



Council Offices, Almada Street  
Hamilton, ML3 0AA

Tuesday, 22 February 2022

Dear Councillor

## **South Lanarkshire Council**

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

**Date:** Wednesday, 02 March 2022  
**Time:** 11:30 (or immediately following the Executive Committee, whichever is the later)  
**Venue:** By Microsoft Teams,

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

Yours sincerely

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

### **Members**

Alex Allison, John Anderson, John Bradley, Walter Brogan, Robert Brown, Archie Buchanan, Jackie Burns, Janine Calikes, Stephanie Callaghan, Graeme Campbell, Andy Carmichael, Maureen Chalmers, Gerry Convery, Margaret Cooper, Poppy Corbett, Margaret Cowie, Peter Craig, Maureen Devlin, Mary Donnelly, Isobel Dorman, Fiona Dryburgh, Joe Fagan, Allan Falconer, Grant Ferguson, Alistair Fulton, Geri Gray, George Greenshields, Lynsey Hamilton, Ian Harrow, Eric Holford, Graeme Horne, Mark Horsham, Martin Grant Hose, Ann Le Blond, Martin Lennon, Richard Lockhart, Eileen Logan, Katy Loudon, Joe Lowe, Hugh Macdonald, Julia Marrs, Monique McAdams, Ian McAllan, Catherine McClymont, Kenny McCreary, Colin McGavigan, Mark McGeever, Jim McGuigan, Davie McLachlan, Gladys Miller, Lynne Nailon, Richard Nelson, Carol Nugent, Mo Razzaq, John Ross, Graham Scott, David Shearer, Collette Stevenson, Bert Thomson, Margaret B Walker, Jim Wardhaugh, Jared Wark, David Watson, Josh Wilson

## BUSINESS

### 1 Declaration of Interests

- 2 **Minutes of Previous Meeting** 5 - 8  
Minutes of the meeting of South Lanarkshire Council held on 1 December 2021 submitted for approval as a correct record. (Copy attached)

- 3 **Minutes of Special Meeting**  
Minutes of the special meeting of South Lanarkshire Council held on 23 February 2022 submitted for approval as a correct record. (Copy to be tabled)

- 4 **Minutes of Risk and Audit Scrutiny Committee** 9 - 14  
Minutes of the meeting of the Risk and Audit Scrutiny Committee held on 17 November 2021 submitted for noting. (Copy attached)

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### Item(s) for Decision

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- 5 **Minutes of Community and Enterprise Resources Committee** 15 - 26  
Minutes of the meeting of the Community and Enterprise Resources Committee held on 7 December 2021 submitted for approval as a correct record. (Copy attached)
- 6 **Minutes of Housing and Technical Resources Committee** 27 - 40  
Minutes of the meeting of the Housing and Technical Resources Committee held on 8 December 2021 submitted for approval as a correct record. (Copy attached)
- 7 **Minutes of Planning Local Review Body** 41 - 44  
Minutes of the meeting of the Planning Local Review Body held on 13 December 2021 submitted for approval as a correct record. (Copy attached)
- 8 **Minutes of Cambuslang and Rutherglen Area Committee** 45 - 50  
Minutes of the meeting of the Cambuslang and Rutherglen Area Committee held on 14 December 2021 submitted for approval as a correct record. (Copy attached)
- 9 **Minutes of East Kilbride Area Committee** 51 - 56  
Minutes of the meeting of the East Kilbride Area Committee held on 15 December 2021 submitted for approval as a correct record. (Copy attached)
- 10 **Minutes of Housing and Technical Resources Committee (Special)** 57 - 58  
Minutes of the special meeting of the Housing and Technical Resources Committee held on 19 January 2022 submitted for approval as a correct record. (Copy attached)

<b>11 Minutes of Performance and Review Scrutiny Forum</b>	59 - 62
Minutes of the meeting of the Performance and Review Scrutiny Forum held on 25 January 2022 submitted for approval as a correct record. (Copy attached)	
<b>12 Minutes of Employee Issues Forum</b>	63 - 66
Minutes of the meeting of the Employee Issues Forum held on 25 January 2022 submitted for approval as a correct record. (Copy attached)	
<b>13 Minutes of Risk and Audit Scrutiny Committee</b>	67 - 72
Minutes of the meeting of the Risk and Audit Scrutiny Committee held on 26 January 2022 submitted for approval as a correct record. (Copy attached)	
<b>14 Minutes of Climate Change and Sustainability Committee</b>	73 - 80
Minutes of the meeting of the Climate Change and Sustainability Committee held on 2 February 2022 submitted for approval as a correct record. (Copy attached)	
<b>15 Minutes of Appeals Panel</b>	81 - 82
Minutes of the meeting of the Appeals Panel held on 3 February 2022 submitted for approval as a correct record. (Copy attached)	
<b>16 Minutes of Education Resources Committee</b>	83 - 92
Minutes of the meeting of the Education Resources Committee held on 8 February 2022 submitted for approval as a correct record. (Copy attached)	
<b>17 Minutes of Social Work Resources Committee</b>	93 - 102
Minutes of the meeting of the Social Work Resources Committee held on 9 February 2022 submitted for approval as a correct record. (Copy attached)	
<b>18 Minutes of Finance and Corporate Resources Committee</b>	103 - 112
Minutes of the meeting of the Finance and Corporate Resources Committee held on 9 February 2022 submitted for approval as a correct record. (Copy attached)	
<b>19 Minutes of Financial Resources Scrutiny Forum</b>	113 - 116
Minutes of the meeting of the Financial Resources Scrutiny Forum held on 10 February 2022 submitted for approval as a correct record. (Copy attached)	
<b>20 Minutes of Conference Allocation Committee</b>	117 - 118
Minutes of the meeting of the Conference Allocation Committee held on 15 February 2022 submitted for approval as a correct record. (Copy attached)	
<b>21 Minutes of Planning Committee</b>	119 - 126
Minutes of the meeting of the Planning Committee held on 15 February 2022 submitted for approval as a correct record. (Copy attached)	
<b>22 Minutes of Clydesdale Area Committee</b>	127 - 132
Minutes of the meeting of the Clydesdale Area Committee held on 15 February 2022 submitted for approval as a correct record. (Copy attached)	

- 23 Minutes of Petitions Committee** 133 - 136  
Minutes of the meeting of the Petitions Committee held on 16 February 2022 submitted for approval as a correct record. (Copy attached)
- 24 Minutes of Hamilton Area Committee** 137 - 142  
Minutes of the meeting of the Hamilton Area Committee held on 16 February 2022 submitted for approval as a correct record. (Copy attached)
- 25 Minutes of Licensing Committee**  
Minutes of the meeting of the Licensing Committee held on 22 February 2022 submitted for approval as a correct record. (Copy to be tabled)
- 26 Minutes of Equal Opportunities Forum**  
Minutes of the meeting of the Equal Opportunities Forum held on 23 February 2022 submitted for approval as a correct record. (Copy to be tabled)
- 27 Notice of Motion - Protecting Bus Services for South Lanarkshire Communities** 143 - 144  
Motion received in terms of Standing Order No 19 on 6 February 2022, proposed by Councillor McGeever and seconded by Councillor Brown. (Copy attached)

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#### **Item(s) for Noting**

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- 28 Equity Working Group Progress Report - Update** 145 - 148  
Report dated 16 February 2022 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 29 A National Care Service for Scotland - Consultation Analysis** 149 - 160  
Report dated 15 February 2022 by the Chief Executive. (Copy attached)

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#### **Urgent Business**

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- 30 Urgent Business**  
Any other items of business which the Provost decides are urgent.

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

Clerk Name:	Susan Somerville
Clerk Telephone:	01698 454197
Clerk Email:	susan.somerville@southlanarkshire.gov.uk

Minutes of meeting held via Microsoft Teams on 1 December 2021

**Chair:**

Provost Ian McAllan

**Councillors Present:**

Councillor Alex Allison, Councillor John Anderson, Councillor John Bradley, Councillor Walter Brogan, Councillor Robert Brown, Councillor Jackie Burns, Councillor Janine Calikes, Councillor Stephanie Callaghan, Councillor Andy Carmichael, Councillor Maureen Chalmers, Councillor Gerry Convery, Councillor Margaret Cooper, Councillor Poppy Corbett, Councillor Margaret Cowie, Councillor Peter Craig, Councillor Maureen Devlin, Councillor Mary Donnelly, Councillor Isobel Dorman, Councillor Fiona Dryburgh, Councillor Joe Fagan, Councillor Grant Ferguson, Councillor Alistair Fulton, Councillor Geri Gray, Councillor George Greenshields, Councillor Lynsey Hamilton, Councillor Ian Harrow, Councillor Eric Holford, Councillor Graeme Horne, Councillor Mark Horsham, Councillor Martin Grant Hose, Councillor Ann Le Blond, Councillor Martin Lennon, Councillor Richard Lockhart, Councillor Eileen Logan, Councillor Katy Loudon, Councillor Joe Lowe, Councillor Julia Marrs, Councillor Monique McAdams, Councillor Catherine McClymont, Councillor Kenny McCreary, Councillor Colin McGavigan, Councillor Mark McGeever, Councillor Jim McGuigan, Councillor Davie McLachlan, Councillor Gladys Miller, Councillor Lynne Nailon, Councillor Richard Nelson, Councillor Mo Razzaq, Councillor John Ross, Councillor Graham Scott, Councillor David Shearer, Councillor Collette Stevenson, Councillor Bert Thomson, Councillor Margaret B Walker, Councillor Jim Wardhaugh, Councillor Jared Wark, Councillor David Watson, Councillor Josh Wilson

**Councillors' Apologies:**

Councillor Archie Buchanan, Councillor Graeme Campbell, Councillor Allan Falconer, Councillor Hugh Macdonald, Councillor Carol Nugent

**Attending:**

**Chief Executive's Service**

C Sneddon, Chief Executive

**Community and Enterprise Resources**

M McGlynn, Executive Director

**Education Resources**

T McDaid, Executive Director; C McKenzie, Head of Education (Broad General Education)

**Finance and Corporate Resources**

P Manning, Executive Director; N Docherty, Administration Assistant; T Little, Head of Corporate Communications; G McCann, Head of Administration and Legal Services; S Somerville, Administration Manager

**Housing and Technical Resources**

D Lowe, Executive Director

**Social Work Resources/Health and Social Care**

S Sengupta, Director, Health and Social Care

**Also Attending:**

G McNally, Audit Scotland

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**Provost's Opening Remarks**

The Provost welcomed Gemma McNally, Audit Scotland to this meeting of the Council.

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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 South Lanarkshire Council held on 22 September 2021 were submitted for approval as a correct record.

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

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## **3 Minutes of Risk and Audit Scrutiny Committee**

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The minutes of the meeting of the Risk and Audit Scrutiny Committee held on 22 June 2021 were submitted for noting.

**The Council decided:** that the minutes be noted.

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## **4 Minutes of Risk and Audit Scrutiny Committee**

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The minutes of the meeting of the Risk and Audit Scrutiny Committee held on 15 September 2021 were submitted for noting.

**The Council decided:** that the minutes be noted.

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## **5 Notice of Motion – Challenges Faced by Young People During Covid-19 Pandemic – Concerns Over Waiting Lists to See Specialists**

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In terms of Standing Order No 19, a motion proposed by Councillor Nelson, seconded by Councillor Holford, was submitted as follows:-

“The Council recognises the challenges faced by our young people during the COVID-19 pandemic, especially those with additional support needs; praises the work undertaken by Lanarkshire Autism Group based in Larkhall and indeed, all organisations who have provided vital support to families during this difficult time; raises serious concerns over the waiting lists for young people to see specialists with waiting lists throughout South Lanarkshire stating the following:

Speech and Language – 42 weeks  
Neuro Development Team – 2 years  
Community Paediatrician – 3 years  
CAMHS – 1+ years

Understands that GIRFEC (getting it right for every child) supports families by making sure children and young people can receive the right help, at the right time, from the right people; however, agrees that this policy cannot assist families properly whilst waiting lists are out of control; further agrees to write to the Minister for Mental Wellbeing and Social Care to note this Council’s serious concerns in relation to the above waiting times and to ask the Scottish Government to outline their plans to urgently reduce these waiting times.”

In moving his motion, Councillor Nelson referred to the concerning situation facing young people, their families and carers due to the increased waiting times to access support services. He advised that he had been made aware from constituents that some young family members felt suicidal or were exhibiting suicidal behaviour, however, could not access support services that could potentially save their lives. He said it was particularly concerning as in 2020, the suicide rate in Scotland was higher than the previous 5 year average. He also referred to those families with children awaiting diagnoses of autism or ADHD and who were struggling without access to appropriate support services and failing to meet developmental milestones. Councillor Holford, in seconding the motion, referred to the good work undertaken by the Council to address mental health issues, however, considered that there was a national resourcing issue which required attention.

Councillor Ross, seconded by Councillor Bradley, moved the following as an amendment:-

Delete from 'raises serious concerns' to end in motion and insert:

"Welcomes the new Communities Mental Health & Wellbeing Fund of £15 million that was launched on 15<sup>th</sup> October 2021 aimed to help support adult community-based initiatives across Scotland. Further welcomes that this fund is part of the £120 million Recovery & Renewal Fund to ensure delivery of the commitments set out in the Mental Health Transition & Recovery Plan in response to mental health needs arising from the pandemic; understands the pressures that NHS is facing as a result of the pandemic and urges Governments in Scotland and at Westminster to invest in public services in their upcoming budgets."

In moving the amendment, Councillor Ross referred to the pressures on the NHS and public sector and how those were not unique to Scotland.

Councillor Fagan considered that members should accept the motion but, to make it more powerful, incorporate the following wording from the amendment:-

"understands the pressures that NHS is facing because of the pandemic and urges Governments in Scotland and Westminster to invest in public services at their upcoming budgets."

Councillor Nelson intimated that he was content to accept Councillor Fagan's suggestion and the motion was duly amended.

Following discussion, on a vote being taken by roll call, members voted as follows:-

#### **Motion**

Alex Allison, Walter Brogan, Robert Brown, Andy Carmichael, Gerry Convery, Margaret Cooper, Poppy Corbett, Margaret Cowie, Maureen Devlin, Fiona Dryburgh, Joe Fagan, George Greenshields, Lynsey Hamilton, Ian Harrow, Eric Holford, Martin Grant Hose, Ann Le Blond, Martin Lennon, Richard Lockhart, Eileen Logan, Joe Lowe, Monique McAdams, Catherine McClymont, Kenny McCreary, Colin McGavigan, Mark McGeever, Davie McLachlan, Lynne Nailon, Richard Nelson, Mo Razzaq, Graham Scott, Bert Thomson, Margaret B Walker, Jim Wardhaugh, Jared Wark, David Watson

#### **Amendment**

John Anderson, John Bradley, Janine Calikes, Stephanie Callaghan, Maureen Chalmers, Peter Craig, Mary Donnelly, Isobel Dorman, Grant Ferguson, Alistair Fulton, Geri Gray, Graeme Horne, Mark Horsham, Katy Loudon, Julia Marrs, Ian McAllan, Jim McGuigan, Gladys Miller, John Ross, David Shearer, Collette Stevenson, Josh Wilson

22 members voted for the amendment and 36 for the motion which was declared carried.

- The Council decided:** that the terms of the motion be supported and the Council:-
- ♦ ask the Scottish Government to outline its plans to urgently reduce waiting times
  - ♦ urge Governments in Scotland and Westminster to invest in public services at their upcoming budgets

*Councillor Callaghan joined the meeting during this item of business but prior to the vote*

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## **6 External Auditor's Annual Report to South Lanarkshire Council**

A report dated 17 November 2021 by the Executive Director (Finance and Corporate Resources) was submitted on the External Auditor's, Audit Scotland, Annual Report to the Council for 2020/2021.

Councillors Miller, Allison and Holford, in turn, thanked, in particular, the Executive Director (Finance and Corporate Resources) and his team for their contribution in achieving a positive report.

**The Council decided:** that the External Auditor's Annual Report 2020/2021 to the Council be noted.

*[Reference: Minutes of the Risk and Audit Scrutiny Committee of 17 November 2021 (Paragraph 3)]*

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## **7 Urgent Business**

There were no items of urgent business.

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## **Provost's Closing Remarks**

The Provost advised that this would be the last Council meeting that Michael McGlynn, Executive Director (Community and Enterprise Resources) would be attending as he was retiring. The Provost, on behalf of the Council, thanked Mr McGlynn for his many years of public service and wished him a happy retirement.

Councillors Ross, Fagan, Brown, Allison and Cooper, in turn, echoed the Provost's sentiments.

Mr McGlynn responded in suitable terms and wished to record his thanks to members, past and present, and his staff, particularly in terms of their efforts during the COVID-19 pandemic.



## RISK AND AUDIT SCRUTINY COMMITTEE

Minutes of meeting held via Microsoft Teams on 17 November 2021

**Chair:**

Councillor Eric Holford

**Councillors Present:**

Councillor Walter Brogan, Councillor Mary Donnelly, Councillor Grant Ferguson, Councillor Julia Marrs, Councillor Carol Nugent, Councillor Jared Wark

**Councillors' Apologies:**

Councillor Martin Lennon, Councillor Davie McLachlan

**Councillor Also Present:**

Councillor John Ross (for items 3 and 4)

**Attending:**

**Chief Executive's Service**

C Sneddon, Chief Executive (for items 3 and 4)

**Finance and Corporate Resources**

P Manning, Executive Director; Y Douglas, Audit and Compliance Manager; T Little, Head of Communications and Strategy; E-A McGonigle, Administration Officer; J Taylor, Head of Finance (Strategy)

**Also Attending:**

**Audit Scotland**

A Kerr, F Mitchell-Knight and G McNally, External Auditors

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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 Risk and Audit Scrutiny Committee held on 15 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 External Auditors' Annual Report to South Lanarkshire Council 2020/2021

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The following documents were submitted by Audit Scotland, the Council's external auditors:-

- ◆ letter and appendices relating to the 2020/2021 Annual Audit report on South Lanarkshire Council and registered charities administered by South Lanarkshire Council
- ◆ 2020/2021 South Lanarkshire Council proposed Annual Audit report to members of the Council and the Controller of Audit

The Audit Director, Audit Scotland, introduced the report and the Senior Auditor, Audit Scotland, spoke on the Annual Audit report and highlighted the following:-

- ◆ the audit of the 2020/2021 Annual Accounts
- ◆ financial management
- ◆ financial sustainability
- ◆ governance and transparency
- ◆ best value
- ◆ key messages
- ◆ 2020/2021 action plan on recommendations for improvement
- ◆ significant audit risks identified during planning of the audit
- ◆ summary of national performance reports 2020/2021

The Senior Auditor also referred to significant findings from the audit of financial statements in relation to:-

- ◆ loans fund reprofiling
- ◆ accounting for non-current assets
- ◆ assets held for sale
- ◆ accounting treatment of COVID-19 funding
- ◆ COVID-19 funding guidance change
- ◆ provision for dilapidations

The external auditors' opinion on the Council's Annual Accounts 2020/2021 and those of the 3 charities administered by the Council was unqualified.

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

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#### **4 Audited Annual Accounts 2020/2021**

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A report dated 3 November 2021 by the Executive Director (Finance and Corporate Resources) was submitted on the:-

- ◆ Council's Certified Annual Accounts and Charitable Trusts' Accounts for 2020/2021, which had received a clean audit certificate from the Council's external auditors, Audit Scotland
- ◆ requirement to approve the Annual Accounts 2020/2021 for signature in terms of both the Council's accounts and related charitable trusts

The accounts covered the Council as well as 3 Charitable Trusts managed by the Council, namely South Lanarkshire Council Educational Trust, South Lanarkshire Council Charitable Trust and the East Kilbride Information Technology Trust. A clean audit certificate had been received for each with no qualifications on the Council's accounts. An agreed action plan had been included in the external auditor's report and officers would work to ensure those were implemented in 2021/2022.

The Annual Accounts would be advertised as being available for public inspection on the Council's website and on request from Finance Services.

**The Committee decided:**

- (1) that the South Lanarkshire Council Annual Accounts 2020/2021 and the Charitable Trusts' Accounts, which had each received a clean audit certificate from the Council's external auditors, Audit Scotland, be approved for signature; and

- (2) that it be noted that the external auditors' report would be referred to a future meeting of South Lanarkshire Council for noting.

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## **5 2021/2022 Internal Audit Plan – 6 Months to 31 March 2021**

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A report dated 2 November 2021 by the Executive Director (Finance and Corporate Resources) was submitted on the proposed first phase of the Internal Audit Plan 2021/2022 for the 6 months to 31 March 2021.

A total of 619 audit days, inclusive of days which had been allocated to external clients, had been provided for in the second phase of the Plan. The proposed Internal Audit Plan, which included a brief outline scope for each proposed assignment, was attached as Appendix 2 to the report. Progress on the first phase of the Plan, for the period to 30 September 2021, was set out in Appendix 1.

The content of the Audit Plan each year was determined by the requirement to deliver a programme of work that would inform the annual audit opinion on the overall adequacy and effectiveness of the organisation's framework of governance, risk management and control arrangements. To reflect the evolving risks and challenges that the Council continued to face, the Internal Audit Plan 2021/2022 had been presented to the Committee as 2 separate 6 month Plans to ensure they were current, relevant and deliverable. The Plans included core elements of audit work, completion of key financial year end tasks and reflected the ongoing support that was being provided to Council services to disburse COVID-19 grants.

A summary of how each assignment linked to key assurance areas for both Plans was included at Appendix 3 to the report.

The 2021/2022 Audit Plan would be delivered within the context of the revised Internal Audit Charter and in accordance with the Public Sector Internal Auditing Standards (PSIAS). A formal review of the internal audit function's compliance with PSIAS would be conducted in 2021/2022 in preparation for an external assessment that would be required in 2022/2023.

Work had commenced on the preparation of the 2022/2023 Internal Audit Plan and members of the Committee were invited to suggest potential areas for inclusion in the Plan. For the 2022/2023 Plan, consideration would be given as to whether the more agile approach of presenting the Plan at 6 monthly intervals would continue to be the most effective model. A review would be conducted that would consider practice across other local authorities as well as best practice guidance published by relevant professional bodies. The outcome of the review would be reported to the Committee in conjunction with the presentation of the proposed Internal Audit Plan for 2022/2023.

**The Committee decided:** that the proposed second phase of the 2021/2022 Internal Audit Plan for the 6 months to 31 March 2022 be approved.

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

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## **6 Internal Audit Activity as at 29 October 2021**

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A report dated 2 November 2021 by the Executive Director (Finance and Corporate Resources) was submitted on work completed by Internal Audit during the period 28 August to 29 October 2021.

Findings from internal audit assignments were reported to this Committee throughout the year and the last progress report was considered by this Committee on 15 September 2021. Key performance indicators, which reflected quality, on time and within budget for the period to 30 September 2021, were summarised at Appendix 1 to the report. 100% of draft reports were issued on time and 100% within budget against targets of 80% respectively. Quality continued to be monitored through internal quality control procedures.

As at 29 October 2021, 95% of planned assignments from Phase 1 of the 2021/2022 Audit Plan had started and 23% completed to the draft report stage. A further 30% of assignments related to work that was continued throughout the year and was carried forward to the second 6 month Plan. Work to complete the remaining 47% of phase 1 of the 2021/2022 Plan continued, alongside the assignments that formed the second phase of the Plan through to 31 March 2022.

Client contributions to the delivery of the audit plan took the form of responding to draft reports, agreeing to close meetings and signing reports timeously once agreed. 100% of audit assignments were concluded to a signed action plan within 4 weeks of the issue of a draft report against a target of 80%.

The findings from assignments completed in the period 28 August to 29 October 2021 were detailed in Appendix 2 to the report.

In December 2020, the Committee was advised that the format for presenting findings with the Internal Audit update reports would be reviewed to support member scrutiny. The review had been completed and the new format, which contained an expanded key messages summary, was attached as Appendix 3 to the report. To further assist members with their scrutiny role, each of the key messages summaries would be concluded with suggested areas where assurance should be sought that all risks had been identified and that controls were in place to mitigate risks.

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

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

*[Reference: Minutes of 15 September 2021 (Paragraph 3)]*

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## **7 Audit Scotland Report – Local Government in Scotland Overview 2021**

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A report dated 20 September 2021 by the Executive Director (Finance and Corporate Resources) was submitted on the Audit Scotland Report entitled 'Local Government in Scotland: Overview 2021' which had been published in May 2021.

The latest Local Government Overview was the first in a series of reports that would reflect on the evolving and long-term impact of COVID-19. The 2021 report considered the initial response of councils and future reports would provide detailed analysis of the impact and lessons learned from the pandemic.

The report considered the impact of the pandemic across 3 themes:-

- ◆ communities and people
- ◆ service delivery and partnership working
- ◆ service case study focussing on planning

Information was given on a number of key messages and lessons learned arising from the Audit Scotland report.

The Audit Scotland report detailed the unprecedented set of issues and challenges that the COVID-19 pandemic had presented for councils, their partners and for communities. The shape of the recovery and renewal curve was not yet clear, nor was the longer-term impacts on the economy, communities, and public services.

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

*[Reference: Minutes of 9 December 2020 (Paragraph 7)]*

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## **8 Forward Programme for Future Meetings**

A report dated 7 October 2021 by the Executive Director (Finance and Corporate Resources) was submitted on the outline forward programme for the meeting of the Risk and Audit Scrutiny Committee scheduled for 26 January 2022.

As part of future arrangements, members were invited to suggest topics for inclusion in the Committee's forward programme.

**The Committee decided:** that the outline forward programme for the meeting of the Risk and Audit Scrutiny Committee scheduled for 26 January 2022 be noted.

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## **9 Urgent Business**

There were no items of urgent business.



Minutes of meeting held via Microsoft Teams on 7 December 2021

**Chair:**

Councillor John Anderson

**Councillors Present:**

Councillor John Bradley, Councillor Graeme Campbell, Councillor Maureen Chalmers, Councillor Gerry Convery, Councillor Mary Donnelly (*substitute for Councillor Peter Craig*), Councillor Isobel Dorman (Depute), Councillor Joe Fagan, Councillor Grant Ferguson, Councillor Graeme Horne, Councillor Martin Grant Hose, Councillor Hugh Macdonald, Councillor Monique McAdams, Councillor Ian McAllan, Councillor Catherine McClymont, Councillor Kenny McCreary, Councillor Mark McGeever, Councillor Davie McLachlan, Councillor Lynne Nailon, Councillor Graham Scott, Councillor Margaret B Walker, Councillor David Watson, Councillor Josh Wilson

**Councillors' Apologies:**

Councillor Margaret Cooper, Councillor Peter Craig, Councillor Ann Le Blond, Councillor John Ross (*ex-officio*)

**Councillors Also Attending:**

Councillor Jackie Burns, Councillor Allan Falconer

**Attending:****Community and Enterprise Resources**

M McGlynn, Executive Director; P Elliott, Head of Planning and Economic Development; A McKinnon, Head of Facilities, Waste and Ground Services; C Park, Head of Roads and Transportation Services

**Finance and Corporate Resources**

N Docherty, Administration Assistant; L Harvey, Finance Manager; E Maxwell, Human Resources Business Partner; E-A McGonigle, Administration Officer; L O'Hagan, Finance Manager (Strategy); S Terry, Web Journalist; M M Wilson, Legal Services Manager

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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 Community and Enterprise Resources Committee held on 28 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 Community and Enterprise Resources - Revenue Budget Monitoring 2021/2022**

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A joint report dated 2 November 2021 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted comparing actual expenditure at 8 October 2021 against budgeted expenditure for 2021/2022 for Community and Enterprise Resources.

At 8 October 2021, there was an overspend of £2.468 million against the phased budget. The reported overspend related primarily to costs as a result of COVID-19. This position did not reflect any impact for South Lanarkshire Leisure and Culture (SLLC) as at 8 October 2021.

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

**The Committee decided:**

- (1) that the overspend on the Community and Enterprise Resources' revenue budget of £2.468 million as at 8 October 2021, as detailed in Appendix A of the report, be noted; and
- (2) that the budget virements, as detailed in appendices B to G of the report, be approved.

*[Reference: Minutes of 28 September 2021 (Paragraph 4)]*

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#### **4 Community and Enterprise Resources - Capital Budget Monitoring 2021/2022**

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A joint report dated 17 November 2021 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted advising of progress on the Community and Enterprise Resources' capital programme 2021/2022 and summarising the expenditure position at 8 October 2021.

Following changes to the capital programme agreed by the Executive Committee at its meetings on 3 November and 1 December 2021, the revised capital programme for 2021/2022 amounted to £44.115 million and, at 8 October 2021, expenditure was £16.586 million.

**The Committee decided:** that the Community and Enterprise Resources' capital programme of £44.115 million, and expenditure to date of £16.586 million, be noted.

*[Reference: Minutes of 28 September 2021 (Paragraph 6) and Minutes of the Executive Committee of 3 November 2021 (Paragraph 4) and 1 December 2021 (Paragraph 4)]*

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

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#### **5 Community and Enterprise Resources - Workforce Monitoring – August and September 2021**

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A joint report dated 7 September 2021 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted on the following employee information for Community and Enterprise Resources for the period August and September 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 11 September 2021

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

*[Reference: Minutes of 28 September 2021 (Paragraph 5)]*



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## **6 Blantyre Town Centre Strategy and Action Plan – Consultative Draft**

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A report dated 17 November 2021 by the Executive Director (Community and Enterprise Resources) was submitted on the Blantyre Town Centre Strategy and Action Plan.

Supporting town centres was a Council priority and the Council worked closely with appropriate groups and organisations through a partnership approach to achieve common goals. In developing the Blantyre Town Centre Strategy, a key partner was the Blantyre Business Community and the Strategy focused on town centre regeneration.

The consultative draft Blantyre Town Centre Strategy and Action Plan, attached as Appendix 1 to the report, set out a range of initiatives which the Council aimed to pursue with partners to support the vitality and viability of the centre. The Strategy was informed by Scottish Towns Partnerships 'Your Town Audit' which was attached as Appendix 2 to the report.

If approved, the Consultative Draft Strategy would be published and made available for wider consultation from January to March 2022, details of which were provided in the report. Following consideration of the comments received as a result of the consultation process, the finalised Strategy would be submitted to a future meeting of the Committee for approval.

### **The Committee decided:**

- (1) that the consultative draft Blantyre Town Centre Strategy and Action Plan, and a period of consultation, as detailed in section 5 of the report, be approved; and
- (2) that it be noted that the finalised Strategy would be submitted to the next meeting of the Committee for approval and adoption.

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## **7 Place Based Investment Programme (PBIP) and Town Centre Capital Fund - Update**

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A joint report dated 8 November 2021 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted:-

- ♦ providing information on the Place Based Investment Programme (PBIP) for 2021/2022
- ♦ seeking approval to proceed with the year 2 application process for PBIP, subject to confirmation of the expected allocation from the Scottish Government

In February 2021, the Scottish Government had announced, in its Programme for Government, that a PBIP would be implemented over the 5-year period of the next parliament. The funding was targeted at addressing some of the challenges faced by Scotland's places across the country. The Council had been awarded £2.003 million for the financial year 2021/2022 and this had been allocated across 11 projects with project development funding, as set out in Appendix 1 to the report.

Approximately £1.4 million would be funded in financial year 2022/2023 and £1.2 million in each of the remaining 3 years of the programme. Total funding over the 5-year period would amount to approximately £7.003 million. The confirmation of a 5-year programme allowed a more structured approach to the allocation and delivery of projects when compared to previous annual allocations for town centre funding.

The objectives of the fund were linked to the improvement of places rather than being solely focused on town centres. Consequently, the allocation of the fund could cover all towns, villages and settlements in South Lanarkshire. Constraints around spending required year 2 funding of approximately £1.4 million to be spent and/or fully committed by 31 March 2023, with future years following a similar structure.

As agreed at the meeting of the Community and Enterprise Resources Committee held on 29 June 2021, a process of direct allocation of funding projects had been used in the first year and it was proposed that a bidding process would be used for the allocation of funding in future years, commencing in the financial year 2022/2023. Due to the local government elections in May 2022, the Committee would not meet until summer 2022 and approval was sought for the Executive Director (Community and Enterprise Resources) to be given delegated authority to award funding in line with the previously accepted criteria.

A comprehensive update on the current status of projects funded in year one from the following funding streams was provided in Appendix 1 to the report:-

- ◆ Place Based Investment Programme
- ◆ Town Centre Capital Fund
- ◆ Regeneration Capital Grant Fund

It was proposed that a bidding process, mirroring the process used for the Town Centre funding over 2019 and 2020, would be used for future years of the PBIP, commencing in financial year 2022/2023.

A report would be brought to the first Committee meeting following the local government elections providing an update on applications, assessments and awards of funding.

Officers responded to members' questions in relation to the following:-

- ◆ further details on the progress of some of the projects, including the East Kilbride Shared Workspace, the East Kilbride Civic Masterplan, Forth Business and Outdoor Development, Near to Home Working and East Kilbride Zone
- ◆ the delegated authority approval process and assurance that members would be kept fully informed at all stages in the process
- ◆ the future of the East Kilbride taskforce and the Council's role in it

**The Committee decided:**

- (1) that the update on projects approved by the Committee at its meeting on 29 June 2021 be noted; and
- (2) that the Executive Director (Community and Enterprise Resources) be authorised to proceed with the allocation of funding for the year 2 PBIP application process, as set out in section 5 of the report.

*[Reference: Minutes of 29 June 2021 (Paragraph 9)]*

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## **8 South Lanarkshire Gift Card**

A report dated 8 November 2021 by the Executive Director (Community and Enterprise Resources) was submitted:-

- ◆ informing members of the South Lanarkshire gift card proposal from Scotland's Towns Partnership
- ◆ seeking approval to progress the promotion of the gift card for year one

Along with other local authorities in Scotland, South Lanarkshire Council had been asked by the Scottish Government, through Scotland's Towns Partnership (STP), to support a Scotland Loves Local Gift Card scheme designed to encourage local shopping, drive footfall to local businesses and keep spend in the local area for longer. The scheme would be administered by Miconex and the Council would have no role in the functionality and e-commerce aspects of the gift card.

