 in value

Name of Successful Tenderer	Value of Contract Awarded	Date of Award	Brief Description	Contract Period (inc. Extension)
Effective Visual Marketing Limited	£86,746	09/04/2021	Supply and Delivery of Acrylic Screens for Scottish Parliamentary Election	09/04/2021 to 30/04/2021
Fujitsu Services	£362,883	14/04/2021	ConSol Annual Maintenance and Technical Support	01/04/2021 to 31/03/2022
Civica UK Ltd	£138,541	26/04/2021	Civica Digital 360 EDM and Workflow Software (EDRMS for Benefits and Revenue)	01/04/2021 to 31/03/2023 (31/03/2025)
Idox Software Ltd	£175,000	07/06/2021	Technical Managed Service	07/06/2021 to 06/06/2023 (06/06/2025)
Softcat UK PLC	£4,500,000	08/06/2021	Supply and Support of Microsoft Licences	01/07/2021 to 30/06/2023 (30/06/2025)
Microsoft Ltd	£78,861	24/06/2021	Microsoft Enterprise Services Work Order	01/07/2021 to 30/06/2022
Brightwave Enterprises Ltd	£732,275	02/07/2021	Provision of an eLearning Platform	01/08/2021 to 31/07/2023
Scotland Excel (Renfrewshire Council)	£659,000	17/08/2021	South Lanarkshire Council Procurement Spend Review	01/08/2021 to 01/07/2023 (31/07/2024)

<b>Name of Successful Tenderer</b>	<b>Value of Contract Awarded</b>	<b>Date of Award</b>	<b>Brief Description</b>	<b>Contract Period (inc. Extension)</b>
Allpay Limited	£525,156	01/09/2021	Electronic Payment Services	01/09/2021 to 31/08/2023 (31/08/2025)
Scotland Excel (Renfrewshire Council)	£105,072	01/09/2021	Procurement Support from Scotland Excel	01/10/2021 to 30/09/2022 (30/09/2023)
Oracle Corporation UK Limited	£12,784,292	30/09/2021	Oracle EBS Upgrade to Oracle Fusion - Licences	25/10/2021 to 24/10/2026 (24/10/2031)
Softcat UK PLC	£62,231	30/09/2021	Web Security Gateway Licences	01/10/2021 to 30/09/2022

**Contract Extensions over £50,000 in value**

<b>Contractor</b>	<b>Value of Contract Awarded</b>	<b>Date of Extension</b>	<b>Brief Description</b>	<b>Contract Extension period</b>
Zurich Municipal	£1,160,387.65	10/03/2021	Engineering Inspection and Insurance	01/04/2021 to 31/03/2023
Totalmobile Ltd	£1,543,248	01/09/2021	Homecare workforce scheduling IT system	02/09/2021 to 01/09/2023
G4S Cash Solutions (UK) Ltd	£640,000	24/09/2021	Cash Collection	01/10/2021 to 30/09/2022

# Report

16

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>9 February 2022</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Safety at Sports Grounds – Issue of Special Safety Certificate for Fireworks Event – Foys Stadium</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ advise on action taken, in terms of Standing Order No 36(c) because of the timescales involved, by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to issue a Special Safety Certificate for the North and West Stands, HAFC Stadium Limited, Foys Stadium, Cadzow Avenue, Hamilton for the purpose of holding a fireworks event on 5 November 2021

## 2. Recommendation(s)

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

- (1) that the action taken, in terms of Standing Order No 36(c) by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to approve the issue of a Special Safety Certificate for the North and West Stands, HAFC Stadium Limited, Foys Stadium, Cadzow Avenue, Hamilton for the purpose of holding a fireworks event on 5 November 2021, subject to the completion of a satisfactory site inspection, be noted.

## 3. Background

- 3.1. In terms of the Fire Safety and Safety of Places of Sport Act 1987, a General Safety Certificate is required for a stand at a sports ground which can accommodate at least 500 spectators under cover to view the activities at the ground. A stand which falls within this classification is referred to as a “regulated stand”.
- 3.2. The Foys Stadium had previously been identified as a sports ground with regulated stands and the current General Safety Certificate for the North and West Stands came into force on 15 October 2021. The General Safety Certificate listed primary and ancillary activities to which spectators could be admitted, however, events involving other activities required the issue of a Special Safety Certificate.

