



Council Offices, Almada Street  
Hamilton, ML3 0AA

Tuesday, 09 February 2021

Dear Councillor

## **Housing and Technical Resources Committee**

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

**Date:** Wednesday, 17 February 2021  
**Time:** 10:00  
**Venue:** By Microsoft Teams,

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

Yours sincerely

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

### **Members**

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

### **Substitutes**

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

## BUSINESS

### 1 Declaration of Interests

- 2 Minutes of Previous Meeting** 5 - 14  
Minutes of the meeting of the Housing and Technical Resources Committee held on 25 November 2020 submitted as a correct record (Copy attached).

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#### Monitoring Item(s)

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- 3 Capital Budget Monitoring 2020/2021 - Housing and Technical Resources (excl Housing Revenue Account)** 15 - 18  
Joint report dated 27 January 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 4 Capital Budget Monitoring 2020/2021 - Housing and Technical Resources (Housing Revenue Account)** 19 - 22  
Joint report dated 27 January 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 5 Revenue Budget Monitoring 2020/2021 - Housing and Technical Resources (Excl Housing Revenue Account) (HRA)** 23 - 30  
Joint report dated 27 January 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 6 Revenue Budget Monitoring 2020/2021 - Housing and Technical Resources - Housing Revenue Account (HRA)** 31 - 34  
Joint report dated 27 January 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 7 Housing and Technical Resources – Workforce Monitoring – October to December 2020** 35 - 42  
Joint report dated 12 January 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 8 Housing and Technical Resource Plan - Quarter 2 Progress Report 2020 to 2021** 43 - 60  
Report dated 12 January 2021 by the Executive Director (Housing and Technical Resources). (Copy attached)

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#### Item(s) for Decision

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- 9 Housing Revenue and Capital Account Budget 2021/2022** 61 - 68  
Joint report dated 19 January 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 10 Housing Allocation Policy – Local Letting Plans 2021/2022** 69 - 78  
Report dated 21 January 2021 by the Executive Director (Housing and Technical Resources). (Copy attached)
- 11 Policy and Strategy Review Schedule** 79 - 82  
Report dated 6 January 2021 by the Executive Director (Housing and Technical Resources). (Copy attached)

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|-----------|---|----------|
| <b>12</b> | <b>Open Market Purchase Scheme</b><br>Report dated 6 January 2021 by the Executive Director (Housing and Technical Resources). (Copy attached)  | 83 - 86  |
| <b>13</b> | <b>South Lanarkshire Rapid Rehousing Transition Plan - Funding Allocation and Staffing Resources</b><br>Joint report dated 11 January 2021 by the Executive Directors (Housing and Technical Resources) and (Finance and Corporate Resources). (Copy attached)                                      | 87 - 92  |
| <b>14</b> | <b>Proposal to Provide Housing Support Services for Blackwood Housing Association Tenants at Angela Way Sheltered Housing, Uddingston</b><br>Joint report dated 31 January 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached) | 93 - 96  |
| <b>15</b> | <b>Implementation of the new Integrated Housing and Property Management System (IHPMS)</b><br>Joint report dated 21 January 2021 by the Executive Directors (Housing and Technical Resources) and (Finance and Corporate Resources). (Copy attached)  | 97 - 100 |

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

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| <b>16</b> | <b>Annual Report - Mainstreaming Equality and Diversity within Housing and Technical Resources</b><br>Report dated 21 January 2021 by the Executive Director (Housing and Technical Resources). (Copy attached) | 101 - 108 |
| <b>17</b> | <b>Acquisition of Houses at Jackton, East Kilbride – Section 75 Planning Reference EK/09/0218</b><br>Report dated 14 December 2020 by the Executive Director (Housing and Technical Resources). (Copy attached) | 109 - 112 |
| <b>18</b> | <b>Delegated Authority Report – Update</b><br>Report dated 12 January 2021 by the Executive Director (Housing and Technical Resources). (Copy attached)   | 113 - 116 |
| <b>19</b> | <b>Notification of Contracts Awarded - 1 August 2020 to 31 December 2020</b><br>Report dated 8 January 2021 by the Executive Director (Housing and Technical Resources). (Copy attached)                        | 117 - 124 |

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#### **Urgent Business**

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| <b>20</b> | <b>Urgent Business</b><br>Any other items of business which the Chair decides are urgent. |
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#### ***For further information, please contact:-***

Clerk Name: Hilary Tennant

Clerk Telephone: 01698 454185

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# HOUSING AND TECHNICAL RESOURCES COMMITTEE

2

Minutes of meeting held via MS Teams on 25 November 2020

## Chair:

Councillor Josh Wilson

## Councillors Present:

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

## Councillors' Apologies:

Councillor Archie Buchanan, Councillor John Ross (ex officio)

## Attending:

### Finance and Corporate Resources

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

### Housing and Technical Resources

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

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

A joint report dated 4 November 2020 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 to 11 September 2020.

The budget of £12.773 million, approved by the Council in March 2020, had been updated to include the carry forward from 2019/2020. COVID-19 restrictions continued to impact delivery of the 2020/2021 Capital Programme and, on 23 September 2020, the Executive Committee approved a revised General Services Capital Programme based on deliverability which could be achieved in the current year. The capital programme (excl HRA) for Housing and Technical Resources had been revised to £10.665 million. In addition, the Executive Committee agreed £0.356 million of additional funding, as detailed in Appendix A to the report. The revised Resources' capital programme for 2020/2021 (excl HRA) amounted to £11.021 million.

Expenditure at 11 September 2020 was £0.056 million

**The Committee decided:** that the Housing and Technical Resources' capital programme (excl HRA) of £11.021 million and expenditure to 11 September 2020 of £0.336 million, be noted.

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

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

A joint report dated 21 October 2020 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 to 11 September 2020.

The Housing Capital Programme for 2020/2021, approved by the Council in February 2020, amounted to £97.303 million. COVID-19 restrictions continued to impact delivery of the 2020/2021 Capital Programme and, on 23 September 2020, the Executive Committee approved a revised General Services Capital Programme based on deliverability which could be achieved in the current year. The capital programme for Housing and Technical Resources had been revised to £48.172 million.

Expenditure to 11 September 2020 was £11.959 million.

**The Committee decided:** that Housing and Technical Resources' capital programme (HRA) of £48.172 million and expenditure to 11 September 2020 of £11.959 million be noted.

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

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

A joint report dated 21 October 2020 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of actual expenditure against the revenue budget for the period 1 April to 11 September 2020 for Housing and Technical Resources (excl HRA).

An overspend position of £0.471 million at 11 September 2020 against the phased budget was reported. This overspend was a result of additional expenditure incurred in relation to the COVID-19 response.

Continued non-variable costs required to be offset by income recovery. Further details on variances for individual services were provided in the appendices to the report.

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

**The Committee decided:** that an overspend of £0.471 million at 11 September 2020 on the Housing and Technical Resources' revenue budget (excl HRA), as detailed in Appendix A to the report, be noted.

*[Reference: Minutes of the Executive Committee of 4 November 2020 (Paragraph 4)]*

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

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A joint report dated 21 October 2020 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted which compared actual expenditure for the period 1 April to 11 September 2020 against budgeted expenditure for the Housing and Technical Resources' revenue budget (HRA), together with a forecast for the year to 31 March 2021.

A breakeven position was reported at 11 September 2020 which reflected COVID-19 costs that had been managed within HRA budgets. The forecast for the budget to 31 March 2021 was a breakeven position, which reflected the management of the overall HRA finances by a drawdown of reserves in the current financial year.

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

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

**The Committee decided:**

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

*[Reference: Minutes of the Executive Committee of 4 November 2020 (Paragraph 4)]*

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## **7 Housing and Technical Resources – Workforce Monitoring – August and September 2020**

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A joint report dated 13 October 2020 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted on the following employee information for Housing and Technical Resources for the period August and September 2020:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ staffing watch as at 30 September 2020

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

*[Reference: Minutes of 23 September 2020 (Paragraph 11)]*

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## **8 Scottish Housing Regulator – Annual Assurance Statement**

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A report dated 31 October 2020 by the Executive Director (Housing and Technical Resources) was submitted on the submission of the Annual Assurance Statement for the Council to the Scottish Housing Regulator (SHR).

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

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

As a result of the COVID-19 pandemic, the SHR had issued revised guidance for landlords related to the publication of Annual Assurance Statements which recognised that the pandemic could have affected each landlord's ability to comply fully with all regulatory requirements. Landlords were required to acknowledge where this was the case.

The report highlighted 2 areas where the Council had been partially compliant:-

- ♦ several properties had gas service certificates which had become overdue due to the requirement for tenants to self-isolate or shield. The Council had revised its approach to take account of COVID-19 specific guidance issued by the HSE and the Gas Safety Register. An action plan had been put in place to ensure full compliance as soon as was feasible
- ♦ work had now commenced to address specific areas of non-compliance with fire safety guidance within the Gypsy/Traveller sites in South Lanarkshire

Officers responded to members' questions in relation to the Council's legal obligations in relation to gas safety certification.

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

*[Reference: Minutes of 4 September 2019 (Paragraph 16)]*

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## **9 South Lanarkshire Council's Strategic Housing Investment Plan 2021 to 2026**

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A report dated 25 November 2020 by the Executive Director (Housing and Technical Resources) was submitted on:-

- ♦ progress in delivering affordable housing through the Strategic Local Programme Agreement (SLPA) in 2019/2020
- ♦ the updated Strategic Housing Investment Plan (SHIP) 2021 to 2026



The SHIP identified strategic housing projects to help deliver affordable homes and informed the allocation of the affordable housing grant through the SLPA. The SHIP and SLPA were reviewed and updated annually to reflect changes to the five-year rolling SHIP to include progress made to deliver affordable housing in 2019/2020, and planned progress in the current year 2020/2021.

During 2019/2020, 284 additional affordable homes for rent had been delivered. A summary of completions by the Council and Registered Social Landlords (RSL) partners during 2019/2020 was provided in Appendix 1 to the report.

The impact of COVID-19 had meant that some programmes, originally expected to complete in 2020/2021, were now delayed. A summary of the 889 additional homes either under construction, completed or acquired through the Home+ Programme, was contained in Appendix 2 to the report. Information provided within the report in relation to completion dates for sites under construction was accurate, however, this had not been reflected in Appendix 2, table 2.

In addition, 60 homes had been purchased through the Open Market Purchase Scheme and a further 60 were planned for acquisition during 2020/2021.

The updated SHIP and associated table of priority sites was attached as Appendix 3 to the report. This highlighted that, during 2021 to 2026, there was potential for 3,014 additional homes to be included in the housing programmes. The draft SHIP and further information on priority sites for inclusion in the housing programme was contained within Appendix 3 to the report. Table 1, annexed to the SHIP, set out the priorities for grant funding.

The SHIP 2021 to 2026 would be submitted to the Scottish Government to inform the allocation of the affordable housing grant funding through the SLPA.

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

The Affordable Housing Supply Programme would continue to consider opportunities to extend the current programme to meet identified local housing need and demand.

**The Committee decided:**

- (1) that progress made in increasing the supply of affordable housing through the Strategic Housing Investment Plan and Strategic Local Programme Agreement be noted; and
- (2) that the content of the Strategic Housing Investment Plan 2021 to 2026 be approved.

*[Reference: Minutes of 13 November 2019 (Paragraph 11)]*

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## **10 Annual Report on the Charter (ARC) 2019/2020**

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A report dated 30 October 2020 by the Executive Director (Housing and Technical Resources) was submitted to provide an update on:-

- ♦ the Scottish Social Housing Charter and the requirement to produce an Annual Report on the Charter (ARC) for 2019/2020
- ♦ arrangements to monitor and report on Charter progress throughout 2020/2021

The Charter contained 32 measures of performance which reflected a mixture of qualitative (survey-based information) as well as a range of efficiency and effectiveness measures.

To comply with the requirement of the Scottish Housing Regulator (SHR), and the revised timescales in light of the COVID-19 pandemic, the Resource had submitted the 2019/2020 performance information to the Regulator on 31 July 2020.

The Charter report had been consistent with those of previous years and a summary, attached as Appendix 1 to the report, provided further details on each indicator, and a comparison against the Scottish average for all social landlords, and that of the other Scottish local authority landlords. Of the 12 reported indicators, 6 had improved, 4 remained the same and 2 declined.

The report provided further information on each performance indicator. The Resource Plan (2020/2021) would continue to be monitored and reported as part of the 6-monthly Resource Plan update to the Committee.

Officers responded to members' questions in relation to the planning process for new Council house building.

**The Committee decided:**

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

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

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## **11 Housing Services Customer Involvement Strategy 2018 to 2022 Annual Review 2019/2020**

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A report dated 25 November 2020 by the Executive Director (Housing and Technical Resources) was submitted on the second annual review of the Customer Involvement Strategy 2018 to 2022.

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

The second Annual Review of the Strategy and Action Plan was attached as Appendix 1 to the report and summarised progress made between 1 April 2019 and 31 March 2020. Progress had been made in 18 of the 23 objectives across its 4 strategic outcomes. The report outlined the key achievements of 2019/2020 and the priority areas to be continued in 2020/2021.

**The Committee decided:** that the Customer Involvement Strategy 2018 to 2022 Annual Review 2019/2020, as detailed in Appendix 1 to the report, be noted.

*[Reference: Minutes of 23 May 2018 (Paragraph 9)]*

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## **12 Update of the Housing and Technical Resources' Risk Register and Risk Control Plan**

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A report dated 22 October 2020 by the Executive Director (Housing and Technical Resources) was submitted providing an update on the Housing and Technical Resources' Risk Register and Risk Control actions.

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

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

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

The Register was maintained within Internal Audit and updated by designated officers within Housing and Technical Resources. Information on the revised scoring matrix and definitions for likelihood and impact was attached as Appendix 1 to the report.

Details of all risks which had scored very high and high were provided in Appendix 2 to the report. Risks evaluated as being medium or low risk would be monitored to ensure that they continued to be adequately managed. A further risk related to COVID-19 had been added to the Resource Risk Register.

### **The Committee decided:**

- (1) that the systems and controls in place to monitor risks within Housing and Technical Resources be noted; and
- (2) that it be noted that any outstanding Risk Control Actions identified during the year would be progressed by relevant officers.

*[Reference: Minutes of 13 November 2019 (Paragraph 16)]*

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## **13 Council House Open Market Purchase – 12 Bullionslaw Drive, Cambuslang**

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A report dated 22 October 2020 by the Executive Director (Housing and Technical Resources) was submitted advising on action taken, in terms of Standing Order No 36(c), in view of the timescales involved, by the Executive Director (Housing and Technical Resources), in consultation with the Chair and an ex officio member, to approve the purchase of a property on the open market exceeding the authorised £100,000 limit, to increase the supply of Council housing stock and to contribute to key strategic priorities and outcomes identified in the Local Housing Strategy.

The Scheme of Delegation placed a financial limit for acquisitions, under the Council House Open Market Purchase Scheme, of £100,000.

A 4-bedroom upper cottage flat at 12 Bullionslaw Drive in the Eastfield area of Cambuslang had become available on the open market with an asking price in excess of the authorised limit. As there was a lack of stock of this size, authority for the purchase of the property had been required quickly, to meet timescales for the offer process, and to enable the Council to negotiate the acquisition.

Based on assessment of market valuations, the Estates Section advised that a reasonable threshold for the purchase of this property would be in the region of £125,000. As with every purchase, the Council's surveyors sought to secure best value.

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

**The Committee decided:**

- (1) that the action taken, in terms of Standing Order No 36(c), by the Executive Director (Housing and Technical Resources), in consultation with the Chair and an ex officio member, to authorise the purchase of 12 Bullionslaw Drive, Cambuslang, to increase the Council's housing stock, be noted; and
- (2) that the Executive Director (Housing and Technical Resources), in consultation with the Head of Administration and Legal Services, be authorised to conclude all matters in respect of the purchase of 12 Bullionslaw Drive, Cambuslang and to enter into the necessary legal agreements on terms which were in the best interests of the Council.

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

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## **14 Acquisition of Houses at Shields Road, East Kilbride - Section 75 Planning Reference EK/14/0268**

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A report dated 29 October 2020 by the Executive Director (Housing and Technical Resources) was submitted advising on action taken, in terms of Standing Order No 36 (c), in view of the timescales involved, to acquire 67 affordable homes at Shields Road, East Kilbride from Taylor Wimpey UK Limited for inclusion in the Council's housing stock in fulfilment of the Planning obligations associated with the private residential development of the site.

The site at Shields Road, East Kilbride had been identified within the Council's Strategic Housing Investment Plan as a priority site in delivering the Council's target of 1,000 additional homes by 2021.

The application for the development of the site at Shields Road, East Kilbride had been approved by the Chief Executive under delegated powers due to the COVID-19 pandemic. Approval had been granted for the erection of 486 dwelling units to Taylor Wimpey. This had now been consented up to 506 units following a remix of the development and included an obligation for an on-site provision of up to 62 affordable homes. Using the flexibility afforded within the consent, this had been increased to 67 homes.

The Council had entered into discussions with Taylor Wimpey UK Limited in respect of their planning obligation to provide new affordable homes via a turnkey arrangement. The acquisition of 67 completed new homes by Taylor Wimpey UK Limited, for a total price not in excess of £8.97 million, which included the cost of land, had been assessed by the Council's Technical and Commercial Team as representing value for money, with the Council paying the full amount on completion of each house. Acquisition would be funded from the Housing Revenue Account Capital Programme, as approved by Council on 26 February 2020.

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

Grant subsidy towards the purchase of each unit would be provided by the Scottish Government through the Affordable Housing Supply Funding Grant.

**The Committee decided:**

- (1) that the action taken, in terms of Standing Order No 36(c), by the Executive Director (Housing and Technical Resources), in consultation with the Chair and an ex officio member, in relation to the acquisition of 67 completed affordable homes from Taylor Wimpey UK Limited for a total price not in excess of £8.97 million, which included the cost of land, to fulfil the Planning obligations associated with the residential development of the site, be noted; and
- (2) that authority be granted to the Executive Director (Housing and Technical Resources), in consultation with the Head of Administration and Legal Services to conclude all matters in relation to the acquisition of 67 completed homes, and to enter into the necessary legal agreements on terms which were in the best interests of the Council.

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## 15 Delegated Authority Report – Update

A report dated 28 October 2020 by the Executive Director (Housing and Technical Resources) was submitted on transactions processed by Property Services during Quarter 1 and Quarter 2 of 2020/2021.

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

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

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

**Quarter 1:**

Number of transactions	25
Total value of lease transactions	£73,407 per annum
Total value of capital transactions	£90,936

**Quarter 2:**

Number of transactions	35
Total value of lease transactions	£30,322.50 per annum
Total value of capital transactions	£954,703

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

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

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## 16 Urgent Business

There were no items of urgent business.



# Report

3

Report to: **Housing and Technical Resources Committee**  
 Date of Meeting: **17 February 2021**  
 Report by: **Executive Director (Finance and Corporate Resources)**  
**Executive Director (Housing and Technical Resources)**

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

## 1. Purpose of Report

1.1. The purpose of the report is to:-

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

## 2. Recommendation(s)

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

- (1) that the Housing and Technical Resources (excl HRA) capital programme of £6.529 million, and expenditure to date of £1.433 million, be noted; and
- (2) that the projected outturn of £5.1 million be noted.

## 3. Background

- 3.1. This is the third capital monitoring report presented to the Housing and Technical Resources Committee for the financial year 2020/2021. Further reports will follow throughout the year.
- 3.2. As noted in the last report to this Committee on 25 November 2020, the budget for Housing and Technical Resources for financial year 2020/2021, including carry forward, was £11.021 million.
- 3.3. Since that meeting, the Executive Committee on 16 December 2020 have agreed changes to the Housing and Technical Resources Capital Programme, with further revisions to be submitted to the Executive Committee on 10 February 2021. These adjustments total a net reduction of £4.492 million, and details are shown in Appendix A. This takes the Housing and Technical Resources programme for 2020/2021 to £6.529 million.
- 3.4. The report details the financial position for Housing and Technical Resources in Appendix A.