The administration of the initiative would be fully funded by the Scottish Government for the first year (September 2021 to August 2022). There would be 5,000 gift cards available for each local authority for the first year, should agreement be made to sign up to the scheme via a concordat. Through this concordat, the local authority would be agreeing to:-

- ◆ promote the Scotland Loves Local Gift Card scheme
- ◆ have a local launch and promotion of the gift card to businesses in South Lanarkshire
- ◆ provide content for a “landing page” specific to South Lanarkshire

The gift cards used the existing MasterCard network and could, therefore, only be accepted by small independent businesses and national retailers who used this network. STP had advised that the only cost to the Council in the first year would be officer time. Whilst there were synergies with the work of Economic Development, it was anticipated that the amount of officer time could be extensive. Recommendations on whether to continue beyond year one would require to consider both the wider economic benefits and value for money to the Council and would be reported to a future meeting of the Committee.

Officers responded to a member’s question in relation to marketing and promotional costs of the initiative. In respect of a further question on the underwriting of the scheme, officers undertook to investigate this matter and circulate the requested information to members of the Committee.

**The Committee decided:** that the Council sign a concordat with Scotland’s Towns Partnership to promote Scotland Loves Local Gift Card scheme and related actions, as detailed in section 5 of the report.

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## **9 Building Standards Service – Additional Officers**

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A joint report dated 12 November 2021 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted on a proposed increase to the Resource’s staffing establishment within the Planning and Economic Development Service by the addition of:-

- ◆ 4 Building Standards Officers for an initial fixed term of 23 months, with consideration of a further period based on workload and fees thereafter
- ◆ a Building Standards Modern Apprentice for a 24 month period

The Council’s statutory role as Building Standards Authority for its area was undertaken by the Building Standards Service, within the Planning and Economic Development Service. The Building Standards Service was responsible for:-

- ◆ ensuring development was carried out in accordance with Building Regulations and associated Technical Standards
- ◆ statutory enforcement involving the inspection of dangerous buildings and structures and seeking remedies for unauthorised or defective work
- ◆ a range of important, non-core business activities, all linked to public safety
- ◆ supporting the Council in delivering commitments outlined in the Resource Plan
- ◆ the current and future role in addressing effects of climate change by ensuring compliance with energy standards

In March 2017, the Council was re-appointed by Scottish Ministers as verifier for the Council area for the maximum period available of 6 years. The verification role involved the timeous and efficient processing of building warrant applications along with inspection of works on site to ensure development was being carried out in compliance with the building warrant and technical standards. The next verification appointment would begin from 1 May 2023, and leading up to this, consideration of appointment would commence in early 2022 as Scottish Ministers reviewed performance to select which authorities would be appointed, and for what duration.

Based on current staffing and resource levels, there was a potential risk to the verification re-appointment, in terms of ability to improve performance and challenges faced in discharging the statutory enforcement and public safety duties.

To deliver on the objectives of the Building Standards Service, it was proposed that the following posts be added to the current Service, as detailed in section 9 of the report:-

- ◆ 3 posts of Building Standards Surveyor on Grade 3, Level 2 to 4, SCP 63-74 (£32,994 to £38,779) on an initial 23-month fixed term contract
- ◆ 1 post of Building Standards Inspector on Grade 2, Level 3, SCP 46-48 (£25,639 to £26,424) on an initial 23-month fixed term contract
- ◆ 1 post of Building Standards Modern Apprentice on Grade 1, Level 1 to 3, SCP 20-27 (£17,519 to £19,416) for a 24-month period

The costs associated with the establishment of the above posts would be met from existing budget, including turnover, Planning and Economic Development reserve balances and over recovery of fee income within the Service over the next 2 years.

In response to a member's question on discretionary charging for services such as pre-application discussions, the Head of Planning and Economic Development advised that this would be considered as part of the Scottish Government consultation on the Draft National Planning Framework (NPF4) and that a report on the consultation would be submitted to a future meeting of the Planning Committee.

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

- (1) that the contents of the report be noted; and
- (2) that the establishment of the Planning and Economic Development Service be increased by the addition of:-
  - ◆ 3 posts of Building Standards Surveyor on Grade 3, Level 2 to 4, SCP 63-74 (£32,994 to £38,779) on an initial 23-month fixed term contract
  - ◆ 1 post of Building Standards Inspector on Grade 2, Level 3, SCP 46-48 (£25,639 to £26,424) on an initial 23-month fixed term contract
  - ◆ 1 post of Building Standards Modern Apprentice on Grade 1, Level 1 to 3, SCP 20-27 (£17,519 to £19,416) for a 24-month period

*Due to technical issues, Councillor Dorman took the chair for this item only*

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## **10 Workforce Planning and Recruitment in Planning and Building Standards Services**

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A joint report dated 17 November 2021 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted on a proposal to extend, by 11 months, the 12 month fixed term contracts of 3 full time equivalent (FTE) Graduate Planning Officer posts within the Planning and Economic Development Service.

The Council's statutory role as Planning Authority for its area was undertaken by the Planning Service which sat within the Planning and Economic Development Service. The Planning Service was responsible for the preparation of the Local Development Plan and associated supporting guidance, the processing of planning applications and the enforcement and monitoring function. The Planning Service was also responsible for delivering a front-line statutory function.

To meet the demands of allocation of workload, progressing policy matters and new statutory duties, it was proposed that 3 temporary posts of Graduate Planning Officer on Grade 2, Level 2 to 4, SCP 63-74 (£23,140 to £30,147), be extended for an additional 11 months (23 months in total).

The costs associated with extending the above posts would be met from existing budgets.

**The Committee decided:** that 3 FTE Graduate Planning Officer posts, established on a temporary basis for a 12 month period on Grade 2, Level 2 to 4 (£23,140 to £30,147) within the Planning and Economic Development Service, be extended for a further period of 11 months, as detailed in section 6 of the report.

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

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A report dated 9 November 2021 by the Executive Director (Community and Enterprise Resources) was submitted on 2 applications to the various Community Benefit Funds. The Community Benefit Funds had been established to provide funding to suitable projects providing community benefit in eligible areas.

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

- ◆ £102,535.95 towards eligible costs associated with the refurbishment of Roberton Village Hall from the Andershaw Windfarm Renewable Energy Fund
- ◆ £41,394.85 towards eligible costs associated with the asset purchase of Glassford Village Hall and initial running costs from the Dungavel Windfarm Renewable Energy Fund

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

- ◆ £102,535.95 towards eligible costs associated with the refurbishment of Roberton Village Hall to Roberton Social Group from the Andershaw Windfarm Renewable Energy Fund
- ◆ £41,394.85 towards eligible costs associated with the asset purchase of Glassford Village Hall and initial running costs to Glassford Community Group from the Dungavel Windfarm Renewable Energy Fund

*[Reference: Minutes of 28 September 2021 (Paragraph 10)]*

*In terms of Standing Order No 13, the Chair adjourned the meeting at 3.00pm for a 10-minute period. The meeting recommenced at 3.10pm.*

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## 12 Roads Asset Management Plan – 2021 Update

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A report dated 17 November 2021 by the Executive Director (Community and Enterprise Resources) was submitted on the Roads Asset Management Plan (RAMP) 2021.

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

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

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

Details were given on:-

- ◆ the Council's main roads asset groups
- ◆ the overall condition of the infrastructure
- ◆ issues for consideration in relation to roads and related infrastructure

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

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

*[Reference: Minutes of 16 June 2020 (Paragraph 8)]*

*Councillor Campbell left the meeting during this item of business. Councillor Macdonald left the meeting during this item of business due to technical issues*

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## 13 East Kilbride Rail Enhancement Project Update

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A report dated 11 November 2021 by the Executive Director (Community and Enterprise Resources) was submitted providing an update on the East Kilbride Rail Enhancement Project.

The Scottish Government had recognised the need to improve the East Kilbride to Glasgow rail service and had confirmed funding of £24.8 million to allow Network Rail to progress the development work required. The Council and Strathclyde Partnership for Transport (SPT) worked in close partnership with Transport Scotland and Network Rail to support investment into infrastructure, service improvements, complementary improvements and embed such projects or priorities within regional, local or mode specific strategies.

At the meeting of the Executive Committee on 3 November 2021, members had requested that an update on the East Kilbride Rail Enhancement Project be provided at the meeting of the Community and Enterprise Resources Committee to be held on 7 December 2021.

A report presented to, and approved by, this Committee on 4 February 2020 detailed a range of options that were to be developed to improve train capacity and frequency and included electrification and zero emissions self-powered fleets, track dualling, extended station platforms and longer trains. The early development work had also recognised existing parking pressures at both East Kilbride and Hairmyres stations. Feasibility work progressed by Network Rail had identified relocating the existing Hairmyres station westward as the preferred option. The relocated station provided the opportunity to introduce complementary infrastructure in the form of:-

- ◆ an enhanced bus/rail interchange
- ◆ improved active travel facilities and linkages to the cycle network
- ◆ electric vehicle (EV) charging hub
- ◆ significant park and ride provision

Network Rail had secured the final piece of land to allow development of the enhanced bus/rail interchange, EV charging hub and park and ride facility in March 2021. Up until September 2021, officers had continued to engage with Transport Scotland, Network Rail and SPT in terms of progressing the detailed design of the project and complementary measures. Recent discussions had focused on how the land acquired by Network Rail would be made available to the Council to deliver on the complementary measures.

Public transport demands had reduced dramatically during the COVID-19 pandemic and, to date, remained significantly lower than the original predictions that had shaped the development of the original project proposals. Although good progress had been made during the pandemic, the project had still to be approved by Transport Scotland through internal project approval and governance processes. Neither SPT nor Council officers were party to this approval process.

A press release issued on 8 October 2021 confirmed that the East Kilbride corridor had been given approval for single track electrification and that further development work would be required to support this. The relocated and upgraded stations, as well as the wider complementary infrastructure, remained part of the project proposals. A summary of the rationale for the decisions made by Transport Scotland was provided in the report. The report also provided an update on project agreements and whilst discussions had continued during the pandemic, a Memorandum of Understanding (MoU) between partners had not yet been concluded.

The recently announced changes to the project had been raised directly with Transport Scotland by the Leader of the Council. Specifically, Transport Scotland had been asked to further consider the scope of the project and provide reassurance that the final scheme would fulfil the needs of commuters in South Lanarkshire and the Council's own climate change ambitions.

Network Rail and Transport Scotland continued to develop and refine the project and this was expected to lead to revised timescales for the delivery of the project. A further report would be submitted to a future meeting of the Committee once this information was known.

There followed a full discussion on various aspects of the report during which officers:-

- ◆ responded to members' questions
- ◆ undertook to:-
  - ◆ contact the Council Leader to request that members had sight of the content of the letter sent to Transport Scotland on behalf of the Council in relation to the recently announced changes to the project
  - ◆ ask Transport Scotland to provide members with a copy of the geotechnical report that would shed light on the stated constraining earthworks in the area
  - ◆ share the forecasting information that the Scottish Demand Forecasting Group (SDFG) had produced for the Scottish Government, once received

- ♦ include Thorntonhall in future discussions with partners in relation to frequency of the train service
- ♦ advised that Network Rail and Transport Scotland would be hosting a workshop in the new year in relation to the project

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

*[Reference: Minutes of 4 February 2020 (Paragraph 6) and Minutes of the Executive Committee of 3 November 2021 (Paragraph 6)]*

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

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## **14 Crossford Traffic Calming Request**

A report dated 9 November 2021 by the Executive Director (Community and Enterprise Resources) was submitted providing an update on action taken in relation to a request for traffic calming in Crossford which had been considered by the Petitions Committee at its meeting held on 25 August 2021.

The Petitions Committee had agreed that an update report be submitted to the Community and Enterprise Resources Committee at its meeting to be held on 7 December 2021. Comments from the Lead Petitioner and from Roads and Transportation Services were highlighted in the report. Progress against actions were detailed as follows:-

- ♦ discussions had taken place with Police Scotland and speed enforcement had been undertaken throughout September 2021. Commensurate with other duties, speed enforcement action had continued
- ♦ officers from Roads and Transportation Services had liaised with the Head Teacher of Underbank primary school and the Parent Council and, following consultation with staff, parents/guardians and pupils, a draft Travel Plan had been produced. The document was being finalised prior to circulation to the school community
- ♦ actions identified in the finalised School Travel Plan would be assessed and progressed as appropriate
- ♦ a traffic speed and volume survey had been programmed to be undertaken on the A72 Lanark Road, Crossford with results expected by the end of the calendar year
- ♦ the Lead Petitioner was emailed on 27 October 2021 to advise of the actions undertaken. He had responded to advise that he had not been aware of any Police Scotland enforcement activity in September 2021 and also advised that one of the electronic speed indicator signs remained inoperative. A replacement sign had been ordered and would be erected in the new year

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

*[Reference: Minutes of the Petitions Committee of 25 August 2021 (Paragraph 3)]*

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## **15 Resident Only Parking – McNeil Street Larkhall**

A report dated 9 November 2021 by the Executive Director (Community and Enterprise Resources) was submitted providing background in relation to a request for a resident only parking area on McNeil Street, Larkhall which had been considered by the Petitions Committee at its meeting held on 25 October 2021.



Comments from the Lead Petitioner and from Roads and Transportation Services were highlighted in the report. The Petitions Committee had agreed that the request for resident only parking in McNeil Street, Larkhall, and the issues raised, merited further action and should be referred to this Committee.

A report summarising the work undertaken by the Roads Safety Forum in relation to the review of the current Residents' Parking Permit Zones (RPPZs) Policy was considered at the meeting of Community and Enterprise Resources Committee held on 31 March 2020. RPPZs were considered to be an effective demand management approach to assist in minimising the impact on residents in areas of competing parking demand.

A charge for parking permits had been introduced earlier this year, however, following submission of a motion relating to Parking Permit Charges at the Council meeting of 22 September 2021, it was agreed that consultation with residents living in current RPPZ areas would be undertaken. Results of the consultation were being collated and would be considered by the 4 Area Committees prior to being reported to either the Executive Committee or full Council. In the meantime, charging for permits had been suspended.

The introduction of any traffic management proposal or restrictions, such as a RPPZ, would require assessment to ensure that issues were not just moved to another area, as other restrictions could be requested or required. As a result, and in view of the ongoing consultation in relation to RPPZs, it was proposed that McNeil Street be added to the list of potential RPPZ areas outlined at paragraph 3.5 of the report and that those areas be programmed for further assessment. It was anticipated that the assessments would be undertaken over a 6 month period commencing in early 2022. A degree of priority would be given to areas that were experiencing parking pressures, such as McNeil Street.

The Executive Director (Community and Enterprise Resources) and the Head of Roads and Transportation Services were responsible for decisions on traffic restrictions and management on the road network, by way of promoting Traffic Regulation Orders and if an RPPZ was to proceed, it would be promoted under the Road Traffic Regulation Act 1984. Consultation with the community would be a fundamental element of the process. Members of the Petitions Committee and the Lead Petitioner would be kept informed of progress.

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

*[Reference: Minutes of the Community and Enterprise Resources Committee of 31 March 2020 (Paragraph 8), Minutes of the South Lanarkshire Council of 22 September 2021 (Paragraph 7) and Minutes of the Petitions Committee of 25 October 2021 (Paragraph 3)]*

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## **16 Community and Enterprise Resources – Notification of Contracts Awarded – 1 April to 30 September 2021**

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A report dated 11 November 2021 by the Executive Director (Community and Enterprise Resources) was submitted on contracts awarded by Community and Enterprise Resources in the period 1 April to 30 September 2021.

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

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

*[Reference: Minutes of 29 June 2021 (Paragraph 13)]*

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**17 Urgent Business**

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There were no items of urgent business.

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**Chair's Closing Remarks**

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The Chair advised that this would be the last meeting that M McGlynn, Executive Director (Community and Enterprise Resources), would be attending prior to his forthcoming retirement. The Chair, on behalf of the members of the Committee, thanked Mr McGlynn for his exemplary work and advice to the Committee over the years and wished him well on his retirement. Mr McGlynn responded in suitable terms.

# HOUSING AND TECHNICAL RESOURCES COMMITTEE

6

Minutes of meeting held via Microsoft Teams on 8 December 2021

## Chair:

Councillor Josh Wilson

## Councillors Present:

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

## Councillors' Apologies:

Councillor Mary Donnelly, Councillor Richard Nelson, Councillor John Ross (ex officio)

## Attending:

### Finance and Corporate Resources

H Calley, Administration Officer; L Carstairs, Public Relations Officer; H Goodwin, Finance Manager (Resources); P MacRae, Administration Adviser; A Norris, Administration Assistant; L O'Hagan, Finance Manager (Strategy); M M Wilson, Legal Services Manager

### Housing and Technical Resources

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

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## 1 Declaration of Interests

No interests were declared.

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## 2 Minutes of Previous Meeting

The minutes of the meeting of the Housing and Technical Resources Committee held on 29 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 - Housing and Technical Resources (Excl Housing Revenue Account (HRA))

A joint report dated 1 November 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of the actual expenditure measured against the revenue budget for the period 1 April 2021 to 8 October 2021 for Housing and Technical Resources (excl HRA).

An overspend position of £0.252 million was reported at 8 October 2021 which was mainly due to additional expenditure in relation to the COVID-19 response, including temporary accommodation costs for homeless people.

The COVID-19 lockdown also had an impact on Property Services which provided the property investment, repairs and maintenance service to the HRA and other Resources' Capital and Revenue budgets. The Service continued to incur non-variable costs which required to be offset by income recovery, therefore, a recharge of £4.797 million had been estimated to date to be recharged to those budgets to cover fixed costs.

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

**The Committee decided:**

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

*[Reference: Minutes of 29 September 2021 (Paragraph 3) and Minutes of the Executive Committee of 1 December 2021 (Paragraph 3)]*

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

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A joint report dated 1 November 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of the actual expenditure measured against the revenue budget for the period 1 April 2021 to 8 October 2021 for Housing and Technical Resources (HRA) and providing a forecast for the year to 31 March 2022.

As at 8 October 2021, there was a breakeven position against budget and the forecast for the budget to 31 March 2022 was also a breakeven position. The COVID-19 lockdown had an impact on the Property Services' section which provided the property repairs and maintenance service to the HRA. The section continued to incur non-variable costs which required to be offset by income recovery, therefore, a recharge would be required at year-end to HRA revenue budget to cover a share of those fixed costs.

**The Committee decided:** that the breakeven position on Housing and Technical Resources' (HRA) revenue budget, as detailed in Appendix A of the report, and the forecast to 31 March 2022 of a breakeven position, be noted.

*[Reference: Minutes of 29 September 2021 (Paragraph 4) and Minutes of the Executive Committee of 1 December 2021 (Paragraph 3)]*

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

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A joint report dated 17 November 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of progress on the capital programme for Housing and Technical Resources (excl HRA) for the period 1 April 2021 to 8 October 2021.

At its meeting on 29 September 2021, the Committee noted that the Housing and Technical Resources' capital budget for the financial year 2021/2022 was £8.546 million which included carry forward. On 3 November 2021, the Executive Committee agreed changes to the Programme totalling a net decrease of £0.400 million, as detailed in Appendix A of the report. The total capital programme budget for 2021/2022, therefore, amounted to £8.146 million.

Anticipated spend for the period was £1.188 million and spend to 8 October 2021 amounted to £0.919 million. This represented a position of £0.269 million behind profile and reflected the expected timing of spend on projects within the multi-year Prioritised Urgent Investment Programme of works.

**The Committee decided:** that the Housing and Technical Resources' (excl HRA) capital programme of £8.146 million and expenditure to 8 October 2021 of £0.919 million be noted.

*[Reference: Minutes of 29 September 2021 (Paragraph 5) and Minutes of the Executive Committee of 3 November 2021 (Paragraph 4)]*

*Councillor Carmichael joined the meeting during consideration of this item of business*

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

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A joint report dated 1 November 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of progress on the capital programme for Housing and Technical Resources (HRA) for the period 1 April 2021 to 8 October 2021.

The revised budget for the Housing Capital Programme for 2021/2022 was £79.640 million and was detailed, together with the funding sources, at Appendix A to the report.

The actual spend to 8 October 2021 was £37.431 million. In addition to the planned works, there would be higher costs incurred reflecting the overheads from Property Services which required to be recovered. For HRA capital, this was estimated at £4.164 million to the current period and had been included in the actual spend of £37.431 million.

Officers responded to a member's questions in relation to measures to mitigate against increasing energy and construction costs.

**The Committee decided:** that the revised Housing and Technical Resources' (HRA) capital programme of £79.640 million and expenditure of £37.431 million be noted.

*[Reference: Minutes of 29 September 2021 (Paragraph 5) and Minutes of the Executive Committee of 1 December 2021 (Paragraph 4)]*

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## **7 Housing and Technical Resources – Workforce Monitoring – August and September 2021**

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A joint report dated 7 November 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted on the following employee information for Housing and Technical Resources for August and September 2021:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ staffing watch as at 11 September 2021

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

*[Reference: Minutes of 29 September 2021 (Paragraph 7)]*

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## **8 Housing Allocation Policy – Local Letting Plans 2022/2023**

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A report dated 4 November 2021 by the Executive Director (Housing and Technical Resources) was submitted advising on progress against the 2021/2022 letting targets and requesting approval for:-

- ◆ the 2022/2023 letting targets
- ◆ the Local Letting Initiatives and the South Lanarkshire Letting Initiative in respect of welfare reform
- ◆ an amendment to be made to the Housing Allocation Policy in respect of the assessment of medical circumstances

Local Letting Plans (LLPs) were a key feature of the Housing Allocation Policy and continued to ensure that a strategic and flexible approach was taken in the allocation of Council housing. Annually, LLPs were prepared for each housing management area and provided an overview of local supply and demand setting out:-

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

LLPs and associated targets were subject to this Committee's approval and this was the second annual report since the revised Housing Allocation Policy had been introduced. Since the pandemic, the Resource had adapted to ensure that the wide range of housing services customers previously received would continue to be delivered.

During the pandemic, demand for social rented housing had been high and the number of properties available for let was expected to return to normal levels. Therefore, along with the progress made to deliver the Council's new build housing programme, this would ensure customers in most housing need were allocated a home.

Details of the projected outcomes in relation to the letting targets set for both mainstream and sheltered properties in 2022/2023 were set out in appendices 1 and 2 of the report and factors which had been taken into account when setting the mainstream letting targets were summarised in the report.

The Housing Allocation Policy allowed for the establishment of Local Letting Initiatives (LLIs) in areas where there were particular needs, issues or circumstances which required to be addressed. It was proposed that the 5 LLIs set out in Appendix 3 be retained during 2022/2023 and the Council-wide initiative set out in Appendix 4 be continued.

It was proposed that, during 2022/2023, a full evaluation of the impact of the Council-wide initiative would be undertaken to identify whether it should be revised or removed with findings and recommendations reported within a future report to this Committee.

The recent review of the Policy had resulted in a minor amendment related to the assessment of the medical need aspect of a housing application, which was currently carried out by an independent medical adviser contracted by the Council. Whilst this service model had worked well, so that other options could be considered and introduced, it was proposed that the Policy be amended to remove reference to who was involved in the medical assessment process.

There followed a discussion on various aspects of the report during which officers responded to members' questions and confirmed that, while the current medical assessment service worked well, the current provider was withdrawing provision and, as a result, other options needed to be considered and which would, in turn, be further discussed with members.

**The Committee decided:**

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

*[Reference: Minutes of 17 February 2021 (Paragraph 10)]*

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## **9 Policy and Strategy Review Schedule**

A report dated 27 October 2021 by the Executive Director (Housing and Technical Resources) was submitted requesting approval of the Policy and Strategy Review Schedule for Housing and Technical Resources.

The Policy and Strategy Review Schedule was established in October 2011 with regular updates provided, most recently on 17 February 2021. It assisted annual service planning by providing a timeframe for the formal review of all key housing policies and strategies. It informed the development of the annual work plan for customer involvement and provided a basis for the Council to ensure that its statutory obligations were delivered.

The proposed Schedule reflected changes in the local and national policy context and was attached as Appendix 1 to the report. It set out:-

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

As part of the policy and strategy review process, associated procedures and protocols which supported the delivery of services were also considered and reviewed as appropriate. This ensured that scope for service improvements was also considered as part of the review process.

The scope of the policy/strategy areas covered by the schedule was consistent with the key service areas identified by the Scottish Housing Regulator's regulatory framework as detailed in the report.

The schedule would inform the next round of Resource and Service Plans for 2022/2023 and would be used to establish a joint programme for customer engagement.

The proposed frequency of review was considered appropriate to the individual policy or strategy area. An updated schedule would be presented to this Committee on an annual basis which would advise of progress and any amendments to the schedule.

The Committee would continue to be updated fully and separately in relation to the development of the specific policies and strategies contained within the schedule.

In response to a member's question regarding timescales for roof upgrades and external fabric works, the Executive Director advised that there was a programme of 5 year rolling surveys in place aimed at ensuring that resources were spent in the areas of need. He explained that the current performance and remaining lifecycle of these elements were important considerations in identifying those works which required to be undertaken.

**The Committee decided:**

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

*[Reference: Minutes of 17 February 2021 (Paragraph 11)]*

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## **10 South Lanarkshire Council Anti-social Behaviour Policy Review 2021/2022**

A report dated 25 November 2021 by the Executive Director (Housing and Technical Resources) was submitted on the proposed introduction of the revised Anti-social Behaviour Policy with effect from 1 March 2022.

The current Anti-social Behaviour Policy was introduced in September 2013 and had been developed in accordance with relevant legislation and regulatory requirements at that time. The 2021/2022 Policy Review Schedule, approved by this Committee at its meeting on 17 February 2021, included provision for a full review of the Council's Anti-social Behaviour Policy during 2021/2022.

The review aimed to ensure the policy was fully compliant with updated and new legislative and regulatory requirements. The review also considered the Council's overall approach to tackling anti-social behaviour and how it was managed across different services.

It was proposed that the revised policy would continue to focus on the prevention and management of anti-social behaviour, with the key changes noted in Section 5.1 of the report. The policy set out key aims and objectives that were consistent with the Council's visions.



A draft Anti-social Behaviour Policy was issued for formal consultation from 23 August to 22 October 2021 and published on the Council's website, with an online questionnaire to guide responses in relation to key aspects of the policy. The questionnaire also gave respondents the opportunity to provide additional comments or highlight areas they considered had been omitted.

In addition to the questionnaire, a range of consultation events and presentations or discussions with existing interested groups were taken forward by officers. Views were also sought from a number of specialist organisations which offered support and advice to vulnerable individuals and groups across South Lanarkshire.

As part of the consultation process, a special Elected Member Awareness Session was held on 4 October 2021 and provided elected members with an overview of the key changes proposed and the opportunity to ask senior officers questions and comment on the draft.

Another part of the consultative process was a peer review with Fife and East Ayrshire Councils. Both organisations provided comments and recommendations.

In addition to feedback from elected members, through the consultation, 102 responses had been received from both individuals and organisations and were detailed in the report.

Subject to endorsement by this Committee, the revised Anti-social Behaviour Policy would be submitted to the Executive Committee for approval on 2 February 2022. If approved by the Executive Committee, the revised policy would be implemented from 1 March 2022.

In response to members' questions, officers undertook to provide members with information on the duration of Short Scottish Secure Tenancies and how often they were used.

**The Committee decided:**

- (1) that the revised South Lanarkshire Council Anti-social Behaviour Policy, attached as Appendix 1, be endorsed.

**The Committee recommended to the Executive Committee:**

- (2) that the revised policy be approved and implemented with effect from 1 March 2022.

*[Reference: Minutes of 17 February 2021 (Paragraph 11)]*

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## **11 Additional Posts to Implement and Support the New Integrated Housing and Property Management System (IHPMS)**

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A joint report dated 22 November 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted on a proposal to increase the establishment of the current System Support Team to continue the implementation and ongoing support of the new Integrated Housing and Property Management System.

The current System Support Team (SST) had been established to ensure ongoing support to the ICT systems as well as number of third-party databases and standalone spreadsheets. The team also had responsibility for additional functions and its scope had continued to expand to include responsibility for a number of service areas previously provided by others.

Since 2018, the SST had been augmented by the introduction of the Systems Transition Project Team, a temporary team that facilitated the development and implementation of the new Integrated Housing and Property Management IT System (IHPMS). Both teams worked together to support the development of the new system, which replaced 11 legacy/outdated systems and meant support for all systems was consolidated into one team.

To ensure that the SST had the capacity and resilience to ensure effective continuous delivery and development of all Resource ITC systems, it was proposed that all temporary staffing arrangements, except for the Project Advisor post, would end on 31 March 2022, with the responsibility passed to the expanded SST.

The SST had 5 permanent full-time employees. The temporary Systems Transition Project Team had 8 employees and had been established to work on the full development and implementation of the new system. The 8 employees in the temporary Systems Transition Project Team would return to their substantive posts on 31 March 2022.

Following a review of the current establishment and associated work of both the Transition Team and the SST, it was proposed to establish one team, as detailed in the report.

In addition, it was proposed that a temporary Co-ordinator post be added to support the existing Co-ordinator to focus on ensuring continued implementation of the new IHPMS and take on responsibility of monitoring the project as the Project Advisor post ended. It was proposed that this would be for a period of 23 months or until the new IHPMS was fully operational.

It was also proposed that the temporary Project Advisor post be extended for up to 6 months to provide continuity of project management as the new integrated system was introduced and the revised Systems Team proposals were implemented.

The financial implications of the proposed changes to the establishment were outlined in the report and included £168,372 recurring costs and £132,382 one-off costs across the next 2 years. In the long term, the additional staffing costs would be offset by the costs currently incurred to support the legacy systems.

In response to a question from a Member, officers undertook to provide a further copy of the project costs.

**The Committee decided:**

- (1) that the establishment be increased by the addition of 1.0 Full Time Equivalent (FTE) Systems Officer post on Grade 3, Level 2 to 4 (£32,994 to £38,779) and 3.0 FTE Strategy and Support Assistant posts on Grade 2, Level 2 to 4 (£23,139 to £30,147) on a permanent basis;
- (2) that the post of Project Adviser on Grade 4, Level 2 to 5 (£43,651 to £47,774) be extended on a fixed term basis for 6 months; and
- (3) that the establishment be increased by the addition of 1.0 FTE Systems Co-ordinator post on Grade 3, Level 8 (£41,771 to £42,410) for a fixed term period of 23 months.

*[Reference: Minutes of 17 February 2021 (Paragraph 15)]*

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## **12 Low Waters Hall, Hamilton – Asset Transfer to the Trustees of Clyde Scouts**

A report dated 28 October 2021 by the Executive Director (Housing and Technical Resources) was submitted on a request for asset transfer, by lease, of Low Waters Hall to the Trustees of Clyde Scouts.

The Council owned Low Waters Hall, Hamilton and leased it to South Lanarkshire Leisure and Culture (SLLC) who managed it as an operational hall. The Trustees of Clyde Scouts wished to see the hall refurbished and develop the role the building played within the community through direct community management.

The Scouts had submitted a request for the Community Asset Transfer of the hall and the validation date for this was 23 July 2021. In addition to placing the application and supporting documentation on the Council's Planning Portal, a notice had been placed on the property and nearby notice boards advising that the Council was considering an asset transfer. The closing date for responses was 9 September 2021, at which time 10 representations had been received; 9 in support of the proposal and 1 neutral.

The request had been placed before the Community Asset Transfer Assessment Panel on 20 October 2021 and details of the matters taken into consideration were provided in the report. The extent of the land requested, (shown on the plan attached to the report), was around 564 square metres.

The property was in operational use and formed part of the arrangements with SLLC who had confirmed there were no issues in relation to staff as halls such as Low Waters were managed on an "on demand" basis.

The property required an estimated £55,000 of investment over the next 5 years. Planning and Economic Development had indicated that there would be no significant planning issues as the prospective use was the same as the previous use.

The Council's in-house valuer had placed a yearly rental value of £2,500 on the property.

Due to the structure of the Scout organisation, the asset transfer request was in the name of The Trustees of Clyde Scouts, however, the day-to-day operation and management of the facility would be undertaken by 112<sup>th</sup> Lanarkshire Scouts.

The proposal was for the Scouts to take a 20-year full repairing and insuring lease, refurbish the property and continue to manage the hall as a community facility. The facility would enable the Scouts to increase the number of sessions it offered and reduce its waiting list. The Scouts had met with representatives of the existing users of the hall who had indicated a willingness for those lets to continue.

The business and financial plans acknowledged the risks and the proposed lease terms included a break clause in years 2 and 5 in order to address any concerns about sustainability.

The request had been placed before the Community Asset Transfer Assessment Panel on 20 October 2021 and details of the matters taken into consideration were provided in the report.

It was proposed to lease Low Waters Hall to the Trustees of Clyde Scouts, on the principal terms and conditions as detailed in the report.

**The Committee decided:**

- (1) that Low Waters Hall be leased to the Trustees of Clyde Scouts, subject to the terms and conditions outlined in Section 5 of the report; and
- (2) that the Executive Director (Housing and Technical Resources), in conjunction with the Head of Administration and Legal Services, be authorised to conclude all matters in respect of the lease and enter into the necessary legal agreements on terms which were in the best interests of the Council.

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### **13 Glassford Hall – Asset Transfer to Glassford Community Group**

A report dated 28 October 2021 by the Executive Director (Housing and Technical Resources) was submitted on a request for asset transfer, by sale, of Glassford Hall to Glassford Community Group.

The Council owned Glassford Hall which was leased to South Lanarkshire Leisure and Culture (SSLC) and managed as an operational hall. Glassford Community Group wished to see the hall refurbished and develop the role the building played within the community through direct community management.

Glassford Community Group had submitted a request for Community Asset Transfer of the hall, the validation date for which was 9 August 2021.

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

The request had been placed before the Community Asset Transfer Assessment Panel on 20 October 2021 and details of the matters taken into consideration were provided in the report.

It was proposed that Glassford Hall, as shown on the plan attached to the report, be sold to Glassford Community Group on the terms and conditions detailed in the report.

**The Committee decided:**

- (1) that Glassford Hall be sold to Glassford Community Group, subject to the terms and conditions outlined in Section 5 of the report; and
- (2) that the Executive Director (Housing and Technical Resources), in conjunction with the Head of Administration and Legal Services, be authorised to conclude all matters in respect of the sale and enter into the necessary legal agreements on terms which were in the best interests of the Council.

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## **14 Land at Comely Bank, Hamilton – Asset Transfer to Supporting Our Community (SOC)**

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A report dated 11 November 2021 by the Executive Director (Housing and Technical Resources) was submitted on a request for asset transfer, by lease, of the open space at 31 to 33 Comely Bank, Hillhouse, Hamilton to Supporting Our Community (SOC).

The Council owned the area of land at 31 to 33 Comely Bank, Hillhouse, Hamilton which was a gap site, formerly occupied by a care facility and had been vacant for approximately 15 years.