## 4. Application for Special Safety Certificate

- 4.1. An application for a Special Safety Certificate had been received from HAFC Stadium Limited to hold a fireworks event on 5 November 2021.

- 4.2. The maximum number of persons to be admitted to the event, as specified in the Special Safety Certificate, was 4,900 (maximum persons in North Stand was 2,246 / West Stand was 3,288). The specified capacity for the event had been within the maximum capacity for the Foy's Stadium of 5,000 spectators, in terms of The Health Protection (Coronavirus) (Requirements) (Scotland) Regulations 2021, as confirmed by the Council in its letter dated 14 October 2021.
- 4.3. No modifications had been made to the North or West Stands for the purposes of the fireworks event. A number of adaptations, including the set-up of an amusement area, had been detailed in the Special Safety Certificate.
- 4.4. As the Special Safety Certificate was required to be issued prior to the event, the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, approved the issue of the Special Safety Certificate for the North and West Stands, HAFC Stadium Limited, Foy's Stadium, Cadzow Avenue, Hamilton, for the purpose of holding a fireworks event on 5 November 2021, subject to the completion of a satisfactory site inspection.
- 4.5. A site inspection, attended by representatives of the South Lanarkshire Sports Grounds Safety Advisory Group, had subsequently taken place on 5 November 2021 to ensure that:-
- ◆ the organisers had completed the pre-event and event day checklists
  - ◆ the site had been set up as per the Event Plan
- 4.6. The representatives present at the site inspection had been satisfied with the event arrangements and the Special Safety Certificate had been issued prior to the admission of spectators.

## **5. Employee Implications**

- 5.1. None.

## **6. Financial Implications**

- 6.1. The Council is authorised by regulations to charge fees for work reasonably done as a result of an application for the issue, amendment, replacement, transfer or cancellation of a safety certificate.

## **7. Climate Change, Sustainability and Environmental Implications**

- 7.1. There are no climate change, sustainability or environmental implications arising from the information presented in this report.

## **8. Other Implications**

- 8.1. There is a risk to the Council as the body responsible for administering safety certificates for sports grounds that any incident involving public safety where proper guidelines have not been followed could damage the Council's reputation. This risk is mitigated by the requirements and conditions contained within the General Safety Certificate on ground management to implement measures within the Guide to Safety at Sports Grounds (sixth edition) to ensure the reasonable safety of spectators. The requirements of the General Safety Certificate for the North and West Stands also applied to the fireworks event.
- 8.2. Annual inspection and annual match day inspections are carried out at the Foy's Stadium which include checks of safety procedures, physical inspections of the Stands and checks of inspection and test certificates of various installations and equipment.

8.3. In addition, relevant risk assessments specific to the fireworks event, including the identification of foreseeable hazards, evaluation of the risks associated with them, and mitigating measures to reduce the risks to an appropriate level, were undertaken and used to help develop the Event Plan, a copy of which was required to be kept with the Special Safety Certificate.

8.4. As detailed at paragraphs 4.5 and 4.6, a site inspection was also undertaken prior to the event.

## **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. Consultation had taken place with:-

- ◆ the South Lanarkshire Sports Grounds Safety Advisory Group which comprises of representatives of the following:-
  - ◆ relevant services within South Lanarkshire Council
  - ◆ NHS Lanarkshire
  - ◆ Police Scotland
  - ◆ Scottish Ambulance Service
  - ◆ Scottish Fire and Rescue Service
- ◆ sports ground management at Hamilton Academical Football Club
- ◆ a representative of Midnight Storm Fireworks (acting in an advisory capacity to ground management for the event)
- ◆ a representative of Security Scotland (stewarding provider)

**Paul Manning**

**Executive Director (Finance and Corporate Resources)**

24 December 2021

## **Link(s) to Council Values/Ambitions/Objectives**

- ◆ Make communities safer, stronger and sustainable

## **Previous References**

- ◆ Finance and Corporate Resources Committee - 10 November 2021

## **List of Background Papers**

- ◆ General Safety Certificate for Regulated Stands – North and West Stands, Foys Stadium, Cadzow Avenue, Hamilton
- ◆ Special Safety Certificate for the purpose of holding a fireworks event at the Foys Stadium, Cadzow Avenue, Hamilton on 5 November 2021

## **Contact for Further Information**

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

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