## 4. Employee Implications

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

## 5. Financial Implications

5.1. As detailed in Section 3.3, the total revised capital programme for Housing and Technical Resources for 2020/2021 is £6.529 million. Spend to 1 January 2021 amounts to £1.433 million.

5.2. 2020/2021 Outturn

Work has been ongoing to monitor the predicted spend position for this financial year and current estimates from Property Services suggest an outturn of £5.1 million. This is an underspend of £1.4 million and mainly reflects the anticipated timing of spend on a number of projects, resulting in budget required in 2021/2022 rather than 2020/2021.

- 5.3. The progression of these projects has been impacted by the ongoing lockdowns due to COVID-19. This includes projects within multi-year programmes including Prioritised Urgent Investment, Central Energy Efficiency Fund and Civic Centre Fabric Upgrade. Funding for these projects will carry forward into next financial year.

**6. Climate Change, Sustainability and Environmental Implications**

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

**7. Other Implications**

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

**8. Equality Impact Assessment and Consultation Arrangements**

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

**Paul Manning**

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

**Daniel Lowe**

**Executive Director (Housing and Technical Resources)**

27 January 2021

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

- ◆ Accountable, Effective, Efficient and Transparent

**Previous References**

- ◆ Housing and Technical Resources, 25 November 2020
- ◆ Executive Committee, 16 December 2020
- ◆ Executive Committee, 10 February 2021

**List of Background Papers**

- ◆ Financial ledger to 1 January 2021



**Contact for Further Information**

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

Lorraine O'Hagan, Finance Manager (Strategy)

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E-mail: [lorraine.o'hagan@southlanarkshire.gov.uk](mailto:lorraine.o'hagan@southlanarkshire.gov.uk)

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

<b><u>Housing and Technical Resources (excl HRA)</u></b>	<b>Base Budget £000</b>	<b>Budget Adjustments £000</b>	<b>Slippage £000</b>	<b>Total Budget £000</b>	<b>Actual Expenditure £000</b>
Office Accommodation	9,669	(2,867)	(1,042)	5,760	884
Private Housing Scheme of Assistance	750	(750)	-	-	-
Other Housing	246	523	-	769	549
<b>TOTAL</b>	<b>10,665</b>	<b>(3,094)</b>	<b>(1,042)</b>	<b>6,529</b>	<b>1,433</b>

For Information Only

*Budget Adjustments presented to Executive Committee 16 December 2020:*

Budget Adjustments

Central Energy Efficiency Fund	£0.300m
Lifecycle Replacement Schools	(£0.562m)
Principal Offices – Fabric and Service Investment	(£0.480m)
<b>Total Budget Adjustments</b>	<b>(£0.742m)</b>

*Budget Adjustments presented to Executive Committee 10 February 2021:*

Budget Adjustments

Planned Asset Management	(£3.000m)
Private housing Scheme of Assistance	(£0.750m)
<b>Total Budget Adjustments</b>	<b>(£3.750m)</b>

# Report

4

Report to:	<b>Housing and Technical Resources Committee</b>
Date of Meeting:	<b>17 February 2021</b>
Report by:	<b>Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)</b>

Subject:	<b>Capital Budget Monitoring 2020/2021 - Housing and Technical Resources (Housing Revenue Account)</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

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

## 2. Recommendation(s)

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

- (1) that the revised Housing and Technical Resources (HRA) capital programme of £48.172 million, and expenditure of £27.039 million be noted.

## 3. Background

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

## 4. Employee Implications

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

## 5. Financial Implications

- 5.1. The Housing Capital Programme for 2020/2021 totals £48.172 million and is detailed along with the funding sources in Appendix A to this report.
- 5.2. The delivery of the original HRA Capital Programme for 2020/2021 had been affected by COVID-19 restrictions. A revision to the programme to reflect revised timescales and costs was approved at the Executive Committee on 23 September 2020. The revised estimates reflect delays due to the initial lockdown as well as the continued implications of restrictions on the programming and undertaking of works.
- 5.3. The actual spend to 1 January 2021 is £27.039m. In addition to the planned works, this includes higher costs reflecting the fixed overheads from Property Services which will require to be recovered.

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

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

## **7. Other Implications**

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

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

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

**Paul Manning**

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

**Daniel Lowe**

**Executive Director (Housing and Technical Resources)**

27 January 2021

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

- ◆ Accountable, Effective, Efficient and Transparent

## **Previous References**

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

## **List of Background Papers**

- ◆ Financial ledger to 1 January 2021

## **Contact for Further Information**

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

Hazel Goodwin, Finance Manager (Resources)

Ext: 2699 (Tel: 01698 452699)

E-mail: [hazel.goodwin@southlanarkshire.gov.uk](mailto:hazel.goodwin@southlanarkshire.gov.uk)

	£m	£m
<b>Anticipated Capital Expenditure 2020/21</b>		<b>48.172</b>
<b>Estimated Financing Position 2020/21</b>		
Capital Receipts – Land Sales	0.000	
Capital Financed From Current Revenue	18.134	
Prudential Borrowing	9.994	
Specific Grant – Scottish Government New Council Houses	18.124	
Specific Grant – Scottish Government Buy Backs	1.800	
Specific Grant – Scottish Government Mortgage to Rent	0.120	
Other Income	0.000	
		<b><u>48.172</u></b>
<b>Actual Expenditure to 1 January 2021</b>		<b>27.039</b>
<b>Actual Financing Position to 1 January 2021</b>		
Capital Receipts – Land Sales	0.139	
Capital Financed From Current Revenue	19.295	
Prudential Borrowing	0.000	
Specific Grant – Scottish Government New Council Houses	7.510	
Specific Grant – Scottish Government Buy Backs	0.000	
Specific Grant – Scottish Government Mortgage to Rent	0.095	
Other Income	0.000	
		<b><u>27.039</u></b>



# Report

5

Report to: **Housing and Technical Resources Committee**  
 Date of Meeting: **17 February 2021**  
 Report by: **Executive Director (Finance and Corporate Resources)**  
**Executive Director (Housing and Technical Resources)**

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

## 1. Purpose of Report

1.1. The purpose of the report is to:-

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

## 2. Recommendation(s)

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

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

## 3. Background

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

3.2. The report details the financial position for Housing and Technical Resources (excl HRA) in Appendix A, then provides details for the individual services in Appendices B and C, and outlines the additional COVID-19 costs in Appendix D.

## 4. Employee Implications

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

## 5. Financial Implications

5.1. **Probable Outturn:** As at 31 March 2021, there is an overspend of £1.147 million forecast against the annual budget. This is made up of overspends due to COVID-19 of £1.165 million, partially offset by an underspend of £0.018 million as a result of reduced printing costs due to COVID-19. These costs are being considered and reported as part of the Council's probable outturn position.

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

- 5.2. The overspend is caused by additional expenditure in relation to the COVID-19 response, including additional expenditure for temporary accommodation costs for homeless people and the cost of additional Health and Safety measures for employees and service users.
- 5.3. COVID-19 restrictions have also had an impact on Property Services which provides the property investment, repairs and maintenance service to the HRA, as well as to other Resource Capital and Revenue budgets. The Service continues to incur non variable costs which require to be offset by income recovery.
- 6. Other Implications**
- 6.1. The main risk associated with the Council's Revenue Budget is that there is an overspend. The risk has been assessed as low given the detailed budget management applied across the Resources. The risk is managed through four weekly Budget Monitoring Meetings at which any variance is analysed. In addition, the probable outturn exercise ensures early warning for corrective action to be taken where appropriate.
- 7. Climate Change, Sustainability and Environmental Implications**
- 7.1. There are no Climate Change, Sustainability and Environmental Implications in terms of the information contained within this report.
- 8 Equality Impact Assessment and Consultation Arrangements**
- 8.1 This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 8.2 There is also no requirement to undertake any consultation in terms of the information contained in this report.

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

**Daniel Lowe**  
**Executive Director (Housing and Technical Resources)**

27 January 2021

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

- ◆ Accountable, Effective, Efficient and Transparent

**Previous References**

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



**List of Background Papers**

- ◆ Financial ledger and budget monitoring results to 1 January 2021

**Contact for Further Information**

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

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## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 1 January 2021 (No.10)

## Housing and Technical Resources Summary (excl HRA)

<b>Budget Category</b>	<b>Annual Budget</b>	<b>Forecast for Year BEFORE Transfers</b>	<b>Annual Forecast Variance BEFORE Transfers</b>	<b>Annual Forecast Variance AFTER Transfers</b>	<b>Budget Proportion 01/01/21</b>	<b>Actual 01/01/21</b>	<b>Variance 01/01/21</b>	<b>% Variance 01/01/21</b>	<b>Notes</b>
Employee Costs	43,324	41,764	1,560	1,560	31,837	30,787	1,050	under	3.3%
Property Costs	20,018	21,373	(1,355)	(1,355)	15,390	16,171	(781)	over	(5.1%)
Supplies & Services	14,036	9,267	4,769	4,769	10,558	5,592	4,966	under	47.0%
Transport & Plant	4,607	4,272	335	335	3,417	2,835	582	under	17.0%
Administration Costs	3,795	3,908	(113)	(113)	2,842	2,913	(71)	over	(2.5%)
Payments to Other Bodies	8,621	8,819	(198)	(198)	5,268	5,471	(203)	over	(3.9%)
Payments to Contractors	18,790	12,881	5,909	5,909	13,545	8,649	4,896	under	36.1%
Transfer Payments	0	0	0	0	0	0	0	-	0.0%
Financing Charges	154	142	12	12	117	111	6	under	5.1%
<b>Total Controllable Exp.</b>	<b>113,345</b>	<b>102,426</b>	<b>10,919</b>	<b>10,919</b>	<b>82,974</b>	<b>72,529</b>	<b>10,445</b>	<b>under</b>	<b>12.6%</b>
<b>Total Controllable Inc.</b>	<b>(97,868)</b>	<b>(85,802)</b>	<b>(12,066)</b>	<b>(12,066)</b>	<b>(70,217)</b>	<b>(59,281)</b>	<b>(10,936)</b>	<b>under recovered</b>	<b>(15.6%)</b>
<b>Net Controllable Exp.</b>	<b>15,477</b>	<b>16,624</b>	<b>(1,147)</b>	<b>(1,147)</b>	<b>12,757</b>	<b>13,248</b>	<b>(491)</b>	<b>over</b>	<b>3.8%</b>
<b>Transfer to Reserves as at (01/01/21)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	
<b>Position After Transfers to Reserves (01/01/21)</b>	<b>15,477</b>	<b>16,624</b>	<b>(1,147)</b>	<b>(1,147)</b>	<b>12,757</b>	<b>13,248</b>	<b>(491)</b>	<b>over</b>	<b>3.8%</b>

**Variance Explanations**

Variances are shown in Appendix B - D as appropriate.

**Budget Virements**

Virements are shown in Appendix B and C as appropriate.

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 1 January 2021 (No.10)

## Housing Services

<b>Budget Category</b>	<b>Annual Budget</b>	<b>Forecast for Year BEFORE Transfers</b>	<b>Annual Forecast Variance BEFORE Transfers</b>	<b>Annual Forecast Variance AFTER Transfers</b>	<b>Budget Proportion 01/01/21</b>	<b>Actual 01/01/21</b>	<b>Variance 01/01/21</b>		<b>% Variance 01/01/21</b>	<b>Notes</b>
Employee Costs	2,854	2,480	374	374	2,062	1,884	178	under	8.6%	1, a
Property Costs	5,584	5,515	69	69	3,973	3,947	26	under	0.7%	a, b
Supplies & Services	115	160	(45)	(45)	65	70	(5)	over	(7.7%)	a, b
Transport & Plant	113	91	22	22	35	24	11	under	31.4%	
Administration Costs	168	174	(6)	(6)	114	130	(16)	over	(14.0%)	a
Payments to Other Bodies	4,420	4,263	157	157	2,873	2,856	17	under	0.6%	a, b
Payments to Contractors	2,784	2,795	(11)	(11)	1,449	1,449	0	-	0.0%	a
Transfer Payments	0	0	0	0	0	0	0	-	0.0%	
Financing Charges	11	11	0	0	9	9	0	-	0.0%	a
<b>Total Controllable Exp.</b>	16,049	15,489	560	560	10,580	10,369	211	under	2.0%	
<b>Total Controllable Inc.</b>	(7,251)	(6,846)	(405)	(405)	(5,298)	(5,149)	(149)	under recovered	(2.8%)	2, a, b
<b>Net Controllable Exp.</b>	8,798	8,643	155	155	5,282	5,220	62	under	(1.2%)	
<b>Transfer to Reserves as at (01/01/21)</b>	0	0	0	0	0	0	0	-		
<b>Position After Transfers to Reserves (01/01/21)</b>	8,798	8,643	155	155	5,282	5,220	62	under	(1.2%)	

**Variance Explanations**

1. The variance in Employee Costs relates to vacancies which are actively being recruited, or are still under consideration whilst service requirements are determined.
2. The majority of this variance is an under recovery of income on- temporary accommodation stock, stock levels and demand are continually re-assessed. Costs and income for additional temporary accommodation units in response to COIVD emergency are included at Appendix D

**Budget Virements**

- a. Homelessness Business plan realignments including allocation of additional Rapid Rehousing Transition Plan funding net £0.250m:- £0.072m Employee Costs, £0.345m Property Costs, (£0.007m) Supplies & Services, £0.260m Payments to Other Bodies, £0.129m Payments to Contractors, £0.001m Financing Charges and (£0.522m) Income.
- b. Vulnerable Person Relocation Scheme (VPRS) realignment of Home Office Funding net Nil:- (£0.027m) Property Costs, (£0.044m) Supplies & Services, £0.015m Payments to Other Bodies and £0.056m Income.

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 1 January 2021 (No.10)

## Property Services

<u>Budget Category</u>	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion 01/01/21	Actual 01/01/21	Variance 01/01/21		% Variance 01/01/21	Notes
Employee Costs	40,470	39,284	1,186	1,186	29,775	28,903	872	under	2.9%	1
Property Costs	14,434	14,613	(179)	(179)	11,417	11,628	(211)	over	(1.8%)	2, a, b
Supplies & Services	13,921	9,050	4,871	4,871	10,493	5,457	5,036	under	48.0%	3
Transport & Plant	4,494	4,177	317	317	3,382	2,811	571	under	16.9%	4
Administration Costs	3,627	3,669	(42)	(42)	2,728	2,718	10	under	0.4%	
Payments to Other Bodies	4,201	4,191	10	10	2,395	2,403	(8)	over	(0.3%)	c
Payments to Contractors	16,006	10,065	5,941	5,941	12,096	7,178	4,918	under	40.7%	5
Transfer Payments	0	0	0	0	0	0	0	-	0.0%	
Financing Charges	143	131	12	12	108	102	6	under	5.6%	
<b>Total Controllable Exp.</b>	97,296	85,180	12,116	12,116	72,394	61,200	11,194	under	15.5%	
<b>Total Controllable Inc.</b>	(90,617)	(78,364)	(12,253)	(12,253)	(64,919)	(53,663)	(11,256)	under recovered	(17.3%)	6, a
<b>Net Controllable Exp.</b>	6,679	6,816	(137)	(137)	7,475	7,537	(62)	over	0.8%	
<b>Transfer to Reserves as at (01/01/21)</b>	0	0	0	0	0	0	0	-		
<b>Position After Transfers to Reserves (01/01/21)</b>	6,679	6,816	(137)	(137)	7,475	7,537	(62)	over	0.8%	

Variance Explanations

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

Budget Virements

- a. Additional planned maintenance funding CFCR/Reserves net £0.381m: £3.000m Property Costs and additional income (£2.619m).
- b. Additional Fuel budget net £0.097m: £0.097m Property Costs.
- c. Transfer from Capital in respect of Private Sector Housing Scheme of Assistance. Net Effect £0.750m: Payment to Other Bodies £0.750m.

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 1 January 2021 (No.10)

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

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion 01/01/21	Actual 01/01/21	Variance 01/01/21		% Variance 01/01/21	Notes
Employee Costs	0	0	0	0	0	0	0	-	0.0%	
Property Costs	0	1,245	(1,245)	(1,245)	0	596	(596)	over	0.0%	1
Supplies & Services	0	57	(57)	(57)	0	65	(65)	over	0.0%	2
Transport & Plant	0	4	(4)	(4)	0	0	0	-	0.0%	
Administration Costs	0	65	(65)	(65)	0	65	(65)	over	0.0%	2
Payments to Other Bodies	0	365	(365)	(365)	0	212	(212)	over	0.0%	1
Payments to Contractors	0	21	(21)	(21)	0	22	(22)	over	0.0%	2
Transfer Payments	0	0	0	0	0	0	0	-	0.0%	
Financing Charges	0	0	0	0	0	0	0	-	0.0%	
<b>Total Controllable Exp.</b>	0	1,757	(1,757)	(1,757)	0	960	(960)	over	0.0%	
<b>Total Controllable Inc.</b>	0	(592)	592	592	0	(469)	469	over recovered	0.0%	3
<b>Net Controllable Exp.</b>	0	1,165	(1,165)	(1,165)	0	491	(491)	over	0.0%	
<b>Transfer to Reserves as at (01/01/21)</b>	0	0	0	0	0	0	0	-		
<b>Position After Transfers to Reserves (01/01/21)</b>	0	1,165	(1,165)	(1,165)	0	491	(491)	over	0.0%	

Variance Explanations

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

Budget Virements

None



# Report

6

Report to:	<b>Housing and Technical Resources Committee</b>
Date of Meeting:	<b>17 February 2021</b>
Report by:	<b>Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)</b>

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

1.1. The purpose of the report is to:-

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

## 2. Recommendation(s)

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

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

## 3. Background

- 3.1. This is the third revenue budget monitoring report presented to the Housing and Technical Resources Committee for the financial year 2020/2021.
- 3.2. The report details the financial position for Housing and Technical Resources (HRA) in Appendix A.

## 4. Employee Implications

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

## 5. Financial Implications

- 5.1. **Probable Outturn:** Following the Council's formal Probable Outturn exercise, the forecast for the budget to 31 March 2021 is a breakeven position.
- 5.2. As at 1 January 2021, there is a breakeven position against the phased budget. The forecast for the budget to 31 March 2021 is also a breakeven position. This reflects the impact of COVID-19 being managed within the overall HRA finances by drawdown from reserves in the current year.

- 5.3 The impact of COVID-19 on the budget continues to be monitored. There had been an initial reduced demand for repairs which had increased again through to December 2020. There continues to be an increase in the rental debt levels in comparison to previous years which would have the impact of requiring increased bad debt provision levels at the end of the year. The annual rental income projections for the year are lower as a result of COVID-19 delaying the completion of new build properties and which had a rental income assumed within the budget.
- 5.4. COVID-19 restrictions have had an impact on Property Services through the property repairs and maintenance service provided to the HRA. The Service continues to incur non variable costs which require to be offset by income recovery.
- 6. Climate Change, Sustainability and Environmental Implications**
- 6.1. There are no Climate Change, Sustainability and Environmental Implications in terms of the information contained within this report.
- 7. Other Implications**
- 7.1 The main risk associated with the Council's Revenue Budget is that there is an overspend. The risk has been assessed as low given the detailed budget management applied across the Resources. The risk is managed through four weekly Budget Monitoring Meetings at which any variance is analysed. In addition, the probable outturn exercise ensures early warning for corrective action to be taken where appropriate.
- 8. Equality Impact Assessment and Consultation Arrangements**
- 8.1 This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 8.2 There is also no requirement to undertake any consultation in terms of the information contained in this report.