SOC was a local community organisation operating from a hub and workshop at 19a Comely Bank. It had a small-scale growing project and as a result of increasing local interest, was seeking additional land for a community garden and food growing project.

SOC had submitted a request for Community Asset Transfer of the open space, the validation date for which was 22 July 2021.

In addition to placing the application and supporting documentation on the Council's Planning Portal, notices had been placed on the property advising that the Council was considering an asset transfer. The closing date for responses was 10 November 2021, at which time no representations had been received.

It was proposed that the open space at 31 to 33 Comely Bank, Hamilton, as shown on the plan attached to the report, be leased to Supporting Our Community on the terms and conditions detailed in the report.

**The Committee decided:**

- (1) that the open space at 31 to 33 Comely Bank, Hamilton be leased to Supporting Our Community, subject to the terms and conditions outlined in Section 5 of the report; and
- (2) that the Executive Director (Housing and Technical Resources), in conjunction with the Head of Administration and Legal Services, be authorised to conclude all matters in respect of the lease and enter into the necessary legal agreements on terms which were in the best interests of the Council.

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## **15 2021 Property and Housing Asset Management Plans**

A report dated 8 October 2021 by the Executive Director (Housing and Technical Resources) was submitted providing an update on the outcomes of the 2021 Property and Housing Asset Management Plans process, including the Local Government Benchmarking Framework (LGBF) Indicator outcomes for Property Condition and Suitability.

Key facts from each of the Asset Management Plans were provided in separate appendices to the report.

LGBF Indicators for Asset Management related to property Core Facts for condition and suitability for direct operational property excluding housing. Benchmarking for 2021 had given the following return for the LGBF Indicators:-

- ◆ in relation to condition, this indicated 87.8% in a satisfactory condition (87.5% in 2020)
- ◆ in relation to suitability, this indicated 96.4% of properties suitable for service delivery, (96.8% in 2020)

**The Committee decided:**

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

*[Reference: Minutes of 4 September 2019 (Paragraph 17)]*

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## **16 Annual Report - Mainstreaming Equality and Diversity within Housing and Technical Resources**

A report dated 25 October 2021 by the Executive Director (Housing and Technical Resources) was submitted providing an overview of progress made in relation to mainstreaming equalities within Housing and Technical Resources during 2020/2021 and highlighting the key actions being progressed during 2021/2022.

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

The report advised of progress made in meeting those commitments during 2020/2021 and detailed the key priorities for 2021/2022.

**The Committee decided:** that the progress made during 2020/2021 and key actions for 2021/2022 in relation to mainstreaming equalities be noted.

*[Reference: Minutes of 30 June 2021 (Paragraph 16)]*

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## **17 Delegated Authority Report – Update**

A report dated 13 October 2021 by the Executive Director (Housing and Technical Resources) was submitted on transactions processed by Property Services during Quarters 1 and 2 of 2021/2022.

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

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

Details of the transactions undertaken during Quarters 1 and 2, as contained in Appendix 1 to the report, were as follows:-

### **Quarter 1:**

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

### **Quarter 2:**

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

The overall profile of the volume of transactions during the first 2 quarters of 2021/2022 was in line with previous years. The increased value in the lease transactions for Quarter 1 reflected the short-term extension to the lease of the student residencies at Barrack Street, Hamilton for the use as temporary accommodation by the Homelessness Service.

There had also been one significant miscellaneous transaction in Quarter 1, with a value of £315,000, which reflected the dilapidations associated with the termination of the lease of North Stand at New Douglas Park, Hamilton Academical Football Club.

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

*[Reference: Minutes of 30 June 2021 (Paragraph 18)]*

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## **18 Notification of Contracts Awarded - 22 May to 31 October 2021**

A report dated 2 November 2021 by the Executive Director (Housing and Technical Resources) was submitted on contracts awarded by Housing and Technical Resources, valued in excess of £50,000, in the period 22 May to 31 October 2021, as follows:-

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

- ◆ contracts awarded by Building Services

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

**The Committee decided:**

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

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## **19 Urgent Business**

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There were no items of urgent business.





## PLANNING LOCAL REVIEW BODY (PLRB)

Minutes of meeting held via Microsoft Teams on 13 December 2021

### Chair:

Councillor Isobel Dorman

### Councillors Present:

Councillor Alex Allison, Councillor Maureen Devlin, Councillor Mark Horsham (Depute), Councillor Davie McLachlan, Councillor Graham Scott, Councillor Jim Wardhaugh

### Councillors' Apologies:

Councillor Ann Le Blond, Councillor David Shearer

### Attending:

#### Community and Enterprise Resources

G McCracken, Planning Adviser to the Planning Local Review Body

#### Finance and Corporate Resources

M Cannon, Legal Adviser to the Planning Local Review Body; S Jessup and K McLeod, Administration Assistants; S McLeod, Administration Officer

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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 Planning Local Review Body held on 6 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 Review of Case - P/21/0959 for Erection of Front Extension with Associated Alterations at 9 George Allan Place, Strathaven

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A report dated 1 December 2021 by the Executive Director (Finance and Corporate Resources) was submitted on a request for a review of the decision taken by officers, in terms of the Scheme of Delegation, to refuse planning permission for planning application P/21/0959 by G Hope for the erection of a front extension with associated alterations at 9 George Allan Place, Strathaven.

To assist the PLRB in its review, copies of the following information had been appended to the report:-

- ♦ planning application form
- ♦ report of handling by the planning officer under the Scheme of Delegation
- ♦ site photographs and location plan
- ♦ decision notice
- ♦ notice of review, including the applicant's statement of reasons for requiring the review
- ♦ a further submission from an interested party following notification of the request for the review of the case

The relevant drawings in relation to the review were available for inspection prior to the meeting of the PLRB.

A late submission providing comments on the Planning Officer's statement of observations had been received from the applicant. The reasons for the lateness of the submission were accepted and the submission was issued to members for consideration as part of the review.

The PLRB heard the Planning Adviser in relation to the case.

The PLRB noted that the applicant had requested a site visit, however, on the basis of the above, the PLRB considered it had sufficient information to allow it to proceed to determine the review. The options available to the PLRB were to uphold, reverse or vary the decision taken in respect of the application taken under review.

In reviewing the case, the PLRB considered:-

- ◆ the information submitted by all parties
- ◆ the relevant policies contained in the Adopted South Lanarkshire Local Development Plan 2:-
  - ◆ Policy 3 – general urban areas and settlements
  - ◆ Policy 5 – development management and placemaking
  - ◆ Policy DM1 – new development design
  - ◆ Policy DM2 – house extensions and alterations

Following discussion, Councillor Dorman, seconded by Councillor Horsham, moved that the decision taken by officers, in terms of the Scheme of Delegation, to refuse planning permission for planning application P/21/0959 by G Hope for the erection of a front extension with associated alterations at 9 George Allan Place, Strathaven be upheld. Councillor Wardhaugh, seconded by Councillor Allison, moved as an amendment that the decision taken by officers, in terms of the Scheme of Delegation, to refuse planning permission for planning application P/21/0959 by G Hope for the erection of a front extension with associated alterations at 9 George Allan Place, Strathaven be reversed and that the application be granted on the grounds that the proposed development would not have an adverse impact on the streetscape or environment. On a vote being taken by roll call, members voted as follows:-

#### **Motion**

Maureen Devlin, Isobel Dorman, Mark Horsham, Davie McLachlan, Graham Scott

#### **Amendment**

Alex Allison, Jim Wardhaugh

2 members voted for the amendment and 5 members voted for the motion which was declared carried.

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

that the decision taken by officers, in terms of the Scheme of Delegation, to refuse planning permission for planning application P/21/0959 by G Hope for the erection of a front extension with associated alterations at 9 George Allan Place, Strathaven be upheld.

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## **4 Urgent Business**

There were no items of urgent business.

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**Chair's Closing Remarks**

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The Chair advised that this would be the last meeting that Gwen McCracken, Planning Adviser to the Planning Local Review Body would be attending as she was leaving the Council. The Chair, on behalf of the members of the Board, thanked Mrs McCracken for her help and hard work over the years and wished her every success in the future.



Minutes of meeting held via Microsoft Teams on 14 December 2021

## Chair:

Councillor Carol Nugent

## Councillors Present:

Councillor John Bradley (Depute), Councillor Walter Brogan, Councillor Robert Brown, Councillor Margaret Cowie, Councillor Alistair Fulton, Councillor Martin Lennon, Councillor Katy Loudon, Councillor Jared Wark

## Councillors' Apologies:

Councillor Janine Calikes, Councillor Ann Le Blond, Councillor Margaret B Walker

## Attending:

### Community and Enterprise Resources

T Finn, Planning and Building Standards Manager (Headquarters); C Park, Head of Roads and Transportation Services

### Education Resources

L Mitchell, Quality Improvement Manager

### Finance and Corporate Resources

P MacRae, Administration Adviser; K McLeod, Administration Assistant

### Housing and Technical Resources

R Hart, Regeneration and Private Sector Co-ordinator; J Read, Strategy Co-ordinator

## 1 Declaration of Interests

The following interest was declared:-

<b>Councillor(s)</b>	<b>Item(s)</b>	<b>Nature of Interest(s)</b>
Cowie	Community Grant Application:- ♦ Fernhill Kids Playscheme, Rutherglen (CR/12/21)	Completed application form on behalf of Group

## 2 Minutes of Previous Meeting

The minutes of the meeting of the Cambuslang and Rutherglen Area Committee held on 5 October 2021 were submitted for approval as a correct record.

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

## 3 Potential Use of Derelict Brownfield Sites in the Strategic Housing Investment Programme

A report dated 30 November 2021 by the Executive Director (Housing and Technical Resources) was submitted on:-

- ♦ the current status of the Council's Affordable Housing Programme in relation to the Cambuslang and Rutherglen Area
- ♦ South Lanarkshire Council's Strategic Housing Investment Plan (SHIP) for 2022 to 2027 and ongoing work towards development of the draft SHIP for 2023 to 2028
- ♦ recent development within the Cambuslang and Rutherglen area led through the planning system

- ♦ ongoing work, including work with Registered Social Landlords (RSLs), to deliver new sites

At its meeting on 23 February 2021, the Committee requested an update on the potential use of derelict brownfield sites in the Strategic Housing Investment Plan (SHIP) in the Cambuslang and Rutherglen area.

The SHIP was developed with input from Planning Services, Finance and developing partner RSLs across the area. The most recent SHIP had been approved by Housing and Technical Resources Committee on 29 September 2021 and identified 82 sites with the capacity to achieve delivery of 2,606 affordable units across South Lanarkshire.

Over the past 20 years, the Cambuslang and Rutherglen area had experienced an increase in new housing development. The Council's spatial strategy aimed to encourage sustainable economic growth and regeneration, including through the regeneration of vacant brownfield land and the provision of an adequate supply of land for housing for all tenures.

Major building activity was currently ongoing across various parts of the area and additional social rented housing stock had been constructed or was under construction. This was in addition to the upgrade of existing stock and the replacement of housing stock, assessed as no longer fit for purpose, by new development either by the Council itself or by RSLs. Details of the completed, current and future sites identified within the SHIP were contained in Appendix 1 to the report.

Over the next 5 years, it was anticipated that several sites currently under construction would be completed. The next Local Development Plan would bring forward additional development opportunities to meet housing need and demand. The focus would continue to be on the redevelopment of brownfield sites while, at the same time, meeting sustainability and climate change principles rather than relying on greenfield sites that were car centric.

The Council's Housing team worked closely with Planning Services to ensure that appropriate sites were brought forward to meet social rented housing land supply target, including land being developed by the Council as well as RSLs and developers, to ensure major housing developments contributed to affordable housing provision.

Officers:-

- ♦ responded to members' questions
- ♦ undertook to circulate plans of specific sites to those members who had requested them
- ♦ encouraged members to advise of potential sites to be investigated for housing development

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

*[Reference: Minutes of 23 February 2021 (Paragraph 4) and Minutes of the Housing and Technical Resources Committee of 29 September 2021 (Paragraph 14)]*

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#### **4 Participatory Budgeting – Education Resources**

A report dated 30 November 2021 by the Executive Director (Education Resources) was submitted on Participatory Budgeting in relation to Pupil Equity Funding (PEF).

Schools within the Cambuslang and Rutherglen area had allocated £127,352.78 of their £1.470 million PEF allocation for participatory budgeting (PB). A breakdown of the allocation for each learning community was provided in Appendix 1 to the report. Appendix 2 to the report summarised the percentage of PEF which schools had allocated for participatory budgeting. A further school-by-school breakdown was outlined in Appendix 3 to the report.

Schools had undertaken a rigorous consultation process with stakeholders led by a Participatory Budgeting Stakeholder Group in each school. Examples of the ways in which stakeholders' views and ideas had been collected by schools were provided in the report and schools had engaged stakeholders in the voting process. Electronic and paper-based voting, as well as more hands-on options, were used by establishments based on their own intelligence in meeting the needs of their stakeholders. The outcome of the vote for each school was provided in Appendix 3. The distribution of votes by stakeholders across the Cambuslang and Rutherglen area was provided in Appendix 4. Newton Farm Primary School data, which had been requested at the previous meeting of the Committee, was provided in Appendix 5.

Schools were now progressing with their spend to ensure the minimum 5% was spent in full by the end of March 2022. Some schools had communicated that their PB Stakeholder Group would continue to lead this across the school, further consulting with stakeholders on the detail of the proposed spend. The Equity Team was currently gathering specific school examples of good practice which would be collated into case studies. This would be shared at a future meeting of the Area Committee.

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

*[Reference: Minutes of 5 October 2021 (Paragraph 7)]*

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## **5 Participatory Budgeting – Housing and Technical Resources**

A report dated 30 November 2021 by the Executive Director (Housing and Technical Resources) was submitted on Participatory Budgeting in relation to the 2021/2022 Estate Improvement Budget for the Cambuslang and Rutherglen area.

The Estate Improvement Budget totalled £40,000 and was split across the four housing divisions of South Lanarkshire. Each local housing management team could direct the funding towards projects or improvements highlighted as a priority by customers of Housing and Property Services.

£10,000 was available for the Cambuslang and Rutherglen area. This was allocated to provide a participatory budgeting approach to fund a number of smaller projects that had been highlighted as a priority by customers of Housing and Property Services. A range of consultation and engagement activities had been progressed, including a walkabout of the area involving residents, elected members and Council officers, which had identified projects and improvements. The cost of the projects identified amounted to £4,904.87 and the projects selected for implementation were detailed in the report.

Consultation would continue to take place between the Council and residents to identify suitable projects for the remainder of the 2021/2022 Estate Improvement Budget for the Cambuslang and Rutherglen area. Details of projects identified would be submitted to a future meeting of the Committee.

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

*[Reference: Minutes of the Housing and Technical Resources Committee of 29 September 2021 (Paragraph 17)]*

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## **6 Residents' Parking Permit Zones (RPPZ) Consultation**

A report dated 24 November 2021 by the Executive Director (Community and Enterprise Resources) was submitted on the results of the completed Residents' Parking Permit Zones (RPPZs) Consultation.

RPPZs were generally located in proximity to high demand parking areas, such as town centres and train stations, allowing residents, their visitors, and tradespeople to park easily or, in some areas, without paying a parking charge.

As part of the 2021/2022 budget setting exercise, a charge for parking permits was considered and agreed at the Executive Committee on 10 March 2021. This was implemented as permits were being renewed over the normal 2-year cycle. This charging approach directly linked to an Audit Scotland report encouraging councils to better understand costs and seek to recover them where discretionary services were being provided.

At the full Council meeting on 22 September 2021, a motion relating to Parking Permit Charges was tabled and it was subsequently agreed that consultation with residents living in current RPPZ areas would be undertaken. Charging for permits was suspended pending the outcome of the consultation exercise being reported to the relevant committees.

Details were given on:-

- ◆ the consultation process which involved asking households if they wished to remain in an RPPZ and pay a £5 per year administration charge or whether they wished to have their RPPZ removed
- ◆ the return rate for each of the 6 towns/areas consulted
- ◆ the split between paying and retaining or removing the zone across the 6 towns/areas

Of the households within Cambuslang and Rutherglen which responded to the consultation, the outcome was as follows:-

- ◆ Cambuslang - 97% of respondents wished to pay and retain the zone while 3% wished to have the zone removed
- ◆ Rutherglen – 90% of respondents wished to pay and retain the zone while 10% wished to have the zone removed

As agreed at the Council meeting held on 22 September 2021, the results of the consultation were now subject to consideration by the 4 Area Committees prior to each Area Committee providing a recommendation to a future meeting of the Executive Committee on whether to accept the findings of the consultation and continue to provide permit zones with a £5 administration charge (£10 over 2 years) for the permits.

**The Committee decided:** that the view of the Committee, namely, that the findings of the consultation be accepted and that the Council continue to provide permit zones with an administration charge for the permits for 2 years be recommended to the Executive Committee.

*[Reference: Minutes of the Community and Enterprise Resources Committee of 23 March 2020 (Paragraph 8), Minutes of the Executive Committee of 24 June 2020 (Paragraph 3) and Minutes of South Lanarkshire Council of 22 September 2021 (Paragraph 7)]*

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## 7 Community Grant Applications

A report dated 29 November 2021 by the Executive Director (Finance and Corporate Resources) was submitted on applications for community grant.



In view of the fact that this was the last meeting of the Committee in the current financial year and to allow best use to be made of the remaining 2021/2022 community grant budget, it was proposed that the Executive Director (Finance and Corporate Resources), in consultation with the Chair, be authorised to approve any further community grant applications meeting the relevant criteria in the period to 31 March 2022. Those grants awarded would be reported to a future meeting for noting.

**The Committee decided:-**

(1) that community grants be awarded as follows:-

- |     |                   |   |
|-----|-------------------|---|
| (a) | Applicant:        | Clyde Cycle Park SCIO, Rutherglen (CR/10/21)    |
|     | Purpose of Grant: | Equipment and materials                         |
|     | Amount Awarded:   | £1,000  |
| (b) | Applicant:        | Burnside in Bloom, Rutherglen (CR/11/21)        |
|     | Purpose of Grant: | Environmental project                           |
|     | Amount Awarded:   | £600  |
| (c) | Applicant:        | Fernhill Kids Playscheme, Rutherglen (CR/12/21) |
|     | Purpose of Grant: | Outing and entrance fees                        |
|     | Amount Awarded:   | £250  |

*Councillor Cowie, having declared an interest in the above application withdrew from the meeting during its consideration*

- (2) that, to ensure that the remaining 2021/2022 community grant budget was utilised as fully as possible, the Executive Director (Finance and Corporate Resources), in consultation with the Chair, be authorised to approve community grant applications in the period to 31 March 2022, subject to the applications meeting the Council's criteria for the receipt of funding; and
- (3) that the details of those applications approved be reported to a future meeting for noting.

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## **8 Urgent Business**

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There were no items of urgent business.



## EAST KILBRIDE AREA COMMITTEE

9

Minutes of meeting held via Microsoft Teams on 15 December 2021

### **Chair:**

Councillor Archie Buchanan (Chair)

### **Councillors Present:**

Councillor John Anderson, Councillor Graeme Campbell, Councillor Gerry Convery, Councillor Isobel Dorman (Depute), Councillor Fiona Dryburgh, Councillor Joe Fagan, Councillor Grant Ferguson, Councillor Geri Gray, Councillor Ian Harrow, Councillor Hugh Macdonald, Councillor Monique McAdams, Councillor Gladys Miller, Councillor Graham Scott, Councillor Jim Wardhaugh, Councillor David Watson

### **Councillors' Apologies:**

Councillor Margaret Cooper, Councillor Collette Stevenson

### **Attending:**

#### **Community and Enterprise Resources**

C Park Head of Roads and Transportation Services

#### **Education Resources**

L Mitchell, Quality Improvement Manager

#### **Finance and Corporate Resources**

H Calley, Administration Officer; A Norris, Administration Assistant

#### **Housing and Technical Resources**

J Read, Strategy Co-Ordinator

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### **Opening Remarks**

Councillor Watson referred to a previous request for the Chair to invite the Minister for Transport and the Cabinet Secretary for Net Zero, Energy and Transport to address local councillors in relation to the decision to curtail the investment and plans for the East Kilbride to Glasgow railway link. Councillor Watson now wished to formally request that an invite be extended to the ministers to invite them to attend a meeting of East Kilbride councillors to discuss that decision.

The Chair advised that his understanding was that this issue had moved on and been dealt with. The Chair further advised that he would ask officers to write to the ministers with this request.

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### **1 Declaration of Interests**

No interests were declared.

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### **2 Minutes of Previous Meeting**

The minutes of the meeting of the East Kilbride Area Committee held on 6 October 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 Participatory Budgeting – Housing and Technical Resources - Estate Improvement Budget**

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A report dated 30 November 2021 by the Executive Director (Housing and Technical Resources) was submitted on Participatory Budgeting (PB) in relation to the Estate Improvement Budget.

The Estate Improvement Budget totalled £40,000 and was split across the 4 housing divisions of South Lanarkshire. Each local housing management team directed funding to projects or improvements highlighted as a priority by customers of Housing and Property Services.

Following complaints from tenants and residents in Denholm Green, East Kilbride, regarding the existing bin stores and drying areas, consultation was underway to identify solutions including demolishing the existing bin stores and creating a more practical replacement and upgrading facilities within the drying areas. Officers had explained the benefits to each tenant and resident to allow an informed decision to be made.

A total of £10,000 was available within the East Kilbride Estate Improvement Budget during the 2021/2022 financial year and it was considered that this budget was suited for a PB approach.

A range of consultation and engagement activities would be progressed to determine the allocation of this budget area. This included organised area walkabouts, individual engagement with tenants or other customers and discussions with local tenant and resident groups.

Updates would be provided to the Committee once funds within the budget had been allocated.

Councillor Convery commented on the issues with bin stores and drying areas, which he had previously raised and wished to record that he considered PB was not an appropriate use of taxpayers' money.

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

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### **4 Participatory Budgeting – Housing and Technical Resources - Community Safety Commissioning Budget**

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A report dated 30 November 2021 by the Executive Director (Housing and Technical Resources) was submitted on Participatory Budgeting (PB) in relation to the Community Safety Commissioning Budget.

In the 2021/2022 Council budget, £101,120 was allocated to the South Lanarkshire Community Safety Partnership (CSP). The final CSP Budget for 2021/2022 was approved at the Safer South Lanarkshire Board in March 2021 and included a proportion dedicated towards a commissioning approach. This allowed partners and services from across the partnership to develop projects and initiatives that tackled the partnership's 5 strategic priorities and respond to issues or problems raised by the public throughout the year.

One project proposed was to contribute to the improvement of the skatepark located to the rear of the Dollan Aqua Centre. Those improvements had been determined by users of the facilities and included new seating areas for families and lighting to improve safety and security.

From the 2021/2022 CSP budget, the Safer South Lanarkshire Board approved the allocation of £61,687 to the commissioning aspect of the budget and the skatepark project had requested a total of £10,500 from this.

As the partnership was formed by a wide range of partners, it was anticipated that a variety of customer groups would be offered the opportunity to direct funds including customers of the various Council, Police, Fire and third sector services and open consultation with the general public in particular areas where issues were identified or reported.

In relation to the skatepark, existing users had been asked to develop ideas to improve the area and make it more attractive to young people and families. In addition, young people who used the neighbouring facilities, provided by Youth, Family and Community Learning Services, were asked what would make the skatepark area more attractive and feel safer to use.

Officers completed a range of consultation activities with existing users of the facilities including online and face-to-face surveys and special 'design sessions' that sought to obtain ideas and discussions from young people, their families and officers.

The budget was available for spending by Community Safety partners during the 2021/2022 financial year and updates would be provided to the Committee once funds within the budget had been fully allocated.

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

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## **5 Participatory Budgeting - Education Resources - Pupil Equity Funding**

A report dated 30 November 2021 by the Executive Director (Education Resources) was submitted on Participatory Budgeting (PB) in relation to Pupil Equity Funding (PEF).

Schools within the East Kilbride area had allocated £130,353.67 of their £1.559 million PEF allocation for PB. Appendix 1 to the report provided a breakdown for each learning community and Appendix 2 summarised the percentage of PEF allocation schools had allocated for PB. 77.1% of schools had allocated the minimum 5% PEF budget whilst 22.9% of schools had allocated more. A school-by-school breakdown was detailed in Appendix 3.

Schools had undertaken a rigorous consultation process led by a PB Stakeholder Group in each school. Stakeholders then engaged in the voting process, the results of which were outlined in appendices 3 and 4 to the report.

Schools were now ensuring the minimum 5% was spent by the end of March 2022, with the central Equity Team available to assist. The Equity Team was gathering examples of good practice which would be shared at a future meeting of the Committee.

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

*[Reference: Minutes of 6 October 2021 (Paragraph 4)]*

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## **6 Residents' Parking Permit Zones (RPPZ) Consultation**

A report dated 24 November 2021 by the Executive Director (Community and Enterprise Resources) was submitted on the results of the completed Residents' Parking Permit Zones (RPPZ) consultation.

RPPZs were generally located in proximity to high demand parking areas, such as town centres and train stations, allowing residents, their visitors, and tradespeople to park easily or, in some areas, without paying a parking charge.

As part of the 2021/2022 budget setting exercise, a charge for parking permits was considered and agreed at the Executive Committee on 10 March 2021. This was implemented as permits were being renewed over the normal 2-year cycle. This charging approach directly linked to an Audit Scotland report encouraging councils to better understand costs and seek to recover them where discretionary services were being provided.

At the full Council meeting on 22 September 2021, a motion relating to Parking Permit Charges was tabled and it was subsequently agreed that consultation with residents living in current RPPZs would be undertaken. Charging for permits was suspended pending the outcome of the consultation exercise being reported to the relevant committees.

Details were given on:-

- ◆ the consultation process which involved asking households if they wished to remain in an RPPZ and pay a £5 per year administration charge or whether they wished to have their RPPZ removed
- ◆ the return rate for each of the 6 towns/areas consulted
- ◆ the split between paying and retaining or removing the zone across the 6 towns/areas

Of the households within East Kilbride which responded to the consultation, the outcome was that 81% of respondents wished to pay and retain the zone while 19% wished to have the zone removed.

As agreed at the Council meeting held on 22 September 2021, the results of the consultation were now subject to consideration by the 4 Area Committees prior to each Area Committee providing a recommendation to a future meeting of the Executive Committee on whether to accept the findings of the consultation and continue to provide permit zones with a £5 administration charge (£10 over 2 years) for the permits.

Following considerable discussion on the consultation and the options available, officers responded to members' questions, advising that:-

- ◆ the cost of the consultation would be circulated to members and included within the report to be submitted to the Executive Committee
- ◆ the outcome of the discussion at each Area Committee would be included in the report to the Executive Committee
- ◆ the Executive Committee would be the body that would take the decision on the implementation of parking permit charges

It was proposed that this Committee note the contents of the report as it would be for the Executive Committee to come to a decision.

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

*[Reference: Minutes of the Community and Enterprise Resources Committee of 23 March 2020 (Paragraph 8), Minutes of the Executive Committee of 24 June 2020 (Paragraph 3) and Minutes of South Lanarkshire Council of 22 September 2021 (Paragraph 7)]*

*Councillor Campbell left the meeting during discussion of the above item*

*In terms of Standing Order No 13, the Chair adjourned the meeting at 3.05pm for a 10-minute period*

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## 7 Community Grant Applications

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A report dated 29 November 2021 by the Executive Director (Finance and Corporate Resources) was submitted on applications for community grants.

In view of the fact that this was the last meeting of the Committee in the current financial year and to allow best use to be made of the remaining 2021/2022 community grant budget, it was proposed that the Executive Director (Finance and Corporate Resources), in consultation with the Chair, be authorised to approve any further community grant applications meeting the relevant criteria in the period to 31 March 2022. Those grants awarded would be reported to a future meeting for noting.

### The Committee decided:

(1) that community grants be awarded as follows:-

- |     |                   |   |
|-----|-------------------|---|
| (a) | Applicant:        | Round Strathaven 50 ( <i>EK/7/21</i> )                              |
|     | Purpose of Grant: | Equipment and materials   |
|     | Amount Awarded:   | £300  |
| (b) | Applicant:        | Midweek Walking Group, East Kilbride ( <i>EK/8/21</i> )             |
|     | Purpose of Grant: | Outing, administration and publicity costs                          |
|     | Amount Awarded:   | £250  |
| (c) | Applicant:        | East Mains Baptist Church SCIO, East Kilbride ( <i>EK/9/21</i> )    |
|     | Purpose of Grant: | Equipment and materials   |
|     | Amount Awarded:   | £450  |
| (d) | Applicant:        | Duncanrig Rambling Club, East Kilbride ( <i>EK/10/21</i> )          |
|     | Purpose of Grant: | Outing, administration and publicity costs                          |
|     | Amount Awarded:   | £300  |
| (e) | Applicant:        | East Kilbride Bowling Club ( <i>EK/11/21</i> )                      |
|     | Purpose of Grant: | Administration and publicity costs                                  |
|     | Amount Awarded:   | £300  |
| (f) | Applicant:        | The Strathaven John Hastie Museum Trust Limited ( <i>EK/12/21</i> ) |
|     | Purpose of Grant: | Administration and publicity costs                                  |
|     | Amount Awarded:   | £360  |
| (g) | Applicant:        | Allers Allotments' Association, East Kilbride ( <i>EK/13/21</i> )   |
|     | Purpose of Grant: | Equipment and materials   |
|     | Amount Awarded:   | £240  |

(2) that, to ensure that the remaining 2021/2022 community grant budget was utilised as fully as possible, the Executive Director (Finance and Corporate Resources), in consultation with the Chair, be authorised to approve community grant applications in the period to 31 March 2022, subject to the applications meeting the Council's criteria for the receipt of funding; and

(3) that the details of those applications approved be reported to a future meeting for noting.

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## 8 Urgent Business

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There were no items of urgent business.





Minutes of special meeting held via Microsoft Teams on 19 January 2022

**Chair:**

Councillor Josh Wilson

**Councillors Present:**

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

**Councillor's Apology:**

Councillor Richard Nelson

**Attending:****Finance and Corporate Resources**

H Calley, Administration Officer; J Davitt, Public Relations Officer; H Goodwin, Finance Manager (Resources); P MacRae, Administration Adviser; G McCann, Head of Administration and Legal Services; L Wyllie Administration Assistant

**Housing and Technical Resources**

D Lowe, Executive Director; A Finnan, Head of Housing Services; F McCafferty, Head of Property Services; C Mitchell, Strategy and Support Manager

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**Chair's Opening Remarks**

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

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**1 Declaration of Interests**

No interests were declared.

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**2 Housing Revenue and Capital Account Budget 2022/2023**

A joint report dated 10 January 2022 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted on:-

- ◆ the Revenue Estimate proposals for the Housing Revenue Account (HRA) for 2022/2023 which had been prepared in line with the 30-year Business Plan
- ◆ the 2022/2023 Housing Capital Programme totalling £52.230 million

The HRA revenue budget submission for 2022/2023 had been prepared in line with the 30-year HRA Business Plan, developed to reflect investment priorities of maintaining and improving the housing stock to the Scottish Housing Quality Standard (SHQS) and the updated Energy Efficiency Standard for Social Housing (ESSH2). The programme also included projects to increase the supply of Council housing as well as environmental works and legislative compliance programmes, to ensure that all safety requirement standards were met.

The movement, as compared to the existing 2021/2022 revenue budget, was outlined in Appendix 1 to the report. The movements were summarised in the report.

The proposals took account of a bad debt provision of £3.405 million to continue to provide for the potential impact on rent collection and arrears, which included contingency for the ongoing uncertainty on the impact of COVID-19 on rental collections in the coming year and an allocation of £0.150 million for tenancy sustainment mitigation measures. Although this was an overall reduction from previous years' contingency levels, it was considered prudent within the current operational environment.

During the consultation process for 2022/2023, tenants had expressed support for continuing the temporary move away from the established approach of setting rents on a multi-year basis. To reflect the uncertainty of the ongoing impact of the COVID-19 pandemic, a 1-year rent increase of 2.2% had been proposed for 2022/2023. To achieve this level of rent increase, a re-profiling of the long-term investment priorities had been undertaken. Short-term investment priorities and current service levels would be maintained.

In line with the HRA Business Plan, a reduction of £0.268 million for efficiencies had been included within the Resources' Supervision and Management budget which would not affect the delivery of services to tenants.

Details of the proposed Housing Capital Programme, totalling £52.230 million, were provided in Appendix 2 to the report and information on how the Programme would be funded was summarised in the report.

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

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

**The Committee recommended to the Executive Committee:**

- (1) that the proposed rent increase of 2.2% to all Council houses, Gypsy/Traveller sites, lockups and garage sites and the revenue estimate proposals for the HRA, as detailed in Appendix 1 to the report, be endorsed; and
- (2) that, based on the rent increase of 2.2%, the 2022/2023 Housing Capital Programme of £52.230 million, as detailed in Appendix 2 to the report, be endorsed.

*[Reference: Minutes of South Lanarkshire Council of 24 February 2021 (Paragraph 3)]*

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### **3 Urgent Business**

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There were no items of urgent business.

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### **Chair's Closing Remarks**

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The Chair advised that this would be the last Committee meeting that Frank McCafferty, Head of Property Services, would be attending as he was leaving the Council for a new role. The Chair, on behalf of the Committee, thanked Mr McCafferty for his many years of public service and wished him well in his new position.

Councillor Ross echoed the Chair's sentiments.

Minutes of meeting held via Microsoft Teams on 25 January 2022

**Chair:**

Councillor John Ross

**Councillors Present:**

Councillor Alex Allison, Councillor Robert Brown, Councillor Maureen Chalmers, Councillor Gerry Convery, Councillor Peter Craig, Councillor Maureen Devlin, Councillor Joe Fagan, Councillor Katy Loudon, Councillor Jared Wark

**Attending:**

**Chief Executive's Service**

C Sneddon, Chief Executive

**Community and Enterprise Resources**

A McKinnon, Head of Facilities, Waste and Ground Services; G Simpson, Development Adviser

**Education Resources**

S Nicolson, Head of Education (Senior Phase)

**Finance and Corporate Resources**

P Manning, Executive Director; M Gordon, Administration Assistant; T Little, Head of Communications and Strategy; K McLeod, Administration Assistant; S McLeod, Administration Officer; L Marshall, Finance Adviser; N Reid, Improvement and Community Planning Manager

**Housing and Technical Resources**

J Read, Strategy Co-ordinator

**Social Work Resources**

L Purdie, Head of Children and Justice Services

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## 1 Declaration of Interests

No interests were declared.

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## 2 Minutes of Previous Meeting

The minutes of the meeting of the Performance and Review Scrutiny Forum held on 26 October 2021 were submitted for approval as a correct record.

The Head of Communications and Strategy referred to item 3 and advised that the results of the analysis of the Local Government Benchmarking Framework (LGBF), undertaken by the Improvement Service, had not been received in sufficient time for a report to be submitted to this meeting and that an update on the work in relation to the Council's use of the LGBF would be submitted to a future meeting of the Forum.

**The Forum decided:**

- (1) that the minutes be approved as a correct record; and
- (2) that the update by the Head of Communications and Strategy be noted.

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## 3 Council Plan 'Connect' 2017 to 2022 – Quarter 2 Progress Report 2021/2022

A report dated 17 December 2021 by the Executive Director (Finance and Corporate Resources) was submitted on the progress of 'Connect', the Council Plan 2017 to 2022, at the Quarter 2 Stage of 2021/2022.

'Connect' detailed the Council's vision, values, ambitions and objectives to be delivered in the 5 year period of the Plan. Progress made on key objectives was summarised in the report. Of the 108 measures nominated for reporting against the Plan in 2021/2022:-

- ◆ 4 projects had been completed
- ◆ 81 had met their timescale or target as per expectations
- ◆ 4 had minor slippage against timescale or minor shortfall against target
- ◆ 0 had major slippage against timescale or major shortfall against target
- ◆ 19 were contextual or would be reported on at a later stage

The 'Connect' Performance Report for Quarter 2, 2021/2022, covering the period to the end of September 2021, was attached as Appendix 1 to the report.

To aid scrutiny, additional analysis of the measures that had been identified as 'contextual' or 'report later' in the Quarter 4 Progress Report 2020/2021, considered by the Forum at its meeting on 17 August 2021, had been undertaken. Of the 7 measures which had been identified as 'contextual' or 'report later':-

- ◆ figures for the 6 'contextual' measures had been provided in the previous report to the Forum
- ◆ 1 had been 'report later' as they were Local Government Benchmarking Framework indicators, for which the results would not be published until February 2022

As a result of the COVID-19 pandemic, the Council had been 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 service users and employees. The Council had also been obliged to redirect resources so that it could deliver vital new services and supports for individuals, communities and businesses and there had been an inevitable impact on performance in some areas.

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

**The Forum decided:**

- (1) that the 'Connect' Quarter 2 Progress Report 2021/2022, attached as Appendix 1 to the report, be noted;
- (2) that the progress and key achievements made in terms of the reporting measures contained in Connect, as detailed in the report, be noted; and
- (3) that the additional scrutiny of the updated status of those measures identified as 'report later' in the 'Connect' Quarter 4 Progress Report 2020/2021, as detailed in the report, be noted.

*[Reference: Minutes of 17 August 2021 (Paragraph 4)]*

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#### **4 IMPROVe Red and Amber Results at Quarter 2, 2021/2022**

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A report dated 13 December 2021 by the Executive Director (Finance and Corporate Resources) was submitted on performance measures where IMPROVe results at Quarter 2, 2021/2022 had been recorded as either 'red' (there had been major slippage against timescale or major shortfall against target) or 'amber' (there had been minor slippage against timescale or minor shortfall against target).

Across all Resources, 12 out of 264 measures relating to Council priorities had a status of 'amber' and 0 had a status of 'red'. The remaining 252 measures (95%) had a status of 'blue' (project completed), 'green' (the timescale or target had been met in line with expectations) or report later (the information was not yet available to allow officers to say whether the target had been reached or not but would be reported when available).

For 2021/2022, there had been a decrease in the number of 'red' and 'amber' measures reported in comparison to the previous year. This was due, in part, to a continuing and comprehensive review of measures and targets which had resulted in fewer measures overall and greater clarity on when measures would be classed as green, amber or red.

An explanation on progress to date for each Resource, the circumstances which had determined the 'red' or 'amber' status, including unforeseen changes in timescales, circumstances, or work being underway but not yet complete and progress updates providing revised timescales for completion, where relevant, and management actions were provided in Appendix 1 to the report.

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

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## **5 South Ayrshire Council Best Value Assurance Report (BVAR) Published by the Accounts Commission**

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A report dated 6 January 2022 by the Executive Director (Finance and Corporate Resources) was submitted on the Best Value Assurance Report (BVAR) that had been published by the Accounts Commission since the previous meeting of the Forum.

The report provided details of the key themes and recommendations included in the BVAR in relation to South Ayrshire Council which had been published on 27 October 2021.

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

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## **6 Urgent Business**

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There were no items of urgent business.

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## **Chair's Closing Remarks**

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As this was the last meeting of the Forum prior to the Local Government Elections in May 2022, the Chair thanked the Members and officers for their hard work over the course of this Administration.



## EMPLOYEE ISSUES FORUM

Minutes of meeting held via Microsoft Teams on 25 January 2022

### Chair:

Councillor Isobel Dorman

### Councillors Present:

Councillor Gerry Convery, Councillor Ian Harrow, Councillor Graeme Horne, Councillor Monique McAdams, Councillor Jim McGuigan

### Councillors' Apologies:

Councillor Janine Calikes, Councillor Lynsey Hamilton, Councillor Richard Lockhart, Councillor Joe Lowe

### Attending:

#### Finance and Corporate Resources

H Calley, Administration Officer; L Hall, Learning and Development Advisor; S Jessup, Administration Assistant; E Maxwell, HR Business Manager; K McLeod, Administration Assistant; K McVeigh, Head of Personnel Services

#### Trades' Unions

H Scott, GMB; S White, Unite the Union; K Wallace, Unite the Union

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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 Employee Issues Forum held on 26 October 2021 were submitted for approval as a correct record.

The Head of Personnel Services advised that in relation to:-

- ◆ item 4 of the previous minutes, the main reasons for leaving detailed on Education Resources' exit interview forms were career development and moving to other teaching posts. Those were high due to the reporting period; however, this was balanced out as other teachers also moved to this Council for those reasons
- ◆ item 3 of the previous minutes, there was a pilot running to the end of March 2022 where new staff were not required to pay Scottish Social Services Council registration fees. It was hoped the Council would be able to contribute to the review of the pilot with the aim of removing the barrier of registration fees to Social Work frontline recruitment

### The Forum decided:

- (1) that the minutes be approved as a correct record; and
- (2) that the update by the Head of Personnel Services be noted.

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### **3 Council-wide Workforce Monitoring – September to November 2021**

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A report dated 23 December 2021 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period September to November 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 11 September 2021

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

*[Reference: Minutes of 26 October 2021 (Paragraph 3)]*

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### **4 Finance and Corporate Resources – Workforce Monitoring – September to November 2021**

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A report dated 23 December 2021 by the Executive Director (Finance and Corporate Resources) was submitted on the following employee information for Finance and Corporate Resources for the period September to November 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 11 September 2021

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

*[Reference: Minutes of 8 December 2020 (Paragraph 4)]*

*Councillor McAdams entered the meeting during consideration of this item of business*

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### **5 Trauma Informed Practice in South Lanarkshire**

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A report dated 6 January 2022 by the Executive Director (Finance and Corporate Resources) was submitted providing an update on progress towards the implementation of the Scottish Government's vision that all employers in Scotland became trauma informed.

The Scottish Government had recognised that trauma was common and its effects were wide ranging, substantial, long lasting and costly, so it had an ambition that all employers ensured service provision was trauma informed and responsive to employees and customers/service users. Trauma informed practice needed to ensure experience was commensurate with the 5 key principles of safety, trustworthiness, choice, collaboration and empowerment.



To support employers, the 'Transforming Psychological Trauma: A Knowledge and Skills Framework for the Scottish Workforce' had been developed which categorised the workforce into the following 4 levels:-

- ◆ informed
- ◆ skilled
- ◆ enhanced
- ◆ specialist

The levels reflected that, whilst everyone in the workforce had a role to play in understanding and responding to trauma, the level of skill and knowledge required would be different dependent on remit. The National Trauma Training Programme (NTTP) was in place and provided a range of learning programmes aligned to each level.

It was recognised that learning and training on trauma became purposeful if it took place in an organisational context committed to implementing trauma informed practice. This would require a long-term project of profound change and, to support this, a number of tools had been created.

The Scottish Government had provided funding to support this work. For the financial year 2021/2022, each local authority had received £50,000 and subject to Scottish Parliament budget approval, the Council would receive a further £50,000 in year 2022/2023.

The Council had signed the Leadership Pledge of Support and was committed to embedding trauma informed principles and practice.

Trauma informed practice was on the agenda of each Resource's Learning and Workforce Development Board. A South Lanarkshire Trauma Steering Group had also been established to oversee and co-ordinate development and implementation.

In 2021, a total of 85 employees from across the Resources had attended Trauma Informed Leadership events and agreement was reached to include some of the NTTP training materials into Learn on Line Courses. Council employees also had access to the e-learning courses hosted on Turas, the content and learning management platform administered by NHS Education for Scotland. Four Social Work managers had participated in Safety and Stabilisation Training.

A report requesting approval for additional funding to create a 2-year fixed term, full-time equivalent Development Officer post on Grade 3, Level 2-4, would be submitted to the Finance and Corporate Resources Committee on 9 February 2022.

Officers responded to members' questions and explained measures taken to ensure high level discussions were broken down into specific actions. As well as actions from the framework, there would be continued dialogue, including looking at research and the impact of COVID-19.

The Learning and Development Advisor would confirm which Resource Committee would receive future reports and updates on Trauma Informed Practice.

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

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## 6 Urgent Business

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There were no items of urgent business.

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**Chair's Closing Remarks**

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The Chair noted this was the last meeting of the Forum before the local government elections and thanked everyone for their participation and contribution.

## RISK AND AUDIT SCRUTINY COMMITTEE

Minutes of meeting held via Microsoft Teams on 26 January 2022

**Chair:**

Councillor Eric Holford

**Councillors Present:**

Councillor Walter Brogan, Councillor Grant Ferguson, Councillor Julia Marrs, Councillor Carol Nugent, Councillor Jared Wark

**Councillors' Apologies:**

Councillor Mary Donnelly, Councillor Martin Lennon, Councillor Davie McLachlan

**Councillor Also Present:**

Councillor John Ross (for item 3)

**Attending:**

**Finance and Corporate Resources**

P Manning, Executive Director; Y Douglas, Audit and Compliance Manager; T Little, Head of Communications and Strategy; G McCann, Head of Administration and Legal Services; E-A McGonigle, Administration Officer; A Norris, Administration Assistant

**Also Attending:**

**Audit Scotland**

G McNally, External Auditors

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### 1 Declaration of Interests

No interests were declared.

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### 2 Minutes of Previous Meeting

The minutes of the meeting of the Risk and Audit Scrutiny Committee held on 17 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 Good Governance Update

A report dated 11 January 2022 by the Executive Director (Finance and Corporate Resources) was submitted providing an update on the Council's governance arrangements.

Each year, the Council undertook a comprehensive review of the governance arrangements required to support its financial and operational controls. The annual review of governance arrangements informed the Governance Statement which was included within the Council's Annual Accounts. As part of this annual review, the Council's Local Code of Corporate Governance was reviewed, updated and republished. Compliance with the Code was also reviewed on an annual basis and Appendix 1 to the report provided details of the Council's compliance with the Code.

Details of the amendments made to the Code, following the review, were provided and the revised Code was attached as Appendix 2 to the report. Progress on the significant governance areas from April to September 2021, as highlighted within the Annual Governance Statement 2020/2021, was detailed in Appendix 3 to the report.

Officers were commended on the format and clarity of the report and associated appendices.

**The Committee decided:**

- (1) that the findings from the annual compliance check against the Local Code of Corporate Governance be noted;
- (2) that the updated Local Code of Corporate Governance be approved; and
- (3) that progress against the significant governance areas identified within the Annual Governance Statement 2020/2021 be noted.

*[Reference: Minutes of 22 June 2021 (Paragraph 4)]*

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#### **4 2022/2023 Internal Audit Plan**

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A report dated 11 January 2022 by the Executive Director (Finance and Corporate Resources) was submitted on the proposed interim Internal Audit Plan 2022/2023.

Presentation of the Internal Audit Plan 2022/2023 to the Committee had been brought forward due to the local government elections to be held in May 2022. To reflect this earlier presentation of the Plan and to allow time to fully assess resources available in 2022/2023, and the extent of the function's role within the Oracle Fusion project, areas of the Plan that detailed audit work within Resources would not be fully scoped until the first quarter of 2022/2023. The Plan would be refreshed and re-presented to the first meeting of the new Risk and Audit Scrutiny Committee following the local government elections.

The content of the Audit Plan was determined by the requirement to deliver a programme of work that informed the annual audit opinion on the overall adequacy and effectiveness of the organisation's framework of governance, risk management and control arrangements. The interim Audit Plan supported this objective with an initial focus on:-

- ◆ committing resources to support corporate activity
- ◆ prioritising assignments to ensure key areas of work were completed in year

Presenting the Internal Audit Plan in this way in 2022/2023 would ensure that it was current, relevant and deliverable.

The proposed interim Internal Audit Plan for 2022/2023, which included a brief outline scope for each proposed assignment, was attached as Appendix 2 to the report. Objectives and scopes would be refined by auditors prior to the commencement of work and once a full risk analysis had been completed and key controls identified. Clients would be involved in this initial risk and control assessment and would be consulted prior to the preparation of the audit remit for each assignment.

The Council's top risks were last assessed in 2021/2022 and, as in recent years, had not significantly changed. Previously identified risks were mostly still valid, albeit the majority of the top risks had been impacted by COVID-19. An exercise to map the full Audit Plan to the Council's top risks would be completed in June 2022 and the outcome reported to the Committee.

Capacity planning had reflected the anticipated resources required to assist with the implementation of Oracle Fusion as well as other known resourcing pressures in 2022/2023 arising from planned leave and a secondment to the election office for the local government elections in May 2022.

The 2022/2023 Audit Plan would be delivered within the context of the revised Internal Audit Charter, attached as Appendix 1 to the report, and in accordance with the Public Sector Internal Auditing Standards (PSIAS).

Officers responded to members' questions in relation to Internal Audit's role in supporting the implementation of the Oracle Fusion project.

**The Committee decided:**

- (1) that the proposed interim Internal Audit Plan for 2022/2023 be approved; and
- (2) that it be noted that this Audit Plan would be formally reviewed in June 2022 and re-presented to the Committee setting out the proposed programme of audits within Resources, currently 326 days within the interim Audit Plan.

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## **5 Internal Audit Activity as at 7 January 2022**

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A report dated 10 January 2022 by the Executive Director (Finance and Corporate Resources) was submitted on work completed by Internal Audit during the period 30 October 2021 to 7 January 2022.

Findings from internal audit assignments were reported to this Committee throughout the year and the last progress report was considered by this Committee on 17 November 2021. Key performance indicators, which reflected quality, on time and within budget for the period to 30 November 2021, were summarised in Appendix 1 to the report. 100% of draft reports were issued on time and 100% within budget against targets of 80% respectively. Quality continued to be monitored through internal quality control procedures.

As at 7 January 2022, 98% of the 2021/2022 Audit Plan was in progress. 28% of assignments had been completed to the draft report stage and a further 19% of assignments related to those that were closed at the financial year end. Work to complete the remaining 53% of the 2021/2022 Plan continued and arrangements were in place to ensure those were concluded by 31 March 2022.

Client contributions to the delivery of the audit plan took the form of responding to draft reports, agreeing to close meetings and signing reports timeously once agreed. 100% of audit assignments were concluded to a signed action plan within 4 weeks of the issue of a draft report against a target of 80%.

The findings from assignments completed in the period 30 October 2021 to 7 January 2022, together with a summary of overall assurances were detailed in Appendix 2 to the report.

It was noted that the Council formed part of the Glasgow City Region City Deal which funded a range of capital projects within South Lanarkshire. Similar to the Council's own governance arrangements, there was an Internal Audit Plan of work within the Glasgow City Region City Deal programme which was delivered by Glasgow City Council. The findings were reported to the Glasgow City Region Cabinet and reports also presented to a separate Audit Group, which representatives from South Lanarkshire Council attended. At the December 2021 meeting of the Cabinet, it was agreed that Audit Committees within member authorities should have sight of the City Deal audit reports. Accordingly, the Committee would receive periodic updates within the activity report. A link was provided in the report to the most recent audit report on Business Continuity and Resilience. Actions from the City Deal audit reports would also be added to the Council's audit action database to ensure those were implemented fully and delivered on time.

In response to a member's question, officers outlined the approach the Council would take to ensure audit actions were implemented and reported back to the Committee.

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

*[Reference: Minutes of 17 November 2021 (Paragraph 6)]*

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## **6 Fraud Statistics 6 Monthly Update**

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A report dated 10 January 2022 by the Executive Director (Finance and Corporate Resources) was submitted on fraud statistics for the 6 month period to 30 September 2021.

Details were given on the number, types, outcomes and costs of fraud investigations, together with performance measures for the 6 month period to 30 September 2021. A comparison with the statistics for the same period in 2020 was also provided. The fraud statistics for the 6 month period to September 2021 highlighted that:-

- ◆ 152 investigations, with a total value of £154,000, had either been reported in the period or carried forward from 2020/2021, representing a slight decrease in number from the same period in 2020
- ◆ of the 152 cases, 16, valued at £6,000, had been closed within the period, representing a decrease when compared to the closed investigations for the same period in 2020
- ◆ 63% of cases closed in the period were founded and none of those involved a Council employee
- ◆ 100% of the founded cases related to benefit fraud or fraud committed by a third party

On conclusion of all internal investigations, an assessment was made on whether an improvement action was necessary and, if required, an improvement plan would be issued containing recommended actions. Improvement plans were agreed with the relevant Heads of Service and the actions followed up by Internal Audit to ensure implementation and that gaps in controls had been addressed. Outcomes for concluded investigations would be reported to the Committee as part of Internal Audit's annual assurance report.

The Council's Serious and Organised Crime (SOC) Working Group had developed an action plan to address the impact of COVID-19 on SOC and the challenges that this had brought in the short, medium and long-term. The Group had progressed the delivery of various actions which would be revised if new or emerging threats were identified through the pan Lanarkshire Multi Agency SOC Group. Updates would be presented to the Committee periodically.

In response to a member's question concerning fraud, officers provided details of the work undertaken by the Council in relation to the National Fraud Initiative.

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

*[Reference: Minutes of 3 March 2021 (Paragraph 6)]*

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## **7 Performance and Review Scrutiny Forum Annual Update**

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A report dated 11 January 2022 by the Executive Director (Finance and Corporate Resources) was submitted on reports considered by the Performance and Review Scrutiny Forum in the period from January to December 2021.

A report on the business considered by the Performance and Review Scrutiny Forum would continue to be submitted to the Risk and Audit Scrutiny Committee on an annual basis.

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

*[Reference: Minutes of 3 March 2021 (Paragraph 7)]*

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## **8 Urgent Business**

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There were no items of urgent business.





Minutes of meeting held via Microsoft Teams on 2 February 2022

**Chair:**

Councillor John Ross (ex officio)

**Councillors Present:**

Councillor Alex Allison, Councillor John Anderson, Councillor John Bradley, Councillor Robert Brown, Councillor Maureen Chalmers (Depute), Councillor Gerry Convery, Councillor Margaret Cooper, Councillor Peter Craig, Councillor Maureen Devlin, Councillor Isobel Dorman, Councillor Joe Fagan, Councillor Allan Falconer, Councillor Lynsey Hamilton, Councillor Ian Harrow, Councillor Mark Horsham, Councillor Richard Lockhart, Councillor Eileen Logan, Councillor Katy Loudon, Councillor Joe Lowe, Councillor Julia Marrs, Councillor Monique McAdams, Councillor Jim McGuigan, Councillor Gladys Miller, Councillor Lynne Nailon, Councillor David Shearer, Councillor Jared Wark, Councillor Josh Wilson

**Attending:**

**Community and Enterprise Resources**

A McKinnon, Interim Executive Director; E Berry, Policy Officer; H Gourichon, Policy Development Officer (Food Development); L Hinshelwood, Sustainable Development Officer; C Reid, Grounds Adviser; J Richmond, Carbon Management Officer; M Wilkie, Performance and Policy Development Manager

**Finance and Corporate Resources**

T Little, Head of Communications and Strategy; P MacRae, Administration Adviser; K McLeod, Administration Assistant

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## 1 Declaration of Interests

No interests were declared.

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## 2 Minutes of Previous Meeting

The minutes of the meeting of the Climate Change and Sustainability 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 Sustainable Development and Climate Change Strategy Update – Quarter 2 2021/2022

A report dated 12 January 2022 by the Interim Executive Director (Community and Enterprise Resources) was submitted on the status of the actions and measures contained in the Sustainable Development and Climate Change Strategy (SDCCS) at Quarter 2 of 2021/2022.

The Council's SDCCS covered a 5-year period from 2017 to 2022. Delivery of actions within the Strategy provided the main focus for sustainable development activity over the period and enabled the Council to fulfil its duties under the Local Government (Scotland) Act 2003, the Climate Change (Scotland) Act 2009 and other associated environmental legislation.

The SDCCS Action Plan for 2021/2022 contained 36 performance measures towards the Strategy's outcomes, together with 74 improvement actions. The measures were rated using a traffic light system of green, amber or red, while the improvement actions were rated using green, amber or red as well as blue which indicated that an action had been completed. Of the 36 measures within the SDCCS:-

- ◆ 6 had been achieved or were on course to be achieved (green)
- ◆ 3 had minor slippage against timescale or minor shortfall against target (amber)
- ◆ 15 would be reported later when data was available
- ◆ 12 were contextual and provided a health check for South Lanarkshire

The 3 amber measures related to household waste and recycling. There had been slippage on those performance measures for the first 2 quarters of 2021 due to the pandemic. It was anticipated that the performance measures would improve as COVID-19 restrictions eased.

Of the 74 improvement actions within the SDCCS:-

- ◆ 4 had been completed (blue)
- ◆ 46 had been achieved or were on course to be achieved (green)
- ◆ 7 had seen some minor slippage against targets (amber)
- ◆ 17 would be reported later when data was available

For the 7 amber improvement measures that had minor slippage, details were provided on management actions being taken to ensure no further slippage.

Progress on all objectives, actions and measures were contained in the Quarter 2 performance report for 2021/2022, attached as an appendix to the report.

There followed a full discussion during which officers responded to members' questions on various aspects of the report.

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

*[Reference: Minutes of 28 April 2021 (Paragraph 3)]*

*Councillor Lowe left the meeting during consideration of the above item of business*

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#### **4 Good Food Strategy Update – Quarter 2, 2021/2022**

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A report dated 12 January 2022 by the Interim Executive Director (Community and Enterprise Resources) was submitted on the status of the actions and measures contained in the Good Food Strategy at Quarter 2 of 2021/2022.

The Good Food Strategy had been approved by the Executive Committee on 4 December 2019 and covered a 5 year period from 2020 to 2025. It set out outcomes and actions organised around 6 key themes as follows:-

- |  |                                 |
|--|---------------------------------|
| ◆ good food at home and in the community | ◆ good food growing             |
| ◆ good food in the public sector         | ◆ good food for the environment |
| ◆ good food economy                      | ◆ good food governance          |

The Good Food Strategy contained an action plan which set out specific actions to progress the objectives in the Strategy. It contained 21 performance measures towards the Strategy's outcomes together with 36 improvement actions. The measures were rated using a traffic light system of green, amber or red while the improvement actions were rated using green, amber or red as well as blue which indicated that an action had been completed. Of the 21 measures within the Strategy:-

- ◆ 9 had been achieved or were on course to be achieved (green)
- ◆ 1 had seen some minor slippage against target (amber)
- ◆ 11 would be reported later when data was available

Of the 36 improvement actions within the Strategy:-

- ◆ 1 had been completed (blue)
- ◆ 31 had been achieved or were on course to be achieved (green)
- ◆ 4 would be reported later when data was available

An update on other food related actions which had been developed but not included in the IMPROVe report, as the decision to implement them had been taken after approval of the 2021/2022 action plan, was provided and included:-

- ◆ the expansion of the Universal Free School Meals to primary 4 children
- ◆ the development of the Scottish Milk and Healthy Snack Scheme in nurseries
- ◆ summer session hubs which ran within 14 locations across South Lanarkshire for a period of 6 weeks, serving breakfast and lunch each day

Progress on all objectives, actions and measures were contained in the Quarter 2 performance report for 2021/2022, attached as an appendix to the report.

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

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

*[Reference: Minutes of 10 February 2021 (Paragraph 4)]*

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## **5 Scottish Government Consultation on National Litter and Flytipping Strategy**

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A report dated 12 January 2022 by the Interim Executive Director (Community and Enterprise Resources) was submitted on:-

- ◆ the current Scottish Government consultation on the National Litter and Flytipping Strategy
- ◆ the proposed South Lanarkshire Council response to be submitted to the Scottish Government

The Scottish Government had published the country's first National Litter Strategy "Towards a Litter Free Scotland: A Strategic Approach to Higher Quality Local Environments" in June 2014. A review of this Strategy had been completed in November 2019 and showed that significant progress had been made and key successes identified. It was recognised, however, that litter and flytipping still posed a significant challenge and further concerted actions were required.

The landscape within which the previous Strategy was written had evolved and a number of new policy areas were now linked to the impact of litter and flytipping. New challenges had been faced with regard to litter and flytipping during the COVID-19 pandemic. Consequently, the Scottish Government had decided the Strategy would be updated to a National Litter and Flytipping Strategy, which recognised that those were separate issues and which allowed for a tailored approach to each.

Further to the review conducted on the previous Strategy, targeted stakeholder engagement had focused on the current challenges and future priorities that required action. This consultation reflected those discussions and the proposed actions that could be taken to prevent litter and flytipping from occurring as well as measures that dealt with it when it occurred. The Council's Policy Officer (Environmental Initiatives) represented the Council on both Scottish Government working groups on litter and flytipping.

The focus of the consultation was to invite views on the planned approach to tackle litter and flytipping in Scotland. Consultation responses would inform future policy on how this could be best achieved. A copy of the Council's proposed response, which was developed incorporating views from officers within Community and Enterprise Resources, including Environmental Services, was attached as Appendix 1 to the report. The final response would be sent to the Scottish Government before the consultation closed on 31 March 2022.

There followed a full discussion during which officers responded to members' questions on various aspects of the report.

**The Committee decided:**

- (1) that the overview of the consultation on the National Litter and Flytipping Strategy be noted; and
- (2) that the proposed South Lanarkshire Council response to the consultation be approved for submission to the Scottish Government by 31 March 2022.

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## **6 Pesticide Free Council Motion Update**

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A report dated 12 January 2022 by the Interim Executive Director (Community and Enterprise Resources) was submitted providing an update on issues relating to the Council's use of pesticides and herbicides.

At its meeting on 16 December 2020, the Council considered a motion proposing that it become a pesticide free Council. As a result, the Council agreed that a report be submitted to the Climate Change and Sustainability Committee to:-

- ◆ identify and audit the extent of the Council's spending on pesticides and herbicides
- ◆ explain the current pesticide and herbicide policy stating, for public information, the uses made of pesticides and herbicides by the Council and where they were currently used
- ◆ consider both the costs and efficacy of alternative weed control methods and to consider the use of pesticides and herbicides along with the feasibility of free zones in partnership with local groups, where appropriate
- ◆ consider the implications of being a pesticide free Council and whether to set a timetable for the phased elimination of pesticide and herbicide use by Council Resources and their contractors

Reports had been presented to the Committee at its meetings on 10 February 2021 and 25 August 2021 which provided updates on each of the 4 tasks and it had been agreed that a further report would be provided.

The Grounds Service had continued to review the use of glyphosate-based herbicide applications and treatments to reduce the volume being applied. An analysis of herbicide usage in 2021 indicated that there was a reduction of 9% usage compared to 2019.

As detailed previously, the Grounds Service had undertaken trials/demonstrations of 4 alternative weed control methods throughout 2021:-

- ◆ hot foam
- ◆ hot steam
- ◆ new way spray
- ◆ Mankar ultra low volume lance

Details of the findings of the trials/demonstrations over a one hectare area were provided in Appendix 1 to the report. The trials had not identified any suitable replacement that could be used across all land types and this had made it impossible for accurate evaluation of the financial implications.

To ensure best practice was being followed, the Grounds Service had attended the annual Amenity Forum conference in October 2021. The conference provided detailed insight in relation to alternative methods, had confirmed that the areas being considered were appropriate, and reinforced the view that integrated approaches to weed control were likely to be the best way forward. The report also provided information on new legislation which would be detailed in the new 5-year National Action Plan on the Sustainable Use of Pesticides, which aimed to minimise the risks and impacts of pesticides to human health and the environment.

Before further significant changes were implemented, it was considered beneficial to await the outcomes of the Scottish Government led Weed Control Survey and the new National Action Plan on the Sustainable Use of Pesticides, to ensure changes to Service were in alignment with national strategies.

In preparation for the new legislation, in the current year, the Service proposed to:-

- ◆ continue to review how and where glyphosate-based products were applied, targeting a further 10% reduction in 2022
- ◆ continue to explore opportunities to expand the use of the hot foam alternative
- ◆ investigate opportunities to introduce the Mankar ultra low volume lance alternative in some areas
- ◆ continue to investigate alternative methods of control following 2 further options being identified through attendance at Association for Public Service Excellence (APSE)/Amenity Forum events with demonstrations planned for 2022
- ◆ investigate an accurate method of evaluating environmental impact of all options to allow comparison
- ◆ continue to participate in the Amenity Forum and work with colleagues in other authorities and APSE to implement best practice
- ◆ consult with residents of South Lanarkshire with a view to agreeing at least 1 pilot herbicide free area to allow evaluation of the impact and views of residents

An update report on the impact of pilots/changes made in 2022 would be presented to a future meeting of the Committee.

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

**The Committee decided:**

- (1) that the contents of the report be noted; and
- (2) that the next steps, as detailed in section 7 of the report, be approved.

*[Reference: Minutes of South Lanarkshire Council of 16 December 2020 (Paragraph 7) and Minutes of 10 February 2021 (Paragraph 5) and 25 August 2021 (Paragraph 8)]*

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## 7 Clyde Peatland Action

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A joint report dated 12 January 2022 by the Interim Executive Director (Community and Enterprise Resources) and the Executive Director (Finance and Corporate Resources) was submitted on a proposal that the Council host 2 posts, on behalf of the City Region, to contribute to the restoration of damaged peatlands and to Net Zero targets. This would result in a proposed increase to the Resource's staffing establishment within the Facilities, Waste and Grounds Service of 2 Peatland Officer posts for a fixed term period of 23 months, fully funded by NatureScot.

The climate and ecological emergencies had brought into sharp focus the key role that peatland restoration played in the drive for Net Zero, climate change adaptation, and in arresting and reversing the decline of priority wildlife habitat. Glasgow City Region had around 56,000 hectares of peatland, largely in upland areas that surrounded the Glasgow conurbation and the Clyde Valley. Around two thirds of that peatland was found in South Lanarkshire.

Currently, there was no dedicated resource to drive the role of peatland in the City Region's response to Climate Change. In recognition of this, the Glasgow and Clyde Valley Green Network Partnership (GCVGNP) had secured approval from NatureScot's Peatland Action Team for 2 new fully funded Peatland Officer posts with differing roles and remits.

Clyde Peatland Action was a new initiative which aimed to bring about a step change in the rate and scale of peatland restoration across the Glasgow City Region. Delivery of this aim would make a significant contribution to reaching Scotland's Net Zero carbon target by 2045 and would address the ecological crisis through positive management of a UK Biodiversity Action Plan priority habitat.

To deliver on the objectives of Clyde Peatland Action, it was proposed that the following posts be added to the establishment of the Facilities Waste and Grounds Service, as detailed in section 4 of the report:-

- ◆ one post of Strategic Peatland Officer on Grade 3, Level 2 (£33,651 to £34,618) on a 23-month fixed term contract
- ◆ one post of Community Peatland Officer on Grade 2, Level 2 to 3 (£23,942 to £26,953) on a 23-month fixed term contract

The posts would be fully funded by NatureScot for a period of 23 months. Office accommodation and day to day line management of the officers would be provided by the Council. The proposed remits for the posts were detailed in the report

Officers:-

- ◆ responded to members' questions on various aspects of the report
- ◆ undertook to circulate a list of the 52 areas targeted for peatland restoration within South Lanarkshire

### **The Committee decided:**

- (1) that the report be noted; and
- (2) that the establishment of the Facilities Waste and Grounds Service be increased by the addition of:-
  - ◆ one post of Strategic Peatland Officer on Grade 3, Level 2 (£33,651 to £34,618) on a 23-month fixed term contract
  - ◆ one post of Community Peatland Officer on Grade 2, Level 2 to 3 (£23,942 to £26,953) on a 23-month fixed term contract

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## 8 COVID-19 Memorial – Tree Planting

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A report dated 12 January 2022 by the Interim Executive Director (Community and Enterprise Resources) was submitted providing an update on the COVID-19 memorial tree planting project.

As part of the 2021/2022 Revenue Budget, £300,000 had been allocated to the Food Strategy Support Fund to promote alternative food growing in the Council area. The Committee had approved the planting of fruit trees in 13 locations across South Lanarkshire at its meeting on 25 August 2021 as a memorial to those who had passed away due to COVID-19.

In addition to recognising, on a local basis, those who had passed away as a result of COVID-19, the proposal would:-

- ◆ highlight the importance of tree planting for the environment and future generations
- ◆ increase the level of tree canopy cover in South Lanarkshire as well as the overall environmental, social and economic benefits of tree planting
- ◆ complement the work of the Council's biodiversity actions
- ◆ link directly with the aims of the Food Growing Strategy and action plan

The Grounds Service had worked with the Procurement Team to source 800 trees which were delivered in late November 2021. As previously agreed, dates had been arranged with local members and community groups to plant the orchards in December 2021. The 13 locations were detailed in Appendix 1 of the report. During discussions with local groups, 2 alternative locations had been identified and trees were planted at:-

- ◆ Biggar Burnbraes Park instead of Biggar Park
- ◆ Lanark Moor instead of Lanark Loch

The Grounds Service would continue to monitor the sites during 2022 and would ensure that, where required, any remedial work, such as replacing tree guards or tree stakes, was undertaken. It would take 1 to 2 seasons for the orchards to become established before communities would harvest fruit. Discussions would take place with food groups and local schools/communities in relation to harvesting the fruit.