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

**Daniel Lowe**  
**Executive Director (Housing and Technical Resources)**

27 January 2021

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

- ◆ Accountable, Effective, Efficient and Transparent

**Previous References**

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

**List of Background Papers**

- ◆ Financial ledger and budget monitoring results to 1 January 2021



**Contact for Further Information**

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

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## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 1 January 2021 (No.10)

## Housing Revenue Account

<b>Budget Category</b>	<b>Annual Budget</b>	<b>Forecast for Year BEFORE Transfers</b>	<b>Annual Forecast Variance BEFORE Transfers</b>	<b>Annual Forecast Variance AFTER Transfers</b>	<b>Budget Proportion 01/01/21</b>	<b>Actual 01/01/21</b>	<b>Variance 01/01/21</b>		<b>% Variance 01/01/21</b>	<b>Notes</b>
Employee Costs	13,721	13,384	337	337	10,093	9,924	169	under	1.7%	1
Property Costs	46,661	48,396	(1,735)	(1,735)	31,342	32,112	(770)	over	(2.5%)	2
Supplies & Services	996	809	187	187	785	752	33	under	4.2%	
Transport & Plant	195	223	(28)	(28)	71	77	(6)	over	(8.5%)	
Administration Costs	5,644	5,632	12	12	3,823	3,820	3	under	0.1%	
Payments to Other Bodies	3,176	3,130	46	46	2,375	2,371	4	under	0.2%	
Payments to Contractors	100	131	(31)	(31)	72	80	(8)	over	(11.1%)	
Transfer Payments	0	0	0	0	0	0	0	-	0.0%	
Financing Charges	19,448	19,456	(8)	(8)	19,343	19,344	(1)	over	(0.0%)	
<b>Total Controllable Exp.</b>	89,941	91,161	(1,220)	(1,220)	67,904	68,480	(576)	over	(0.8%)	
Total Controllable Inc.	(107,634)	(105,901)	(1,733)	(1,733)	(73,898)	(72,623)	(1,275)	under recovered	(1.7%)	3
Transfer to/(from) Balance Sheet	2,104	(849)	2,953	2,953	1,430	(421)	1,851	over recovered	(129.4%)	4, a
<b>Net Controllable Exp.</b>	(15,589)	(15,589)	0	0	(4,564)	(4,564)	0	-	0.0%	
Loan Charges	15,589	15,589	0	0	10,592	10,592	0	-		a
<b>Net Controllable Exp.</b>	0	0	0	0	6,028	6,028	0	-	0.0%	

**Variance Explanations**

1. The variance in Employee Costs is due to higher than anticipated staff turnover.
2. The overspend in Property Costs is due to repairs and maintenance work, although there was an initial reduced demand in relation to the level and type of repairs and maintenance work that had been carried out due to the initial lockdown, workload had increased through to December 2020. This increased demand and the payments made to property services to reflect fixed costs are reflected in the overspend actual expenditure.
3. The rental income assumed additional new build properties would be available during 2020/21 but delayed due to Covid-19.
4. The year end transfer to or from balance sheet is dependent on actual final outturns, the current shortfall on income due to lockdown suggests a transfer from the balance sheet will be required.

**Virements**

- a. The loan charges budget is amended to reflect the impact of revised borrowing profile as a result of Covid-19 and the timing of borrowing net Nil:- Transfers to/(from) Balance Sheet £2.419m and Loan Charges (£2.419m).

# Report

7

Report to:	<b>Housing and Technical Resources Committee</b>
Date of Meeting:	<b>17 February 2021</b>
Report by:	<b>Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)</b>

Subject:	<b>Housing and Technical Resources – Workforce Monitoring – October to December 2020</b>
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## 1. Purpose of Report

### 1.1. The purpose of the report is to:-

- ◆ provide employment information for October to December 2020 relating to Housing and Technical Resources

## 2. Recommendation(s)

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

- (1) that the following employment information for October to December 2020 relating to Housing and Technical Resources be noted:-

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

## 3. Background

- 3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for Housing and Technical Resources provides information on the position for October to December 2020.

## 4. Monitoring Statistics

### 4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of December 2020 for Housing and Technical Resources.

The Resource absence figure for December 2020 was 3.9%, this figure has decreased by 0.6% when compared to last month and is 1.7% lower than the Council-wide figure. Compared to December 2019, the Resource absence figure has decreased by 1.7%.

Based on the absence figures at December 2020 and annual trends, the projected annual average absence for the Resource for 2020/2021 is 3.8%, compared to a Council-wide average figure of 4.4%.

For the financial year 2020/2021, the projected average days lost per employee equates to 7.8 days, compared with the overall figure for the Council of 9.4 days per employee.

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

The attendance information contained in this report includes absences as a result of COVID-19, and employees are being supported through this difficult time to maintain attendance levels where they can. At the time of this report, the Council overall absence level was 6% with 2.11% of this relating to COVID-19 for sickness and special leave.

**4.2. Occupational Health (Appendix 2)**

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 133 referrals were made this period. This represents a decrease of 85 when compared with the same period last year.

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

There was 1 accident/incident recorded within the Resource this period, a decrease of 8 when compared to the same period last year.

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

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

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

There was a total of 5 leavers in the Resource this period eligible for an exit interview. This figure has decreased by 3 when compared with the same period last year. One exit interview was conducted.

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

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

**4.7. Appendix 2a provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period October to December 2020, 24 (16.85 FTE) employees in total left employment and managers indicated that 23 (15.85 FTE) are being replaced and 1 post (1.0 FTE) was due to the end of a fixed term contract.**

## **5. Staffing Watch**

- 5.1. There has been a decrease of 1 in the number of employees in post from 13 June 2020 to 14 September 2020.

## **6. Employee Implications**

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

## **7. Financial Implications**

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

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

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

## **9. Other Implications**

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

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

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

**Paul Manning**

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

**Daniel Lowe**

**Executive Director (Housing and Technical Resources)**

12 January 2021

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

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

### **Previous References**

- ◆ Housing and Technical Resources – 25 November 2020

### **List of Background Papers**

- ◆ Monitoring information provided by Finance and Corporate Resources

### **Contact for Further Information**

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

Laurane Rhind, Personnel Services Manager

Ext: 4721 (Tel: 01698 454721)

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

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

APT&C				Manual Workers				Resource Total				Council Wide				
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021	
April	3.9	3.9	4.1	April	6.5	6.7	3.5	April	4.9	5.0	3.8	April	4.1	4.0	4.4	
May	3.6	4.2	2.8	May	6.5	5.1	2.0	May	4.8	4.5	2.5	May	4.2	4.4	3.1	
June	4.0	4.8	3.2	June	6.2	5.0	2.0	June	4.9	4.9	2.7	June	4.3	4.4	2.7	
July	3.7	4.1	2.7	July	6.3	5.4	2.7	July	4.8	4.6	2.7	July	3.4	3.4	2.3	
August	4.1	4.0	2.5	August	5.5	5.7	3.4	August	4.6	4.7	2.8	August	3.6	3.7	3.1	
September	4.5	4.4	2.1	September	6.2	5.8	3.3	September	5.2	5.0	2.6	September	4.4	4.5	4.2	
October	4.3	4.3	2.9	October	5.9	6.6	3.9	October	4.9	5.2	3.3	October	4.4	4.6	4.8	
November	4.8	5.5	3.7	November	6.5	6.1	5.6	November	5.5	5.7	4.5	November	5.1	5.5	5.8	
December	4.4	5.2	3.3	December	6.5	6.3	4.8	December	5.3	5.6	3.9	December	4.8	5.7	5.6	
January	4.2	5.8		January	7.0	5.9		January	5.3	5.8		January	4.9	5.3		
February	4.2	5.8		February	6.6	5.7		February	5.2	5.8		February	5.2	5.6		
March	4.2	5.1		March	7.3	6.5		March	5.5	5.7		March	4.9	6.2		
Annual Average	4.2	4.8	3.7	Annual Average	6.4	5.9	4.1	Annual Average	5.1	5.2	3.8	Annual Average	4.4	4.8	4.4	
Average Apr-Dec	4.1	4.5	3.0	Average Apr-Dec	6.2	5.9	3.5	Average Apr-Dec	5.0	5.0	3.2	Average Apr-Dec	4.3	4.5	4.0	
No of Employees at 31 December 2020			891	No of Employees at 31 December 2020			568	No of Employees at 31 December 2020			1459	No of Employees at 31 December 2020			15813	

For the financial year 2020/21, the projected average days lost per employee equates to 7.8 days.

## HOUSING AND TECHNICAL RESOURCES

	Oct-Dec 2019	Oct-Dec 2020
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	76	50
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	31	10
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	64	38
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>		
	41	33
<b>REFERRALS TO COGNITIVE BEHAVIOUR THERAPY</b>		
	6	2
<b>TOTAL</b>	<b>218</b>	<b>133</b>

CAUSE OF ACCIDENTS/INCIDENTS	Oct-Dec 2019	Oct-Dec 2020
Over 7 day absences	2	1
Minor	5	0
Near Miss	1	0
Violent Incident: Verbal*****	1	0
<b>Total Accidents/Incidents</b>	<b>9</b>	<b>1</b>

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

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

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

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

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

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

RECORD OF DISCIPLINARY HEARINGS	Oct-Dec 2019	Oct-Dec 2020
Total Number of Hearings	4	3

## Time Taken to Convene Hearing Oct - Dec 2020

0-3 Weeks  
2

4-6 Weeks  
0

Over 6 Weeks  
1

RECORD OF GRIEVANCE HEARINGS	Oct-Dec 2019	Oct-Dec 2020
Number of Grievances	1	0
Number Resolved at Stage 1	1	0

RECORD OF DIGNITY AT WORK	Oct-Dec 2019	Oct-Dec 2020
Number of Incidents	0	0

ANALYSIS OF REASONS FOR LEAVING	Oct-Dec 2019	Oct-Dec 2020
Career Advancement	2	0
Poor Relationship with Manager/Colleagues	1	0
Other	1	1
<b>Number of Exit Interviews conducted</b>	<b>4</b>	<b>1</b>

<b>Total Number of Leavers Eligible for Exit Interview</b>	<b>8</b>	<b>5</b>
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<b>Percentage of interviews conducted</b>	<b>50%</b>	<b>20%</b>
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	Oct - Dec 2020		Reconciliation figure		Cumulative total	
			Apr - Sep 2020			
	FTE*	H/C**	FTE	H/C	FTE	H/C
Terminations/Leavers	16.85	24	22.47	26	39.32	50
Being replaced	15.85	23	22.47	26	38.32	49
Filled on fixed term basis	0.00	0	0.00	0	0.00	0
Plan to transfer this budget to another post	0.00	0	0.00	0	0.00	0
End of fixed term contract	1.00	1	0.00	0	1.00	1
Held pending service Review	0.00	0	0.00	0	0.00	0
Plan to remove for savings	0.00	0	0.00	0	0.00	0

\* Full time equivalent

\*\* Head count/number of employees



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

**1. As at 14 September 2020**

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

**1. As at 13 June 2020**

Total Number of Employees				
MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
826	26	308	130	1290

\*Full - Time Equivalent No of Employees

Salary Bands

Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
1.00	202.46	640.77	348.02	30.46	10.00	2.00	0.00	0.00	1234.71



# Report

**8**

Report to: **Housing and Technical Resources Committee**  
 Date of Meeting: **17 February 2021**  
 Report by: **Executive Director (Housing and Technical Resources)**

Subject: **Housing and Technical Resource Plan -  
 Quarter 2 Progress Report 2020 to 2021**

## **1. Purpose of Report**

1.1. The purpose of the report is to:-

- ♦ provide the Housing and Technical Resource Plan Quarter 2 Progress Report 2020 to 2021, for the period 1 April 2020 to 30 September 2020

## **2. Recommendations**

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

- (1) that the Housing and Technical Resource Plan Quarter 2 Progress Report 2020 to 2021, as summarised in paragraph 5.2. and attached as Appendix 2 of this report, be noted;
- (2) that the key achievements made by the Resource to date, as detailed in paragraph 5.3 of this report, be noted; and
- (3) that the areas for improvement and associated management actions as detailed in paragraph 5.4 of this report, be noted.

## **3. Background**

- 3.1. The Housing and Technical Resource Plan 2020/2021 was approved by this Committee on 16 September 2020 and sets out the objectives and actions to be managed and delivered by the Resource for the financial year 2020/2021.
- 3.2. The Resource Plan follows the agreed corporate structure and style. The Plan is a key element of the Council's performance management arrangements and provides details of the context within which the Resource operates and establishes actions and measures for the year ahead based on the Priorities set out in the Council Plan Connect 2017/2022.
- 3.3. As Elected Members are aware, due to the COVID-19 pandemic, the Council was forced to suspend or reduce a number of services that could not be continued in full due to government advice, including adhering to physical distancing requirements for residents and for staff. The Council was also obliged to redirect resources so that it could deliver vital new services and supports for individuals, communities and businesses. There has been an inevitable impact on performance in some areas.

## **4. Resource Objectives 2020-21**

- 4.1. The Resource has established a number of objectives to support the delivery of the Connect Priorities in 2020/2021. These are detailed at Appendix 1.

## 5. Quarter 2 Progress Report 2020/2021

- 5.1. Progress against all Resource Plan measures is contained in the Quarter 2 Progress Report 2020/2021, attached as Appendix 2. This report has been produced from the Council's performance management reporting system IMPROVe, and uses a traffic light format with the following definitions to give a status report on each measure:

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

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

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

Status	Measures			
	Statistical	Project	Total	%
Blue			0	0%
Green	20	24	44	76%
Amber	2	1	3	5%
Red	1	0	1	2%
Report later/ Contextual	9	1	10	17%
<b>Totals</b>	<b>32</b>	<b>26</b>	<b>58</b>	<b>100%</b>

(Data correct as at 21 December 2020)

- 5.3. Key achievements for 2020/2021, to date, are noted below:-

### 5.3.1.

Connect Priority	Ensure communities are safe, strong and sustainable
Resource Objective	Achievement
Improve the availability, quality and access of housing	99.9% of homeless and potentially homeless decision notifications issued with 28 days of date of initial presentation achieved against target of 98%
	The average time to relet empty homes was 25 days, which was consistent with the target
	Emergency repairs were, on average, completed in 3 hours 5 minutes against a target of 24 hours
	Non emergency repairs were, on average, completed in 11.97 days against a target of 28 days
	99% of reactive repairs completed right first time
	The first annual review of the Rapid Re-housing Transition Plan was approved by Committee in September 2020

Work with communities and partners to promote high quality, thriving and sustainable communities	The Local Housing Strategy 2017-2022 continued to be implemented with the most recent Annual Review approved by the Executive Committee during November 2020
Ensure schools and other places of learning are inspirational	131 new primary schools / nurseries completed to date

<b>Connect Priority</b>	<b>Get it right for children and young people</b>
<b>Resource Objective</b>	<b>Achievement</b>
Contribute to the Council's objective to protect vulnerable children, young people and adults	Housing Services continues to work with partners across health and social care and the third sector to ensure housing and support needs are identified and robust planning arrangements are in place, working with vulnerable service users to meet needs and sustain suitable accommodation

<b>Connect Priority:</b>	<b>Improve health, care and wellbeing</b>
<b>Resource Objective</b>	<b>Achievement</b>
Improve services for older people	<p>All demand has been met for adaptations to council housing. There is no waiting list for adaptations to Council housing</p> <p>Work continued to be progressed to deliver new affordable properties suitable for the needs of older people</p> <p>97.5% of adaptations to council houses completed within agreed appointment timescales against target of 97%</p>

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

<b>Delivering the Plan and achieving Best Value</b>	
<b>Resource Objective</b>	<b>Achievement</b>
Maintain current high levels of income collection and generation	The level of rent arrears at 8.56% of gross rent debit, was significantly below the target of 10.30%
Continue to effectively manage customer complaints	<p>An average of 5 working days for a full response to be issued at Stage 1, within the target timescale of 5 working days (SSHC)</p> <p>An average of 13 working days for a full response to be issued at Stage 2, within the target timescale of 20 working days (SSHC)</p>

5.4. Areas for improvement

Measures that have been classified as 'red' (major slippage against timescale or shortfall against target) are noted below, together with the reason why, and the management action now being taken, where applicable.

<b>Ensure communities are safe, strong and sustainable</b>		
<b>Resource Objective</b>	Improve the availability, quality and access of housing	
<b>Measure</b>	<b>Comments/Progress</b>	<b>Action by Manager (where applicable)</b>
Number of times we did not, meet our obligation to complete the annual gas safety check by annual anniversary date	865 annual gas safety checks did not meet their annual anniversary date due to the service being disrupted due to COVID-19, including households isolating	An action plan is currently in place for managers to address the outstanding annual gas safety checks that have yet to take place with the aim of conducting all required checks by the end of the financial year

5.5. Report later

For additional scrutiny, the status of those measures identified as 'report later' at Quarter 4 2019/2020 should be updated and reported in this progress report. However, there were no measures falling into this category in the Quarter 4 report.'

**6. Employee Implications**

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

**7 Financial Implications**

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

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

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

**9. Other Implications**

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

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

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

**Daniel Lowe**

**Executive Director (Housing and Technical Resources)**

12 January 2021

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

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

### **Previous References**

- ♦ Housing and Technical Resources Quarter 2 Progress Report 2019/2020, 13 November 2019

### **List of Background Papers**

- ♦ Council Plan Connect 2017/2022 – endorsed by the Executive Committee on 8 November 2017 and approved by the full Council on 6 December 2017: mid-term review of Connect endorsed by the Executive Committee 24 June 2020
- ♦ Housing and Technical Resources Plan 2020/2021 – approved by Housing and Technical Committee on 16 September 2020

### **Contact for Further Information**

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

Annette Finnan, Head of Housing Services

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E-mail: [annette.finnan@southlanarkshire.gov.uk](mailto:annette.finnan@southlanarkshire.gov.uk)

## Housing and Technical Resource Objectives 2020/2021

Connect Priority	Resource Objectives
Ensure communities are safe, strong and sustainable	<ul style="list-style-type: none"> <li>• Improve the availability, quality and access of housing</li> <li>• Work with communities and partners to promote high quality, thriving and sustainable communities</li> <li>• Ensure schools and other places of learning are inspirational</li> </ul>
Promote sustainable and inclusive economic growth and tackle disadvantage	<ul style="list-style-type: none"> <li>• Improve the quality of life in the most disadvantaged communities in South Lanarkshire</li> </ul>
Get it right for children and young people	<ul style="list-style-type: none"> <li>• Contribute to the Council's objective to protect vulnerable children, young people and adults</li> </ul>
Improve health, care and wellbeing	<ul style="list-style-type: none"> <li>• Improve later life</li> <li>• Deliver better health and social care outcomes for all</li> </ul>