Members thanked officers for their efforts in planting the memorial sites and stressed the importance of promoting local ownership of the sites.

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

*[Reference: Minutes of 25 August 2021 (Paragraph 6)]*

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## 9 Urgent Business

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There were no items of urgent business.





## APPEALS PANEL

Minutes of meeting held via Microsoft Teams on 3 February 2022

**Chair:**

Councillor Gladys Miller

**Councillors Present:**

Councillor John Anderson, Councillor Poppy Corbett

**Attending:**

**Finance and Corporate Resources**

H Calley and S McLeod, Administration Officers; E Maxwell, Human Resources Business Partner

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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

<b>The Panel decided:</b>	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 5/21) by an employee against their dismissal.

The appellant was present and represented by a trade union representative. The Council was represented by a Personnel Adviser. The Council called a witness. All parties were heard in relation to the appeal and then withdrew from the meeting.

<b>The Panel decided:</b>	that the grounds of the appeal had not been substantiated and the appeal be not upheld.
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## EDUCATION RESOURCES COMMITTEE

Minutes of meeting held via Microsoft Teams on 8 February 2022

### Chair:

Councillor Katy Loudon

### Councillors Present:

Councillor Alex Allison, Councillor John Anderson, Councillor Margaret Cooper, Councillor Margaret Cowie, Councillor Peter Craig (Depute), Councillor Maureen Devlin (*substitute for Councillor Mo Razzaq*), Councillor Mary Donnelly, Councillor Isobel Dorman, Councillor Joe Fagan, Councillor Lynsey Hamilton, Councillor Ian Harrow, Councillor Mark Horsham, Councillor Martin Grant Hose, Councillor Julia Marrs, Councillor Monique McAdams, Councillor Ian McAllan, Councillor Gladys Miller, Councillor Lynne Nailon, Councillor Carol Nugent, Councillor Graham Scott, Councillor Margaret B Walker, Councillor David Watson

### Councillors' Apologies:

Councillor Jackie Burns, Councillor Fiona Dryburgh, Councillor Mo Razzaq, Councillor John Ross (ex officio)

### External Members Present:

Christine Hall, Andy Harvey, Hilary Kirby, John Mulligan

### External Members' Apologies:

Gillian Coulter, Ann Marie Hobson, Dr Nagy Iskander

### Attending:

#### Education Resources

T McDaid, Executive Director; D Dickson, Operations Manager; A Donaldson, Head of Education (Inclusion); C McKenzie, Head of Education (Broad General Education); S Nicolson, Head of Education (Senior Phase); J Pringle, Service Manager; L Sherry, Head of Education (Support Service and School Estate); J Wallace, Quality Improvement Manager

#### Finance and Corporate Resources

L Harvey, Finance Manager (Resources); E Maxwell, Human Resources Business Manager; K McLeod, Administration Assistant; L O'Hagan, Finance Manager (Strategy); T Slater, Administration Adviser; M M Wilson, Legal Services Manager

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## 1 Declaration of Interests

No interests were declared.

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## 2 Minutes of Previous Meeting

The minutes of the meeting of the Education Resources Committee held on 9 November 2021 were submitted for approval as a correct record.

With reference to item 11 of the previous minutes – Enhanced Summer Programme 2021 – Sensational Summer Sessions – Evaluation, Councillor Cowie advised that she had not, as yet, received the additional information she requested. Councillor Cowie asked that this information be provided and that her request be minuted. The Chair agreed to this request.

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

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### 3 Revenue Budget Monitoring 2021/2022 - Education Resources

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A joint report dated 12 January 2022 by the Executive Directors (Education Resources) and (Finance and Corporate Resources) was submitted comparing actual expenditure at 31 December 2021 against budgeted expenditure for 2021/2022 for Education Resources together with the forecast for the year to 31 March 2022.

As at 31 December 2021, there was an overspend of £1.151 million, as detailed in Appendix A to the report. Costs incurred in relation to the Resource's Covid-19 response were outlined in Appendix B to the report.

Following the Council's Probable Outturn exercise, the Resource had reported an estimated overspend of £2.028 million, after transfer of £7.295 million to reserves, which included the projected net costs of Covid-19 to 31 March 2022.

Virements were proposed to realign budgets across budget categories and with other Resources and those were detailed in appendices A and B to the report.

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

- (1) that an overspend of £1.151 million, as at 31 December 2021, on Education Resources' revenue budget, as detailed in Appendix A to the report, be noted;
- (2) that the forecast to 31 March 2022 of an overspend of £2.028 million, after transfers to reserves, as detailed in Appendix A to the report, be noted; and
- (3) that the proposed budget virements be approved.

*[Reference: Minutes of 9 November 2021 (Paragraph 3)]*

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### 4 Capital Budget Monitoring 2021/2022 - Education Resources

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A joint report dated 20 January 2022 by the Executive Directors (Education Resources) and (Finance and Corporate Resources) was submitted advising of progress on the Education Resources' capital programme for 2021/2022 and summarising the expenditure position at 31 December 2021.

At its meetings on 1 December 2021 and 2 February 2022, the Executive Committee agreed changes to the Education Resources' capital programme, as detailed in Appendix A to the report. The revised capital programme amounted to £15.199 million. Expenditure as at 31 December 2021 was £10.167 million. This represented a position of £0.144 million ahead of profile which, in the main, reflected the timing of payments.

**The Committee decided:** that the Education Resources' capital programme for 2021/2022 of £15.199 million, and expenditure to date of £10.167 million, be noted.

*[Reference: Minutes of 9 November 2021 (Paragraph 4)]*

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### 5 Education Resources - Workforce Monitoring - September to November 2021

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A joint report dated 23 December 2021 by the Executive Directors (Education Resources) and (Finance and Corporate Resources) was submitted on the following employee information for Education Resources for the period September to November 2021:-

- ♦ attendance statistics

- ♦ occupational health statistics
- ♦ accident/incident statistics
- ♦ discipline, grievance and Dignity at Work cases
- ♦ analysis of leavers and exit interviews
- ♦ staffing watch as at 11 September 2021

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

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

*[Reference: Minutes of 9 November 2021 (Paragraph 5)]*

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## **6 Education Resource Plan: Quarter 2 Progress Report 2021/2022**

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A report dated 18 January 2022 by the Executive Director (Education Resources) was submitted on the Education Resource Plan for 2021/2022.

Details were provided on:-

- ♦ achievements in implementing the priority projects identified in the Resource Plan 2021/2022, as detailed in Appendix 1 to the report
- ♦ progress against all Resource Plan measures as detailed in the Quarter 2 Progress Report 2021/2022, attached as Appendix 2 to the report
- ♦ key achievements made by the Resource to date
- ♦ one contextual measure which would be reported later, as detailed in Appendix 3 to the report

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

**The Committee decided:**

- (1) that the Quarter 2 Progress report for 2021/2022, as detailed in paragraph 5.2 and attached as Appendix 2 to the report, be noted;
- (2) that the key achievements made by the Resource to date, as detailed in paragraph 5.3 to the report, be noted;
- (3) that it be noted that there were no areas for improvement and management actions, as outlined in paragraph 5.4 of the report; and
- (4) that details of those measures which had changed in the blue/red/amber/green status during the period between Quarter 2 to Quarter 4, as detailed in paragraph 5.5 and Appendix 3 to the report, be noted.

*[Reference: Minutes of 18 August 2020 (Paragraph 10)]*

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## **7 Devolved School Management Scheme (DSM)**

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A report dated 13 January 2022 by the Executive Director (Education Resources) was submitted on the new Devolved School Management (DSM) Scheme 2022 to be implemented in schools from 1 April 2022.

Updated DSM Guidelines had been published in 2019 which aimed to build and improve on the DSM Guidelines of 2012. The Guidelines would also reflect and integrate with the Education Reform Programme and emerging priorities from the Scottish Government and COSLA Education Reform Joint Agreement of June 2018.

The Guidelines had been reviewed to consider the delivery of a new DSM scheme for schools with an original implementation date of April 2021, however, due to the pandemic, this date was rescheduled nationally to April 2022.

The key aims and objectives of the review were to:-

- ◆ deliver a new, flexible and transparent DSM scheme for schools that empowered schools and Headteachers to make decisions that most affected their children and young people's outcomes while being part of a collaborative learning community and was fully inclusive of stakeholders
- ◆ advise of the necessary budgetary changes required to the pupil roll allocation (PRA) and staffing methodologies and budgets subject to the outcomes of the review
- ◆ deliver training to all relevant stakeholders. ensuring engagement on the new DSM scheme
- ◆ provide support to schools to manage change as a result of project outcomes

The review outcomes were detailed in section 6 of the report.

The new DSM Scheme 2022, attached as Appendix 1 to the report, enhanced the process of transparency and engagement with stakeholders, including young people, parents and carers, staff and the wider learning community, as well as local communities within the context of the Community Planning Partnership, Council Plan and Education Resources' Resource Plan.

Officers responded to members' questions.

**The Committee decided:** that the Devolved School Management Scheme 2022, to be implemented in schools from 1 April 2022, be approved.

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## **8 Continuation and Development of the Current MCR Pathways Programme**

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A joint report dated 12 January 2022 by the Executive Directors (Education Resources) and (Finance and Corporate Resources) was submitted on the continuation and development of the current MCR Pathways programme.

On 19 June 2018, the Committee approved arrangements to pilot a MCR Pathways programme in 6 secondary schools. This school-based mentoring programme supported care experienced or disadvantaged young people to realise their potential within education. 6 MCR Pathways Co-ordinators were appointed, on a temporary basis, to support implementation of the pilot programme. In October 2021, following the easing of Covid-19 restrictions, 3 schools had been invited to participate in Phase 2 of the programme during the period April 2022 until October 2023.

Following a refresh of the Scottish Attainment Challenge (SAC) funding, announced in November 2021, costs associated with the appointment of MCR Pathways Co-ordinators would now be met from that funding source. Administrative costs per school would also be met by the Scottish Government.

It was proposed that MCR Pathway Co-ordinator posts on Grade 2, Level 4, SCP 55-57 (£29,837 to £30,749) be added to the establishment of Education Resources on the following basis:-

- ◆ 6 temporary posts now made permanent
- ◆ 3 additional posts, for a fixed term period of 18 months, to support the implementation of the pilot

**The Committee decided:**

- (1) that the 6 temporary posts of MCR Pathways Co-ordinators be made permanent on Grade 2, Level 4, SCP 55-57 (£29,837 to £30,749); and
- (2) that 3 posts of MCR Pathway Co-ordinator be established, for a fixed term period of 18 months, on Grade 2, Level 4, SCP 55-57 (£29,837 to £30,749) to support the implementation of the pilot.

*[Reference: Minutes of 19 June 2018 (Paragraph 4)]*

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## **9 Proposal to Cease Charging for Privilege Transport Places on Mainstream School Transport**

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A report dated 18 January 2022 by the Executive Director (Education Resources) was submitted on a proposal to remove charging for privilege transport places on mainstream school transport with effect from 1 January 2022.

Paid privilege transport, charged at a rate of £1.09 per day, was provided only when there was spare capacity on existing mainstream school transport contracts. The priorities for the allocation of available places were detailed in Appendix 1 to the report.

Information was given on the Public Services Vehicles Accessibility Regulations 2000 (PSVAR) which required buses and coaches designed to carry over 22 passengers on local and scheduled routes, to incorporate features to enable disabled people to travel on them comfortably and safely, including wheelchair space and a ramp or lift. Those Regulations also applied to any coaches manufactured before 2005. Notification had been received that the date of enforcement of the PSVAR had been changed from 31 December 2021 to July 2022.

Not all school transport contract providers would be able to comply with the PSVAR, consequently, this would lead to an inconsistent charging approach whereby the Council would only be able to charge for privilege places on those contracts which met the terms of the Regulations.

Consideration had been given to:-

- ◆ the current national free travel scheme for children and young people aged under 22
- ◆ how the removal of charges might assist families who continued to face financial challenges due to the impact of the pandemic

In view of the above and in advance of the new Regulations coming into force, it was proposed that, with effect from 1 January 2022, the Council no longer charge for privilege transport places.

**The Committee recommended to the Executive Committee:**

that the proposal for the Council to no longer charge for those pupils accessing a privilege transport place, with effect from 1 January 2022, be approved.

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## **10 Scottish Child Disability Payment (CDP) – Education Resources’ Information Requests and Associated Administrative Support**

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A report dated 18 January 2022 by the Executive Director (Education Resources) was submitted:-

- ◆ on the implementation of the new Scottish Child Disability Payment (CDP)
- ◆ advising of the need for future staffing establishment changes, as required, to assist with responding to information requests used to support parent/carer CDP applications

The Scottish CDP would replace the Child Disability Living Allowance. All new applications under the Scottish CDP would now be made through Social Security Scotland who would gather information from GP practices, Health Boards and local authorities on behalf of applicants. Education Resources would be asked to provide appropriate data to help inform the assessment process. At present, an Administration Team had ensured that all requests were processed correctly and timeously. This process had been managed within existing resources, however, it was anticipated that additional staff would be required as the number of information requests increased. Details of any additional staffing requirements would be submitted to a future meeting of this Committee.

The Council had received notification from the Scottish Government that permanent funding of £0.248 million would be allocated annually to support the processing of information requests. It was anticipated that any staffing or other costs would be managed within this funding allocation.

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

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## **11 Learning, Teaching and Assessment**

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A report dated 20 January 2022 by the Executive Director (Education Resources) was submitted providing an update on the progress made with the Education Resources’ Learning, Teaching and Assessment Strategy for schools.

Education Resources continued to support schools through successful Her Majesty’s Inspectorate of Education (HMiE) inspections and outcomes had demonstrated that Learning, Teaching and Assessment were often found as a key strength. A ‘Framework for the Curriculum’ document, developed by Education Resources, supported schools through their curriculum development journey and a key feature in this document was the Learning, Teaching and Assessment process.

Part of the Learning, Teaching and Assessment Strategic Plan for Session 2021/2022 was to further develop a Strategy and provide professional learning activities to support learning, teaching and assessment through the period of curriculum recovery. Detailed information on some of the key areas of focus as part of the Strategic Plan was provided in sections 4.3 to 4.6 of the report.

**The Committee decided:** that the progress made with Education Resources’ Learning, Teaching and Assessment Strategy for schools be noted.

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## **12 Numeracy and Mathematics Update**

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A report dated 20 January 2022 by the Executive Director (Education Resources) was submitted providing:-

- ◆ an update on developments in Numeracy and Mathematics



- ◆ details of the Strategy for recovery in Numeracy and Mathematics

In 2019, the Scottish Government published its Thematic Review of Numeracy and Mathematics, 'Multiplying skills, adding value'. The report highlighted that, although professional learning was deepening the knowledge and skills of staff in Numeracy and Mathematics, it was not yet resulting in significant improvement in outcomes for children and young people.

Information was provided on the Education Resources' Numeracy and Mathematics Strategic Plan which had the following 3 main areas of focus:-

- ◆ to develop a Numeracy Strategy to support schools to understand how to develop Numeracy Curriculum to recover from the impact of Covid-19 lockdown
- ◆ to build a Numeracy Career Long Professional Learning (CLPL) programme to support the recovery Strategy
- ◆ to self-evaluate the Numeracy CLPL programme and Strategy to ensure it was dynamic and responsive to evolving need

The Strategy outlined the process to train every primary school teacher and appropriate secondary school teachers in the pedagogical approaches of Maths Recovery over the next 5 years. The long-term plan was to establish an internal team of accredited Maths Recovery trainers. There was evidence that schools who had embedded the pedagogy of Maths Recovery across all stages had seen the greatest improvements in attainment.

**The Committee decided:** that the Strategy for recovery in Numeracy and Mathematics be noted.

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### **13 Community Learning and Development Strategic 3-Year Plan 2021 to 2024**

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A report dated 12 January 2022 by the Executive Director (Education Resources) was submitted providing an update on progress made in the review and drafting of the Community Learning and Development (CLD) Plan for 2021 to 2024.

All local authorities had a statutory obligation to produce a 3-year CLD Plan as set out in The Requirements for Community Learning and Development (Scotland) Regulations 2013: Guidance for Local Authorities, the 'CLD Regulations'.

Key to the successful implementation of the 3-year CLD Plan (2021 to 2024), attached as Appendix 1 to the report, would be to align identified need with current good practice and build on areas for improvement through self-evaluation and Her Majesty's Inspectorate of Education (HMIe) inspection processes.

The Plan outlined the CLD Partnership's commitment to the shared vision to 'improve the quality of life for people of South Lanarkshire by offering vibrant learning and development opportunities that lead to personal development and community empowerment' and to deliver positive outcomes.

Information was provided on the following areas:-

- ◆ stakeholder consultation findings and literature review of South Lanarkshire and other local authority Plans
- ◆ the principles that underpinned CLD practice in South Lanarkshire
- ◆ governance arrangements
- ◆ mapping unmet need
- ◆ workforce development

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

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## 14 Equity – School Update

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A report dated 13 January 2022 by the Executive Director (Education Resources) was submitted on:-

- ◆ the support provided to schools to close the poverty-related attainment gap
- ◆ changes to the Scottish Attainment Challenge funding

The relative poverty of an area was measured using the Scottish Index of Multiple Deprivation (SIMD) with the most deprived data zones allocated SIMD Decile rating 1 and the least deprived area allocated SIMD 10. In South Lanarkshire, 21% of learners lived in SIMD 1 or SIMD 2 areas. Education Resources were firmly committed to supporting young people to overcome disadvantage related to being born into poverty, not just in attainment but in their everyday lives.

The Scottish Attainment Challenge (SAC), an umbrella term used to describe the full allocation of monies provided to schools to help tackle the poverty related attainment gap, had 2 funding strands. One of those was the SAC Schools' Programme and the other was Pupil Equity Funding (PEF).

On 23 November 2021, a refresh of the SAC funding was announced. Funding from the SAC Schools' Programme, along with funding from Challenge Authorities, would now be more evenly distributed across all local authorities in Scotland. South Lanarkshire Council would receive £1.47 million central funding for session 2022/2023 and this allocation would increase year on year until 2025/2026 when the amount of funding would be £2.47 million.

20 schools situated within the most deprived areas of the Council were currently supported by SAC funding. Those schools would be supported as they transitioned from one funding model to another.

Details were provided on the following areas:-

- ◆ Participatory Budgeting
- ◆ closing the poverty related attainment gap
- ◆ cost of the school day
- ◆ additional support for schools
- ◆ community wellbeing pilot

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

*Councillor Craig left the meeting during consideration of this item of business*

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## 15 Covid-19 Guidance Update for Schools and Educational Settings

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A report dated 20 January 2022 by the Executive Director (Education Resources) was submitted on the impact of updated Scottish Government guidance published on 5 January 2022 in response to the Omicron variant for schools and educational settings.

A summary of the updated guidance, which supplemented significantly the guidance provided to schools on 17 December 2021, was attached as Appendix 1 to the report.

Details were given on the current position with regard to:-

- ♦ positive cases, close contacts and self isolation
- ♦ confirmatory PCR tests
- ♦ testing
- ♦ minimising contacts through use of groupings
- ♦ self-isolation rules
- ♦ face coverings for adults, pupils and on school transport
- ♦ ventilation and heating
- ♦ vaccinations

The Scottish Government would continue to review the position. It was noted that the Care Inspectorate had published guidance on 11 January 2022 on adult to child ratios to address staff absence which would be reviewed on 18 February 2022.

**The Committee decided:**

- (1) that the Scottish Government guidance published on 5 January 2022 in response to the Omicron variant and the key mitigations, detailed in Appendix 1 to the report, be noted;
- (2) that the further changes to the self-isolation policy which came into effect on 6 January 2022 along with the continued need to strictly observe the health mitigations be noted; and
- (3) that the efforts of staff in schools and educational settings to adapt to the changing guidance and in being agile in responding to those changes, while ensuring the safety and wellbeing of children, young people and staff, be noted.

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## **16 Celebrating Success – COSLA Quality Awards**

A report dated 20 January 2022 by the Executive Director (Education Resources) was submitted on the wider achievements and the learner journeys of children and young people, as well as the good work undertaken by teachers, employees and parents across South Lanarkshire.

The COSLA Awards provided an opportunity to recognise and celebrate the success of some of the work taking place by staff across South Lanarkshire. A summary of the wide range of submissions of best practice and the impact this work had made was attached as Appendix 1 to the report.

Information was given on the following submissions made under specific categories:-

**Category 1 – Service Innovation and Improvement**

- ♦ GradU8 programme
- ♦ Early Years
- ♦ Digital Support for Teachers and Learners
- ♦ Instrumental Music Service

**Category 2 – Achieving Better Outcomes in Partnership**

- ♦ Partnership working with Money Matters
- ♦ Rooftop Nursery, East Kilbride

**Category 5 – Just Transition to a Net Zero Economy**

- ♦ COP 26

The Early Years' project had reached the final stage of the COSLA Awards.

It was noted that the ongoing work, particularly when faced with unprecedented challenges due to the pandemic, had made a difference to the lives of learners and families and should be recognised and celebrated.

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

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#### **17 Notification of Contracts Awarded: 1 April to 30 September 2021**

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A report dated 20 January 2022 by the Executive Director (Education Resources) was submitted on contracts awarded by Education Resources during the period 1 April to 30 September 2021. In terms of Standing Order Nos 21.8 and 22.5 of the Standing Orders on Contracts, Resources were required to notify the relevant Committee of contracts awarded above the sum of £50,000.

Details of the contracts awarded by Education Resources were provided in the appendix to the report.

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

*[Reference: Minutes of 1 June 2021 (Paragraph 13)]*

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#### **18 Urgent Business**

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There were no items of urgent business.

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#### **Chair's Closing Remarks**

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The Chair thanked members, external representatives and officers for their contribution to the work of the Committee over the term of this Administration.

## SOCIAL WORK RESOURCES COMMITTEE

Minutes of meeting held via Microsoft Teams on 9 February 2021

### Chair:

Councillor John Bradley

### Councillors Present:

Councillor Walter Brogan, Councillor Robert Brown, Councillor Andy Carmichael, Councillor Maureen Chalmers (Depute), Councillor Margaret Cowie, Councillor Maureen Devlin, Councillor Mary Donnelly, Councillor Allan Falconer, Councillor Eric Holford, Councillor Graeme Horne (*substitute for Councillor Archie Buchanan*), Councillor Mark Horsham, Councillor Richard Lockhart, Councillor Katy Loudon, Councillor Joe Lowe, Councillor Hugh Macdonald, Councillor Catherine McClymont, Councillor Colin McGavigan, Councillor Jim McGuigan, Councillor Lynne Nailon, Councillor Richard Nelson, Councillor Carol Nugent, Councillor Margaret B Walker

### Councillors' Apologies:

Councillor Archie Buchanan, Councillor Janine Calikes, Councillor John Ross (ex officio), Councillor David Watson

### Attending:

#### Finance and Corporate Resources

H Goodwin, Finance Manager; E McPake, HR Business Partner; A Norris, Administration Assistant; L O'Hagan, Finance Manager (Strategy); T Slater, Administration Adviser; M M Wilson, Legal Services Manager

#### Health and Social Care/Social Work Resources

I Beattie, Head of Health and Social Care (Hamilton and Clydesdale); J Cringles, Business Support Manager; P McCormack, Self-Directed Support Project Manager; L Purdie, Head of Children and Justice Services; A Tannahill, Acting Locality Manager

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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 Social Work Resources Committee held on 10 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 Social Work Resources – Revenue Budget Monitoring 2021/2022

---

A joint report dated 17 January 2022 by the Executive Director (Finance and Corporate Resources) and Director, Health and Social Care was submitted comparing actual expenditure for the period 1 April to 31 December 2021 against budgeted expenditure for 2021/2022 for Social Work Resources.

As at 31 December 2021, there was an overspend of £2.219 million against the phased budget, of which £1.923 million was Covid-19 related and £0.296 million non Covid-19 related. Following the Council's probable outturn exercise, the financial forecast for the revenue budget to 31 March 2022 was an overspend of £3.147 million.

The Council continued to incur expenditure in relation to Covid-19 and in order to separate those costs from the Council's normal activities, a Covid-19 Service had been included for Social Work Resources and detailed in Appendix B to the report. There was a continued assumption that this year's additional costs as a result of Covid-19 by services devolved to the Integration Joint Board (IJB) would be fully funded by Covid-19 reserves and the Scottish Government Mobilisation Plan funding.

The budget delegated to the IJB had underspent by £0.495 million and the Executive Committee, at its meeting on 2 February 2022, had agreed that the IJB retain this non-recurring underspend within its reserves, earmarked for future care costs. The Scottish Government had announced recurring investment funding nationally of £300 million and South Lanarkshire had been notified of its share of this funding. As it was unlikely that the funding for 2021/2022 would be spent in full by 31 March 2022, any underspend would be carried forward in the same way as the £0.495 million underspend noted above. The value of the underspend would be confirmed at year end and was estimated to be approximately £4 million.

Details were provided, in the appendices to the report, on budget virements in respect of Social Work Resources to realign budgets.

**The Committee decided:**

- (1) that an overspend of £0.092 million, excluding Covid-19 costs, on the Social Work Resources' revenue budget, as detailed in Appendix A to the report, be noted;
- (2) that the forecast to 31 March 2022 of an overspend of £0.5 million, excluding Covid-19 costs, be noted; and
- (3) that the proposed budget virements be approved.

*[Reference: Minutes of 10 November 2021 (Paragraph 3) and Minutes of the Executive Committee of 2 February 2022 (Paragraph 3)]*

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

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#### **4 Social Work Resources – Capital Budget Monitoring 2021/2022**

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A joint report dated 19 January 2022 by the Executive Director (Finance and Corporate Resources) and Director, Health and Social Care was submitted advising of progress on the Social Work Resources' capital programme for 2021/2022 and summarising the expenditure position at 31 December 2021.

The revised capital programme for Social Work Resources for 2021/2022 was £5.354 million. Anticipated spend to date was £3.088 million and spend to 31 December 2021 amounted to £2.897 million. This represented a position of £0.191 million behind profile and mainly reflected the timing of payments on the Blantyre Care Facility project.

**The Committee decided:** that the Social Work Resources' capital programme of £5.354 million, and expenditure for the year of £2.897 million, be noted.

*[Reference: Minutes of 10 November 2021 (Paragraph 4)]*

*Councillor McClymont joined the meeting following this item of business*

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## **5 Social Work Resources – Workforce Monitoring – September to November 2021**

A joint report dated 17 December 2021 by the Executive Director (Finance and Corporate Resources) and Director, Health and Social Care was submitted on the following employee information for Social Work Resources for the period September to November 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 11 September 2021

The attendance information contained within the report included absences as a result of Covid-19. Employees were being supported through this difficult time to maintain attendance levels, where possible.

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

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

*[Reference: Minutes of 10 November 2021 (Paragraph 5)]*

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## **6 Social Work Resource Plan: Quarter 2 Progress Report 2021/2022**

A report dated 20 January 2022 by the Director, Health and Social Care was submitted on the Social Work Resource Plan 2021/2022 in relation to the actions and measures within the Resource.

Details were provided on progress made at the end of quarter 2, covering the period 1 July to 30 September 2021, in implementing the actions and measures identified in the Resource Plan.

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

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

*[Reference: Minutes of 26 June 2021 (Paragraph 6)]*

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

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## **7 Staffing Establishment**

A joint report dated 21 January 2022 by the Director, Health and Social Care and Executive Director (Finance and Corporate Resources) was submitted advising of the staffing requirements of the Blantyre Care Hub.

At its meeting on 20 June 2018, it was agreed to decommission McWhirters and Kirkton Care Homes which would release revenue funding to resource the new Hub. In tandem with the building progress of the Hub and technology enabled houses, it was now necessary to put in place the staffing structure to enable a smooth transition from the intermediate care service at Canderavon House to the new properties.

It was, therefore, proposed that:-

- ◆ the following posts from McWhirters and Kirkton Care Homes be deleted from the Social Work Resources' staffing establishment:-
  - ◆ 2 posts of Unit Manager on Grade 3, Level 8
  - ◆ 8 posts of Senior Social Care Worker on Grade 2, Level 2/4 plus 1
  - ◆ 11.35 posts of Social Care Worker on Grade 2, Level 1/2 plus 1
  - ◆ 28.08 posts of Social Care Assistant on Grade 1, Level 1 plus 1
  - ◆ 4.52 posts of Senior Social Care Worker (Nights) on Grade 2, Level 2/4 plus 4
  - ◆ 4.54 posts of Social Care Worker (Nights) on Grade 2, Level 1/2 plus 4
  - ◆ 11.95 posts of Social Care Assistant (Nights) on Grade 1, Level 1/2 plus 4
  - ◆ 2 posts of Cook on Grade 1, Level 3 plus 1
  - ◆ 1.81 posts of Assistant Cook on Grade 1, Level 2
  - ◆ 8.08 posts of Domestic on Grade 1, Level 1 plus 1
  - ◆ 2 posts of Clerical Assistant on Grade 1, Level 3
- ◆ the following posts be added to the Social Work Resources' staffing establishment in relation to the Transitional Care Facility:-
  - ◆ 1 post of Team Leader (Registered Manager) on Grade 4, Level 2, SCP 82-83 (£46,609 to £47,342)
  - ◆ 1 post of Intermediate Enhanced Senior Support Worker on Grade 3, Level 8 plus 1, SCP 79-81 (£44,603 to £45,953)
  - ◆ 5.35 posts of Intermediate Senior Support Worker on Grade 2, Level 4 plus 1, SCP 57-59 (£32,507 to £33,510)
  - ◆ 13.62 posts of Intermediate Support Worker (Days) on Grade 2, Level 3 plus 1, SCP 48-50 (£28,494 to £29,343)
  - ◆ 1.48 posts of Intermediate Support Worker (Days – Bank Hours) on Grade 2, Level 3 plus 1, SCP 48-50 (£28,494 to £29,343)
  - ◆ 2.27 posts of Intermediate Senior Support Worker (Nights) on Grade 2, Level 4 plus 4, SCP 63-65 (£35, 497 to £36,597)
  - ◆ 6.81 posts of Intermediate Support Worker (Nights) on Grade 2, Level 3 plus 4, SCP 55-57 (£31,542 to £32,449)
  - ◆ 1.84 posts of Intermediate Support Worker (Nights – Bank Hours) on Grade 2, Level 3 plus 4, SCP 55-57 (£31,542 to £32,449)
  - ◆ 4.2 posts of Intermediate Support Assistant Housekeeper on Grade 1, Level 3 plus 1, SCP 26-28 (£21,086 to £21,665)
  - ◆ 1 post of Administration Officer on Grade 2, Level 1, SCP 34-35 (£22,300 to £22,665)
  - ◆ 2 posts of Telecare Development Officer on Grade 3, Level 2, SCP 63-65 (£33,651 to £34,618)
  - ◆ 1 post of Occupational Therapist on Grade 3, Level 4, SCP 72-74 (£38,359 to £39,162)
- ◆ the following posts be added to the Social Work Resources' staffing establishment in relation to the community facing element of the Hub:-
  - ◆ 1 post of Operational Campus Manager on Grade 4, Level 2-5, SCP 86-88 (£46,790 to £48,250)
  - ◆ 2 posts of Receptionist/Hall Keeper on Grade 1, Level 2, SCP 22-23 (£18,869 to £19,125)
  - ◆ 2 posts of Cook on Grade 1, Level 3 plus 1, SCP 26-28 (£19,946 to £20,494)
  - ◆ 0.68 post of Assistant Cook on Grade 1, Level 2 plus 1, SCP 23-24 (£19,125 to £19,399)



- ♦ the following posts be added to the Social Work Resources' staffing establishment Care at Home Service to deliver care to the service users within the 20 technology enabled properties:-
  - ♦ 1 post of Care at Home Co-ordinator on Grade 3, Level 2, SCP 63-65 (£33,651 to £34,618)
  - ♦ 13.6 posts of Home Carer on Grade 1, Level 4 plus 2, SCP 32-33 (£22,861 to £23,266)

The cost of the proposals would be met from the revenue released from the closure of McWhirters and Kirkton Care homes, service users' existing Care at Home packages and existing resources, as outlined in the report.

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

**The Committee decided:**

- (1) that the content of the report be noted; and
- (2) that the Social Work Resources' staffing establishment changes, as detailed in the report, be approved.

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

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## **8 Home First Approach**

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A joint report dated 20 January 2022 by the Director, Health and Social Care and Executive Director (Finance and Corporate Resources) was submitted on the development of the Home First Approach model.

The purpose of the Home First Approach model was to ensure that people could be cared for at home, or as close to home as possible, to support timely discharge from hospital and prevent avoidable admissions to hospital.

Delayed discharges across Lanarkshire hospitals were mainly due to demand exceeding Care at Home capacity. Substantial improvements in the discharge process in Lanarkshire had been achieved between April 2020 and December 2021, resulting in a 50% decrease, however, Care at Home services were currently fully committed and were experiencing an unprecedented increase in demand due to the Covid-19 pandemic. This increase in demand was being experienced nationally.

In August 2021, the Integration Joint Board (IJB) had been advised of the development of a range of recommendations for Health and Social Care Partnerships (HSCPs) to implement. The recommendations included the Home First Approach and were based on best practice from across Scotland.

Information was provided on the impact of Covid-19 on the implementation of the recommendations and the challenges faced. A number of mitigating actions had been put in place and the establishment of Home First Transition Teams were recommended by the Scottish Government in the Discharge Without Delay 2021 report. The essential principles of the Home First Approach, improvement opportunities and outcomes were outlined at Appendix 1 to the report.

As the current and projected demand for health and social care services was significant, the Scottish Government had allocated additional recurring funding in 2021/2022 and 2022/2023 to increase capacity with immediate effect. A small-scale Home First Transition service, supporting discharge from hospital had been established within South Lanarkshire HSCP to address the demand. The Home First Transition teams would provide a rapid response, with multi-disciplinary assessment and intervention teams underpinned by a focused and reablement-focused Care at Home Service.

Information was provided on the action taken by each partner in line with their delegate authority arrangements and progress reports would be provided to the relevant committees of the NHS Lanarkshire Board and Council.

As part of phase 1 of the Home First Approach, a Home First Programme Steering Group had been established to support its development and initial risks related to the availability of the workforce, management capacity and being able to demonstrate improvement in relation to key outcomes. It was, therefore, proposed that the following posts be added to the Social Work Resources' staffing establishment:-

- ◆ 1 post of Fieldwork Manager on Grade 5, Level 1, SCP 96-97 (£54,309 to £55,148)
- ◆ 1 post of Operations Manager on Grade 4, Level 2-5, SCP 82-88 (£44,089 to £48,250)
- ◆ 5 posts of Team Leader on Grade 3, Level 8, SCP 79-80 (£42,191 to £45,953)
- ◆ 17 posts of Social Work Assistant on Grade 2, Level 4, SCP 55-57 (£29,837 to £30,749)
- ◆ 2 posts of Community Support Co-ordinator on Grade 3, Level 2, SCP 63-65 (£33,651 to £34,618)
- ◆ 4 posts of Senior Home Carer on Grade 2, Level 3 plus 2, SCP 50-52 (£27,757 to £28,578)
- ◆ 54 posts of Home Carer on Grade 1, Level 4 plus 2, SCP 32-33 (£21,625 to £22,008)
- ◆ 1 post of Clerical Assistant on Grade 1, Level 3, SCP 25-27 (£19,672 to £20,220)

The staffing establishment above included posts previously established on a temporary basis which would be consolidated on a permanent basis. The cost of the proposals would be met from the Scottish Government funding for Care at Home.

**The Committee decided:**

- (1) that the progress made, to date, to develop the Home First Approach be noted;
- (2) that the allocation of targeted recurring Scottish Government funding, totalling £3.109 million, to be used to consolidate the first phase of the Home First Approach be noted;
- (3) that the ongoing development of the Home First Approach by the Home First Programme Steering Group, in consultation with both partners, be noted; and
- (4) that the Social Work Resources' staffing establishment changes, as detailed in the report, be approved.

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## **9 Rates for Social Care Services 2022/2023**

A report dated 28 January 2022 by the Director, Health and Social Care was submitted requesting delegated authority for the Director, Health and Social Care and Executive Director (Finance and Corporate Resources) to agree the 2022/2023 rates for Social Care Services.

Each year, Social Work Resources Committee approved the commissioned rates for social care services, including residential and community services. However, at its meeting on 17 March 2021, the Social Work Resources Committee had authorised the Director, Health and Social Care and Executive Director (Finance and Corporate Resources) to agree the 2021/2022 rates for Social Care Services.

To ensure the Council could implement increased contractual rates for providers at the earliest opportunity, effective from 1 April 2022, it was again proposed that the Director, Health and Social Care and the Executive Director (Finance and Corporate Resources) be authorised to agree amended rates as follows:-

- ◆ Care at Home, Supported Living, Daycare and Integrated Facilities
- ◆ Residential and Nursing Care through the National Care Home Contract
- ◆ Residential Services outwith the National Care Home Contract

A report would be submitted to a future meeting of the Committee to advise of the implemented rate position.

**The Committee decided:** that the Director, Health and Social Care and the Executive Director (Finance and Corporate Resources) be authorised to agree the 2022/2023 rates for Social Care Services.

*[Reference: Minutes of 17 March 2021 (Paragraph 10)]*

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## 10 Social Care Services for 2021/2022: Winter Uplift

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A report dated 20 December 2021 by the Director, Health and Social Care was submitted advising of the 2021/2022 rates for social care commissioned services following the winter uplift.

Each year, Social Work Resources were required to confirm the contractual rates for residential, nursing, supported living, non-residential and Care at Home services. In recognition of the need to implement contractual uplifts in 2021/2022 without delay to providers, the Social Work Resources Committee, at its meeting on 17 March 2021, authorised the Director of Health and Social Care and the Executive Director (Finance and Corporate Resources) to agree the rates for:-

- ◆ Care at Home, Supported Living, Daycare and Integrated Facilities
- ◆ Residential and Nursing Care through the National Care Home Contract
- ◆ Residential Services outwith the National Care Home Contract

The initial rates set from April 2021, reflecting the Scottish Government's standard uplift of 2.2%, were noted by the Social Work Resources Committee at its meeting on 1 September 2021.

In November 2021, the Scottish Government announced a winter uplift to the living wage for those delivering adult social care services from £9.50 to £10.02 per hour, effective from 1 December 2021. To ensure effective delivery of contract variations for commissioned services, the Scottish Government specified the following standard contractual uplift rates to be implemented by local authorities:-

- ◆ non-residential services – 4.7%
- ◆ residential services (outwith care homes) – 3.9%
- ◆ Self-directed Support Option 1 (direct payments) – 4.9%

Scotland Excel were commissioned by the Scottish Government to calculate the National Care Home rates for residential and nursing care in consultation with Scottish Care and the Coalition of Care and Support Providers in Scotland (CCPS).

Information was provided on the revised rates for:-

- ◆ residential and nursing care
- ◆ Care at Home, Supported Living and Day Care services
- ◆ residential services, outwith care homes

**The Committee decided:**

- (1) that the revised rates and associated arrangements for residential and nursing care rates, as detailed in the report, be noted;
- (2) that the revised rates and associated arrangements for Care at Home, Supported Living and Day Care services, as detailed in the report, be noted; and
- (3) that the arrangements for residential services rates, outwith care homes, as detailed in the report, be noted.

*[Reference: Minutes of 17 March 2021 (Paragraph 10) and 1 September 2021 (Paragraph 14)]*

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## **11 Strategic Commissioning Plan 2022 to 2025**

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The Head of Commissioning and Performance gave a presentation on the preparation of the Strategic Commissioning Plan 2022 to 2025.

Information was provided on:-

- ◆ the engagement process, which included the development of a communications strategy, an online survey, stakeholder engagement sessions and the provision of an engagement toolkit for partner organisations
- ◆ the top priorities that emerged following a thematic analysis of the engagement process, which remained largely unchanged, however, included concerns about the recovery from the Covid-19 pandemic
- ◆ the 14 strategic priorities that had been identified

The Head of Commissioning and Performance responded to members' questions.

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

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## **12 Self-directed Support: Progress Update**

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A report dated 20 January 2022 by the Director, Health and Social Care was submitted providing an update on Self-directed Support (SDS) and highlighting areas of good practice being further developed.

The Social Care (Self-directed Support) (Scotland) Act 2013 came into force on 1 April 2014 and placed a duty on local authorities to provide options to allow individuals to choose how much involvement they wanted to have in the organisation and design of their care and support. The Act also placed a duty on local authorities to be transparent about the resources available. The following options were available:-

- ◆ Direct Payment (a cash payment)
- ◆ Personalised Managed Budget (a budget allocated to a provider chosen by an individual, where the local authority held the budget and the person was in charge of how it was spent)

- ◆ support arranged by the local authority
- ◆ a mix of the above

The Care Inspectorate and Audit Scotland had found that the implementation of the Act had been inconsistent across Scotland. In response to this, the Scottish Government had launched the SDS Implementation Plan 2019 to 2021 which set out the actions that public and voluntary organisations should take to support local authorities to build on their progress towards a more flexible and responsive social care support, which was co-produced with communities and supported people.

Information was provided on the use of SDS in South Lanarkshire, with a comparison to other local authority areas and the work being undertaken to support the implementation of SDS. This included the production of a framework of 11 standards co-produced by Social Work Scotland's SDS Project Team.

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

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

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### **13 Urgent Business**

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There were no items of urgent business.

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### **Chair's Closing Remarks**

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The Chair thanked members, officers and front line workers for their work and support over the past few years and, in particular, the last 2 years.



Minutes of meeting held via Microsoft Teams on 9 February 2022

**Chair:**

Councillor Gladys Miller

**Councillors Present:**

Councillor Alex Allison, Councillor John Anderson, Councillor Walter Brogan, Councillor Graeme Campbell, Councillor Peter Craig (Depute), 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 Katy Loudon, Councillor Hugh Macdonald, Councillor Monique McAdams, Councillor Catherine McClymont, Councillor Mark McGeever, Councillor Jim McGuigan, Councillor Margaret B Walker (*substitute for Councillor Maureen Devlin*), Councillor Jim Wardhaugh

**Councillors' Apologies:**

Councillor Maureen Devlin, Councillor Joe Lowe, Councillor Mo Razzaq, Councillor John Ross (ex officio), Councillor Jared Wark

**Attending:**

**Finance and Corporate Resources**

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

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## 1 Declaration of Interests

No interests were declared.

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## 2 Minutes of Previous Meeting

The minutes of the meeting of the Finance and Corporate Resources Committee held on 10 November 2021 were submitted for approval as a correct record.

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

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

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## 3 Minutes of Recruitment Committee

The minutes of the meeting of the Recruitment Committee held on 23 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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## 4 Minutes of Appeals Panel

The minutes of the meeting of the Appeals Panel held on 8 December 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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## **5 Revenue Budget Monitoring 2021/2022 – Finance and Corporate Resources**

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A report dated 12 January 2022 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure for the period 1 April 2021 to 31 December 2021 against budgeted expenditure for 2021/2022 for Finance and Corporate Resources, along with a forecast for the year to 31 March 2022.

Following the probable outturn exercise, the forecast was an overspend of £9.918 million, including COVID-19 costs but before transfers to reserves.

On 2 February 2022, the Executive Committee approved transfers to reserves of £0.113 million, bringing the overspend to £10.031 million, as detailed in Appendix A to the report.

The forecast cost of COVID-19 was £10.031 million, as detailed in Appendix I to the report. This was made up of expenditure of £9.935 million and loss of income totalling £0.096 million within Administration, Legal and Licensing.

As at 31 December 2021, there was an overspend of £8.074 million after approved transfers to reserves. This included the net costs of COVID-19 totalling £8.077 million.

The budget included in Appendix I for COVID-19 related to Scottish Government funding in relation to COVID-19 Business Support Grants.

Virements were proposed to realign budgets and those movements were detailed in the appendices to the report.

**The Committee decided:**

- (1) that the forecast overspend of £9.918 million to 31 March 2022, including COVID-19 costs but before approved transfer to reserves, and an overspend of £10.031 million, after approved transfer to reserves, as detailed in Appendix A to the report, be noted;
- (2) that the overspend of £8.074 million as at 30 December 2021, including COVID-19 costs and after approved transfers to reserves, be noted; and
- (3) that the proposed budget virements, as detailed in the appendices to the report, be approved.

*[Reference: Minutes of 10 November 2021 (Paragraph 3) and Minutes of the Executive Committee of 2 February 2022 (Paragraph 3)]*

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

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A report dated 19 January 2022 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 31 December 2021.

At its meeting on 10 November 2021, the Committee noted that the budget for 2021/2022, including carry forward, was £3.176 million and spend to 31 December 2021 totalled £0.695 million. This represented a position of £0.281 million behind profile and mainly reflected the timing of spend on the IT Infrastructure Refresh Project.



The Coronavirus (COVID-19) Pandemic had led to materials shortages, longer lead times and steep price increases and this would continue to impact the supply chain for the foreseeable future. The impact of this would be monitored and any significant increases in contract values would be brought to members' attention.

Following a full discussion regarding the AV project for the Committee Suite and the timescale for holding hybrid meetings again, the Head of Administration and Legal Services advised that the contract for the project had been awarded and discussions were ongoing regarding timescales for installation.

**The Committee decided:** that the Finance and Corporate Resources' capital programme of £3.176 million and expenditure to date of £0.695 million be noted.

*[Reference: Minutes of 10 November 2021 (Paragraph 4)]*

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## **7 Finance and Corporate Resources – Workforce Monitoring – September to November 2021**

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A report dated 23 December 2021 by the Executive Director (Finance and Corporate Resources) was submitted on the following employee information for Finance and Corporate Resources for the period September to November 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 11 September 2021

The Head of Personnel Services responded to a number of members' questions on various aspects of the report.

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

*[Reference: Minutes of 10 November 2021 (Paragraph 5)]*

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

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

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A report dated 11 January 2021 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period September to November 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 11 September 2021

There followed discussion on:-

- ◆ employees working from home
- ◆ communication with the Trades Unions in this regard
- ◆ availability of agreements with regard to those issues

The Head of Personnel Services advised that:-

- ◆ although there was no single formal policy on this, there were regular discussions with the Trades Unions around the revisions to the safe systems of work and the Service Re-introduction Toolkit was available for employees, Services and Resources to establish arrangements for a variety of work settings
- ◆ national guidance on hybrid working had been issued recently by the Scottish Government and this would be used to develop further guidance locally

Councillor McClymont requested that councillors also be afforded similar considerations to employees in terms of supports for working from home.

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

*[Reference: Minutes of 10 November 2021 (Paragraph 6)]*

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## 9 Treasury Management Activity – Third Quarter Review

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

Details were given on:-

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

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 10 November 2021 (Paragraph 7)]*

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## 10 Revenue Collection and Approval for Write-Offs

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A report dated 19 January 2022 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ collection performance for the financial year 2021/2022 to 31 December 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, Hamilton, Carluke and Lanark Town Centre Business Improvement District (BID) levies, sundry debt, Housing Rent and associated charges and rent for homeless accommodation

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. As previously advised to Committee, the scheme had been suspended for 2020/2021 and 2021/2022 due to the impact of COVID-19.

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

- ◆ irrecoverable Council Tax accounts from 1993/1994 to 2021/2022 to the value of £327,022.59, 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 £650,244.64, relating primarily to debtors in liquidation, had ceased trading or had been sequestrated
- ◆ write-off of Business Improvement District (BID) levies of £3,551.94, administered by the Council on behalf of the Hamilton, Carlisle, and Lanark BID companies
- ◆ sundry debts to a value of £166,174.83
- ◆ former tenant rent arrears totalling £124,340.48, factoring arrears of £336.63 and Housing Benefit overpayments totalling £78,340.69
- ◆ arrears for former occupants of homeless temporary accommodation totalling £2,741,202.31

Members expressed concern regarding the high figure for write off in relation to arrears for former occupants of homeless temporary accommodation and the lack of information on what that figure related to. The Head of Finance (Transactions) provided additional information on the number of accounts included in the proposed write-off and the overall value of outstanding debt. He also advised the Committee that the proposed write-off was fully provided for by Housing and Technical Resources and that further write-off proposals would be presented to this Committee as Housing and Technical Resources continued to review historical accounts.

Following detailed discussion, the Executive Director (Finance and Corporate Resources) advised that, in future, this information would be presented as a separate joint report with the Executive Director (Housing and Technical Resources) to provide members with more detailed information on proposals for write-off of arrears for former occupants of homeless temporary accommodation. The information would firstly be reported to Housing and Technical Resources Committee for noting and then to this Committee for approval.

**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;
- (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 £327,022.59
  - ◆ non-domestic rates from 2019/2020 to 2021/2022 to the value of £650,244.64
  - ◆ write-off of Business Improvement District (BID) Levies to the value of £3,551.94
  - ◆ sundry debts to a value of £166,174.83
  - ◆ house rent and associated charges totalling £203,017.80
  - ◆ rent for homeless accommodation totalling £2,741,202.31

- (4) that, in future, the write off in relation to arrears for former occupants of homeless temporary accommodation be the subject of a separate joint report, and that the report be presented to Housing and Technical Resources Committee for noting and then to Finance and Corporate Resources Committee for approval.

*[Reference: Minutes of 10 November 2021 (Paragraph 9)]*

*In terms of Standing Order No 13, the Chair adjourned the meeting at 3.03pm and reconvened at 3.10pm. Councillor McClymont was not present when the meeting reconvened. Councillor Campbell left and re-joined the meeting during this item of business. Councillors Anderson and McGuigan left the meeting during this item of business*

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## **11 Procurement Service - Establishment**

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A report dated 12 January 2022 by the Executive Director (Finance and Corporate Resources) was submitted:-

- ◆ providing an update on the reasons for the increased workload within the Procurement Service
- ◆ requesting approval for additional posts to address the increased workload and identified workforce planning issues

The Council operated a largely centralised Procurement function and delivered 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

The current workload of the Procurement team was considerable. For the period April to September 2021, a total of 88 awards over £50,000 were made, in comparison to 61 for the same period in both 2019 and 2022. This represented an increase of 44% stemming from:-

- ◆ significant delays to procurement delivery in 2020/2021 due to COVID-19 which resulted in a marked increase in the volume of activity in 2021/2022
- ◆ an increase in the procurement requirements from Resources resulting from wider strategic projects such as City Deal, regeneration projects and Education Resources

The Service had also seen significant staff turnover during 2021 which resulted in a loss of experienced staff.

Recruitment had focused heavily on bringing in new graduates to build greater levels of long-term resilience in the team. This resulted in a significant training and development programme being put in place to develop the appropriate skills and experience across the team.

Additional resources had been brought in during 2021/2022 to deliver the procurement workload, which comprised a secondment from Scotland Excel for an initial 12 month period and a small number of projects were being delivered directly by them.

Despite this activity, there remained a need to identify additional resources to support Education Resources with its significant procurement requirements and to support City Deal projects and community benefits.

It was proposed that 2 additional full time equivalent (FTE) Procurement Officer posts on Grade 3, Level 2-4 (£33,651.16 to £39,162.35) be added to the establishment of the Procurement Service to support those projects.

The cost of the posts would be met from existing budgets within Education Resources and City Deal.

**The Committee decided:**

- (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 of the report, be approved.

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## **12 Creation of Development Officer (Trauma Informed Practice)**

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A report dated 16 December 2021 by the Executive Director (Finance and Corporate Resources) was submitted on the establishment of a fixed term Development Officer post to take forward the Transforming Psychological Trauma agenda.

The occurrence of psychological trauma was prevalent in Scotland and its effects were wide ranging, substantial, long lasting and costly to individuals and communities. However, services underpinned by trauma informed practice could mitigate those and support the resilience and recovery of people affected by trauma.

The Scottish Government's ambition was that all employers, including local authorities, ensured that all aspects of service provision were trauma informed and responsive to both its employees and customers/service users.

To support employers to achieve this, a framework entitled "Transforming Psychological Trauma: A Knowledge and Skills Framework for the Scottish Workforce" had been developed.

The Scottish Government had made additional funding available to support the work. For the financial year 2021/2022, each local authority had received £50,000. Subject to approval of the Scottish Parliament budget, the Council would receive a further £50,000 in 2022/2023.

The Council had 'signed' the Leadership Pledge of Support and was committed to embedding trauma informed principles and practice. Two Trauma Champions had been identified and links made with the national Trauma Champions Network and the Pan Lanarkshire Trauma Steering Group.

Trauma informed practice was on the agenda for each Resource Learning and Workforce Development Board. A South Lanarkshire Trauma Steering Group had also been established to oversee and coordinate development and implementation.

Due to the scale of the task, the Steering Group had concluded that the most effective use of the funding from the Scottish Government was the creation of a 2 year fixed term full time equivalent (FTE) Development Officer post.

It was proposed that 1 FTE post of Development Officer (Trauma Informed Practice) on Grade 3, Level 2-4 (£32,994.19 to £38,779.13) be added to the Learning and Development establishment within Finance and Corporate Resources for a fixed term period of 23 months.

**The Committee decided:** that 1 FTE post of Development Officer (Trauma Informed Practice) on Grade 3, Level 2-4 (£32,994.19 to £38,779.13) be added to the Learning and Development establishment within Finance and Corporate Resources for a fixed term period of 23 months.

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### **13 Finance and Corporate Resource Plan – Quarter 2 Progress Report 2021/2022**

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A report dated 14 December 2021 by the Executive Director (Finance and Corporate Resources) was submitted on the Finance and Corporate Resource Plan for 2021/2022.

Details were provided on:-

- ♦ progress made in implementing the priority projects identified in the Resource Plan 2021/2022, as detailed in the Quarter 2 Progress Report, attached as Appendix 2 to the report
- ♦ key achievements made by the Resource to date, as detailed in Section 5.3 of the report
- ♦ those measures which had a 'report later' status as detailed in Appendix 3 to the report

**The Committee decided:**

- (1) that the Quarter 2 Progress Report for 2021/2022, as summarised in paragraph 5.2 and detailed in Appendix 1 to the report, be noted;
- (2) that the key achievements made by the Resource to date, as detailed in paragraph 5.3 of the report, be noted; and
- (3) that the 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 of the report and detailed in Appendix 3 to the report, be noted.

*[Reference: Minutes of 2 June 2021 (Paragraph 12) and Minutes of the Executive Committee of 28 April 2021 (Paragraph 6)]*

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### **14 Procurement Strategy Action Plan - Mid Year Update 2021/2022**

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A report dated 13 January 2021 by the Executive Director (Finance and Corporate Resources) was submitted on progress in the Procurement Strategy Action Plan for the period 1 April to September 2021.

The Council's Procurement Strategy 2020 to 2023 was approved by the Executive Committee on 13 May 2020 and, at its meeting held on 2 June 2021, this Committee noted the reviewed Strategy objectives for 2021/2022.

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 those outcomes was included in Appendix 1 to the report.

The Procurement Strategy Action Plan included specific projects for 2021/2022 in support of those strategic objectives which included 21 actions. Progress made to the end of September 2021 was detailed in Appendix 2 to the report.

Performance was reflective of a significant increase in the number of procurement requests and reduced capacity due to staff turnover. Additional support had been brought in from Scotland Excel (SXL) in the form of a secondment and a small number of projects being delivered directly by SXL, including the replacement of the Social Work case management system.

Additional funding had also been identified to support the delivery of community benefits and for delivering procurement for Education Resources where increased spend levels had a significant impact on the procurement workload.

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

*[Reference: Minutes of 20 January 2021 (Paragraph 13) and Note of Delegated Decisions taken by the Chief Executive, in consultation with Group Leaders, on items of business relating to the Executive Committee Agenda of 13 May 2020 (Paragraph 6)]*

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## **15 Notification of Contracts Awarded – 1 April to 30 September 2021**

A report dated 21 December 2021 by the Executive Director (Finance and Corporate Resources) was submitted on contracts awarded by Finance and Corporate Resources during the period 1 April to 30 September 2021.

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

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

*[Reference: Minutes of 2 June 2021 (Paragraph 15)]*

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## **16 Safety at Sports Grounds – Issue of Special Safety Certificate for Fireworks Event - Foy's Stadium**

A report dated 24 December 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 issue a Special Safety Certificate for the North and West Stands, Hamilton Academical Football Club (HAFC) Stadium Limited, Foy's Stadium, Cadzow Avenue, Hamilton for the purpose of holding a fireworks event on 5 November 2021.

An application for a Special Safety Certificate had been received from HAFC Stadium Limited to hold a fireworks event on 5 November 2021. As the 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, subject to the completion of a satisfactory site inspection.

A site inspection, attended by representatives of the South Lanarkshire Sports Grounds Safety Advisory Group, had subsequently taken place on 5 November 2021. Representatives were satisfied with the event arrangements and the Special Safety Certificate had been issued prior to the admission of spectators

**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 issue a Special Safety Certificate for the North and West Stands, Hamilton Academical Football Club (HAFC) Stadium Limited, Foy's Stadium, Cadzow Avenue, Hamilton for the purpose of holding a fireworks event on 5 November 2021, be noted.

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**17 Urgent Business**

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There were no items of urgent business.

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**Chair's Closing Remarks**

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As this was the last meeting of the Committee prior to the Local Government Elections in May 2022, the Chair thanked the members and officers for their hard work over the course of this Administration.



## FINANCIAL RESOURCES SCRUTINY FORUM

Minutes of meeting held via Microsoft Teams on 10 February 2022

### Chair:

Councillor Monique McAdams

### Councillors Present:

Councillor Walter Brogan, Councillor Margaret Cowie (*substitute for Councillor Martin Lennon*), Councillor Grant Ferguson, Councillor Eric Holford

### Councillors' Apologies:

Councillor Archie Buchanan, Councillor Janine Calikes, Councillor Mary Donnelly, Councillor Martin Lennon, Councillor Jared Wark

### Attending:

#### Finance and Corporate Resources

G Cochran, Administration Assistant; C Lyon, Administration Officer; L O'Hagan, Finance Manager (Strategy); J Taylor, Head of Finance (Strategy)

#### Housing and Technical Resources

D Craig, Property Manager (Commercial)

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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 Financial Resources Scrutiny Forum held on 9 December 2021 were submitted for approval as a correct record.

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

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## 3a Capital Budget Monitoring 2021/2022– General Fund Capital Programme

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A report dated 25 January 2022 by the Executive Director (Finance and Corporate Resources) was submitted on the position of the General Fund Capital Programme 2021/2022 for the period 1 April to 31 December 2021 (Period 10).

The revised programme for the General Fund Capital Programme for 2021/2022 totalled £72.433 million, as detailed in Appendix B to the report. The revised programme, agreed by the Executive Committee on 2 February 2022, included adjustments totalling a net decrease of £5.877 million, as outlined in Appendix A to the report.

In December 2021, the Scottish Government revised the Council's 2021/2022 General Capital Grant allocation to £24.174 million, an increase of £0.096 million. Due to the late notification of this additional funding, any new projects were unlikely to be designed and completed prior to the end of this financial year. As a result, the additional allocation of £0.096 million would be used to fund the existing General Fund Capital Programme and reduce the Council's borrowing in 2021/2022.

Budget for the period was £37.532 million and spend to 31 December 2021 was £37.252 million, £0.280 million behind programme. A full breakdown was detailed in Appendix C to the report. Actual funding received at 31 December 2021 was £54.546 million.

The programme spend and funding for the General Fund was summarised in appendices B to D to the report.

The physical progress achieved with the General Fund Capital Programme 2021/2022 at 31 December 2021 was detailed in appendices E to G to the report.

Following discussion regarding the monies from the Scottish Government for renewal of play parks, members requested information on the progress of the appointment of officers to carry out the surveys of the parks and whether there were details of the programme of renewal for the next year. The Head of Finance (Strategy) advised that she would request this information from Community and Enterprise Resources and feed back to the Forum.

**The Forum decided:** that the position on the General Fund Capital Programme as at 31 December 2021 be noted.

*[Reference: Minutes of 9 December 2021 (Paragraph 3a) and Minutes of the Executive Committee of 2 February 2022 (Paragraph 4)]*

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### **3b Capital Budget Monitoring 2021/2022 – Housing Capital Programme**

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A report dated 25 January 2022 by the Executive Director (Finance and Corporate Resources) was submitted on the position of the Housing Capital Programme 2021/2022 for the period 1 April to 31 December 2021 (Period 10).

The revised Housing Capital Programme for 2021/2022 totalled £79.640 million and spend to 31 December 2021 totalled £51.845 million which represented an underspend of £0.329 million, as detailed in Appendix A to the report.

The physical progress achieved with the Housing Capital Programme 2021/2022 at 31 December 2021 was detailed in Appendix B to the report.

As previously reported, the timescales for some projects within the Housing Investment Programme (HIP) had changed and the financial programme had been amended to reflect those changes. The impact of material shortages and price increases would continue to be monitored.

Any significant increases in contract values for the Housing Capital Programme would be brought to members' attention

**The Forum decided:** that the position on the Housing Capital Programme as at 31 December 2021 be noted.

*[Reference: Minutes of 9 December of 2021 (Paragraph 3b) and Minutes of the Executive Committee of 22 September 2021 (Paragraph 4)]*

*In terms of Standing Order No 13, the Chair adjourned the meeting at 3.04pm and reconvened at 3.10pm*

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## **4 Revenue Budget Monitoring – 2021/2022**

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A report dated 2 February 2022 by the Executive Director (Finance and Corporate Resources) was submitted on the overall financial position of the Council's General Fund Revenue Account and the Housing Revenue Account for the period 1 April to 31 December 2021 (Period 10), along with a projection for the year to 31 March 2022.

The final outturn position, after proposed transfers to reserves, including the previously approved £13.550 million of loan charges underspend in relation to the Loans Fund Review for the Budget Strategy and including COVID-19 expenditure and funding, was an underspend of £4.794 million.

The proposed non COVID-19 Resource and Corporate Items transfers totalled £17.405 million. In addition, there were proposed transfers totalling £18.681 million in relation to COVID-19. This took the total transfers which required approval to £36.086 million, as detailed in Appendix 3 to the report. When added to the previously approved £13.550 million, as detailed in Appendix 1 to the report, the total transfers would be £49.636 million.

The position before the proposed transfers to reserves was an underspend of £54.430 million. After the total proposed transfers to reserves of £49.636 million, there would be a final outturn underspend of £4.794 million. It was proposed that the £4.794 million be transferred to reserves and carried forward to meet the cost of COVID-19 recovery moving forward. No additional funding was anticipated from the Scottish Government in relation to COVID-19 expenditure in 2022/2023, however, the Council would still have costs that continued into that year. Those monies would assist in managing the continuing costs.

Resources were reporting a combined overspend of £0.585 million, as detailed in Appendix 1 to the report. The overspend primarily related to Social Work Resources. The overspend of £0.585 million included a commitment of £4.895 million within the Social Work Resources' Adult and Older People Service in relation to the Integration Joint Board (IJB). It was proposed that this underspend be retained by the IJB within its reserves for future care costs.

As at 31 December 2021, the position on the General Fund Revenue Account (including COVID-19 spend and income) before transfers to reserves was an underspend of £28.308 million, as detailed in Appendix 2 to the report. Assuming approval of the proposed transfers to reserves, there would be an underspend of £2.210 million, which was mainly due to over recovery of Council Tax.

The Housing Revenue Account showed a breakeven position at 31 December 2021, as detailed in Appendix 7 to the report.

**The Forum decided:**

- (1) that, including Resources, Corporate Items and Council Tax, the Council's outturn underspend of £4.794 million be noted;
- (2) that the total transfers to reserves included in the revised outturn position, totalling £36.086 million, be noted;
- (3) that it be noted that the outturn underspend of £4.794 million would be transferred to reserves to manage the cost of COVID-19 recovery;
- (4) that it be noted that the underspend in the budget delegated to the IJB would be held in the Council balance sheet for the IJB's use in 2022/2023;
- (5) that the underspend on the General Fund Revenue Account as at 31 December 2021 be noted; and
- (6) that the breakeven position on the Housing Revenue Account at 31 December 2021 and the forecast to 31 March 2022 of a breakeven position be noted.

*[Reference: Minutes of 9 December 2021 (Paragraph 5) and Minutes of the Executive Committee of 2 February 2021 (Paragraph 3)]*

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## **5 Revenue Budget Monitoring 2021/2022 – Detailed Resource Analysis**

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A report dated 2 February 2022 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure against budgeted expenditure for the period 1 April to 31 December 2021 (Period 10).

Appendices A to F to the report provided the following information for each Resource and the Housing Revenue Account:-

- ◆ an Executive Summary showing the top level position for each of the Services within the Resource and the Housing Revenue Account as at 31 December 2021
- ◆ details of the most significant variances within Resources and the Housing Revenue Account across subjective headings and across Services as at 31 December 2021
- ◆ a line by line trend analysis of the total Resources' expenditure and income across subjective headings as at 31 December 2021

Councillor McAdams requested details on the use of Pupil Equity Funding at St Kenneth's Primary School, East Kilbride and the amounts of funding used by the school. The Head of Finance (Strategy) advised that she would ask Education Resources to provide this information to Councillor McAdams.

**The Forum decided:** that the position as at 31 December 2021 (Period 10) be noted.

*[Reference: Minutes of 9 December 2021 (Paragraph 5)]*

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## **6 Urgent Business**

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There were no items of urgent business.

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## **Chair's Closing Remarks**

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As this was the last meeting of the Forum prior to the Local Government Elections in May 2022, the Chair thanked members and officers for their hard work over the course of this Administration.

# CONFERENCE ALLOCATION COMMITTEE

20

Minutes of meeting held via Microsoft Teams on 15 February 2022

**Chair:**

Councillor Peter Craig

**Councillors Present:**

Councillor Maureen Chalmers (Depute), Councillor Gerry Convery, Councillor Maureen Devlin, Councillor Kenny McCreary

**Councillor's Apology:**

Councillor Jim Wardhaugh

**Attending:**

**Finance and Corporate Resources**

L Wyllie, Administration Assistant

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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>
Chalmers	Elected Member Representation at Conferences etc:- ♦ COSLA/Improvement Service (iS): "COSLA and Improvement Service Annual Conference and Exhibition 2022"	Personal interest

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## 2 Minutes of Previous Meeting

The minutes of the meeting of the Conference Allocation Committee held on 14 December 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 Elected Member Representation at Conferences, etc

A report dated 7 February 2022 by the Executive Director (Finance and Corporate Resources) was submitted providing details of conferences/seminars which the Council had been invited to attend.

**The Committee decided:**

(1) that the Council be represented at the following conferences/seminars:-

<b>Seminar or Conference</b>	<b>Date and Venue</b>	<b>Representation</b>
(a) COSLA/Improvement Service (iS): "COSLA and Improvement Service Annual Conference and Exhibition 2022"	24 and 25 February 2022 Online	Councillors Chalmers, Fagan and Ross

- |     |  |                                |                     |
|-----|--|--------------------------------|---------------------|
| (b) | National Association of<br>Councillors (NAC):<br>“Community Empowerment” | 25 to 27 March 2022<br>Glasgow | Councillor Falconer |
|-----|--|--------------------------------|---------------------|

*Councillor Chalmers, having declared an interest in the above conference (a), withdrew from the meeting during its consideration*

- (2) that the Council be not represented at the Improvement Service (iS): “Political Mentoring Development Programme Workshops” to be held online on 7 and 8 March 2022 or 14 and 15 March 2022.

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#### **4 Urgent Business**

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There were no items of urgent business.

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#### **Chair’s Closing Remarks**

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As this was the last meeting of the Committee prior to the Local Government Elections in May 2022, the Chair thanked members and officers for their hard work over the course of this Administration.