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

# improve

## Resource Plan

**Performance Report 2020-21**

**Quarter 2 : April 2020 - September 2020**

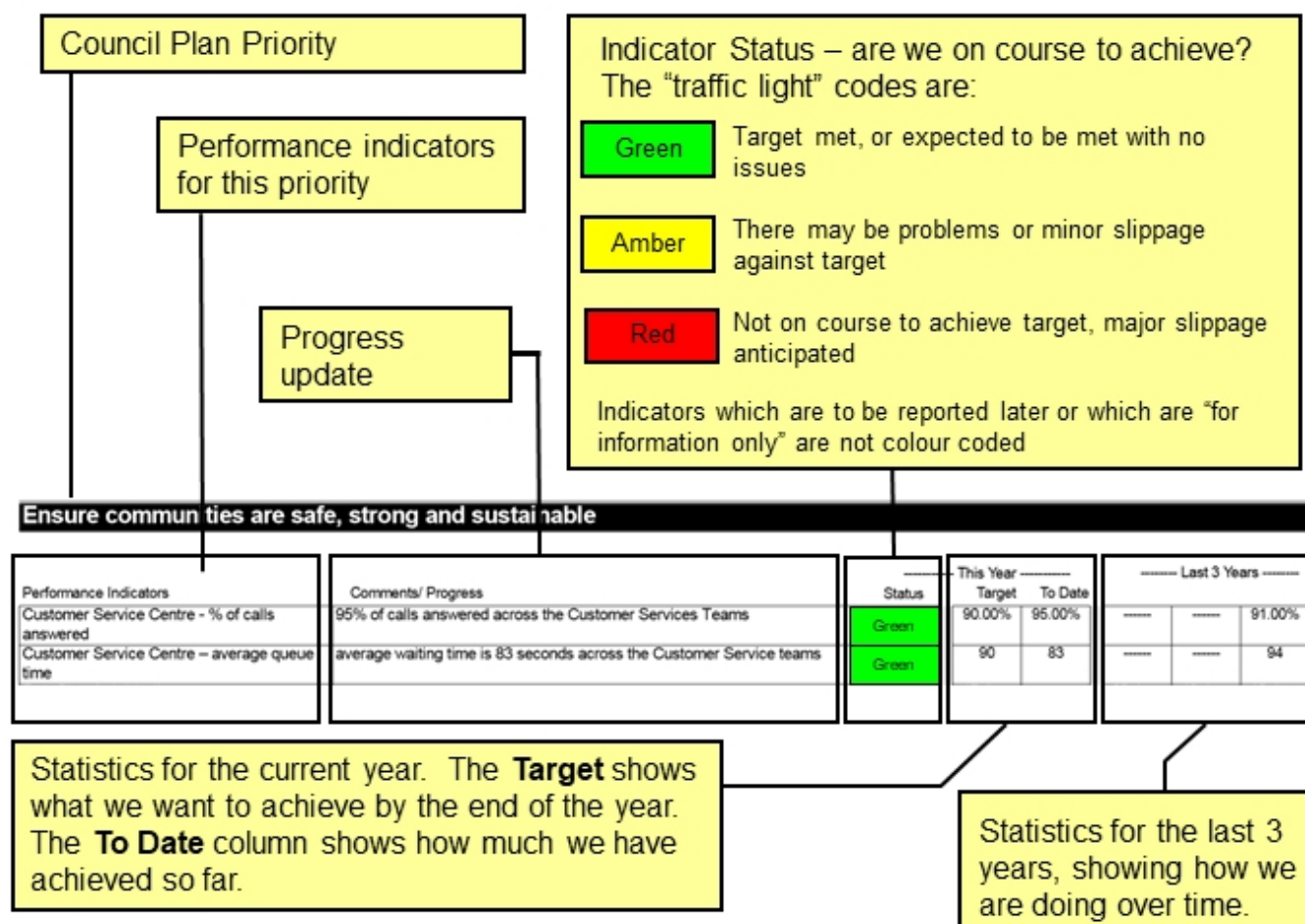
(This represents the cumulative position to September 2020)

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

Council Priority/ Theme	Green	Amber	Red	Report later / Contextual	Total
<i>Promote sustainable and inclusive economic growth and tackle disadvantage</i>					
<i>Get it right for children and young people</i>					
<b>Improve health, care and wellbeing</b>	3	1		1	5
<b>Ensure communities are safe, strong and sustainable</b>	13		1	6	20
<b>Delivering the plan and achieving best value</b>	4	1		2	7
<b>Total</b>	<b>20</b>	<b>2</b>	<b>1</b>	<b>9</b>	<b>32</b>

## Guide to the Performance Indicators report

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



**Improve health, care and wellbeing****Improve services for older people**

Performance Indicators	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
			Target	To Date	2017/18	2018/19	2019/20
Number of adaptations completed in Council homes	This measure is demand led.	Contextual	-----	115	976	979	848
No of households currently waiting for adaptations to their home	Target achieved	Green	0	0	0	0	0
% of approved applications for adaptations completed in year (SSHC)	All adaptations were approved, this measure is demand led.	Green	100.00%	100.00%	100.00%	93.00%	100.00%
Average time (working days) to complete applications (SSHC)	Completion times for adaptations have been significantly impacted by COVID-19.	Amber	28.00 days	32.38 days	27.00 days	29.73 days	24.82 days
% of standard adaptations to council houses within agreed appointment times	Target achieved	Green	97.0%	97.5%	96.4%	93.0%	85.6%

**Ensure communities are safe, strong and sustainable****Improve the quality, access and availability of housing**

Performance Indicators	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
			Target	To Date	2017/18	2018/19	2019/20
% of lets to Urgent housing (UH) need households	Target achieved with prioritisation of lets given to urgent housing list during COVID-19 restrictions.	Green	50.0%	59.5%	48.6%	49.2%	51.4%
% of homeless and potentially homeless decision notifications issued within 28 days of date of initial presentation (RP)	Target achieved	Green	98.0%	99.9%	99.1%	99.4%	99.8%
Average length of time in temporary accommodation (SG) (RP)	Quarter 2 information not yet available.	Report Later	-----	-----	106 days	108 days	102 days
% of households requiring temporary accommodation to whom an offer was made (SG)	Quarter 2 information not yet available.	Report Later	-----	-----	99.3%	99.4%	100.0%
% of temporary accommodation offers refused (SG) (RP)	Quarter 2 information not yet available.	Report Later	-----	-----	7.74%	8.25%	6.24%
% of new tenancies sustained for more than a year by source of let (SSHC)	Target achieved	Green	88.00%	93.40%	90.20%	89.37%	90.08%
Average time taken to relet (SSHC) (RP)	Target achieved	Green	26 days	25 days	21 days	22 days	22 days
% of rent due in the year that was lost due to voids (Operational void rent loss) (SSHC)	Target achieved	Green	0.56%	0.46%	0.45%	0.46%	0.49%
% of total void rent loss (SSHC) (RP)	Target achieved	Green	1.42%	1.19%	1.03%	1.08%	1.35%

**Ensure communities are safe, strong and sustainable****Improve the quality, access and availability of housing**

Performance Indicators	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
		Status	Target	To Date	2017/18	2018/19	2019/20
% of tenancy offers refused during the year (SSHC) (RP)		Contextual	-----	24.4%	39.9%	37.1%	30.8%
% of response repairs completed on time	Target achieved	Green	90.0%	93.7%	98.3%	97.0%	96.0%
Ave length of time to complete emergency repair - hours (SSHC) - YTD	Target achieved	Green	24.00 hours	3.05 hours	4.11 hours	3.23 hours	3.44 hours
Ave length of time to complete non emergency repair (SSHC) (LGBF) - YTD	Target achieved.	Green	28.00 days	11.97 days	12.95 days	14.32 days	14.19 days
% of reactive repairs completed first time right (SSHC)	Target achieved	Green	90.00%	99.00%	97.00%	99.87%	99.91%
% of repairs appointments kept (SSHC)	Target achieved.	Green	90.00%	99.00%	97.00%	96.15%	94.00%
No of times we did not, meet our obligation to complete the annual gas safety check by annual anniversary date	865 annual gas safety checks did not meet their annual anniversary date due to the service being disrupted due to Covid-19, including households isolating.	Red	0	865	0	0	7
% of tenant satisfaction with repairs or maintenance in year (SSHC)	There has been a slight drop in performance. Ongoing monitoring is in place to identify areas for improvement.	Green	90.0%	89.0%	91.0%	92.0%	93.0%

**Ensure communities are safe, strong and sustainable****Collaborate with partners to promote safe and thriving communities**

Performance Indicators	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
		Status	Target	To Date	2017/18	2018/19	2019/20
% of ASB cases resolved in the year (SSHC)	Minor slippage against target due to the impact of COVID-19.	Green	90.00%	89.60%	86.50%	88.15%	98.00%

**Ensure communities are safe, strong and sustainable****Collaborate with partners to promote safe and thriving communities**

Performance Indicators	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
		Status	Target	To Date	2017/18	2018/19	2019/20
% of Council stock meeting the SHQS (% of dwellings meeting SHQS) (LGBF)	To be reported at year end.	Report Later	-----	-----	92.1%	92.5%	93.2%
% of council dwellings that are Energy Efficiency Standard for Social Housing (EESH) (LGBF)	To be reported at year end.	Report Later	-----	-----	89.40%	91.10%	93.39%

**Delivering the plan and achieving best value****Delivering the plan and achieving best value**

Performance Indicators	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
			Target	To Date	2017/18	2018/19	2019/20
% of Stage 1 complaints responded to in full (SSHC)	21 out of 24 stage 1 complaints responded to in full.	Contextual	-----	88.00%	95.75%	98.00%	97.44%
Average time in working days for a full response at Stage 1	Target achieved	Green	5	5	4	4	4
% of Stage 2 complaints responded to in full (SSHC)	5 out of 5 stage 2 complaints responded to in full.	Contextual	-----	100.00%	100.00%	96.00%	96.77%
Average time in working days for a full response at Stage 2	Target achieved	Green	20	13	16	15	17
Rent collected as a % of rent due in the year (SSHC) (RP)	Performance currently behind target as a result of COVID-19. Ongoing focus on engagement with tenants and improving performance.	Amber	96.4%	94.0%	99.3%	99.0%	99.7%
Gross rent arrears (current and former tenants) as a % of rent due for the year (LGBF) (SSHC) (RP)	Target achieved	Green	10.30%	8.56%	6.30%	6.78%	7.05%
Factoring collection rate	The factoring collection rate will improve as the financial year progresses.	Green	80.00%	48.70%	80.10%	81.00%	78.10%

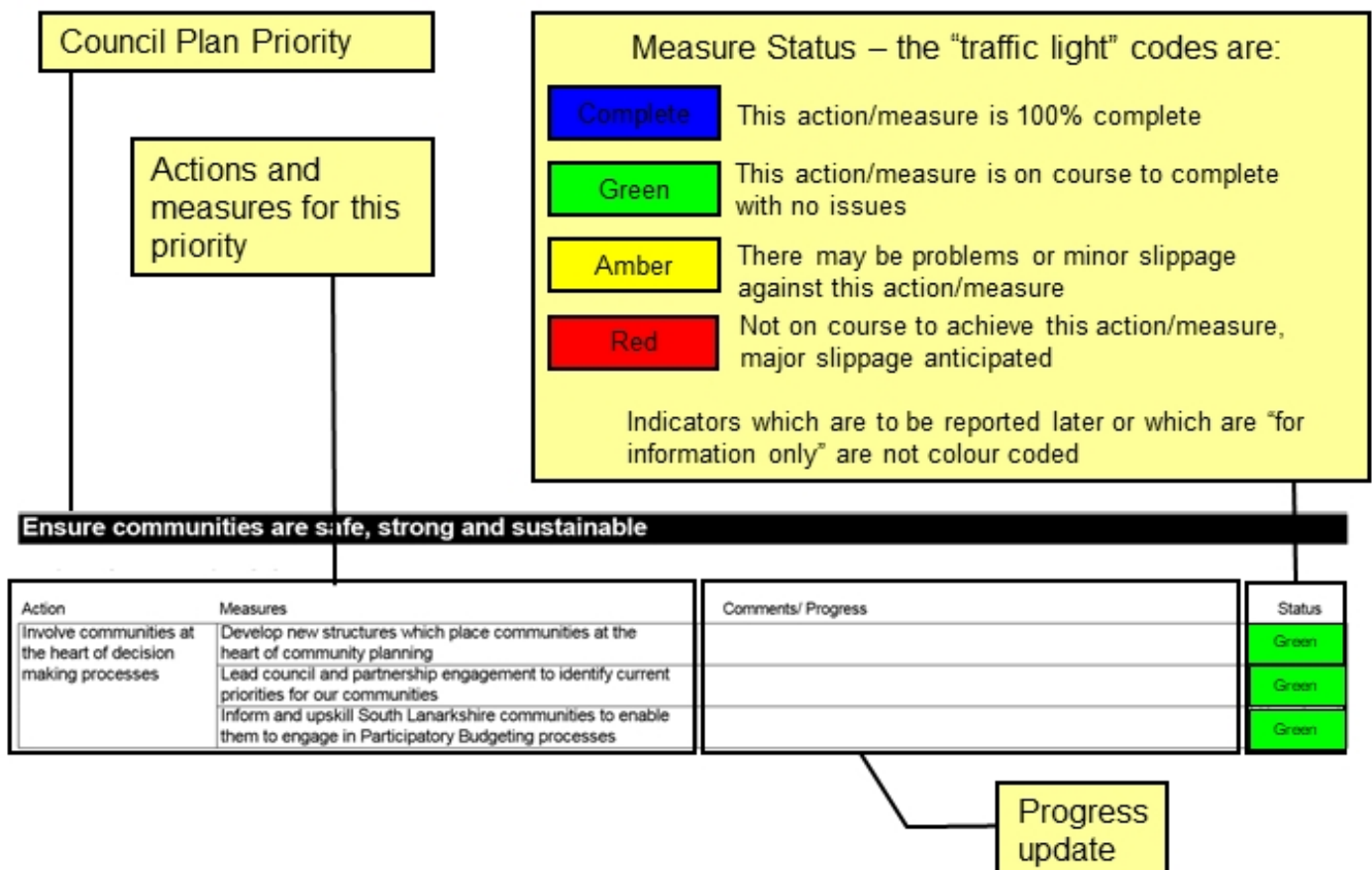


Summary - number of measures complete, green, amber and red under each Council Plan Priority / Theme

Council Priority/ Theme	Complete	Green	Amber	Red	Report later	Total
<i>Promote sustainable and inclusive economic growth and tackle disadvantage</i>						
<b>Get it right for children and young people</b>		4				4
<b>Improve health, care and wellbeing</b>		3			1	4
<b>Ensure communities are safe, strong and sustainable</b>		13	1			14
<b>Delivering the plan and achieving best value</b>		4				4
<b>Total</b>	<b>0</b>	<b>24</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>26</b>

## Guide to the Performance Measures report

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



## Improve health, care and wellbeing

### Improve services for older people

Action	Measures	Comments/ Progress	Status
Increase supply of housing suitable for older people	Existing amenity properties and mainstream properties upgraded and converted to amenity per agreed programme (RP)	As a result of restrictions relating to COVID-19, there have been some delays to the projects relating to this area. However, a number of upgrades have been completed as per agreed programme and work will continue in the area to convert further properties and analyse the impact of delays.	Green
	Number of new build affordable properties suitable for the needs of older people (RP)	Due to the suspension of construction activity as a result of COVID-19 restrictions, there was a delay to the planned programme of works. However, work is now currently underway to progress new affordable homes suitable for the needs of older people.	Green
Ensure that Sheltered housing services are compliant with Care Inspectorate Inspection standards	Develop and implement improvement plan to take forward any actions from Care Inspectorate annual assessment (RP)	To date, there have been no inspection visits. The required actions of any future inspections will be reported once they have occurred.	Report Later

## Get it right for children and young people

### Contribute to the Council's objective to protect vulnerable children, young people and adults

Action	Measures	Comments/ Progress	Status
Contribute to effective joint working in protecting children and adults at risk of harm	Annual review and report on operation of Adult and Child Protection procedures	The annual review has now been completed with the findings to be reported by quarter 4 of this year.	Green
Contribute to effective joint working in protecting children and adults at risk of harm	Continue to deliver appropriate services for homeless children (RP)	Providing appropriate temporary housing for homeless households with children continues to be priority, with support from partners including Health, the Homeless team and the Shelter Families Project.	Green

**Get it right for children and young people****Contribute to the Council's objective to protect vulnerable children, young people and adults**

Action	Measures	Comments/ Progress	Status
Contribute to effective joint working in protecting children and adults at risk of harm	Review services to ensure they are appropriately reflected of people experiencing Domestic abuse	A review of existing services has been completed in conjunction with the SLC GBV Partnership Board. Further work to develop the housing pathway planning process continues overseen by a multi agency partnership group.	Green
	Continue to work with partners to support young people moved from Care to living in their own home on a permanent basis	Housing Services continues to work with partners across health and social care and the third sector to ensure housing and support needs are identified and robust planning arrangements are in place, working with vulnerable service users to meet needs and sustain suitable accommodation.	Green

**Improve health, care and wellbeing****Deliver better health and social care outcomes for all**

Action	Measures	Comments/ Progress	Status
Ensure effective contribution to health and social care outcomes contained within the Strategic Commissioning Plan	Implement Housing actions detailed in the Strategic Commissioning plan to help achieve priority outcomes for health and social care (RP)	Specific actions were agreed by the Joint Board in April and will be implemented throughout the course of the year.	Green

**Ensure communities are safe, strong and sustainable****Improve the quality, access and availability of housing**

Action	Measures	Comments/ Progress	Status
Increase the number of new affordable homes	Total new/additional affordable homes delivered per SHIP/SLP (RP)	Work continues onsite to deliver additional new build properties with further homes acquired under the Open Market Purchase Scheme.	Green



**Ensure communities are safe, strong and sustainable****Improve the quality, access and availability of housing**

Action	Measures	Comments/ Progress	Status
Improve access to settled accommodation for homeless households	Rapid Rehousing Transition Plan (Y2) implemented	The first annual review of the Rapid Re-housing Transition Plan was approved by Committee in September 2020. A revised action plan, confirming priorities for Year 2 of the plan is now in place and work commencing on year 2 review. Webinar produced for update to elected members on progress to date.	Green
Continue with the Council's Housing Options Service (Home Options)	Continue to deliver and further develop Housing Options with a focus on homeless prevention	The housing options service continues to be provided with a focus on homeless prevention for these identified as at risk.	Green

**Ensure communities are safe, strong and sustainable****Collaborate with partners to promote safe and thriving communities**

Action	Measures	Comments/ Progress	Status
Ensure continued implementation of the Local Housing Strategy (LHS) 2017-2022	Complete annual review and Monitor progress against LHS action plan	The third annual review of the Local Housing Strategy 2017-22 has been completed and approved at the Council's Executive Committee during November 2020.	Green
Monitor and report progress against Community Safety priorities including relevant parts of the SLCIP	Routine reporting against Community Plan Community Safety priorities to the Safer South Lanarkshire Board	Meetings of the Safer South Lanarkshire Board have recommenced. The first meeting of 2020/21 took place on 14 September 2020. A Community Safety Partnership Performance Measures report detailing the progress made during 2019/20 was presented to the Board.  Performance information in relation to Community Safety priorities during 2019/20 will be included in the Community Plan Annual report due to be published in October 2020.	Green
Ensure effective involvement with tenants and other customer	Annual review of the Customer Involvement Strategy action plan	The first annual review of the Housing Services' Customer Involvement Strategy has been completed and approved at Housing and Technical Resources Committee November 2020.	Green

**Ensure communities are safe, strong and sustainable****Collaborate with partners to promote safe and thriving communities**

Action groups	Measures	Comments/ Progress	Status
	Continue to implement a programme of Tenant Scrutiny	The Customer Scrutiny Programme continues to be implemented.	Green
Continue to maintain /improve customer satisfaction levels for key service areas	Monitor, report and publish the outcome of satisfaction surveys across all key service areas	The 2020/21 programme continues as per the agreed programme. All results are analysed and if required, improvement actions are identified and progressed.	Green
Work with Gypsy/Traveller sites to develop and implement a programme of site improvements	Planned investment delivered and in accordance with plan	As a result of COVID-19 and related restrictions to services, contractors and the wider construction industry, there have been some delays to planned investment. Recovery efforts for these projects are currently underway.	Green

**Ensure communities are safe, strong and sustainable****Collaborate with partners to promote safe and thriving communities**

Action	Measures	Comments/ Progress	Status
Continue to improve energy efficiency of housing stock to help address fuel poverty	Assist/support households to access schemes available to help address fuel poverty issues	Work continues to support households to access available schemes to address fuel poverty.	Green
Continue with physical regeneration work in priority areas	Continue the implementation of the master plan for regeneration in East Whitlawburn	Good progress made in delivering Regeneration masterplan and new affordable housing. On site operations continue with appropriate Safe Systems of Work in place.	Green
	Continue to develop and implement Sustainable Housing Plans in identified rural areas	Housing Plans continue to remain in place for each of the rural villages.	Green

**Ensure communities are safe, strong and sustainable****Ensure schools and other places of learning are inspirational**

Action	Measures	Comments/ Progress	Status
Project Management of Schools Projects and General Services Projects	General Services Programme - Target spend achieved	Spend to Q2 £16,827,385.90. Annual target (revised predicted spend) £85,018,175. Behind original programme due to COVID-19.	Amber
	Primary Schools Modernisation Programme - Support for Early Years Programme - Growth and Capacities Programme	131 Primary Schools/ Nurseries completed.	Green

**Delivering the plan and achieving best value****Delivering the plan and achieving best value**

Action	Measures	Comments/ Progress	Status
Implement effective Best Value management arrangements to ensure continuous improvement and efficient and effective service delivery.	2020/2021 Quality Assurance Programme developed and approved	The 2020/21 Quality Assurance programme is currently being revised to take account of COVID-19.	Green
Ensure effective management of all Resource budgets and Business Plans	Overall budgetary targets achieved by March 2021	It is anticipated that overall budgetary targets will be achieved by the end of the financial year but this could be impacted by the COVID-19 emergency.	Green
	Delivery of targeted agreed efficiency savings	It is anticipated that efficiency targets will be achieved by the end of the financial year but this could be impacted by the COVID-19 emergency.	Green
Progress the council's Digital Strategy within the Resource	Continue implementation of a replacement Housing and Property Management System	Project plan implementation review due for completion by end of September 2020 which will re-plot key milestones and inform the revised go live date for the new system.	Green



# Report

Report to:	<b>Housing and Technical Resources Committee</b>
Date of Meeting:	<b>17 February 2021</b>
Report by:	<b>Executive Director (Housing and Technical Resources) Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Housing Revenue and Capital Account Budget 2021/2022</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ outline the revenue estimate proposals for the Housing Revenue Account (HRA) for 2021/2022
- ♦ request approval for the 2021/2022 Housing Capital Programme totalling £100.801 million

## 2. Recommendation(s)

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

- (1) that the proposed rent increase of 2.2% is applied to all Council houses, Gypsy/Traveller sites, lockups and garage sites and the revenue estimate proposals for the HRA, as detailed in Appendix 1, be endorsed;
- (2) that the final stage of rent harmonisation is progressed with the current proposal for tenants paying below the level to pay an additional amount per week, as detailed in section 3.5, be endorsed;
- (3) that based on the rent increase of 2.2%, the 2021/2022 Housing Capital Programme of £100.801 million, as detailed in Appendix 2, be endorsed; and
- (4) that the recommendations be referred to the Executive Committee for endorsement, then to Council, for approval.

## 3. Proposals for Housing Revenue and Capital Account Budget 2021/2022

3.1. The HRA revenue budget submission for 2021/2022 has been prepared in line with the thirty year Housing Business Plan. This has been developed to reflect investment priorities of increasing the supply of council houses and maintaining and improving the housing stock to the Scottish Housing Quality Standard (SHQS) and the Energy Efficiency Standard for Social Housing (ESSH). The programme also includes the continuation of the legislative compliance works including meeting the new fire safety requirements standard by February 2022.

3.2. The movement as compared to the original 2020/2021 revenue budget, is outlined in Appendix 1. The primary expenditure movements, firstly within Supervision and Management Costs, are an increase in bad debt provision (as detailed further in Paragraph 3.3), increases for pay award and other inflationary pressures, offset by alterations to expenditure based on changing service requirements and efficiency savings. The movement in Financing Costs Loan Charges is due to movements in the borrowing requirements for prior year's Capital Investment and the increased

revenue contribution to the 2021/2022 Capital Programme as a result of the planned investment requirements. In relation to Income, House Rents are reflective of additional new build stock and the proposed increase. A small transfer to reserves is planned for future year investment, which is a shift from a planned drawdown from reserves in the previous year.

- 3.3. In order to continue to provide for the potential impact on rent collection and arrears as a result of welfare reform, the 2021/2022 budget proposal includes a provision of £6.922 million in relation to bad debt. This represents an additional £1.062 million when compared to the 2020/2021 budget. This was met from reserves carried forward from previous years. Trends in relation to Universal Credit and its impact upon rent collection will continue to be monitored closely and reported to Committee on an ongoing basis.
- 3.4. During the HRA 2021/2022 budget and rent setting consultation, tenants were supportive of a temporary move away from the existing approach of setting rents on a multi-year basis, to reflect the uncertainty of the impact of the ongoing global pandemic. A one year rent increase is proposed for 2021/2022, to take into consideration the current financial uncertainty facing our tenants. In order to achieve this reduced level of rent increase, a re-profiling of the long-term investment priorities needs to be undertaken, but short-term investment priorities and current service levels can be maintained. It is proposed that an increase of 2.2%, as a one-year Rent Strategy is implemented.
- 3.5. The budget also reflects the conclusion of the Council's commitment to the harmonisation of house rents. It is proposed that, in addition to the 2.2% increase in rent levels, 46 tenants paying below the level will pay up to an additional £2.00 per week. Based on this proposal, all tenancies will be harmonised with the exception a de minimis level of tenancies which will be considered on an individual basis. The 10 tenancies affected will be uplifted by between £3 - £4 per week, for up to the next 3 years, allowing full harmonisation by 2023/2024.
- 3.6. It should be noted that, based on the latest Scottish Social Housing Charter returns, the average rent charges for South Lanarkshire Council tenants remain affordable and are currently the 7<sup>th</sup> lowest of local authority landlords in Scotland. In addition, South Lanarkshire Council tenants rent charges are the lowest of all of the Registered Social Landlords in South Lanarkshire.
- 3.7. In line with the HRA Business Plan, further efficiencies have been identified and the financial effect of these as noted below has been included within the HRA budget for 2021/2022. Due to the nature of these proposals, they are being given consideration as part of the Council's overall 'Revenue Budget Strategy 2021/2022 and Savings Proposals'. The financial consequence of any of these proposals being rejected or having a delayed date for implementation will be a corresponding reduction in the planned capital programme:-

Strategy and other support posts (4 FTE)	£0.178m
Mediation Service (1 FTE)	£0.022m
Community Wardens Service (8 FTE)	£0.124m
<b>New Efficiencies 2021/22</b>	<b>£0.324m</b>

#### **4. Housing Revenue Account – Capital Programme Estimates**

- 4.1. The 2021/2022 capital programme is compiled in line with the thirty year HRA Business Plan. As well as continuing to plan and undertake the works needed to keep Council homes to the SHQS and to improve the quality of housing for tenants in line with the requirements of EESSH, again a significant work stream in this year's Housing Investment Programme will be to further increase the supply of Council housing. The programme reflects the latest profiling of new build construction during 2021/2022, with the full programme detailed in Appendix 2.
- 4.2. Further key investment activities in relation to these priorities include heating replacements and insulation, external fabric upgrading, windows and doors replacement, legislative compliance works and other external environmental improvements.
- 4.3. The funding for this programme is detailed in Table 1 below:-

**Table 1: Capital Programme Funding**

	£m
Revenue Contribution to 2021/2022 Capital Programme	19.637
Borrowing	71.657
Scottish Government Grant – Additional Council Houses	9.387
Scottish Government Grant – Mortgage to Rent	0.120
<b>Total Capital Programme Funding</b>	<b>100.801</b>

- 4.4. Borrowing for the £71.657 million noted in Table 1 includes previously approved borrowing of £57.129 million carried forward from previous years. An additional £14.528 million of new borrowing is included within the overall borrowing, this new element will result in an increase to the annual Loan Charges of £0.6 million per annum starting in 2021/2022. These costs are included within the Housing Revenue Account Business Plan with the overall rental income from a combination of the additional stock numbers and the annual rent increase meeting the additional costs.

#### **5. Consultation Arrangements**

- 5.1. The approach to engagement continues to be co-produced by housing customers through the Budget Scrutiny Group (BSG). The group provides the vehicle for discussion between the council and tenants on the budgetary process and the financial challenges and opportunities facing housing services on an ongoing basis.

Working to design this year's approach with the BSG consideration was given to the impact of Covid-19 and the restrictions resulting from this. Despite the restrictions a significant programme of engagement was undertaken which was progressed through the use of virtual platforms to support scrutiny by the BSG and an on-line survey.

The BSG discussed and considered the Housing Revenue Account and clearly understood the key areas of expenditure, the pressures and challenges faced both by the council and tenants through the impact of Covid-19 and what the proposed rent level means for services and investment in tenants' homes. All of these factors have been considered in the rent setting consultation programme.

- 5.2. A summary of the feedback from the Budget Scrutiny Group and Tenant Participation Coordination Group is set out below:-
- ♦ The BSG and overarching Tenant Participation Coordinating Group (TPCG) were fully supportive of the proposed 2.2% rent increase for one year, with a

commitment to consult on a return to a multi-year approach with an annual review.

- ◆ Both groups recognised that 2.2% is the minimum rent increase needed to maintain the standard of service that tenants receive now and to allow continued investment in existing council homes and to build new homes.
- ◆ Representatives fully acknowledged that the proposed rent increase of 2.2% was significantly less than the 3.95% agreed for the previous 3 years.
- ◆ Through the BSG, TPCG and the consultation Closing Event held digitally on Thursday 10 December 2020 tenants have stated that “The proposed 2.2% rent increase is fair and allows the council to continue to invest in current and new housing stock.”

5.3. A summary of the feedback from the online survey is set out below:-

- ◆ The online survey was widely publicised through a number of regular channels, actively encouraging council tenants to complete the survey. A significant number of responses were received this year with 1,385 surveys completed.
- ◆ 48% of respondents supported the rent level to be increased by 2.2%.
- ◆ 77% of respondents were supportive of setting the rents for one year only with a commitment to consult on a return to a multi-year approach with an annual review.
- ◆ 74% of respondents indicated that they felt the rent they pay represents good or very good value for money.
- ◆ 90% strongly agreed or agreed that the investment priorities were the right ones.

## **6. Employee Implications**

6.1. The efficiencies proposed in Paragraph 3.7 note the number of full time equivalent posts affected. Overall, the efficiencies options would require a net reduction of 13.0 FTE posts in 2021/2022. 13.0 FTE post savings can be managed through existing vacant posts, turnover and redeployment through Switch 2.

## **7. Financial Implications**

7.1. The financial implications are as detailed in the report.

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

8.1. The impact which capital investment will have upon climate change and sustainability are appropriately considered through the Resource’s approach to project design, procurement, project management and delivery. Works will be progressed in such a way to support a positive impact on the environment. Appropriate mitigation actions will be put in place where any potential negative impact is identified.

## **9. Other Implications**

9.1. The risks associated with this report are in relation to the Council’s ability to collect rents and charges following the increases. These risks have been assessed and added to the Resource Risk Register.

9.2. Social landlords such as the Council are required to submit an Annual Assurance Statement to the Scottish Housing Regulator. This provides assurance that the organisation is compliant with the relevant requirements of chapter 3 of the Regulatory Framework, all relevant standards and outcomes in the Scottish Social Housing Charter, and all relevant legislative duties. The content of this report will contribute to the evidence to support this Statement.



## **10. Equalities Impact and Fairer Scotland Duty Assessments**

- 10.1. Equality Impact Assessments have been undertaken for all relevant savings proposals and have been provided to Members. For details of work undertaken, please contact the Employee Development and Diversity Manager, Finance and Corporate Resources.
- 10.2. The Fairer Scotland Duty (Part 1 of Equality Act 2010) came into force in Scotland in April 2018. It places a legal responsibility on the Council to actively consider how it can reduce inequalities of outcome caused by socioeconomic disadvantage when making strategic decisions. It does not override other considerations such as equality or best value.
- 10.3. The Duty is set at a strategic level and is applicable to the key, high-level decisions that the public sector takes. Preparation of the HRA budget proposals is considered to be relevant for a Fairer Scotland Duty impact assessment. An assessment in line with the requirements of the Fairer Scotland Duty will be made available to Members.

**Daniel Lowe**

**Executive Director (Housing and Technical Resources)**

**Paul Manning**

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

19 January 2021

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

- ◆ Improve the Availability, Quality and Access of Housing
- ◆ Accountable, Effective, Efficient and Transparent

### **Previous References**

- ◆ South Lanarkshire Council, 5 February 2020, Housing Revenue and Capital Account Budget 2020/2021

### **List of Background Papers**

- ◆ Revenue Budget Working Papers 2021/2022

### **Contact for Further Information**

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

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**SOUTH LANARKSHIRE COUNCIL  
HOUSING REVENUE ACCOUNT  
REVENUE ESTIMATES YEAR 2021/2022**

<b>2020/2021 Estimate</b>			<b>2021/2022 Estimate</b>		<b>Movement £m</b>
<b>£m</b>			<b>£m</b>		<b>£m</b>
		<u>Expenditure</u>			
32.957		Supervision and Management	33.861		0.904
35.428		Housing Repairs and Maintenance	35.590		0.162
2.175		Void Rents	2.293		0.118
18.008		Financing Costs Loan Charges	17.641		-0.367
19.448		Contribution to Capital Programme	19.637		0.189
0.000		Reserves to C/F	0.379		0.379
108.016		Total Expenditure	109.401		1.385
		<u>Income</u>			
95.717		House Rents	97.613		1.896
2.524		Other Rents	2.533		0.009
0.067		Interest	0.067		0.000
9.393		Other Income	9.188		-0.205
0.315		Use of B/F Reserves	0.000		-0.315
108.016		Total Income	109.401		1.385

**SOUTH LANARKSHIRE COUNCIL  
HOUSING REVENUE ACCOUNT  
CAPITAL ESTIMATES YEAR 2021/2022**

Area	Project Title	Budget
<b>Provision of Council Housing</b>		
SLC Wide	Provision of Council Housing	£73,235,000
SLC Wide	Mortgage To Rent	£400,000
<b>Provision of Council Housing Sub Total</b>		<b>£73,635,000</b>
<b>Kitchen &amp; Bathrooms</b>		
SLC Wide	Kitchens & Bathrooms	£1,000,000
<b>Kitchen &amp; Bathrooms Sub Total</b>		<b>£1,000,000</b>
<b>Heating Replacements</b>		
SLC Wide	Central Heating Upgrades/Installations	£7,255,161
<b>Heating Replacements Sub Total</b>		<b>£7,255,161</b>
<b>External Fabric Upgrading Works</b>		
SLC Wide	External Fabric Upgrading - Various Blocks	£4,588,605
<b>External Fabric Upgrading Works Sub Total</b>		<b>£4,588,605</b>
<b>Environmental Works</b>		
SLC Wide	Environmental Improvements	£2,000,000
<b>Environmental Works Sub Total</b>		<b>£2,000,000</b>
<b>Energy Efficiency Works</b>		
SLC Wide	External Wall Insulation	£3,000,000
<b>Energy Efficiency Works Sub Total</b>		<b>£3,000,000</b>
<b>Miscellaneous Projects</b>		
SLC Wide	Legislative Compliance Works	£2,525,000
SLC Wide	Window and Door Replacement Programme	£2,629,567
SLC Wide	Sheltered Housing Schemes Refurbishment Works	£845,667
SLC Wide	Services Upgrades	£3,000,000
SLC Wide	Area Regeneration	£50,000
SLC Wide	Council House Adaptations	£150,000
SLC Wide	Alterations including DDA	£50,000
SLC Wide	Demolitions	£72,000
<b>Miscellaneous Projects Sub Total</b>		<b>£9,322,234</b>
<b>Total Capital Programme 2020/2021</b>		<b>£100,801,000</b>



# Report

**10**

Report to:	<b>Housing and Technical Resources Committee</b>
Date of Meeting:	<b>17 February 2021</b>
Report by:	<b>Executive Director (Housing and Technical Resources)</b>

Subject:	<b>Housing Allocation Policy – Local Letting Plans 2021/2022</b>
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## **1. Purpose of report**

1.1. The purpose of the report is to:-

- ◆ advise on progress against the 2020/2021 letting targets
- ◆ request approval for the 2021/2022 letting targets
- ◆ request approval for the Local Letting Initiatives and the South Lanarkshire Letting Initiative in respect of welfare reform

## **2. Recommendation(s)**

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

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

## **3. Background**

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

3.2. On an annual basis, LLPs are prepared for each of the housing management areas of South Lanarkshire. LLPs provide an overview of local supply and demand and set out:

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

3.3. LLPs and associated targets are subject to Housing and Technical Resources Committee approval. This is the second annual report on LLPs since the revised Housing Allocation Policy was introduced.

#### **4. Impact of COVID-19**

- 4.1. The onset of COVID-19 in March 2020 and the introduction of restrictions had a significant impact on the way in which housing services were delivered. During the initial months of the most severe restrictions, the focus for Housing and Technical Resources was to ensure the delivery of essential services to customers, particularly those most vulnerable within communities.
- 4.2. The allocation of Council housing was considered an essential service and the Resource worked hard to continue to let vacant homes safely to applicants in most need of housing, in particular homeless households. Indeed, the approach taken in South Lanarkshire to continuing to let properties and meet the needs of homeless households during the pandemic has been recognised nationally and highlighted as a positive example by the Minister for Local Government Housing and Planning.
- 4.3. The allocation of Council housing continued during 2020 and into 2021, and was broadened to include the letting of vacant properties to other types of applicant. The pandemic has, however, had an adverse impact on a number of the factors that are considered and taken into account in the development of LLPs, including a decrease in the volume of properties becoming available for let, and increase in demand from homeless households. Further detail on these factors is set out in Section 7.

#### **5. Rapid Rehousing Transition Plan**

- 5.1. The South Lanarkshire Rapid Rehousing Transition Plan 2019 to 2024 (RRTP) approved by Housing and Technical Resources Committee in January 2019 sets out a number of objectives to address homelessness and limit the amount of time people experiencing homelessness spend in temporary accommodation.
- 5.2. Identifying letting targets for each of the four housing lists along with a range of other actions, contributes towards achieving the priority objectives set out within the RRTP.

#### **6. Achievement of the 2020/2021 letting targets**

- 6.1. The information provided in relation to the achievement of letting targets has been projected to the end of the financial year and is based on data collated from 6 April to 13 December 2020. This approach allows letting targets and letting initiatives to be fully implemented from the start of the financial year.
- 6.2. Across each housing management area, letting targets are set within bands for each housing list to allow for a degree of flexibility when allocating properties. Full details of the projected outcomes in relation to the targets set for both mainstream and sheltered properties are set out in Appendices 1 and 2.
- 6.3. As a result of the COVID-19 pandemic, the focus has been to prioritise lets to the Urgent Housing Need list, in particular homeless applicants. Consequently, in relation to mainstream properties across the South Lanarkshire area, it is projected that the target set for lets to the Urgent Housing Need list will be exceeded, while lets to the Transfer list is expected to be slightly lower than the target set.
- 6.4. In relation to the targets set for sheltered properties across South Lanarkshire, it is projected that the Urgent Housing Need list target will be achieved, while lets to the Waiting list will exceed the target set. This can be attributed to variations at a local area level relating to low levels of sheltered lets in certain areas and general differences in supply and demand.