## PLANNING COMMITTEE

21

Minutes of meeting held via Microsoft Teams on 15 February 2022

### Chair:

Councillor Isobel Dorman

### Councillors Present:

Councillor Alex Allison, Councillor John Anderson, Councillor John Bradley, Councillor Walter Brogan (*substitute for Councillor Davie McLachlan*), Councillor Archie Buchanan, Councillor Jackie Burns, Councillor Gerry Convery (*substitute for Councillor Martin Lennon*), Councillor Margaret Cowie, Councillor Peter Craig, Councillor Maureen Devlin, Councillor Mary Donnelly, Councillor Lynsey Hamilton, Councillor Ian Harrow, Councillor Mark Horsham (Depute), Councillor Joe Lowe, Councillor Ian McAllan, Councillor Kenny McCreary (*substitute for Councillor Ann Le Blond*), Councillor Lynne Nailon, Councillor Carol Nugent, Councillor Graham Scott, Councillor David Shearer, Councillor Bert Thomson, Councillor Jim Wardhaugh

### Councillors' Apologies:

Councillor Fiona Dryburgh, Councillor Ann Le Blond, Councillor Martin Lennon, Councillor Davie McLachlan, Councillor John Ross (ex officio)

### Attending:

#### Community and Enterprise Resources

B Darroch, Planning and Building Standards Manager (East); P Elliott, Head of Planning and Economic Development; T Finn, Planning and Building Standards Manager (Headquarters); F Jack, Team Leader, Development Management Team, Roads and Transportation Services; T Meikle, Planning and Building Standards Manager (West)

#### Finance and Corporate Resources

M Cannon, Solicitor; J Davitt, Public Relations Officer; S Jessup and K McLeod, Administration Assistants; S McLeod, Administration Officer

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## 1 Declaration of Interests

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The following interest was declared:-

### Councillor(s)

Hamilton

### Item(s)

Application P/21/1697 for residential development (163 units) with associated car parking and access, SUDs features and associated works (approval of matters specified in conditions 1a, b, c, d, e, f, g, 3, 4a, b, c, 5a, b, c, 7, 8, 9, 10, 13, 14, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 31, 33, 35 and 36 of planning permission in principle (P/20/0542) at Philips, Wellhall Road, Hamilton

### Nature of Interest(s)

Family member made an observation on the application

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## 2 Minutes of Previous Meeting

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The minutes of the meeting of the Planning Committee held on 14 December 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 Application P/21/0210 for Erection of House at Land 46 Metres East of Inver Cottage, Carmunnock Road, East Kilbride**

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A report dated 24 January 2022 by the Interim Executive Director (Community and Enterprise Resources) was submitted on planning application P/21/0210 by Mr and Mrs Brennan for the erection of a house at land 46 metres east of Inver Cottage, Carmunnock Road, East Kilbride.

The development constituted Development Contrary to the Development Plan and, as such, the Interim Executive Director (Community and Enterprise Resources) had recommended that the planning application be refused.

There followed a discussion on the application during which officers responded to members' questions on aspects of the report.

**The Committee decided:** that planning application P/21/0210 by Mr and Mrs Brennan for the erection of a house at land 46 metres east of Inver Cottage, Carmunnock Road, East Kilbride be refused for the reasons detailed in the Interim Executive Director's report.

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### **4 Application P/21/1525 for Construction and Operation of a Battery Energy Storage System for the Storage of Electricity, Including up to 24 Battery Storage Containers, Ancillary Infrastructure, Substation, Access Road, 2.4 Metre High Security Fencing, CCTV and Security Lighting at Land 70 Metres Southwest of Sanmex Buildings, Downiebrae Road, Rutherglen**

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A report dated 20 January 2022 by the Interim Executive Director (Community and Enterprise Resources) was submitted on planning application P/21/1525 by EcoDev Group for the construction and operation of a battery energy storage system for the storage of electricity, including up to 24 battery storage containers, ancillary infrastructure, substation, access road, 2.4 metre high security fencing, CCTV and security lighting at land 70 metres southwest of Sanmex Buildings, Downiebrae Road, Rutherglen.

At its meeting on 14 December 2021, the Committee continued the consideration of the application to a future meeting on the grounds that further information was required on the impact on the travelling show people at Cuningar Estate and fire risk in relation to the proposed development.

Following discussion, during which officers responded to members' questions on various aspects of the report, Councillor Dorman seconded by Councillor Horsham, moved that the application be granted, subject to the conditions specified in the Interim Executive Director's report. Councillor Scott, seconded by Councillor Thomson, moved that the application be refused on the grounds of loss of amenity to local residents and impact on economic development. On a vote being taken by roll call, members voted as follows:-

#### **Motion**

Alex Allison, John Anderson, John Bradley, Archie Buchanan, Peter Craig, Mary Donnelly, Isobel Dorman, Ian Harrow, Mark Horsham, Joe Lowe, Ian McAllan, Kenny McCreary, Lynne Nailon, Carol Nugent, David Shearer, Jim Wardhaugh

#### **Amendment**

Walter Brogan, Jackie Burns, Gerry Convery, Margaret Cowie, Maureen Devlin, Lynsey Hamilton, Graham Scott, Bert Thomson

16 members voted for the motion and 8 for the amendment. The motion was declared carried.



**The Committee decided:** that planning application P/21/1525 by EcoDev Group for the construction and operation of a battery energy storage system for the storage of electricity, including up to 24 battery storage containers, ancillary infrastructure, substation, access road, 2.4 metre high security fencing, CCTV and security lighting at land 70 metres southwest of Sanmex Buildings, Downiebrae Road, Rutherglen be granted subject to the conditions specified in the Interim Executive Director's report.

*[Reference: Minutes of 14 December 2021 (Paragraph 6)]*

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**5 Application P/21/1474 for Erection of Extension to Existing Distribution Centre (Class 6) at Tradetam, Dale Avenue, Cambuslang**

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A report dated 4 February 2022 by the Interim Executive Director (Community and Enterprise Resources) was submitted on planning application P/21/1474 by BMW (UK) Trustees Limited, c/o Legal and General for the erection of an extension to existing distribution centre (class 6) at Tradetam, Dale Avenue, Cambuslang.

There followed a discussion on the application during which an officer responded to a members' question on an aspect of the report.

**The Committee decided:** that planning application P/21/1474 by BMW (UK) Trustees Limited, c/o Legal and General for the erection of an extension to existing distribution centre (class 6) at Tradetam, Dale Avenue, Cambuslang be granted subject to the conditions specified in the Interim Executive Director's report.

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**6 Application P/21/1126 for Residential Development (203 Units) with Associated Roads, Footpaths, Open Space, Land Engineering Operations, Sustainable Drainage and Landscaping (Approval of Matters Specified in Conditions) at Land 185 Metres Northeast of Beechfield Manor, Meikle Earnock Road, Hamilton**

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A report dated 4 February 2022 by the Interim Executive Director (Community and Enterprise Resources) was submitted on planning application P/21/1126 by Taylor Wimpey West Scotland and D R Lingard for the residential development (203 units) with associated roads, footpaths, open space, land engineering operations, sustainable drainage and landscaping (approval of matters specified in conditions) at land 185 metres northeast of Beechfield Manor, Meikle Earnock Road, Hamilton.

This development was located within the Hamilton Community Growth Area and would be covered by the Section 75 Planning Obligation relating to planning application HM/10/0052. The purpose of the Section 75 Planning Obligation had been to ensure the submission of an equitable financial contribution, on an agreed pro-rata basis, in relation to infrastructure and other costs associated with the Hamilton Community Growth Area, including roads infrastructure, education provision, community facilities and affordable housing.

There followed a discussion on the application during which officers responded to members' questions on aspects of the report.

**The Committee decided:**

that planning application P/21/1126 by Taylor Wimpey West Scotland and D R Lingard for the residential development (203 units) with associated roads, footpaths, open space, land engineering operations, sustainable drainage and landscaping (approval of matters specified in conditions) at land 185 metres northeast of Beechfield Manor, Meikle Earnock Road, Hamilton be granted subject to the conditions specified in the Interim Executive Director's report.

*[Reference: Minutes of 21 June 2011 (Paragraph 3)]*

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**7 Application P/21/1053 for Erection of Fence Within Front Garden of House (Retrospective) at 74 Kirkhill Gardens, Cambuslang**

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A report dated 20 January 2022 by the Interim Executive Director (Community and Enterprise Resources) was submitted on planning application P/21/1053 by N Gray for the erection of a fence within the front garden of a house (retrospective) at 74 Kirkhill Gardens, Cambuslang.

A request for a hearing in respect of the application had been received, however, the application did not meet the criteria for a hearing.

There followed a full discussion on the application during which officers responded to members' questions on various aspects of the report.

**The Committee decided:**

that planning application P/21/1053 by N Gray for the erection of a fence within the front garden of a house (retrospective) at 74 Kirkhill Gardens, Cambuslang be granted subject to the conditions specified in the Interim Executive Director's report.

*In terms of Standing Order No 13, the Chair adjourned the meeting at 11.47am for a 13 minute period. The meeting recommenced at 12.00pm without the attendance of Councillors Brogan, Burns and Lowe*

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**8 Application P/21/1869 for Substitution of House Types and Erection of Additional 10 Houses (115 in Total) at Previously Approved Housing Development with Associated Landscaping and Parking (Amendment to CR/14/0155) (POD 2E) at Land 135 Metres Northwest of 1 Foxglove Grove, Harvester Avenue, Cambuslang**

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A report dated 4 February 2022 by the Interim Executive Director (Community and Enterprise Resources) was submitted on planning application P/21/1869 by Barratt West Scotland for the substitution of house types and the erection of an additional 10 houses (115 in total) at a previously approved housing development with associated landscaping and parking (amendment to CR/14/0155) (POD 2E) at land 135 metres northwest of 1 Foxglove Grove, Harvester Avenue, Cambuslang.

There followed a discussion on the application during which officers responded to members' questions on aspects of the report.

**The Committee decided:** that planning application P/21/1869 by Barratt West Scotland for the substitution of house types and the erection of an additional 10 houses (115 in total) at a previously approved housing development with associated landscaping and parking (amendment to CR/14/0155) (POD 2E) at land 135 metres northwest of 1 Foxglove Grove, Harvester Avenue, Cambuslang be granted subject to the conditions specified in the Interim Executive Director's report.

*[Reference: Minutes of 27 January 2015 (Paragraph 3)]*

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**9 Application P/21/1697 for Residential Development (163 Units) with Associated Car Parking and Access, SUDs Features and Associated Works (Approval of Matters Specified in Conditions 1a, b, c, d, e, f, g, 3, 4a, b, c, 5a, b, c, 7, 8, 9, 10, 13, 14, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 31, 33, 35 and 36 of Planning Permission in Principle (P/20/0542) at Philips, Wellhall Road, Hamilton**

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A report dated 3 February 2022 by the Interim Executive Director (Community and Enterprise Resources) was submitted on planning application P/21/1697 by Lovell Partnerships Limited for a residential development (163 units) with associated car parking and access, SUDs features and associated works (approval of matters specified in conditions 1a, b, c, d, e, f, g, 3, 4a, b, c, 5a, b, c, 7, 8, 9, 10, 13, 14, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 31, 33, 35 and 36 of planning permission in principle (P/20/0542) at Philips, Wellhall Road, Hamilton.

There followed a discussion on the application during which officers responded to members' questions on aspects of the report.

**The Committee decided:** that planning application P/21/1697 by Lovell Partnerships Limited for a residential development (163 units) with associated car parking and access, SUDs features and associated works (approval of matters specified in conditions 1a, b, c, d, e, f, g, 3, 4a, b, c, 5a, b, c, 7, 8, 9, 10, 13, 14, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 31, 33, 35 and 36 of planning permission in principle (P/20/0542) at Philips, Wellhall Road, Hamilton be granted subject to the conditions specified in the Interim Executive Director's report.

*[Reference: Minutes of 22 September 2020 (Paragraph 8)]*

*Councillor Hamilton, having declared an interest in the above application, withdrew from the meeting during its consideration*

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**10 Application P/21/1444 for Erection of Retail Unit (Class 1) with Associated Works at Site of Former Stuart Hotel, 2 Cornwall Way, East Kilbride**

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A report dated 25 January 2022 by the Interim Executive Director (Community and Enterprise Resources) was submitted on planning application P/21/1444 by the Scotsman Group for the erection of a retail unit (Class 1) with associated works at the site of the former Stuart Hotel, 2 Cornwall Way, East Kilbride.

Points raised in further emails received from the applicant were referred to at the meeting and addressed by officers.

There followed a discussion on the application during which officers responded to members' questions on aspects of the report.

**The Committee decided:** that planning application P/21/1444 by the Scotsman Group for the erection of a retail unit (Class 1) with associated works at the site of the former Stuart Hotel, 2 Cornwall Way, East Kilbride be granted subject to the conditions specified in the Interim Executive Director's report.

*[Reference: Minutes of 22 September 2009 (Paragraph 5)]*

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#### **11 Application P/21/0604 for Erection of 1 'Off Grid' Holiday Cabin at Cleghorn Mains, Access from A706 to Cleghorn House, Cleghorn**

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A report dated 27 January 2022 by the Interim Executive Director (Community and Enterprise Resources) was submitted on planning application P/21/0604 by the Cleghorn Farm Trust for the erection of 1 'off grid' holiday cabin at Cleghorn Mains, access from A706 to Cleghorn House, Cleghorn.

**The Committee decided:** that planning application P/21/0604 by the Cleghorn Farm Trust for the erection of 1 'off grid' holiday cabin at Cleghorn Mains, access from A706 to Cleghorn House, Cleghorn be granted subject to the conditions specified in the Interim Executive Director's report.

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#### **12 South Lanarkshire Local Development Plan 2 - Supporting Planning Guidance - Community Infrastructure Assessment**

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A report dated 4 February 2022 by the Interim Executive Director (Community and Enterprise Resources) was submitted on the preparation of Supporting Planning Guidance in relation to the South Lanarkshire Local Development Plan 2 (SLLDP2) on Community Infrastructure Assessment.

The purpose of the Supporting Planning Guidance (SPG) was to support the policy approach contained within the adopted SLLDP2 by providing more detailed information, guidance and advice.

Community Infrastructure Assessment was the process whereby the Council could seek financial contributions from developers where development proposals required capital or other works to enable the development to proceed by mitigating the impact on essential infrastructure. Details of the legislative and policy context of Community Infrastructure Assessment were provided in the report.

A review of the existing Community Infrastructure Assessment Supplementary Guidance had been carried out and the proposed Supporting Planning Guidance included the following changes:-

- ◆ reducing the threshold for seeking developers' financial contributions from developments comprising 20 or more units to developments comprising 5 or more units. Contributions would still not be sought from Registered Social Landlords in relation to affordable housing schemes and the 20 unit threshold would remain in place for affordable housing developments by private housebuilders, however, this position would be reviewed when the Council prepared the next Local Development Plan

- ◆ amendments to how Education Resources carried out the annual assessment of the need for additional educational accommodation
- ◆ inclusion of the requirement for developers to provide an Active Travel Plan, in respect of applications that required a Transport Assessment or Transport Statement, which demonstrated that the proposed development would promote opportunities for travel by sustainable travel modes. Applicants would require to demonstrate how their schemes would contribute to sustainable travel by either creating new or enhancing existing active travel networks, taking into account the Council's existing priorities, or providing associated facilities to support active travel. This might require developer contributions
- ◆ a new detailed methodology for identifying the need for contributions and, when appropriate, calculating the level of contributions required to address the impact of new development on existing community assets such as libraries and community halls
- ◆ the requirement for a contribution for improved library and/or hall provision would be established by comparing the current capacity of the library and population it served against the number of people likely to be generated by the new development. Where a new development placed demand on the facility above its physical capacity, a new building or an extension to an existing facility might be required. In addition, similar calculations could also be made in relation to library stock

If approved, the SPG would be published and made available for public consultation for a period of 6 weeks. Following the consultation process, a report would be submitted to this Committee on any comments received, the Council's response and any suggested amendments to the SPG. Subject to the Committee's approval, the SPG would become a material consideration in the determination of planning applications alongside the SLLDP2.

It was anticipated that further SPG would be produced for the Committee's future consideration in relation to:-

- ◆ Town and Neighbourhood Centres
- ◆ Residential Design Guide
- ◆ Rural Design and Landscape Impact
- ◆ Biodiversity
- ◆ Climate Change and Sustainability

There followed a discussion during which officers responded to members' questions on aspects of the report.

**The Committee decided:**

- (1) that the Supporting Planning Guidance on Community Infrastructure Assessment, attached as an appendix to the report, be approved;
- (2) that the Supporting Planning Guidance be published and made available for a 6 week period of public consultation; and
- (3) that the Head of Planning and Economic Development be authorised to undertake the appropriate procedures and to make drafting and technical changes to the Supporting Planning Guidance prior to its publication for consultation.

*[Reference: Minutes of 1 December 2020 (Paragraph 4)]*

*Councillors Buchanan, Cowie and Harrow left the meeting during consideration of the above item of business*

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**13 Urgent Business**

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There were no items of urgent business.

# CLYDESDALE AREA COMMITTEE

22

Minutes of meeting held via Microsoft Teams on 15 February 2022

**Chair:**

Councillor Richard Lockhart

**Councillors Present:**

Councillor George Greenshields, Councillor Lynsey Hamilton, Councillor Mark Horsham (Depute), Councillor Eileen Logan, Councillor Julia Marrs, Councillor Catherine McClymont, Councillor Colin McGavigan, Councillor David Shearer

**Councillors' Apologies:**

Councillor Alex Allison, Councillor Poppy Corbett, Councillor Eric Holford, Councillor Ian McAllan

**Attending:**

**Community and Enterprise Resources**

C Park, Head of Roads and Transportation Services

**Education Resources**

J Wallace, Quality Improvement Manager

**Finance and Corporate Resources**

C Lyon, Administration Officer; L Wyllie, Administration Assistant

**Housing and Technical Resources**

J Read, Strategy and Policy Advisor

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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>
Marrs	Residents' Parking Permit Zones (RPPZ) Consultation	Chair of Roads Safety Forum

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## 2 Minutes of Previous Meeting

The minutes of the meeting of the Clydesdale Area Committee held on 16 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 Participatory Budgeting – Education Resources – Pupil Equity Funding

A report dated 2 February 2022 by the Executive Director (Education Resources) was submitted on Participatory Budgeting (PB) in relation to Pupil Equity Funding.

Appendix 1 to the report detailed examples of good practice in relation to PB within the following 3 schools in the Clydesdale area:-

- ◆ Rigside Primary School
- ◆ Lanark Grammar School
- ◆ Victoria Park School

Those examples outlined specifically the schools' journeys around PB. An impact section would be added to the infographics contained in Appendix 1 once the schools had spent their PB allocation in full at the end of the academic year to highlight the benefit of this activity for learners.

The Equity Team was available to help schools navigate any challenges faced to ensure full spend before the end of the financial year. A consultation on the PB process would go to Head Teachers and PB Leads before the end of the financial year to gather views on what had worked and what could be improved with regards to the PB process. The findings of the consultation would be shared at a future meeting of this Committee and would inform future PB activity within Education Resources.

Following the voting process, Education Resources would provide the Committee with the following:-

- ◆ summary report of each school's PB outcome (available late October/early November) and Local Authority and Area analysis report
- ◆ regular updates and reports at Area Committee meetings, including case studies focused on impact/success (ongoing)
- ◆ Local Authority Financial Report on how PEF money allocated for PB had been spent (May/June 2022)

The Quality Improvement Manager responded to members' questions.

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

*[Reference: Minutes of 16 November 2021 (Paragraph 4)]*

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#### **4 Participatory Budgeting – Housing and Technical Resources**

A report dated 2 February 2022 by the Executive Director (Housing and Technical Resources) was submitted on Participatory Budgeting (PB) in relation to the Environmental Programme and Estate Improvement Budget within the Clydesdale area.

Engagement with tenants on the overall Housing Revenue Account budget for 2021/2022, and the proposed level and focus of the Housing Investment Programme (HIP) within this, had taken place as part of the Annual Resource 2021/2022 budgetary consultation process. The environmental aspect of the HIP (Environmental Programme) was a significant budget area that covered a wide range of projects that sought to improve the quality and energy efficiency of the Council's domestic housing stock.

To date, one PB project had been completed within the Clydesdale area from this budget. Residents at Kirkton Sheltered Housing Complex, Carlisle had been offered the opportunity to determine a range of finishes such as flooring, tiles and wall coverings. An initial meeting had taken place to explain the process and officers had prepared 'mood boards', showing relevant styles, and completed door visits or sent letters to all households within the complex asking them to select their preferred option.

A total of 31 households had taken part in the exercise and 51% selected the preferred option. The project totalled approximately £254,000, however, some of the costs were attributed to background works where tenants were not able to determine the outcome.



The Estate Improvement Budget totalled £40,000 and was split across the 4 housing divisions of South Lanarkshire. Each local housing management team could direct the funding towards projects or improvements highlighted as a priority by customers of Housing and Property Services. The budget was ideally suited for conversion to PB and funded a number of smaller projects that had been highlighted as a priority by customers.

To date, one PB project had been completed within the Clydesdale area from this budget. In summer 2021, tenants at Honeybank Crescent, Carluke had reported concerns about broken and vandalised fencing to the rear of their properties, leading to concerns around security and privacy. Officers engaged with all tenants located in close proximity to the area to understand their preferred solution. From this, it was determined by tenants that a replacement fence would be the best option. Officers arranged for 2 different fence types to be presented to tenants and allowed them to vote on which one they would like to see installed. This was achieved through a combination of door visits, letters and photographs of each style.

A total of 11 households had taken part in the exercise and 90% selected the preferred option. The project cost a total of £9,406.

Officers from the Resource would continue to take forward opportunities within Clydesdale to ensure tenants and other customers had the opportunity to determine the outcome of budgets within the Environmental Programme and Community Safety Partnership (CSP) Commissioning budget. Updates would be provided to a future meeting of the Committee.

The Strategy and Policy Advisor responded to members' questions.

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

*[Reference: Minutes of the Housing and Technical Resources Committee of 29 September 2021 (Paragraph 17)]*

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## **5 Residents' Parking Permit Zones (RPPZ) Consultation**

A report dated 31 January 2022 by the Interim Executive Director (Community and Enterprise Resources) was submitted on the results of the completed Residents' Parking Permit Zones (RPPZs) Consultation.

RPPZs were generally located in proximity to high demand parking areas, such as town centres and train stations, allowing residents, their visitors, and tradespeople to park easily or, in some areas, without paying a parking charge.

As part of the 2021/2022 budget setting exercise, a charge for parking permits was considered and agreed at the Executive Committee on 10 March 2021. This was implemented as permits were being renewed over the normal 2-year cycle. This charging approach directly linked to an Audit Scotland report encouraging councils to better understand costs and seek to recover them where discretionary services were being provided.

At the full Council meeting on 22 September 2021, a motion relating to Parking Permit Charges was tabled and it was subsequently agreed that consultation with residents living in current RPPZ areas would be undertaken. Charging for permits was suspended pending the outcome of the consultation exercise being reported to the relevant committees.

Details were given on:-

- ◆ the consultation process which involved asking households if they wished to remain in an RPPZ and pay a £5 per year administration charge or whether they wished to have their RPPZ removed

- ◆ the return rate for each of the 6 towns/areas consulted
- ◆ the split between paying and retaining or removing the zone across the 6 towns/areas

Within the Clydesdale area, only Carluke had residents' parking zones, therefore, only those households were consulted. Of those households that responded to the consultation, 86% wished to pay and retain the zone, while 14% wished to have the zone removed.

As agreed at the Council meeting held on 22 September 2021, the results of the consultation were now subject to consideration by the 4 Area Committees prior to each Area Committee providing a recommendation to a future meeting of the Executive Committee on whether to accept the findings of the consultation and continue to provide permit zones with a £5 administration charge (£10 over 2 years) for the permits.

Following discussion, Councillor Hamilton, seconded by Councillor McClymont, moved that the residents' parking permit zones be retained, however, no charge should be applied. Councillor McGavigan, seconded by Councillor Lockhart, moved as an amendment that the Committee accept the findings of the survey and accept the £10.00 charge over the 2 years for residents' parking permits.

On a vote being taken by roll call, members voted as follows:-

#### **Motion**

Lynsey Hamilton, Eileen Logan, Catherine McClymont

#### **Amendment**

George Greenshields, Mark Horsham, Richard Lockhart, Colin McGavigan, David Shearer

3 members voted for the motion and 5 for the amendment which was declared carried.

The Head of Roads and Transportation Services responded to members' questions.

**The Committee decided:** that the view of the Committee, namely, that the findings of the consultation be accepted and that the Council continue to provide permit zones with an administration charge for the permits for 2 years be recommended to the Executive Committee.

*[Reference: Minutes of the Community and Enterprise Resources Committee of 23 March 2020 (Paragraph 8), Minutes of the Executive Committee of 24 June 2020 (Paragraph 3) and Minutes of South Lanarkshire Council of 22 September 2021 (Paragraph 7)]*

*Councillor Marrs, having declared an interest in the above item of business, withdrew from the meeting during its consideration*

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## **6 Community Grant Applications**

A report dated 2 February 2022 by the Executive Director (Finance and Corporate Resources) was submitted:-

- ◆ requesting approval for the allocation of community grants to 4 community groups in the Clydesdale Area Committee area from the 2021/2022 community grant budget
- ◆ requesting authorisation for the Executive Director (Finance and Corporate Resources), in consultation with the Chair, to approve further community grant applications meeting the relevant criteria in the period to 31 March 2022 from the 2021/2022 budget

In view of the fact that this was the last meeting of the Committee in the current financial year and to allow best use to be made of the remaining 2021/2022 community grant budget, it was proposed that the Executive Director (Finance and Corporate Resources), in consultation with the Chair, be authorised to approve any further community grant applications meeting the relevant criteria in the period to 31 March 2022. Those grants awarded would be reported to a future meeting for noting.

With regard to the application for a community grant submitted by Come Paint With Us, Blackwood (CL/17/21), following discussion, Councillor Hamilton, seconded by Councillor McClymont, moved that the grant award be £300. Councillor Shearer, seconded by Councillor Logan, moved as an amendment that the grant award be £250.

On a vote being taken by roll call, members voted as follows:-

**Motion**

Lynsey Hamilton, Mark Horsham, Richard Lockhart, Catherine McClymont, Colin McGavigan

**Amendment**

Eileen Logan, Julia Marrs, David Shearer

5 members voted for the motion and 3 for the amendment. The motion was declared carried.

**The Committee decided:**

(1) that community grants be awarded as follows:-

- |     |                   |  |
|-----|-------------------|--|
| (a) | Applicant:        | Come Paint With Us, Blackwood (CL/17/21)                 |
|     | Purpose of Grant: | Materials  |
|     | Amount Awarded:   | £300   |
| (b) | Applicant:        | Three Valleys Women, Lesmahagow (CL/18/21)               |
|     | Purpose of Grant: | Start-up costs – entrance fees and equipment             |
|     | Amount Awarded:   | £148   |
| (c) | Applicant:        | Coalburn Homing Club, Lanark (CL/19/21)                  |
|     | Purpose of Grant: | Equipment  |
|     | Amount Awarded:   | £500   |
| (d) | Applicant:        | Ravenstruther Women's Rural Institute, Lanark (CL/20/21) |
|     | Purpose of Grant: | Outing and entrance fees                                 |
|     | Amount Awarded:   | £250   |

(2) that, to ensure that the remaining 2021/2022 community grant budget was utilised as fully as possible, the Executive Director (Finance and Corporate Resources), in consultation with the Chair, be authorised to approve community grant applications in the period to 31 March 2022, subject to the applications meeting the Council's criteria for the receipt of funding; and

(3) that the details of those applications approved be reported to a future meeting for noting.

*[Reference: Minutes of 16 November 2021 (Paragraph 6)]*

*Councillor Greenshields left the meeting during this item of business prior to the vote*

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**7 Urgent Business**

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There were no items of urgent business.

## PETITIONS COMMITTEE

Minutes of meeting held via MS Teams on 16 February 2022

**Chair:**

Councillor Jackie Burns

**Councillors Present:**

Councillor Maureen Chalmers, Councillor Mary Donnelly, Councillor Ian Harrow, Councillor Mark Horsham, Councillor Martin Grant Hose (*substitute for Councillor Lynne Nailon*), Councillor Eileen Logan, Councillor Graham Scott

**Councillors' Apologies:**

Councillor Fiona Dryburgh, Councillor Lynne Nailon

**Attending:**

**Community and Enterprise Resources**

S Laird, Traffic and Transportation Engineer

**Finance and Corporate Resources**

C Lyon, Administration Officer; G McCann, Head of Administration and Legal Services; L Wyllie, Administration Assistant

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### 1 Declaration of Interests

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The following interest was declared:-

<b>Councillor(s)</b>	<b>Item(s)</b>	<b>Nature of Interest(s)</b>
Harrow	Petition Requesting Safety Measures at Peel Road, Thorntonhall	Councillor had previous contact with the Council and Police Scotland on this matter

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### 2 Minutes of Previous Meeting

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The minutes of the meeting of the Petitions Committee held on 22 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 Petition Requesting Safety Measures at Peel Road, Thorntonhall

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A report dated 1 February 2022 by the Executive Director (Finance and Corporate Resources) was submitted on a petition lodged by M Aitken (Lead Petitioner) requesting safety measures at Peel Road, Thorntonhall.

The Petition had been assessed and met the criteria for being considered by this Committee.

Comments had been received from Roads and Transportation Services and were highlighted in the report. Comments from the Lead Petitioner, who was present at the meeting, were also detailed in the report.

In support of the petition, the Lead Petitioner made reference to the following:-

- ◆ he was an active walker in the area and witnessed issues and wanted to do something about it
- ◆ there were 2 mini roundabouts, which he thought were poorly designed
- ◆ the mini roundabout on Frederick Boulevard, on the approach from the Baroness Drive end, took a very sharp left turn which meant it was almost a straight road to take the roundabout the wrong way, it was unnatural and badly designed
- ◆ vehicles on this mini roundabout heading to the A727, East Kilbride often took it the wrong way and ended up meeting the traffic coming from the A727
- ◆ it was a daily occurrence to hear car horns blasting at this junction
- ◆ the entrance to the mini roundabout itself was too narrow at the A727 end, particularly when cars were trying to pass construction vehicles, which was a daily occurrence
- ◆ speeding drivers that passed the Baroness Drive mini roundabout on the wrong side often then navigated the Frederick Boulevard roundabout the wrong way too
- ◆ people were often seen speeding at the Baroness Drive roundabout coming from the station
- ◆ speeding was also an issue coming from the railway station near Braehead Drive
- ◆ he had spoken to the Community Police but engagement had been sporadic due to resource constraints
- ◆ he would like to see some traffic calming or re-design of the roundabouts and an increased Police presence in the area or possible traffic cameras to make people think before taking those roundabouts the wrong way
- ◆ he understood that locations where there had been accidents or fatalities were prioritised but worried that there could be an accident at this location and thought it best to do something before there was a serious accident
- ◆ he was not aware of there having been a Police presence in the past and would like ad hoc monitoring of the mini roundabouts, particularly at night

An official from Roads and Transportation Services advised that the majority of his response was in the papers that members of the Committee had, but highlighted the following:-

- ◆ the Roads Service assessed road casualty statistics on an annual basis
- ◆ if enquiries, such as this one, were received, they were looked at on an individual basis
- ◆ the figures within the report highlighted the Council's current priority locations for this current financial year and there were 66 locations where there had been groups of casualties with 3 or more at one location or the average of accidents was over the national average
- ◆ there had been no accidents at this location over the last 3 years and therefore, resources were currently allocated to other projects
- ◆ the design of the mini roundabouts had been part of the roads construction consent applications for new developments and as part of that, road safety audits had been submitted which had been carried out by an experienced consultant and reviewed and accepted by the Council
- ◆ there were various measures on this road at present, with signage for the mini roundabouts and associated 'SLOW' road markings; vehicle activated signs at the entrances to Thorntonhall; gateway signage and speed limit signs
- ◆ the Roads Service was satisfied with the current layout and there was no justification for further resources to be allocated at this location at this time
- ◆ there had been a Police presence in the area not long after the mini roundabouts had been installed to ensure that drivers were driving in compliance with the law
- ◆ the road layout at this location had been reviewed at least twice since the mini roundabouts were installed

**The Committee decided:**

- (1) that the matter be referred to Police Scotland for them to survey and monitor the issue and to report back to the Council; and
- (2) that the Lead Petitioner be updated once feedback had been received from Police Scotland.

*Councillor Harrow, having declared an interest in the above item of business, withdrew from the meeting during its consideration*

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**4 Urgent Business**

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There were no items of urgent business.





Minutes of meeting held via Microsoft Teams on 16 February 2022

**Chair:**

Councillor Mary Donnelly

**Councillors Present:**

Councillor Andy Carmichael, Councillor Maureen Chalmers, Councillor Peter Craig (Depute), Councillor Maureen Devlin, Councillor Allan Falconer, Councillor Graeme Horne, Councillor Martin Grant Hose, Councillor Joe Lowe, Councillor Kenny McCreary, Councillor Jim McGuigan, Councillor Davie McLachlan, Councillor Mo Razzaq, Councillor John Ross (ex officio), Councillor Bert Thomson, Councillor Josh Wilson

**Councillors' Apologies:**

Councillor Jackie Burns, Councillor Stephanie Callaghan, Councillor Mark McGeever, Councillor Lynne Nailon, Councillor Richard Nelson

**Attending:**

**Community and Enterprise Resources**

C Park, Head of Roads and Transportation Services

**Education Resources**

L Mitchell, Quality Improvement Officer/Lead Officer (Equity)

**Finance and Corporate Resources**

G Cochran, Administration Assistant; E A McGonigle, Administration Officer

**Housing and Technical Resources**

J Read, Strategy and Policy Advisor

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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 Hamilton Area Committee held on 17 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 Participatory Budgeting – Education Resources

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A report dated 24 January 2022 by the Executive Director (Education Resources) was submitted on Participatory Budgeting (PB) in relation to Pupil Equity Funding (PEF).

Following the consultation and voting process, which was reported at the last meeting of the Committee, schools were progressing with their spend to ensure the minimum 5% was spent in full by the end of March 2022.

Examples of good practice of PB within Hamilton schools, Woodside Primary School and Hamilton Grammar School, were detailed in Appendix 1 to the report. Those examples outlined the schools' journeys around PB and an impact section would be added to the infographics at Appendix 1, once the schools had spent their PB allocation in full at the end of the academic year, to show the benefit of the activity for the most vulnerable learners.

The Equity Team was available to help schools navigate any challenges faced to ensure a full spend before the end of the financial year. A consultation on the PB process would be undertaken with Head Teachers and PB Leads before the end of the financial year to gather views on what had worked and what could be improved. The findings of the consultation would be shared at future Area Committee meetings and would inform any future PB activity within Education Resources.

Education Resources would also continue to provide the Committee with the following:-

- ◆ summary report of each school's PB outcome (available late October/early November) and Local Authority and Area analysis report
- ◆ regular updates and reports at Area Committee meetings, including case studies focused on impact/success (ongoing)
- ◆ Local Authority Financial Report on how PEF money allocated for PB had been spent (May/June 2022)

The Quality Improvement Officer/Lead Officer (Equity) responded to members' questions.

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

*[Reference: Minutes of 17 November 2021 (Paragraph 5)]*

*Councillors Lowe and Thomson joined the meeting during this item of business*

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#### **4 Participatory Budgeting – Housing and Technical Resources**

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A report dated 28 January 2022 by the Executive Director (Housing and Technical) was submitted on Participatory Budgeting (PB) in relation to the Housing Investment Programme (HIP) for the Hamilton area.