## **7. Letting targets for mainstream properties during 2021/2022**

- 7.1. The letting targets proposed for mainstream properties across South Lanarkshire, and for each of the four housing management divisions, are set out in Appendix 1.
- 7.2. The factors which have been taken into account when setting the mainstream letting targets for 2021/2022 are detailed below:-
- ◆ a continuing high number of applicants queued on the HomeFinder housing register. As at 13 December 2020, there were 15,609 applicants on the mainstream housing list
  - ◆ a continuing high demand from homeless households. As at 13 December 2020, 1,542 homelessness applications had been received. Assuming that this trend continues, it is projected that 2,259 applications will have been received by the end of the financial year. In comparison with 2019/2020, this represents an increase of 170 (8%) in homelessness applications received
  - ◆ the Council's statutory duty to homeless households. The number of applicants assessed as homeless and to whom the council has a duty to provide settled accommodation, remains high. As at 13 December 2020, there were 1,140 homeless applicants on the HomeFinder housing register, which is an increase of 18% (174) compared to the same period last year
  - ◆ the number of properties becoming available for let. It is projected that by the end of the financial year, 1,485 mainstream properties will have been let. In comparison with 2019/2020, this represents a decrease of 26% in turnover. The disruption to empty property management, and a decrease in tenancies ending during the pandemic, has contributed to the overall decrease in turnover of empty properties
  - ◆ additional supply of housing - the number of Council new build properties and acquisitions planned for completion during 2021/2022
  - ◆ joint working with partners - the contribution that HomeFinder partners and other Registered Social Landlords (RSLs) make to meeting the needs of homeless applicants, through an agreed target of lets

## **8. Sheltered housing letting targets for 2021/2022**

- 8.1. Between 6 April 2020 and 13 December 2020, 97 sheltered properties became available for let. It is projected that by the end of the financial year 139 sheltered properties will have been let, which would represent a 13% increase in turnover on the previous year 2019/2020.
- 8.2. There continues to be a high level of demand for sheltered housing, with 1,274 applicants queued on the HomeFinder housing register as at 13 December 2020.
- 8.3. It is recognised that demand for sheltered housing varies across individual sheltered housing developments, and this has been taken into account in the letting targets proposed for 2021/2022.
- 8.4. The letting targets proposed for sheltered properties across South Lanarkshire, and for each of the four housing management areas, are set out in Appendix 2.

## **9. Local Letting Initiatives**

- 9.1. The Housing Allocation Policy allows for the establishment of Local Letting Initiatives (LLIs) in areas where there are particular needs, issues or circumstances which require to be addressed.

- 9.2. During 2020/2021, there were six LLIs in operation across South Lanarkshire. To inform the development of the LLPs for 2021/2022, each of the LLIs has been subject to review to assess their impact and identify whether there is a need for the LLI to continue.
- 9.3. Based on the findings from the review of the LLIs, it is proposed that the LLI in Kelvin Gardens, Hamilton be removed. The LLI was introduced to promote and encourage tenancy sustainment by providing housing support and money advice to new tenants. This type of support is now delivered by the HomeStart service, which operates across all housing management areas, and provides a range of support and assistance to new Council tenants to set up and sustain their tenancy. Consequently, there is no longer a requirement for a separate LLI.
- 9.4. It is proposed that the five LLIs set out in Appendix 3 be retained during 2021/2022.

## **10. South Lanarkshire Letting Initiative**

- 10.1. The South Lanarkshire Letting Initiative was introduced in April 2013 to mitigate the impact of welfare reform on Council tenants affected by the under occupancy provisions of the Welfare Reform Act 2012.
- 10.2. It is recognised that since its introduction, the impact of the initiative has been limited. It is, however, proposed that the initiative, set out in Appendix 4, continues as one of a number of measures taken by the Council to help tenants affected by the under occupancy provisions, and as such remains a useful tool.

## **11. Next Steps**

- 11.1. Implement 2021/2022 letting targets effective from Monday 5 April 2021.
- 11.2. Publish the 2021/2022 Local Letting Plans on the South Lanarkshire Council website.
- 11.3. Continue to monitor the impact of the LLIs and the South Lanarkshire Letting Initiative throughout the year

## **12. Employee Implications**

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

## **13. Financial Implications**

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

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

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

## **15. Other Implications**

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



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

- 16.1. An equality impact assessment has been carried out on each LLI proposed for 2021/2022 and on the South Lanarkshire Letting Initiative. The assessment is that the proposals do not have any adverse impact on any protected characteristics groups.
- 16.2. Consultation on the proposed letting targets and the LLIs has taken place with tenants and other customers at meetings of the Tenant Participation Co-ordination Group.

**Daniel Lowe**

**Executive Director (Housing and Technical Resources)**

21 January 2021

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

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

### **Previous Reference**

- ◆ Housing and Technical Resources Committee, 1 April 2020

### **List of Background Papers**

- ◆ Local Letting Plans 2021/2022.

### **Contact for Further Information**

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

Annette Finnan, Head of Housing Services

Ext: 5611 (Tel: 01698 455611)

E-mail: [annette.finnan@southlanarkshire.gov.uk](mailto:annette.finnan@southlanarkshire.gov.uk)

**SLC Proposed Letting Targets for Mainstream Properties 2021/2022****South Lanarkshire**

Housing Need List	2020/2021	2020/2021 Projected Lets		2021/2022
	Target	Number	%	Target
Urgent housing need	50-60%	950	64%	55-65%
Transfer	20-30%	223	15%	15-25%
Waiting	10-20%	198	13%	15-20%
Other Categories	0-10%	114	8%	0-5%
		1485	100%	

**Cambuslang Division**

Housing Need List	2020/2021	2020/2021 Projected Lets		2021/2022
	Target	Number	%	Target
Urgent housing need	55-60%	236	62%	55-65%
Transfer	10-15%	42	11%	15-25%
Waiting	5-15%	37	10%	5-15%
Other Categories	15-25%	65	17%	5-15%
		380	100%	

**Clydesdale Division**

Housing Need List	2020/2021	2020/2021 Projected Lets		2021/2022
	Target	Number	%	Target
Urgent housing need	40-45%	156	56%	45-55%
Transfer	15-25%	40	15%	20-25%
Waiting	30-40%	77	27%	20-30%
Other Categories	0-5%	4	2%	0-5%
		277	100%	

**East Kilbride Division**

Housing Need List	2020/2021	2020/2021 Projected Lets		2021/2022
	Target	Number	%	Target
Urgent housing need	55-65%	233	70%	60-65%
Transfer	20-30%	66	20%	20-30%
Waiting	10-15%	13	4%	5-15%
Other Categories	0-5%	22	6%	0-5%
		334	100%	

**Hamilton Division**

Housing Need List	2020/2021	2020/2021 Projected Lets		2021/2022
	Target	Number	%	Target
Urgent housing need	55-60%	325	66%	60-65%
Transfer	20-25%	75	15%	15-20%
Waiting	15-20%	71	14%	15-20%
Other Categories	0-5%	23	5%	0-5%
		494	100%	

**SLC Proposed Letting Targets for Sheltered Properties 2021/2022****South Lanarkshire**

Housing Need List	2020/2021	2020/2021 Projected Lets		2021/2022
	Target	Number	%	Target
Urgent housing need	25-30%	39	29%	25-30%
Transfer	40-45%	49	35%	35-45%
Waiting	25-30%	44	31%	25-35%
Other Categories	0-5%	7	5%	0-5%
		139	100%	

**Cambuslang Division**

Housing Need List	2020/2021	2020/2021 Projected Lets		2021/2022
	Target	Number	%	Target
Urgent housing need	15-20%	4	15%	15-20%
Transfer	35-40%	13	45%	35-40%
Waiting	35-40%	9	30%	35-40%
Other Categories	5-10%	3	10%	5-10%
		29	100%	

**Clydesdale Division**

Housing Need List	2020/2021	2020/2021 Projected Lets		2021/2022
	Target	Number	%	Target
Urgent housing need	20-25%	4	25%	20-30%
Transfer	40-50%	3	17%	35-45%
Waiting	25-35%	9	50%	30-35%
Other Categories	0-5%	1	8%	0-5%
		17	100%	

**East Kilbride Division**

Housing Need List	2020/2021	2020/2021 Projected Lets		2021/2022
	Target	Number	%	Target
Urgent housing need	30-45%	17	40%	30-45%
Transfer	40-50%	16	37%	40-50%
Waiting	10-20%	10	23%	10-20%
Other Categories	0-5%	0	0%	0-5%
		43	100%	

**Hamilton Division**

Housing Need List	2020/2021	2020/2021 Projected Lets		2021/2022
	Target	Number	%	Target
Urgent housing need	25-35%	14	29%	25-30%
Transfer	40-45%	17	34%	35-45%
Waiting	20-30%	16	31%	25-35%
Other Categories	0-5%	3	6%	0-5%
		50	100%	

**Proposed Local Letting Initiatives for 2021/2022**

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

**South Lanarkshire Letting Initiative 2021/2022**

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



# Report

**11**

Report to: **Housing and Technical Resources Committee**  
 Date of Meeting: **17 February 2021**  
 Report by: **Executive Director (Housing and Technical Resources)**

Subject: **Policy and Strategy Review Schedule**

## **1. Purpose of Report**

1.1. The purpose of the report is to:-

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

## **2. Recommendation(s)**

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

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

## **3. Background**

- 3.1. To support ongoing and systematic service improvement processes, a formal policy and strategy review schedule was established in October 2011. This schedule is reviewed on an annual basis and reported to Housing and Technical Resources Committee. The last update to Committee was on 5 February 2020.
- 3.2. The policy and strategy review schedule assists annual service planning by providing a clear timeframe for the formal review of all key housing policies and strategies. The review schedule also informs the development of the annual work plan for customer involvement and thereby provides a basis for the council to ensure that its statutory obligations, in relation to engagement with service users on policy matters, are delivered.
- 3.3. This report seeks approval for an updated policy and strategy review schedule. The updated schedule also reflects changes in the local and national policy context, including legislative and regulatory changes. The proposed schedule also reflects revisions which have been necessary due to reviews scheduled to take place during 2020/2021 being postponed as a result of the impact of COVID-19 restrictions.

## **4. Outline of the Policy and Strategy Review Schedule**

4.1. The policy and strategy review schedule (Appendix 1) sets out:-

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

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

## **5. Next Steps**

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

## **6. Employee Implications**

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

## **7. Financial Implications**

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

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

- 8.1. This report does not introduce a new policy, function or strategy which impacts on the natural environment, climate change or sustainability.
- 8.2. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no strategic environmental assessment is required.

## **9. Other Implications**

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



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

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

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

**Daniel Lowe**

**Executive Director (Housing and Technical Resources)**

6 January 2021

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

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

### **Previous References**

- ◆ Housing and Technical Resources Committee, 5 February 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:-

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Email: [annette.finnan@southlanarkshire.gov.uk](mailto:annette.finnan@southlanarkshire.gov.uk)

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

Strategy and Policy		Review frequency	Date of next review
1.	<b>Rapid Rehousing Transition Plan</b>	5 yearly	2023/24
2.	<b>Strategic Housing Investment Plan (SHIP)</b>	Annually	2021/22
3.	<b>Local Housing Strategy</b>	5 yearly	2021/22
4.	<b>Customer Involvement Strategy</b>	4 yearly	2022/23
5.	<b>Home Improve/Scheme of Assistance Grants</b>	5 yearly	2021/22
6.	<b>Rent Management Policy</b>	5 yearly	2024/25
7.	<b>Gypsy/Travellers Pitch Allocation Policy</b>	5 yearly	2024/25
8.	<b>Tenancy and Estate Management Policy</b>	5 yearly	2022/23
9.	<b>Anti-social Behaviour Policy</b>	5 yearly	2021/22
10.	<b>Anti-social Behaviour Strategy</b>	5 yearly	2023/24
11.	<b>Housing Repairs Policy</b>	5 yearly	2023/24
12.	<b>Housing Allocation Policy</b>	5 yearly	2024/25

# Report

12

Report to: **Housing and Technical Resources Committee**  
 Date of Meeting: **17 February 2021**  
 Report by: **Executive Director (Housing and Technical Resources)**

Subject: **Open Market Purchase Scheme**

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ seek approval for the criteria for the Open Market Purchase Scheme to be extended to include consideration of long-term empty properties in the private sector not being marketed for sale

## 2. Recommendation(s)

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

- (1) that the additional criterion for the Open Market Purchase Scheme, as set out at 4.1, be approved.

## 3. Background

3.1. The existing Open Market Purchase Scheme (OMPS) was approved by Housing and Technical Resources Committee in July 2015. The innovative scheme allows for a targeted approach to acquire additional housing stock to support outcomes in the Local Housing Strategy, whilst maximising use of Scottish Government grant funding.

3.2. The criteria for the OMPS aligns to key strategic outcomes as set out within the Local Housing Strategy:-

- ◆ property is of a particular type/size required to meet identified housing needs and demands within an area
- ◆ property will support regeneration within an area or allow the Council to tackle a particular issue in an area
- ◆ property would make the Council the majority owner in a block and allow for future investment or improvement work to be undertaken
- ◆ property provides the most cost effective and appropriate solution to meeting an urgent and specific housing need

In addition to the above, the property must be actively marketed for sale with a Home Report.

- 3.3. Currently the Council have a target to acquire 60 units through the OMPS by the end of this financial year. Subsequent yearly targets are set out in the Strategic Housing Investment Plan. To facilitate this, property selling websites are reviewed regularly to identify properties which meet the criteria set out for the OMPS.

#### **4. Impact of long term empty homes**

- 4.1. It is widely recognised that long term empty homes can have a detrimental impact on surrounding properties and the areas in which they are located. Issues with empty homes present themselves in the form of deteriorating property condition, non-participation in common repairs and properties can also become a target for antisocial behaviour activities.
- 4.2. A large proportion of long term empty properties are empty as a result of the owner not having the funds to bring the property back into use. Bringing a property to market can involve significant marketing and other associated cost, thereby creating an additional barrier for owners. Consequently, OMPS can act as another tool for bringing long term empty properties back into use and a number of other local authorities have included this in their criteria.

#### **5. Proposal for extending the OMPS criteria**

- 5.1. As noted at 3.2, the current criteria for the OMPS includes a requirement for the property to be actively marketed for sale. To help alleviate the impact long term empty homes have on local areas as well as the financial barriers some owners of long term empty homes face, it is proposed that the current criteria for the OMPS be extended to allow consideration to be given to purchasing long term empty homes which are not marketed for sale.

- 5.2. The additional criterion proposed is detailed below:-

*‘Where a property has been empty for a period exceeding two years as determined by council tax records, the property may be considered by the Council for purchase under the scheme, without being actively marketed for sale. All other criteria will still apply.’*

- 5.3. The additional criterion proposed would provide greater flexibility in acquiring properties under the OMPS, where owners of long term empty homes were unable to bring these back into use with the other support available to them from the Council.
- 5.4. The key focus of the work of the Empty Homes Officer (EHO) will be to continue to work with owners to advise on the range of options available to them to bring the property back into use. Any property identified by the EHO as potentially suitable for OMPS will be considered in terms of operational and strategic suitability.
- 5.5. The purchase of long term empty properties will contribute to the Council's target to acquire units through the OMPS, whilst simultaneously improving the local area and providing a cost effective means of increasing affordable housing supply.

#### **6. Next Steps**

- 6.1. It is proposed that the additional criterion for the OMPS be introduced with immediate effect. Details of the Scheme will be updated on the Council's website.

## **7. Employee Implications**

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

## **8. Financial Implications**

- 8.1. The purchase of properties through the OMPS are made within approved Housing Revenue Account Capital budgets and funding.

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

- 9.1. This report does not introduce a new policy, function or strategy which impacts on the natural environment, climate change or sustainability.
- 9.2. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no strategic environmental assessment is required.

## **10. Other Implications**

- 10.1. There are no other implications as a consequence of this report.

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

- 11.1. The proposal outlined in this report is consistent with approved actions set out in the Council's Local Housing Strategy which has undergone an Equalities Impact Assessment. It does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no separate impact assessment is required.
- 11.2. Internal consultation on the proposals contained within this report has taken place with relevant stakeholders.

**Daniel Lowe**

**Executive Director (Housing and Technical Resources)**

6 January 2021

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

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

## **Previous References**

- ◆ Housing and Technical Resources Committee Report, 1 July 2015

## **List of Background Papers**

- ◆ None

## **Contact for Further Information**

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

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# Report

13

Report to:	<b>Housing and Technical Resources Committee</b>
Date of Meeting:	<b>17 February 2021</b>
Report by:	<b>Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)</b>

Subject:	<b>South Lanarkshire Rapid Rehousing Transition Plan – Funding Allocation and Staffing Resources</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ Provide an update on the funding being provided by the Scottish Government to support the implementation of the South Lanarkshire Rapid Rehousing Transition Plan (RRTP)
- ♦ Seek approval to add posts to the establishment on a temporary basis.

## 2. Recommendation(s)

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

- (1) that the content of the report, be noted;
- (2) that the proposal to extend contracts for 1 FTE Strategy Co-ordinator at Grade 3, Level 8 and 6.2 FTE Housing Officer posts at Grade 2, Level 3, be approved, and
- (3) that the proposal to add 1 FTE Team Leader post at Grade 3, Level 2 and 2 FTE Housing Support Officer posts at Grade 2 Level 3 to the establishment for a fixed period of 12 months, as detailed at section 6, be approved.

## 3. Background

- 3.1. In October 2017, the Scottish Government established the Homelessness and Rough Sleeping Action Group (HARSAG) to develop short-term and long-term solutions to end homelessness and rough sleeping across Scotland.
- 3.2. In June 2018, HARSAG produced a final report with recommendations that included a requirement for local authorities to each develop a five-year Rapid Rehousing Transition Plan (RRTP). 'Rapid rehousing' is defined as a housing-led approach for people that experience homelessness with a focus on ensuring they reach a settled home as quickly as possible, whilst limiting the amount of time spent in temporary accommodation.
- 3.3. In June 2018, the Minister for Local Government, Housing and Planning wrote to all Scottish local authorities advising of the requirement to prepare a RRTP and submit it to the Scottish Government by 31 December 2018.
- 3.4. South Lanarkshire's RRTP 2019-2024, was developed in collaboration with a wide range of partners and stakeholders and was submitted to the Scottish Government by the required timescale. The final plan was approved by Housing and Technical

Resources Committee on 23 January 2019 and reported to the Community Planning Partnership Board on 19 June 2019.

- 3.5. The good progress made in the period up to the end of March 2020, including key achievements, was detailed within the first annual review of the plan which was approved by Housing and Technical Resources Committee on 16 September 2020. The submission of the review was delayed due to the onset of the Covid-19 pandemic, and because the Scottish Government were keen for local authorities to include comment on the impact of Covid-19 on the delivery of RRTP objectives.
- 3.6. During the initial months of the pandemic, the Council and its partners focused resources on providing an emergency response and ensuring the delivery of critical services to vulnerable customers.
- 3.7. The Homelessness Strategy Group, a partnership of key stakeholders with strategic oversight of the plan, proposed the funding allocation for year two should mirror year one to allow for the plan to become embedded, while ensuring flexibility of objectives and actions in response to the pandemic, as reported to Housing and Technical Resources Committee on 16 September 2020.

#### **4. Scottish Government Funding**

- 4.1. In December 2018, the Scottish Government provided the Council with £105,000 to support the initial development and implementation of the RRTP. This funding was primarily used to fund the appointment of a Strategy Co-ordinator post with specific responsibilities for working with partners and co-ordinating the implementation of the plan. This post was appointed for an initial period of 18 months.
- 4.2. In July 2019, South Lanarkshire Council were awarded a further £461,000 from the Scottish Government's Ending Homelessness Together Fund to support the implementation of actions for the first year (2019/20) of the plan.
- 4.3. In December 2019, the Scottish Government confirmed £453,000 funding would be provided to support implementation of the RRTP in 2020/21. An additional £282,000 for use in 2020/21 will also be provided in March 2021 as part of the distribution of a further £5million from the Scottish Government to support the increased pace of work around local RRTPs as Scotland responds and recovers from the pandemic.
- 4.4. The Scottish Government has advised that the Council will receive a funding allocation of £445,000 for 2021/22, and has also confirmed that any underspend from funding allocated in 2020/21 can be carried forward into 2021/22
- 4.5. To continue to progress the key actions and priorities within the RRTP it is important to maintain current staffing levels and ensure the additional funding being allocated by the Scottish Government is used to obtain maximum value in working towards the wider objectives of the RRTP.
- 4.6. With confirmation now received of the actual level of funding for the third year of the plan it is anticipated that the initial staffing structure in place will continue to deliver the RRTP objectives.

#### **5. Progress and Future Priorities**

- 5.1. Funding provided has been used to progress a number of key priorities detailed in the plan, including:-



- ◆ Continuing to deliver the HomeStart service which supports people moving from homelessness, or who may be at risk of homelessness, to set up and sustain their home.
- ◆ Working on a partnership basis to further develop Housing First.
- ◆ Converting temporary tenancies to permanent homes, thereby allowing homeless households to remain within temporary accommodation in which they have settled.
- ◆ Providing starter packs to households who have experienced homelessness.
- ◆ Increasing prevention activity across all housing tenures
- ◆ Increasing availability of intensive support and enhancing support to those experiencing domestic abuse
- ◆ Further developing the partnership approach to preventing homelessness for individuals leaving prison.

5.2. A key aspect of the first annual review was to consider the appropriateness of the actions identified in the RRTP, with a particular focus on those to be progressed during the future years of the plan.

5.3. Detailed below is a summary of the key priorities being progressed during Year two of the plan (2020/21):-

- ◆ Ensure the supply of temporary accommodation is optimised to meet need and statutory responsibilities and continue the Council's long-standing compliance with the extended Unsuitable Accommodation Order (see section 6)
- ◆ Continue to deliver affordable homes for social rent in South Lanarkshire.
- ◆ Continue to reduce the number of children affected by homelessness and minimise the impact for those affected.
- ◆ Ensure links between the RRTP and Local Child Poverty Action Report 2020 are in place to support and improve outcomes for homeless households with children.
- ◆ Continue to reduce long-term homelessness.
- ◆ Prioritise the reduction in the use of Bed and Breakfast as emergency accommodation.
- ◆ Continue to update and enhance Partner Contribution Statements and work closely with Registered Social Landlord partners to ensure priorities are delivered.
- ◆ Ensure 'Directions' relating to homelessness are incorporated into the Strategic Commissioning Plan 2019-22 and implemented.
- ◆ Continue to support victims of domestic abuse and provide refuge through dedicated services provided by Women's Aid and other partners.
- ◆ Develop housing options approach for young people.
- ◆ Progress actions within the Ending Rough Sleeping Action Plan.
- ◆ Continue to implement approaches to assist homelessness prevention by providing financial assistance and support to Council tenants and tenants in the private rented sector exploring hardship.
- ◆ Continue to expand the Council's HomeStart service, with additional resources provided to increase support and assistance to new tenants.
- ◆ Continue to develop the Council's Housing First approach.
- ◆ Progress plans to convert temporary units to permanent accommodation.

## **6 Staffing Resources Required to Support RRTP**

6.1. Supported by the RRTP funding from the Scottish Government, a RRTP Strategy Coordinator was appointed in January 2019 to oversee the development and implementation of the plan. Given the continuation of the funding for the delivery of the plan into 2023, it is proposed that the contract for the Co-ordinator be extended for a

period of 17 months to continue to develop pathways between key partners, oversee the continued implementation of the plan, and to lead on a further annual review.

- 6.2. Also supported by the RRTP funding, a number of specialist posts are in place to progress the actions relating to particular vulnerable groups. These include supporting those experiencing domestic abuse, leaving care, or being released from prison, and to promote tenancy sustainment by providing support to settle into permanent accommodation. To be able to progress these strategic priorities during 2021/22 and 2022/23, it is proposed that these temporary posts continue, with the contracts of 6.2 FTE Housing Officers extended for a further period of 12 months.
- 6.3. To support the further development of the Housing First approach, it is proposed that two additional Housing Support Officers are appointed on a fixed term basis, for a period of 12 months, to increase the pace and scale of Housing First, in line with HARSAG recommendations.
- 6.4. To further support the transformational change of the homelessness service, it is proposed that one additional Team Leader be appointed on a full-time basis for a fixed period of 12 months to lead a newly formed central homeless Reception Service. This new service has been established from existing resources, to ensure core and statutory services are delivered and maintained. while building resilience into the model of service provision. This Team Leader post will facilitate the continuation of the centralised reception service while the service model is further developed during 2021/22.

## **7. Next Steps**

- 7.1. Subject to approval by the Housing and Technical Resources Committee, the recruitment process for the additional Team Leader will commence and contracts for the Officers and the Strategy Co-ordinator will be extended.
- 7.2. A full review of progress made in implementing the RRTP in 2020/21 will be presented to this Committee on 30 June 2021.
- 7.3. The Homelessness Strategy Group will continue to meet regularly throughout the year to ensure that RRTP priority actions are being delivered and to monitor and report on progress made.
- 7.4. The impact of Covid-19 will be closely monitored, and strategic approaches and priorities will be adjusted to reflect emerging issues and requirements. This will be reported as part of the next annual review process.

## **8. Employee Implications**

- 8.1. It is proposed that 1 FTE Team Leader is added to the establishment on a temporary basis for a 12 month period, as detailed below.
- 8.2. It is proposed that 2 FTE Housing Support Officers be added to the establishment on a temporary basis for a 12 month period, as detailed below.
- 8.3. It is proposed that contracts are extended for a further 12 months for 6.2 FTE Housing Officers, and a further 12 months for 1 FTE Strategy Co-ordinator, as detailed below.

Post Title	No. of Posts (FTE)	Grade SCP	Hourly Rate	Annual Salary (excluding on costs)	Total costs/Officer (including on costs)	Total Cost
Team Leader	1.0	Grade 3, Level 2 SCP 63-65	£18.08 - £18.60	£32,994 - £33,943	£42,991 - £44,227	£42,991 - £44,227
Housing Support Officers	2.0	Grade 2, Level 1-3 SCP 34 -48	£11.78 - £14.48	£21,497 - £26,424	£28,001 - £34,431	£56,002 - £68,862
Housing Officers	6.2	Grade 2, Level 1-3 SCP 34 -48	£11.78 - £14.48	£21,497 - £26,424	£28,001 - £34,431	£170,836 - £210,029
Strategy Co-ordinator	1.0	Grade 3, Level 8 SCP 79 - 80	£22.89 - £23.24	£41,771 - £42,410	£54,428 - £55,261	£54,428- £55,261

## 9. Financial Implications

9.1. The proposed posts will be fully funded through the Rapid Rehousing Transition funding received from the Scottish Government.

## 10. Climate Change, Sustainability and Environmental Implications

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

## 11. Other Implications

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

11.2. There are no additional risks associated with this report.

## 12. Equality Impact Assessment and Consultation Arrangements

12.1. An equality impact assessment was carried out on the RRTP. The assessment confirmed that the plan will make a positive contribution to the promotion of equalities.

12.2. A Strategic Environmental Assessment (SEA) pre-screening determination was completed as part of the development of the RRTP 2019-24. There is therefore no requirement for a separate SEA to be carried out in relation to the proposals contained within this report.

12.3. The RRTTP was developed and co-produced with a range of key partners and stakeholder groups. These groups have confirmed their commitment to work together to ensure the delivery of the priority outcomes. Discussions have taken place with the Homelessness Strategy Group regarding the continuation and establishment of the posts as detailed at section six the group have confirmed their support in relation to the proposals.

**Daniel Lowe**  
**Executive Director (Housing and Technical Resources)**

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

**11 January 2021**

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

- ◆ Focused on people and their needs
- ◆ Protect vulnerable children, young people and adults
- ◆ Deliver better health and social care outcomes for all
- ◆ Improve the quality, access and availability of housing
- ◆ Work with communities and partners to promote high quality thriving and sustainable communities
- ◆ Support our communities by tackling disadvantage and deprivation and supporting aspiration

**Previous References**

- ◆ Housing and Technical Resources Committee, 23 January 2019
- ◆ Housing and Technical Resources Committee Report, 16 September 2020

**List of Background Papers**

- ◆ South Lanarkshire Rapid Rehousing Transition Plan 2019-24
- ◆ South Lanarkshire Rapid Rehousing Transition Plan Annual Review 2019-20

**Contact for Further Information**

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

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# Report

14

Report to:	<b>Housing and Technical Resources Committee</b>
Date of Meeting:	<b>17 February 2021</b>
Report by:	<b>Executive Director (Housing and Technical Resources) Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Proposal to Provide Housing Support Services for Blackwood Housing Association Tenants at Angela Way Sheltered Housing, Uddingston</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to: -

- ♦ outline to Committee, proposals for the Council to take responsibility for the future provision of sheltered housing services to tenants at Angela Way, Uddingston, a service currently provided by Blackwood Housing Association

## 2. Recommendation(s)

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

- (1) that the council assumes responsibility for this service from 1 April 2021 be approved, and
- (2) that staffing establishment for the Resource be increased by 1 FTE Sheltered Housing Officer, as detailed at section 5.2 be approved.

## 3. Background

- 3.1. Angela Way is a sheltered housing development owned and managed by Blackwood Housing Association. The scheme has 33 self-contained flats over three floors, accessible by stairs. Eleven of the properties are designed for wheelchair users, 6 for people with limited mobility, with the remainder being general sheltered properties.
- 3.2. Blackwood Housing Association receives funding from the Council to provide the current housing support service to tenants at Angela Way. This funding has been in place since 2008 and replaced funding which was previously provided through the Supporting People scheme.
- 3.3. In November 2020, Blackwood Housing Association notified the Council that, with effect from 31 March 2021, it intends to withdraw the housing support services it provides to its tenants at Angela Way.
- 3.4. The service currently provided is part of a wider set of services provided by Blackwood H.A across different local authority areas. The service operates Monday to Friday, with out of hours access to support via a community alarm system.

#### **4. Proposals**

- 4.1. It is proposed that the Council take direct responsibility for providing sheltered housing services for tenants at Angela Way. The Council is already a major provider of housing support services to its own sheltered tenants, as well as tenants of other housing associations. This service will fit in well with the current arrangements in place for the management of Council sheltered services across the local authority area.
- 4.2. In addition to sheltered housing services, 10 residents at Angela Way also receive home care services. To ensure service continuity, the Health and Social Care Partnership will be carrying out a separate exercise to assess the needs of these individuals.
- 4.3. Discussions are ongoing with tenants at Angela Way concerning these proposals, with a view to the Council assuming responsibility for the provision of sheltered housing services from 31 March 2021. The service which will be provided at Angela Way will be consistent with the Council's existing service model.
- 4.4. Blackwood Housing Association will continue to own Angela Way and be responsible for the provision of landlord services including repairs, communal cleaning, allocations, facilities management, and ground maintenance.

#### **5. Employee Implications**

- 5.1. It is anticipated that provision of the sheltered service at Angela Way will require the Council's sheltered housing officer team to be increased by 1.0 full time equivalent.
- 5.2. The funding for this post will be provided from the grant funding previously provided to Blackwood Housing Association. Table 1 below provides details of the funding required for this post.

Table 1 Staffing Requirements

<b>Post Title</b>	<b>No of Posts (FTE)</b>	<b>Grade SCP</b>	<b>Hourly Rate</b>	<b>Annual Salary</b>	<b>Total costs (including on costs)</b>
Sheltered Housing Officer	1	Grade 2 Level 1-2 SCP 34 -40	£11.78 - £12.86	£21,497.32 - £23,468.21	£28,011.01 - £30,599.08

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

- 5.3. Based upon information provided regarding the tasks and responsibilities undertaken by the Housing Association at Angela Way there are considered to be no TUPE [Transfer of Undertakings (Protection of Employment)] issues arising from the proposals.

#### **6. Financial Implications**

- 6.1. The cost of the additional post noted at 5.2, will be funded from the housing support grant of £65,000 p.a. which will no longer be paid to Blackwood Housing Association.

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

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

## **8. Other Implications**

- 8.1. This proposal will require the approval of the Care Inspectorate.
- 8.2. There are no risks or implications for sustainability in terms of the information contained in this report.

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

- 9.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function, or strategy and therefore no impact assessment is required.
- 9.2. Discussions with tenants at Angela Way have commenced. Local Elected Members will continue to be kept informed about the progress of this proposal.

**Daniel Lowe**

**Executive Director (Housing and Technical Resources)**

**Paul Manning**

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

31 January 2021

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

- ◆ Focused on people and their needs
- ◆ Improve health, care, and wellbeing
- ◆ Improve later life
- ◆ Protect vulnerable children, young people, and adults

## **Previous References**

- ◆ None

## **List of Background Papers**

- ◆ None

## **Contact for Further Information**

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

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# Report

Report to: **Housing and Technical Resources Committee**  
 Date of Meeting: **17 February 2021**  
 Report by: **Executive Director (Housing and Technical Resources)**  
**Executive Director (Finance and Corporate Resources)**

Subject: **Implementation of the new Integrated Housing and Property Management System (IHPMS)**

## 1. Purpose of Report

1.1. The purpose of the report is to:

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

## 2. Recommendation(s)

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

- (1) that progress with the procurement and implementation of the new Integrated housing and property management system, be noted; and
- (2) the extension of the current temporary changes to the establishment, as detailed in section 6, be approved.

## 3. Background

- 3.1 The appointment of the new system supplier, Aareon UK, was made in December 2018. The system which has been procured will replace the functionality of 11 outdated and legacy systems which currently operate within the Resource.
- 3.2 The system will also include customer relationship management across all areas, electronic data management for housing and property related activity, extend mobile working across the Resource and extend digital self-serve through a tenant portal.
- 3.3 Following contract award, a detailed implementation plan was developed which established an initial indicative timeframe of November 2020 for the phased activation of parts of the system to commence. The plan also provided an indication of the staff resources required to support the successful implementation of the new system.
- 3.4 Given the business critical nature of the project and to support effective implementation, while ensuring continuity of service, staff resources would be required until the completion of the implementation of the new system which was initially expected to be April 2021.

- 3.5 In March 2019, the Housing and Technical Resources Committee approved the revised project team structure to oversee the implementation to 31 March 2021 (or until the completion of the implementation of the new system).
- 3.6 The report highlighted that in addition to this core team, successful implementation of the project would also require support from other functions within the Resource. This is to allow the significant amount of configuration and testing required before rolling out each of the specific modules within the new system.
- 3.7 The report also noted that should a specific resource requirement be identified this would be subject to a future report to the Housing and Technical Resources Committee.

#### **4. IHPMS Development and impact of Covid-19**

- 4.1 Aareon formally closed all their UK offices in March 2020 in light of the global precautions for the containment of COVID-19, and homeworking for all employees was introduced with a “business as usual” approach and reassurance that they would continue to deliver services via a stable, dynamic IT infrastructure with no diminution of their service.
- 4.2 As a result of the continuing effects of Covid-19, the majority of ongoing work to progress the project was scaled back to reflect the limitations on the Council and Aareon due to the lockdown, and to allow existing resources to support the continued delivery of critical front-line and support services.
- 4.3 As a result the Resource undertook a full review of the project implementation plan. In October 2020, the revised plan was presented to the Project Review Board and subsequently approved.
- 4.4 The revised plan now anticipates that the first phase of the project will take around 18 months to deliver with a revised estimated go live date of June 2022.

#### **5. Project Resources**

- 5.1 The restart for the replacement IHPMS project continues to involve a measured and gradual approach to progressing development work. Recovery of the project is taking full cognisance of existing and emerging guidance from the UK and Scottish Governments, and Public Health Scotland. It also takes account of the revised approach to service delivery taken by the supplier.
- 5.2 While there had been progress in the system build, given the current working constraints and the significant development work ahead, there is a need to both extend the existing temporary resources in place and to add 3 temporary Assistant posts, as detailed at section 6.1 below.
- 5.3 In addition to the project team, successful delivery of the project will continue to require support from other functions within the Resource with regards to testing and rolling out each of the specific modules within the new system. Should this result in a specific resource requirement, this will be the subject of a future Committee report.

## 6. Employee Implications

- 6.1 The proposed establishment changes to the existing project team are detailed below. These posts will require to be included within the establishment until 31 March 2022.

Post Title	No of Posts (FTE)			Grade SCP	Hourly Rate	Annual Salary	Total costs (including on costs) until 31 March 2022
	Existing	Proposed	Difference				
Project Advisor	1	1	0	Grade 4 Level 2 - 5 SCP 82 - 88	£23.92 - £26.18	£43,651 - £47,775	£56,878 - £62,251
Transition Team Leader	1	1	0	Grade 3 Level 2 SCP 63 - 65	£18.08 - £18.60	£32,994 - £33,943	£42,991 - £44,227
Systems Officer	1	1	0	Grade 3 Level 2 - 4 SCP 63 - 65	£18.08 - £21.25	£32,994 - £38,779	£42,991 - £50,529
Transitions Assistants	2	5	+3	Grade 2 Level 2 – 4 SCP 39 - 57	£12.98 - £16.52	£23,139 - £30,147	£150,755 - £196,405
Total	5	8	+3				£293,615 - £353,412

## 7. Financial Implications

- 7.1 The financial implications of the proposed temporary changes to the establishment are contained within section 6.1. Provision for the funding has been included within Resource budget.

## 8. Climate Change, Sustainability and Environmental Implications

- 8.1 There are no sustainable development issues associated with this report.

## 9. Other Implications

- 9.1. Failure to implement the new IT system within the revised timescales could significantly impact the ability to deliver services within the Resource. The risks associated with the delivery of the project have been reflected within the Resource Risk Register.
- 9.2 The content of this report will contribute to the evidence to support the requirements of the Annual Assurance Statement.

## 10. Equality Impact Assessment and Consultation Arrangements

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

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

**Daniel Lowe**  
**Executive Director (Housing and Technical Resources)**

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

21 January 2021

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

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

**Previous References**

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

**List of Background Papers**

- ◆ None

**Contact for Further Information**

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

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# Report

16

Report to: **Housing and Technical Resources Committee**  
 Date of Meeting: **17 February 2021**  
 Report by: **Executive Director (Housing and Technical Resources)**

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

## 1. Purpose of Report

1.1 The purpose of the report is to:-

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

## 2. Recommendation(s)

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

- (1) that the progress made during 2019/2020, and key actions for 2020/2021 in relation to mainstreaming equalities, be noted.

## 3. Background

- 3.1. The last annual report was presented to Committee in November 2019, reported on progress made in 2018/2019, and set out a number of actions to be progressed in 2019/2020.
- 3.2. The Housing and Technical Resources Equality and Diversity Co-ordinating Group continue to progress the Equality and Diversity work plan and support a consistent approach to mainstreaming equality and diversity across the Resource.
- 3.3. This report outlines the progress made in meeting these commitments during 2019/2020, whilst setting out the key priorities progressed during 2020/2021.
- 3.4. It has been widely noted that the COVID-19 pandemic has had a disproportionate impact among the most vulnerable and disadvantaged individuals and communities. While the Resource has revised service delivery arrangements to support all customer groups, work to help mitigate the impact of COVID-19 on potentially vulnerable individuals and groups has been a particular focus of attention during 2020/2021. Section 5 of this report provides further details of this work, alongside other activities progressed during the year.

## 4. Key areas of progress 2019/2020

### 4.1. Equality Impact Assessments

- 4.1.1 Equality Impact Assessments (EQIAs) assess the impact of new or revised policies, practices or services against the requirements of the public sector equality duty and help to ensure the needs of people are taken into account during their development and implementation.

4.1.2 During 2019/2020 the Resource completed a total of 11 EQIAs in respect of:-

- ◆ 7 Local Letting Initiatives
- ◆ establishment of a target for Wheelchair Accessible Housing Targets
- ◆ the Anti-Social Behaviour Strategy 2019-23
- ◆ the Gypsy/Traveller Pitch Allocation Policy
- ◆ the Rent Management Policy

4.2. **Home+ new build housing programme**

4.2.1 During 2019/2020, a total of 284 additional affordable homes for social rent were delivered across South Lanarkshire. This included 206 new homes built by Registered Social Landlords (RSLs) and 78 additional homes delivered by the Council. The new build properties delivered by the Council provided accessible, adaptable new homes suitable for a variety of needs.

4.3. **Adaptations programme**

4.3.1 In total, 1648 homes were adapted to support people with health conditions or disabilities to continue to live independently within their own homes, without the need for rehousing or moving to a care setting. The Resource completed 848 adaptations to Council properties throughout 2019/2020 and a further 800 adaptations were completed in private homes through grant funding provided by the Scheme of Assistance.