Engagement with tenants on the overall Housing Revenue Account budget for 2021/2022, and the proposed level and focus of the HIP within this, had taken place as part of the annual Resource 2021/2022 budgetary consultation process. The environmental aspect of the HIP (Environmental Programme) was a significant budget area that covered a wide range of projects that sought to improve the quality and energy efficiency of the Council's domestic housing stock.

To date, one PB project had been completed within the Hamilton area from within this budget. Residents at Barncluith Sheltered Housing Complex had been offered the opportunity to determine a range of finishes such as flooring, tiles and walls coverings. An initial meeting had taken place to explain the process and officers had prepared 'mood boards', with relevant styles on them, and completed door visits or sent letters to all households within the complex asking them to select their preferred option.

A total of 20 households had taken part in the exercise and 61% selected the preferred option. The project cost a total of £100,180, however, some the costs were attributed to background works, such as re-wiring, where tenants were not able to determine the outcome.

Officers from the Resource would continue to take forward opportunities within Hamilton to ensure tenants and other customers had the opportunity to determine the outcome of budgets within the Environmental Programme and Community Safety Partnership (CSP) Commissioning budget. Updates would be provided to a future meeting of the Committee.

The Strategy and Policy Advisor responded to members' questions.

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

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## **5 Residents' Parking Permit Zones (RPPZ) Consultation**

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A report dated 24 November 2021 by the Interim Executive Director (Community and Enterprise Resources) was submitted on the results of the completed Residents' Parking Permit Zones (RPPZs) Consultation.

RPPZs were generally located in proximity to high demand parking areas, such as town centres and train stations, allowing residents, their visitors, and tradespeople to park easily or, in some areas, without paying a parking charge.

As part of the 2021/2022 budget setting exercise, a charge for parking permits was considered and agreed at the Executive Committee on 10 March 2021. This was implemented as permits were being renewed over the normal 2-year cycle. This charging approach directly linked to an Audit Scotland report encouraging councils to better understand costs and seek to recover them where discretionary services were being provided.

At the full Council meeting on 22 September 2021, a motion relating to Parking Permit Charges was tabled and it was subsequently agreed that consultation with residents living in current RPPZ areas would be undertaken. Charging for permits was suspended pending the outcome of the consultation exercise being reported to the relevant committees.

Details were given on:-

- ◆ the consultation process which involved asking households if they wished to remain in an RPPZ and pay a £5 per year administration charge or whether they wished to have their RPPZ removed
- ◆ the return rate for each of the 6 towns/areas consulted
- ◆ the split between paying and retaining or removing the zone across the 6 towns/areas

Of the households within Hamilton and Uddingston which responded to the consultation, the outcome was as follows:-

- ◆ Hamilton - 95% of respondents wished to pay and retain the zone while 5% wished to have the zone removed
- ◆ Uddingston – 100% of respondents wished to pay and retain the zone

As agreed at the Council meeting held on 22 September 2021, the results of the consultation were now subject to consideration by the 4 Area Committees prior to each Area Committee providing a recommendation to a future meeting of the Executive Committee on whether to accept the findings of the consultation and continue to provide permit zones with a £5 administration charge (£10 over 2 years) for the permits.

The Head of Roads and Transportation Services responded to members' questions.

Following discussion, Councillor Ross, seconded by Councillor Chalmers, moved that the Committee accept the findings of the consultation and the decisions made by local residents to accept the charge and keep the residents' parking permit zones. Councillor Devlin, seconded by Councillor Carmichael, moved as an amendment that the Committee only note the contents of the report and offer no recommendations to the Executive Committee.

On a vote being taken by roll call, members voted as follows:-

### **Motion**

Maureen Chalmers, Peter Craig, Mary Donnelly, Graeme Horne, Martin Grant Hose, Kenny McCreary, Jim McGuigan, John Ross, Josh Wilson

### **Amendment**

Andy Carmichael, Maureen Devlin, Allan Falconer, Mo Razzaq, Bert Thomson

**Abstained**  
Joe Lowe

5 members voted for the amendment, 9 for the motion and one member abstained. The motion was declared carried.

**The Committee decided:** that the report be noted and that the view of the Committee, namely, that the findings of the consultation be accepted and that the Council continue to provide permit zones with an administration charge for the permits for 2 years, be recommended to the Executive Committee.

*[Reference: Minutes of the Community and Enterprise Resources Committee of 23 March 2020 (Paragraph 8), Minutes of the Executive Committee of 24 June 2020 (Paragraph 3) and Minutes of South Lanarkshire Council of 22 September 2021 (Paragraph 7)]*

*Due to technical issues, Councillor McLachlan did not take part in the vote*

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## **6 Community Grant Applications**

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A report dated 31 January 2022 by the Executive Director (Finance and Corporate Resources) was submitted on applications for community grants.

In view of the fact that this was the last meeting of the Committee in the current financial year and to allow best use to be made of the remaining 2021/2022 community grant budget, it was proposed that the Executive Director (Finance and Corporate Resources), in consultation with the Chair, be authorised to approve any further community grant applications meeting the relevant criteria in the period to 31 March 2022. Those grants awarded would be reported to a future meeting for noting.

**The Committee decided:-**

**(1)** that community grants be awarded as follows:-

- |     |                   |  |
|-----|-------------------|--|
| (a) | Applicant:        | Bothwell Futures (HA/13/21)                                  |
|     | Purpose of Grant: | Start-up costs – administration and publicity costs          |
|     | Amount Awarded:   | £250   |
| (b) | Applicant:        | Stonefield Area Association, Blantyre (HA/16/21)             |
|     | Purpose of Grant: | Start-up costs – administration costs and equipment          |
|     | Amount Awarded:   | £200   |
| (c) | Applicant:        | Shawlands Crescent Tenants' Association, Larkhall (HA/17/21) |
|     | Purpose of Grant: | Start-up costs – administration and publicity costs          |
|     | Amount Awarded:   | £200   |
| (d) | Applicant:        | Blantyre Miners' Welfare Charitable Society (HA/18/21)       |
|     | Purpose of Grant: | Materials and equipment                                      |
|     | Amount Awarded:   | £206   |
| (e) | Applicant:        | Eddlewood Bowling Club Ladies' Section, Hamilton (HA/20/21)  |
|     | Purpose of Grant: | Outing   |
|     | Amount Awarded:   | £200   |

(f)   Applicant:                   Bothwell Horticultural Society (*HA/21/21*)  
      Purpose of Grant:       Equipment, administration and publicity costs  
      Amount Awarded:       £900

- (2)   that, to ensure that the remaining 2021/2022 community grant budget was utilised as fully as possible, the Executive Director (Finance and Corporate Resources), in consultation with the Chair, be authorised to approve community grant applications in the period to 31 March 2022, subject to the applications meeting the Council's criteria for the receipt of funding; and
- (3)   that the details of those applications approved be reported to a future meeting for noting.

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## **7 Urgent Business**

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There were no items of urgent business.



**Protecting Bus Services for South Lanarkshire Communities**

**Notice of Motion**

Motion received in terms of Standing Order No 19 on 6 February 2022, proposed by Councillor Mark McGeever, seconded by Councillor Robert Brown, as follows:-

“South Lanarkshire Council holds that it is vital every community has meaningful access to reliable, frequent, and efficient bus services, which connect residential areas to urban centres and integrate with the wider regional public transport system.

This council affirms that connectivity across the whole Glasgow City Region is key to improving the lives of residents and helping local businesses succeed. Council notes that a lack of such bus services – as in the west end of Lindsayfield – causes many of our residents to face significant constraints on their life chances and their quality of life, and holds back our local economy.

The Council welcomes the recent extension of free bus travel to young people under 22 years of age but holds that such entitlement will have little benefit to those unable to access bus services where they live.

This council remains extremely concerned by the suspension and withdrawal of bus services on which our communities depend – including the X1 Express between Earnock in Hamilton and Glasgow City Centre, and the 31 serving Stewartfield in East Kilbride.

Therefore, this council calls on:-

- ◆ First Bus to urgently reinstate the X1, the 31 and other routes within South Lanarkshire that they have withdrawn or suspended since the beginning of the pandemic;
- ◆ the Scottish and UK governments to work with bus providers to address the challenges faced by bus service operators; and
- ◆ the leaders of all eight councils of the Glasgow City Region to explore the creation of a London-style model of bus provision across our metropolitan area, including the ability for councils to identify routes that must be provided by operators.





# Report

28

Report to:	<b>South Lanarkshire Council</b>
Date of Meeting:	<b>2 March 2022</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Equity Working Group Progress Report - Update</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ Provide an update progress report on the work of the Equity Working Group

## 2. Recommendation(s)

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

- (1) that the progress update on work undertaken by the Equity Working Group be noted.

## 3. Background

3.1. At its meeting on 22 September 2021, the Council was updated on the progress of the Equity Working Group.

3.2. The Council agreed that the Equity Working Group would continue to meet into the final cycle of committee meetings to allow it to undertake further work. A summary of progress since the report in September 2021 is contained in para 4.

## 4. Work undertaken by the Group

4.1. The Working Group has held 3 further meetings. An overview of the topics considered by the Group since the September 2021 report is provided in Table 1 below.

**Table 1**

Meeting Date	Items Considered
9 November 2021	Presentation from Amina Group – highlighting the support they can offer applicants from a BAME background in relation to recruitment and retention
6 December 2021	Overview of NHS Lanarkshire's Response to Supporting Ethnic Minority Communities and Staff during COVID-19
7 February 2022	Presentation from Police Scotland relating to their Positive Action initiatives when recruiting police officers

#### 4.2. The Group has:-

- ◆ gained an understanding of the support available for BAME applicants from the Amina Group and discussed how the Council could work with this organisation to improve the recruitment of BAME applicants when applying for vacancies with the Council
- ◆ considered a presentation from officers of NHS Lanarkshire on their newly established Ethnic Minority Employee Network (EMEN)
- ◆ gained an insight into the support that is offered to potential police officer candidates throughout the recruitment process.

#### 5. Next Steps

- 5.1. As agreed at the Council meeting in September 2021, a report will be submitted to the statutory meeting of the Council in May 2022 proposing that the membership of the Equal Opportunities Forum is increased to allow representation by all political groups within the Council and that its Terms of Reference is expanded to allow the Forum to continue the work started by the Equity Working Group.

#### 6. Employee Implications

- 6.1. Employees have started to undertake the programme of equalities training as outlined in the report considered by the Equity Working Group on 26 April 2021.

#### 7. Financial Implications

- 7.1. There are no financial implications.

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

- 8.1. There are no implications for climate change, sustainability, or the environment as a result of this proposal.

#### 9. Other Implications

- 9.1. There is a public commitment to race equality in employment on the Council's website, and our progress will be monitored and reported through our Equalities Mainstreaming update reports.
- 9.2. The reliance on personal data from employees and applicants, in order to monitor progress, is an area which needs to be better communicated and understood. This information is provided voluntarily, and is often incomplete, as people are not aware of how the data is used and for what purpose.

#### 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 for consultation in terms of the information contained in this progress report.

**Paul Manning**

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

16 February 2022

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

- ◆ Promote economic growth and tackle disadvantage
- ◆ Improve Quality of Life for Everyone in South Lanarkshire
- ◆ Focussed on People and Their Needs

**Previous References**

- ◆ South Lanarkshire Council of 23 September 2020

**List of Background Papers**

- ◆ None

**Contact for Further Information**

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

Gill Bhatti, Employee Development & Diversity Manager

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E-mail: [gill.bhatti@southlanarkshire.gov.uk](mailto:gill.bhatti@southlanarkshire.gov.uk)



# Report

29

Report to: **South Lanarkshire Council**  
Date: **2 March 2022**  
Report by: **Chief Executive**

Subject: **A National Care Service for Scotland: Consultation Analysis**

## 1. Purpose of Report

1.1. The purpose of the report is to:

- Provide elected members with an overview of the Scottish Government's published analysis of the responses to its consultation on A National Care Service for Scotland published on 10 February 2022; and raise awareness of the significance and scale of the proposals ahead of legislation being brought forward.

## 2. Recommendation(s)

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

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

## 3. Background

3.1. On 9 August 2021, the Scottish Government launched a consultation on A National Care Service for Scotland to seek the public's views ahead of the creation of a National Care Service (NCS):

<https://www.gov.scot/publications/national-care-service-scotland-consultation/>

3.2. This followed on from the Independent Review of Adult Social Care (IRASC) report, which was commissioned to recommend improvements to adult social care in Scotland, primarily in terms of the outcomes achieved by and with people who use services, their carers and families, and the experience of people who work in adult social care:

<https://www.gov.scot/publications/independent-review-adult-social-care-scotland/>

3.3. The IRASC took a human-rights based approach and the final report was published in February 2021. It learnt heavily on lived experience and first-hand testimony from service users and carers and concluded that, whilst there were strengths of Scotland's social care system, it needed revision and redesign to enable a step change in the outcomes for the people in receipt of care. It did not however consider in any significant depth the root causes of the challenges posed by the current system. In particular it failed to observe the link between the chronic underfunding of social care over decades with the need to ration the provision of care to meet the limited budget available. The IRASC provided a number of high-level areas of focus and recommendations including:-

- ◆ ensuring that care is person-centred, human rights based and is seen as an
- ◆ investment in society
- ◆ making Scottish Ministers responsible for the delivery of social care support with the establishment of a National Care Service to deliver and oversee integration, improvement and best practice across health and social care services
- ◆ changing local Integration Joint Boards to be the delivery arm of the National Care Service, funded directly by and reporting to the Scottish Government
- ◆ the nurturing and strengthening of the workforce
- ◆ greater recognition and support for unpaid carers

3.4. The Scottish Government stated its commitment to implementing the recommendations of the IRASC. Pre SPE election, all major political parties expressed support. The National Care Service for Scotland consultation was focused on exploring the suggestions for significant cultural and system change that would need to be supported by primary legislation and new laws to ensure the governance and accountability across the system to deliver successfully for people. The proposals set out within the consultation document were informed by but not limited to the recommendations of the IRASC.

3.5. The reforms proposed represent one of the most significant pieces of public service reform to be put forward by the Scottish Government; and have the potential to be the biggest public sector reform in Scotland for decades.

3.6 The consultation closed on 18 October 2021. The Scottish Government published the consultation analysis on 10 February 2022:

<https://www.gov.scot/publications/national-care-service-consultation-analysis-responses/documents/>

3.7. South Lanarkshire Council prepared, agreed and submitted a detailed response to as part of this process (as approved at Executive Committee on 3 November 2021):

[Consultation Response](#)

3.8 Overall, responses were received from 1,291 respondents, many of which were organisational responses. It was also clear from some organisational responses that they were representing the views of a wider body of constituents. In particular, in addition to individual council submissions, parallel submissions were made by CoSLA and SOLACE which represented all 32 local authorities in Scotland and had cross party support from CoSLA Leaders. These submissions were heavily critical of the lack of detail in the consultation document; the approach and methodology of the consultation which only provided a choice between retaining the current systems with its flaws and a single model of NCS without any consideration of alternatives; the lack of costing for an entitlements based model and lack of clarity on how it is to be funded. As a result, the more detailed responses to the consultation chose not to use the limited response template and to submit comments in detail.

3.9. The analysis of the consultation feedback will be used to shape and develop new legislation. A Bill is expected to be introduced in the Scottish Parliament in summer 2022. The legislation is expected to be extensive and complex; and is likely to take at least a year to be scrutinised by Parliament. The Scottish Government intend the NCS to be fully functioning by the end of the parliamentary term in 2026.

#### **4. Overview of Consultation Analysis**

- 4.1. The published document acknowledges that the consultation process itself attracted a substantial amount of criticism; and that the analysis of responses should be considered in light of these comments. Many respondents highlighted issues such as the length of the consultation questionnaire; the relatively short space of time in which they could prepare a response; the lack of detail around the proposals; and the nature of some of the questions which were thought to lead the respondent to a particular answer. Nonetheless despite this acknowledgment the analysis report treats each individual response with equal weighting (i.e., the COSLA submission representing Scottish local government is treated equally with a submission from a single carer provider, service user or carer). The results are presented simplistically in terms of the original question set to suggest majority support for the Scottish Government proposals and there is little response or consideration of the much more detailed issues raised by certain respondents. It is also of note that a team has been preparing the drafting of the Bill in advance of the consultation responses being analysed and presented.

The following sections provide a summary of the way that the consultation report present the findings:

##### **4.2. Improving Care for People**

The consultation document pointed to a difficulty for social care in Scotland in being able to consistently scale up good practice – partly due to lack of investment but also due to the many complexities of different professional governance and regulation structures, multi-agency working and the different cultures that underpin practice across the sectors.

A majority of respondents thought that the main benefits of a NCS taking responsibility for improvement across community health and care services would be more consistent outcomes for people accessing care and support across Scotland, and better coordination of work across different improvement organisations.

The risks identified included the potential loss of the voices of people accessing care and support and care workers; the impact on local services; the loss of an understanding of local needs and local accountability; the variation of needs across Scotland especially where more rural and remote areas such as the Islands are concerned; staffing concerns with regards to retention and morale; the potential for increased bureaucracy; and disruption to those areas that currently work well as the changes are implemented.

##### **4.3. Access to Care and Support**

The consultation document referred to how the IRASC labelled eligibility criteria as a 'barrier to accessing care', with supported people describing a 'maze of benefits'; a complex system that is challenging to navigate; and that the support received depends on where they live.

In respect of which routes respondents would use to access care and support, the options most likely to be used were speaking to a GP or another health professional; a national helpline; or national website or online form. Speaking to another public sector organisation or a drop in centre were the least popular options. The majority of respondents thought that a lead professional to coordinate care and support would be appropriate at an individual level.

Respondents were almost unanimous that they or their friends, families or carers should be involved in their support planning. There was also a majority in agreement with the statement that "decisions about the support I get should be focused on the outcomes I want to achieve to live a full life". Respondents also expressed strong support for a single plan under the Getting It Right for Everyone National Practice model alongside an integrated social care and health record. It was thought by many that these measures would streamline processes and make the system easier to navigate.

#### 4.4. Right to Breaks from Caring

The term 'respite' usually refers to support which enables a carer to have a break. While the term 'respite' is widely understood, it can be contested as implying a burden or negative representation of the relationship in which care takes place. The consultation document therefore referred to 'breaks from caring' or 'short breaks'. The Carers Act gives carers the right to support to meet their eligible needs. The Carers Act does not use the term respite and does not create an automatic right to breaks. Instead, it requires the need for a 'break from caring' to be considered as part of carers' wider rights to support.

Around two thirds of respondents thought that there should be a universal right to a break from caring; and with a majority valuing personalised support over a more standardised support package. Around half thought that flexibility and responsiveness were more important than certainty of entitlement.

#### 4.5. Using Data to Support Care

The consultation document suggested that there is a wealth of data available about individuals in receipt of care and support, but it is not always easily available – including to service users and their carers – or used for maximum benefit. It presented a NCS as an opportunity to meet expectations around how information is used to provide and support care, across all care settings and social care decision making at all levels. It noted that the NCS and the proposed Community Health and Social Care Boards (CHSCB) would be subject to the Freedom of Information (Scotland) Act 2002 (FOISA), but also raised the possible extension of those requirements to bodies that either exercise functions of a public nature or have a contract with a Scottish public authority (which could include private or voluntary sector providers).

A large majority of respondents agreed that there should be an integrated and accessible social care and health care record; and that information about an individual's health and care needs should be shared across the services that support them. There was support for legislation to ensure that care services and other parties provide information in line with common data standards. Concerns were raised by some in relation to data security and General Data Protection Regulation; cybersecurity; and the implementation risks of large national IT systems.

#### 4.6. Complaints and Putting Things Right

The consultation document described how a robust, credible system that people (or their advocates) can access easily to provide feedback and complaints is necessary for a well-functioning system.



There was relatively high support for a charter of rights and responsibilities and agreement that there should be a Commissioner for social care. It was thought that a Commissioner would give people accessing care and support a voice and provide assurance that complaints would be addressed properly. Concerns related to fears of an additional layer of bureaucracy and to structural issues such as independence.

#### 4.7. Residential Care Charges

The consultation proposed to increase the sums paid for Free Personal and Nursing Care for self-funded care home residents to the levels included in the National Care Home Contract or consider alternatives, such as revising means testing, to assist in ensuring self-funding residents are treated fairly in their financial assessment.

Respondent opinion tended to lean towards the view that residents in care homes should make some contribution to the costs, particularly in terms of food and rent. There was less agreement that care home upkeep should be something for which contributions should be expected, such as cleaning, food preparation, transport, maintenance, furnishings and equipment. There was also a majority view that the current means testing arrangements should be revised.

#### 4.8. National Care Service – Case for Change

The consultation document highlighted a conclusion articulated within the IRASC that a key problem is a lack of national accountability and leadership for social care support.

The majority of those that responded to this question agreed that Scottish Ministers should be accountable for the delivery of social care through an NCS. The main themes emerging from the responses to this question related to the need to avoid adding additional bureaucracy; maintaining local accountability; the role of local authorities; and the challenges faced by rural and remote areas, including the Islands.

#### 4.9. Scope of the National Care Service

##### 4.9.1. Children's Services

The consultation document concluded that the provision of children's social work and social care services is inextricably related to the provision of services to adults. It proposed that children's social work and social care services should be located within the NCS to ensure a more cohesive integration of health, social work, and social care. This consultation proposal went beyond the IRASC recommendations.

Overall, the majority of respondents agreed that Children's Services should be included in the NCS. A number of key stakeholders however did express concerns about the proposals, with several suggesting that more evidence on the likely benefits of the proposals is required. There were a number of risks identified here by individuals and organisations, including the potential loss of a local dimension to responding to need; and the potential loss of the link to education.

##### 4.9.2. Healthcare

The consultation document indicated that it would also be possible to consider the NCS and, in turn, CHSCBs taking responsibility for the commissioning and procurement of a range of health services, similar to (and potentially wider than) the range of services currently delegated to IJBs. This included CHSCBs managing GPs'

contractual arrangements; and might include a revisiting of the distribution formula to support rural and remote areas. The proposals did not envisage a wholesale change in employment status for people in the NHS - rather that robust commissioning and procurement arrangements be in place taking account of clinical and care governance.

The majority of respondents agreed that the proposed NCS and CHSCBs should commission, procure and manage community health care services. The main reasons given in support of the proposals related to a more streamlined and consistent service; and improved accessibility for people accessing care and support. Reasons given by those who disagreed with the proposals included the availability of funding, and perceptions of the existing relationships between health and social care.

The most frequently cited benefits of CHSCBs managing GPs' contractual arrangements were better integration of health and social care; and improved multidisciplinary team working. The most frequently cited risks were unclear leadership and accountability requirements, and fragmentation of health services.

#### 4.9.3. Social Work and Social Care

The consultation proposed that duties and responsibilities for social work and adult and children and families' social care services should be located within the NCS. The most frequently benefits of social work planning, assessment, commissioning and accountability being located within the NCS cited by respondents were more consistent delivery of services; and better outcomes for people accessing care and support and their families. Risks identified included a loss of local understanding; the potential loss of accountability; and the risk that social work would be overshadowed by other services.

#### 4.9.5. Nursing

The proposals highlighted the need for professional nursing governance and assurance across community health and social care services of a similar standard to that provided for registered nurses hospitals.

A majority of respondents agreed with the proposed leadership role of Executive Nurse Directors; and that the NCS should have responsibility for overseeing and ensuring consistency of access to education and the professional development of social care nursing staff, standards of care and governance of nursing. There was also strong agreement with the proposal that Executive Nurse Directors should have a role in the proposed CHSCBs.

#### 4.9.6. Justice Social Work (JSW)

The consultation document referred to evidence put forward by the IRASC of where integrated arrangements were working well under IJBs and their delivery arm, Health and Social Care Partnerships; and that this was especially the case where all social care, social work and community based healthcare were delegated to its greatest extent.

A majority agreed that Justice Social Work should be included within the remit of the NCS. Reasons given included the need to keep all forms of social work together; and the fact that offending behaviour is often linked to other care needs. Those who disagreed tended to say that the proposed NCS is too large and centralised; and that

there is a need to reflect local requirements. The main benefit was thought to be a more consistent delivery of justice social work services. Around half of respondents to the question on risks selected less efficient use of resources; worse outcomes for people accessing care and support; poorer delivery of services; and weaker leadership of justice social work.

#### 4.9.7. Prisons

The consultation document highlighted that responsibility for healthcare in prisons was transferred to the NHS in 2011 and is delegated to integration authorities as a result of the Public Bodies (Joint Working) (Scotland) Act 2014. However, social care in prisons is not integrated and continues to be delivered by the Scottish Prison Service.

A majority of respondents agreed that responsibility for social care services in prisons should be given to an NCS. Reasons given included better support for prisoners with mental health problems or learning disabilities; and smoother transitions at the point of release.

#### 4.9.8. Alcohol and Drugs Services

The consultation stated that governance and accountability for alcohol and drugs services are challenging given that services range across the NHS, local authorities, and third sector organisations.

A majority of respondents agreed that Alcohol and Drug Partnerships would have the benefits of providing greater coordination of Alcohol and Drug Services; and better outcomes for people accessing care and support. Confused leadership and accountability was viewed as the main drawback of the Partnerships. Three quarters agreed that they should be integrated into the CHSCBs. Eight in ten agreed that residential rehabilitation services could be better delivered through national commissioning.

#### 4.9.9. Mental Health Services

The consultation document referred to evidence of inconsistent integration of mental health care and social care to the detriment of service users.

Around three quarters of respondents agreed that the list of mental health services provided in the consultation document should be incorporated into an NCS. In response to the question on how best to link the mental health care elements into an NCS, suggestions included quicker referrals; the use of multi-disciplinary teams; and better sharing of information across services.

#### 4.9.10. National Social Work Agency

The consultation document pointed to their being no single national body tasked with having oversight and leading social workers' professional development, education, and improvement. Terms and conditions are set by individual employers, resulting in local variations in social workers' pay and grading.

There was agreement on the potential benefits of a National Social Work Agency as outlined in the consultation: improving training and continuous professional development; supporting workforce planning; and raising the status of social work. Most respondents agreed that the proposed Agency should be part of an NCS; and

that the Agency should have a leadership role in relation to social work improvement; social work education; and a national framework for training and development.

#### 4.9.11. Reformed Integration Joint Boards: Community Health and Social Care Boards

A majority of respondents agreed that CHSCBs should be the sole model for local delivery of community health and social care in Scotland. Benefits mentioned included greater standardisation across Scotland; and helping to improve equality of access to services. Some concerns were expressed about the potential lack of local decision making; and that a "one size fits all" approach would not work. The majority agreed that CHSCBs should also be aligned to Local Authority boundaries.

A range of roles were suggested as potential members of the CHSCBs, including people with lived experience and frontline workers. There was a view that their involvement should be meaningful and that these members should not be included in a tokenistic way. In line with this, there was a strong majority in support of the proposal that all CHSCB members should have voting rights.

A majority of respondents agreed that the CHSCBs should employ Chief Officers and their strategic planning staff directly. Other comments in relation to this question referenced the need to avoid unnecessary bureaucracy, and for strong leadership.

#### 4.9.12. Commissioning of Services

"Commissioning" and "procurement" are terms used generally to describe how goods and services are planned and obtained. The consultation proposed that the NCS would develop and manage a National Commissioning and Procurement Structure of Standards and Processes for ethical commissioning and procuring of social care services and supports.

A majority of respondents thought that a NCS should be responsible for developing a Structure of Standards and Processes. A similar proportion agreed that a Structure of Standards and Processes would help to provide services that support people to meet their individual outcomes. Some thought that local as well as national considerations should be taken into account. A smaller proportion, but still a majority, agreed that an NCS should be responsible for market research and analysis. Comments here related to the need for independent research, and consideration of local circumstances.

A majority also agreed that there would be direct benefits in moving the complex and specialist services as set out to national contracts managed by the NCS. Comments here relate to the fact that the current system is perceived as disjointed; people should get the same help wherever they are; and the need to maintain an understanding of local needs.

#### 4.10. Regulation and Scrutiny

The consultation document proposed that scrutiny, inspection, and regulation of care services and the workforce should be undertaken independently of the NCS.

There was a general agreement amongst respondents with the 10 Principles proposed for regulation and scrutiny. Several respondents noted that care should be taken not to overburden providers with too much regulation or scrutiny; and that regulation should be proportionate. The Scottish Human Rights Commission and the Equality and Human Rights Commission suggested that there should be explicit reference to human rights legislation in the Principles. Overall comments related to

the need for the Principles to be clear; in Plain English; and to reflect the views of people with lived experience.

There was also strong support for the proposals outlined for additional powers for the regulator in respect of condition notices; improvement notices; and cancellation of social care services. Other comments in regard to the powers of the regulator included the ability to disbar providers on the grounds of poor performance, and more unannounced visits. There was strong support for the regulator having a market oversight function. Around nine in ten thought that this function should apply to all providers, not just large providers. There was support for the proposal that the regulator should have formal enforcement powers which enable them to inspect care providers as a whole as well as specific social care services. A large majority of respondents agreed that the regulator's role would be improved by strengthening the codes of practice to compel employers to adhere, and to implement sanctions resulting from fitness to practise hearings. There was also a view that all workers in the care sector should be regulated, with Social Work Assistants and Personal Assistants mentioned in particular.

#### 4.11. Valuing People Who Work in Social Care

The consultation document highlighted the work of the Fair Work Implementation Group to ensure the workforce is recognised as a central pillar to the high quality outcomes expected.

There was strong support amongst respondents for the concept of the Fair Work Accreditation Scheme. There was a view that such a scheme would help underscore the value and importance of people who work in social care. Improved pay and conditions for people working in the care sector were also supported. Some respondents highlighted issues such as the need for parity of pay and terms; and conditions across all sectors (including the private and third sectors) and between the NCS and NHS; and the need for more investment in the workforce as a whole.

The majority of respondents were in agreement that a national forum should be established to advise the NCS on workforce priorities; terms and conditions; and collective bargaining which would include workforce representation, employers and CHSCBs. It was suggested that a national forum would be an opportunity to give employees a voice and would make the sector more attractive to recruits and increase engagement of staff.

The majority of respondents agreed that the NCS should set training and development requirements for the social care workforce. There was also support for a national approach to workforce planning.

Personal assistants are individuals directly recruited by people in receipt of direct payments of Self-directed Support (SDS) and/or Independent Living Fund (ILF) funds from among the general population. The majority of respondents agreed that all Personal Assistants should be required to register centrally in the future. There was also widespread agreement that national minimum employment standards for the Personal Assistant employer and promotion of the profession of social care personal assistants would be useful.

#### 4.12. Governance Implications for Local Government

The Scottish Government have described the draft Bill as representing “NCS-Max” reflecting an even greater scope than that shown in the consultation document, and it is this set of proposals that we would anticipate being presented to Parliament this summer. To date, we have received no further detail on what an entitlements based

model would comprise, the service levels at different levels of eligibility, the numbers of service users and carers that would be eligible, the cost of that level of service or how it would be funded. It is unclear whether that work has been completed as yet despite draft legislation to give statutory effect to this policy.

The effect of this policy would be to remove around a third of local government functions, staff and budget from local control and seriously impact on all central services that are scaled to support this sector (finance, personnel, ICT, legal, assets, fleet, etc). The Bill will have a material impact on a huge range of statute and duties currently held by local government – to date we have seen no coherent presentation of what will change and where responsibilities will lie. We have seen no detailed risk assessment around the impact of NCS-Max – on areas such as public protection, early years and schools' education or community planning.

CoSLA will look to engage further with Scottish Government officials and Ministers to try to secure clarity and consideration of the outstanding issues which have not been addressed in the consultation analysis however the appetite for change prior to presenting the Bill to Parliament is uncertain. The position for local government remains consistent that if there is additional investment on the scale suggested by the NCS proposals then councils can implement change quicker and more effectively than waiting for the major structural change represented by an NCS that, whilst consuming a huge amount of time and effort, in itself will not improve services to users and carers.

## **5. Employee Implications**

- 5.1. There are no additional employee implications associated with this report however there will be fundamental implications for staff and their employment status arising from the anticipated Bill.

## **6. Financial Implications**

- 6.1. This report does not describe any new financial implications. It is acknowledged that the proposals outlined in the NCS have still to be fully costed however should an NCS be established with the range of functions proposed by the consultation document there will be very significant financial implications for the council .

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

- 7.1. There are no Climate Change, Sustainability and Environmental Implications associated with this report.

## **8. Other Implications**

- 8.1. Elected members will recognise the following higher-level risk that has been identified by South Lanarkshire Council:

*“The Council is materially affected by the recommendations arising from the independent review of Adult Social Care in Scotland.”*

- 8.2. Audit Scotland's most recent publication on Social Care in Scotland emphasised that there is much to do to improve social care across Scotland; and that:

- ♦ The Scottish Government's commitment to a NCS indicates that they recognise the significance of the challenge - but that the need to address the significant and pressing challenges facing social care in Scotland cannot wait to be solved by a new NCS

- ◆ The Scottish Government should identify where improvement can be made now, drawing on existing work and recommendations and bringing together key stakeholders.
- ◆ The pandemic has exacerbated the long-standing challenges facing the social care sector, highlighting the precarious situation of many vulnerable people who rely on social care or support. It has highlighted the need to invest in a social care system, based on human rights, that meets people's needs and improves outcomes.
- ◆ The importance of ensuring that additional investment is used effectively to make the changes required in social care and that services do not continue to be funded and delivered in the same way.
- ◆ The importance of strong, consistent strategic leadership.

8.3. The key messages within this Audit Scotland report also correspond to points made within South Lanarkshire Council's formal response to the consultation. As that response to the consultation emphasised:

- ◆ South Lanarkshire Council recognises many of the frustrations with the current system highlighted in the IRASC report.
- ◆ Local authority social work managers and staff have worked within a sector that has experienced chronic underfunding for decades.
- ◆ Services should be designed and delivered as close as possible to the people that use them ensuring resources are targeted in the most flexible and effective way to meet the needs of local people.

## **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 Equality Impact Assessment is required.

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

15 February 2022

### **Links to Council Values/Ambitions/Objectives**

- ◆ Accountable, Efficient, Effective and Transparent

### **Previous References**

- ◆ Executive Committee of 3 November 2021

### **List of Background Papers**

- ◆ [Social care briefing \(audit-scotland.gov.uk\)](https://www.audit-scotland.gov.uk/social-care-briefing)

### **Contact for Further Information**

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

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