4.4. **Wheelchair accessible housing targets**

4.4.1 In September 2019, the Scottish Government published revised Local Housing Strategy guidance which reinforced the requirement for local authorities to set targets for the delivery of wheelchair accessible housing. In South Lanarkshire, a target of 8% has been set for new build homes to be fully wheelchair accessible and meet the 'Housing for Varying Need' standard. Progress against this target will be monitored via the Local Housing Strategy annual review process.

4.5. **South Lanarkshire Strategic Commissioning Plan 2019-22**

4.5.1 The Resource continues to work with partners from across the South Lanarkshire Health and Social Care Partnership to contribute to the delivery of South Lanarkshire's second Strategic Commissioning Plan, covering the period 2019 to 2022. This includes the provision of suitable and sustainable housing to support independent living.

4.5.2 The Resource and the Health and Social Care Partnership have also worked together to develop and introduce specific 'Directions' within the Strategic Commissioning Plan 2019 to 22. These aim to promote homelessness routine enquiry across frontline health services and prioritise access to services for homeless households. This is being progressed as a priority in 2020/2021.

4.6. **South Lanarkshire Rapid Rehousing Transition Plan 2019 to 2024**

4.6.1 As reported in 2018/2019, the Resource worked with its housing and homelessness partners from across South Lanarkshire to develop the Rapid Rehousing Transition Plan (RRTP) 2019-24. The RRTP contains five high level priority objectives which centre around a partnership approach to preventing and reducing homelessness and limiting the amount of time people experiencing homelessness spend in temporary accommodation.

4.6.2 The first annual review of the RRTP was undertaken during 2019/2020 and reported to Housing and Technical Resources Committee on 16 September 2020. The review noted that excellent progress had been made in the first year of the plan by housing, health and homelessness services across South Lanarkshire. A summary of key areas of progress is detailed below:-

- ◆ 34% reduction in the number of homeless households waiting for housing for more than a year
- ◆ 6% reduction in the number of homeless households containing children under 16 years of age
- ◆ 36% reduction in the use of Bed and Breakfast as emergency accommodation
- ◆ growth of the Housing First model with a total of 10 individuals having been supported
- ◆ 26 households in temporary accommodation properties were converted to a permanent Scottish Secure Tenancy
- ◆ further development of a Personal Housing Planning approach for vulnerable groups including those experiencing domestic abuse and young care leavers

#### 4.7. **Syrian Refugee Resettlement Programme**

4.7.1 As at the end March 2020 there were 50 Syrian families (183 individuals) settled across South Lanarkshire with over half being children under 16 years old. The families are supported by specialist officers from the Refugee Resettlement Team within Housing and Technical Resources, who work closely with 4 Youth, Family and Community Learning Officers (ESOL) within Education Resources, enabling individuals to access opportunities, positively engage with communities and develop English language skills.

4.7.2 On 29 January 2020, the Executive Committee approved the introduction of the UK Global Refugee Programme (GRP) with April 2020 indicated as the proposed starting period. This Programme replaced a range of initiatives including the Syrian Resettlement Programme. It was agreed that South Lanarkshire would resettle approximately 30 individuals during the first year of the new Global Programme. Due to COVID-19 the commencement date of the new Global Programme has still to be confirmed.

4.7.3 In January 2020 the Refugee Resettlement Team won the Council's customer service award, having been nominated by Syrian families who wanted the commitment and support provided by the team to be recognised.

4.7.4 2019/2020 was due to be the final year of the five year Syrian Resettlement Programme, however due to Covid-19 the final families did not arrive during March 2020, which has resulted in the programme continuing into 2020/21.

#### 4.8. **Gypsy/Travellers**

4.8.1 During 2019/2020, in consultation with site residents and other stakeholders, the Resource undertook a review of the Gypsy/Traveller Pitch Allocation Policy. The revised policy, which aims to ensure that those in most need of a pitch are prioritised, was approved by Housing and Technical Resources Committee in February 2020 and came into effect on 1 April 2020.

4.8.2 Investment master plans for both Council Gypsy/Traveller sites have been developed in consultation with site residents and include a range of improvements being delivered in the areas of fire safety, security, energy efficiency and pitch

expansion. Funding for this has been secured through the Council's Capital Programme, the Scottish Government's Additional Capital Fund and Decarbonisation Fund. There have also been successful bids to the Lintel Trust for additional funds which have been utilised for site improvement work and digital inclusion.

- 4.8.3 To augment existing arrangements for consultation and engagement with site residents at both Gypsy/Traveller sites, newsletters were developed and introduced during 2019/2020. Newsletters are produced at regular intervals to keep residents informed about matters which affect them, whilst also seeking their views on issues such as site investment and digital connectivity.

#### 4.9. **Translation and Interpretation Services**

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

- 4.9.2 These services have facilitated the inclusion of people with hearing impairments in a range of housing meetings and events, as well as helping to make housing services more inclusive for people whose first language is not English.

#### 4.10. **Consultation, engagement and customer feedback**

- 4.10.1 As part of the Resource's annual consultation programme, and in addition to the broader programme of engagement, officers continued to work closely with a range of equalities groups and stakeholders including:-

- ◆ Disability Partnership Housing Sub Group
- ◆ South Lanarkshire Access Panel
- ◆ Residents of the Council's two Gypsy/Travellers Sites
- ◆ Seniors Together
- ◆ Sheltered housing tenants
- ◆ People with lived experience of homelessness
- ◆ Lanarkshire Ethnic Minority Action Group (LEMAG)
- ◆ South Lanarkshire Youth Council
- ◆ Women's Aid

- 4.10.2 During 2019/2020, these groups and stakeholders were instrumental in shaping the development of key strategic pieces of work, such as the annual budget and rent setting process, and the review of the Rent Management and Gypsy/Traveller Pitch Allocation Policies.

#### 4.11. **Complaints**

- 4.11.1 There were no complaints recorded within the Equalities category during 2019/2020.

#### 4.12. **Employee Training and Development**

- 4.12.1 Resource employees participated in a wide range of equality and diversity related training activities during 2019/2020. These consisted of a mix of one-off events, classroom-based training, and on-line learning activities including:-

- ◆ Gypsy/Traveller Culture Awareness Sessions
- ◆ Show Racism the Red Card
- ◆ Harmful Practices: Forced Marriage, FGM and Honour-Based Violence
- ◆ Co-creating an Autism Positive South Lanarkshire
- ◆ Deaf Awareness



- ◆ Sight Loss Awareness
- ◆ Transgender Awareness
- ◆ LGBT People and Public Services
- ◆ British Sign Language Levels 1 and 2 and Refresher training

#### **4.13. Equality and Diversity Reporting Framework**

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

- ◆ Parent Joint Consultative Council
- ◆ Housing and Technical Resources Committee
- ◆ Equal Opportunities Forum

### **5. Key Priorities for 2020/2021**

5.1. The Resource Equality and Diversity Co-ordinating Group (EDCG) continues to oversee the work in relation to mainstreaming equality across Housing and Technical Resources during 2020/2021.

5.2. As noted previously, while COVID-19 has had a significant impact on society in general, it is widely recognised that there is a disproportionate impact on individuals who are disadvantaged and vulnerable. The impact of COVID-19 is a key focus for the EDCG workplan, to ensure the delivery of housing services to help mitigate negative equality impacts experienced due to the COVID-19 pandemic.

5.3. Key priorities for 2020/2021 include:-

- ◆ ensuring continuity of critical services to potentially vulnerable individuals and groups including sheltered housing tenants, customers experiencing homelessness and residents of the Council's two Gypsy/Traveller sites
- ◆ continuing to implement equality impact assessments across all new and revised policies and strategies
- ◆ continuing to implement the Home+ new build housing programme to support the delivery of additional and affordable homes
- ◆ continuing to work with the Health and Social Care Partnership to support the objectives of the Housing Contribution Statement
- ◆ engaging with those who have lived experience of homelessness to support the implementation of year 2 of the Rapid Rehousing Transition Plan
- ◆ engaging with Gypsy/Traveller site residents to inform and shape the programme of investment which continues to be delivered at both sites
- ◆ contributing to the UK Global Resettlement Programme for refugees through the consolidation of earlier schemes into a single global programme

### **6. Next steps**

6.1. During 2020/2021, in line with the agreed reporting schedule, an annual update will be reported to the groups/stakeholders detailed at 4.13.1.

### **7. Employee Implications**

7.1. There are no employee implications associated with this report.

### **8. Financial Implications**

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

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

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

## **10. Other Implications**

- 10.1. There is a risk to South Lanarkshire Council should the Resource not comply with the relevant equalities duty and legislation.
- 10.2. The content of this report will contribute to the evidence to support the requirements of the Annual Assurance Statement.

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

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

**Daniel Lowe**

**Executive Director (Housing and Technical Resources)**

21 January 2021

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

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

### **Previous References**

- ◆ Housing and Technical Resources, 13 November 2019

### **List of Background Papers**

- ◆ Local Housing Strategy Guidance (Scottish Government – September 2019)
- ◆ South Lanarkshire Health and Social Care Partnership Strategic Commissioning Plan 2019-22
- ◆ South Lanarkshire Rapid Rehousing Transition Plan 2019-2024
- ◆ South Lanarkshire Council Gypsy/Traveller Pitch Allocation Policy, April 2020

**Contact for Further Information**

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

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# Report

17

**Report to:** Housing and Technical Resources Committee  
**Date of Meeting:** 17 February 2021  
**Report by:** Executive Director (Housing and Technical Resources)

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

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ advise on action taken, in terms of Standing Order No 36(c), because of the timescales involved, to acquire 24 affordable homes at Jackton, East Kilbride, from Cala Homes, for inclusion in the Council's housing stock in fulfilment of the Planning obligations associated with the residential development of the site

## 2. Recommendation(s)

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

- (1) the action taken, in terms of Standing Order 36(c), by the Executive Director (Housing and Technical Resources), in consultation with the Chair and an ex-officio member, in relation to the acquisition of 24 affordable homes to be acquired from Cala Homes (West) Limited for a total price of £3.564m (which includes the cost of land), to fulfil the Planning obligations associated with the residential development of the site, be noted.

## 3. Background

- 3.1. The site at Jackton in East Kilbride is identified within the Council's Strategic Housing Investment Plan as a priority site in delivering the Council's target of 1,000 additional homes. It is located within East Kilbride Community Growth Area. A Planning Obligation for the whole East Kilbride Community Growth Area obliges the developers to provide sites for affordable housing (or pay a commuted sum in lieu of such provision). This site is within one of the areas identified for affordable housing areas within East Kilbride Community Growth Area.
- 3.2. Cala Homes (West) Limited received planning consent for the 24 affordable amenity standard homes on 25 September 2020.
- 3.3. The Council entered into discussions with Cala Homes (West) Limited to provide 24 units at this site pursuant to their planning obligation for new affordable homes via a turnkey arrangement with the Council. The proposal provided by Cala Homes (West) Limited has been assessed by the Council's technical and commercial team as presenting value for money.

## 4. Proposal

- 4.1. It is, therefore, proposed to acquire 24 completed homes subject to the following principal conditions:-

- ◆ the Council will pay a deposit of £15,500 per unit
- ◆ an additional payment of £20,500 per unit will be paid when foundations and floor slabs are complete, to be valued on a quarterly basis
- ◆ an additional payment of £38,000 per unit will be made when a wind and watertight position is established, to be valued on a quarterly basis
- ◆ the balance of the price for the units of £74,500 (making a total price per unit of £148,500) will be paid upon completion and transfer of title
- ◆ ownership of the land will be transferred to the Council on payment of the deposit
- ◆ if the developer fails to complete the units, the contract sets out certain remedies for the Council, including the right to complete the units and to recover any extra costs from the developer
- ◆ the Council will receive a third party warranty covering defects and structure
- ◆ each party will be responsible for their own legal fees

## **5. Employee Implications**

- 5.1. There are no employee implications.

## **6. Financial Implications**

- 6.1. Acquisition of the plots will be funded from the Housing Revenue Account, Capital Programme.
- 6.2. Grant subsidy towards the purchase of each of the units will be provided by the Scottish Government through the Affordable Housing Supply Funding Grant.

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

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

## **8. Other Implications**

- 8.1. If the proposal did not proceed there would be implications on the supply of social housing units within the Council's New Build Programme.
- 8.2. There are no implications for sustainability in terms of the information contained within the report.

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

- 9.1. All necessary consultations with Housing, Planning, Roads and Legal Services have taken place and they are supportive of the proposal.
- 9.2. This report does not introduce a new policy, function or strategy, or recommend a change to an existing policy, function or strategy, and therefore no impact assessment is required.

**Daniel Lowe**

**Executive Director (Housing and Technical Resources)**

14 December 2020

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

- ◆ Improve the availability, quality and access of housing
- ◆ Accountable, effective, efficient and transparent
- ◆ Achieve results through leadership, good governance and organisational awareness

**Previous References**

- ◆ None

**List of Background Papers**

- ◆ None

**Contact for Further Information**

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

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# Report

18

Report to: **Housing and Technical Resources Committee**  
 Date of Meeting: **17 February 2021**  
 Report by: **Executive Director (Housing and Technical Resources)**

Subject: **Delegated Authority Report – Update**

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise on transactions processed by delegated authority by Property Services during quarter 3 of 2020/2021

## 2. Recommendation(s)

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

- (1) that the transactions processed by delegated authority by Property Services during quarter 3 of 2020/2021, be noted.

## 3. Background

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

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

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

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

## 4. Summary Quarter 3, 2020/2021

4.1. The summary of transactions progressed under delegated authority during quarter 3 of 2020/2021 is shown in Appendix 1, column 1, however, can be summarised as follows:-

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

- 4.2. The most significant volume of transactions continues to relate to the acquisition of houses.

## **5. Employee Implications**

- 5.1. There are no employee implications.

## **6. Financial Implications**

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

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

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

## **8. Other Implications**

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

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

- 9.1. Consultation takes place with the owning Resource, Planning, Roads and Legal Services on a transaction by transaction basis, as and when required.
- 9.2. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.

**Daniel Lowe**

**Executive Director (Housing and Technical Resources)**

12 January 2021

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

- ◆ Accountable, effective, efficient and transparent

## **Previous References**

- ◆ Housing and Technical Resources Committee, 25 November 2020
- ◆ Housing and Technical Resources Committee, 16 September 2020

## **List of Background Papers**

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

**Contact for Further Information**

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

Frank McCafferty, Head of Property Services

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## Delegated Authority Transactions

Transaction Type	Quarter 3 2020/2021	
	No	Value
Lease Renewal	3	£176,800
New Lease	11	£45,809
Landlords Consent	6	£0
Assignment	0	£0
Rent Review	0	£0
<b>Total Revenue</b>	20	£222,609
Disposal	6	£183,824
Compensation	0	£0
Waiver/Servitude	3	£501
Acquisition	28	£1,580,801
Title Waiver	0	£0
<b>Total Capital</b>	37	£1,765,126
Miscellaneous	0	£0

# Report

19

Report to: **Housing and Technical Resources Committee**  
 Date of Meeting: **17 February 2021**  
 Report by: **Executive Director (Housing and Technical Resources)**

Subject: **Notification of Contracts Awarded - 1 August 2020 to 31 December 2020**

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide notification to Committee of contracts awarded by Housing and Technical Resources for the supply of Goods, Services and Works, following formal tendering in excess of £50,000 during the period 1 August to 31 December 2020

## 2. Recommendation(s)

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

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

## 3. Background

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

## 4. Contracts Awarded

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

## 5. Employee Implications

5.1. There are no employee implications.

## 6. Financial Implications

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

## 7. Climate Change, Sustainability and Environmental Implications

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

## **8. Other Implications**

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

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

- 9.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 9.2. There is no requirement to undertake any consultation in relation to the content of this report.

**Daniel Lowe**

**Executive Director (Housing and Technical Resources)**

8 January 2021

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

- ◆ Accountable, effective, efficient and transparent

## **Previous References**

- ◆ Housing and Technical Resources Committee, 25 November 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:-

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## Contracts Awarded (Consultancy Services) 1 August – 31 December 2020

Client	Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
Community	COM011168	Tom Craig Centre Snooker Hall Upgrade	Integrated Environments Ltd	Snooker Hall Refurbishment	£75,603.50	21/08/2020
Education	EDD011319	Modular Buildings - Auchingramont Road	Wernick Buildings	New modular building at Auchingramont Road, Audiology Unit	£426,440.00	27/08/2020
Various	SLC/PS/HTR/19/038	Nurse Call System - Phase 1	Chubb Systems Limited	Installation of Nurse Call Systems	£184,883.00	17/09/2020
Housing General Fund	HGF011248	Shawlands Crescent Modular Building	Paton Plant Ltd (Portakabin Scottish Division)	Modular Building	£136,145.17	08/10/2020
Housing General Fund	HGF010926	Cambuslang Gate Lift Replacement	ADL Lift Services Limited	Lift Replacement	£105,861.03	15/10/2020
Housing & Social Work	HOD010882 & SOD010709	New Build Housing and New Community and Care Facility at Former St Joseph's Primary School, Blantyre	Cruden Building & Renewals Ltd	New Build Housing and New Community and Care Facility	£14,230,947.00	19/10/2020
Estates	SLC/PS/HTR/19/560	20-22 Langlands Avenue, East Kilbride	Prime Build Solutions Ltd	Internal Refurbishment Works	£70,857.00	04/11/2020
Housing	HOD011028	Udston Phase 2 & 3	Ailsa Building Contractors Ltd	Fabric Repairs	£1,287,446.71	06/11/2020

Client	Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
Housing General Fund	HGF010962	Our Lady & St Anne's Primary School Alterations	Fourply Ltd	Alterations	£53,162.62	10/11/2020
Community	COM011434	Hamilton Mausoleum Roofing Works	Go-Wright Ltd	Roofing Works	£353,757.00	18/11/2020
Housing	HOD011136	Newlands Terrace & Hozier Street, Carluke	Ailsa Building Contractors Ltd	External Fabric Repairs	£309,600.77	19/11/2020
Housing	HOD011123	Kilncroft Terrace, Douglas	GMG Contractors Ltd	External Fabric Repairs	£353,304.07	20/11/2020
Housing	HOD011026	Springhall, Rutherglen Phase 3 & 4	Ailsa Building Contractors Ltd	External Fabric Repairs	£462,773.76	20/11/2020
Housing	HOD011031	Strutherhill Phase 1	SLC Building Services	External Fabric Repairs	£967,579.56	24/11/2020
Housing	HOD010965	Glengonnar New Build Housing Development	Hub South West Scotland Ltd	Construction of 20 New Build Social Houses	£3,489,134.00	15/12/2020
Housing	HOD010848	Swinhill Travellers Persons Site	Joseph Leckie & Son (Contracts) Ltd	Waste Management System Upgrade	£258,900.46	15/12/2020



Client	Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
Education	EDD011206	Newfield Primary School - Expansion	SLC Building Services	Expansion of an Existing Facility	£424,776.47	16/12/2020
Housing	HOD011336.002	Swinhill & Springbank Travelling Persons Site - Infra Red Heating	SLC Building Services	Infra-Red Heating	£116,000.00	17/12/2020
Housing	HOD011138	Drumgray Avenue, Uddingston – New Build	CCG (Scotland) Ltd	New Build Housing	£3,195,676.73	21/12/2020

## Contracts Awarded (Procurement Team) 1 August – 31 December 2020

Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
SLC/PS/HTR/20/049	Supply, Delivery, Installation and Maintenance of Water Coolers / Mains Fed Coolers	Waterlogic GB Ltd	Supply, Delivery, Installation and Maintenance of Water Coolers / Mains Fed Coolers	£249,027.00	11/09/2020
SLC/PS/HTR/19/704	Supply of Materials and Equipment for Adaptations	AKW Medicare Ltd	Supply of Materials & Equipment	£1,100,000.00	20/11/2020
SLC/PS/HTR/20/119	Energy Efficient Scotland Support and Advice	Changeworks	Consultancy	£555,000.00	11/12/2020

## Contracts Awarded (Building Services) 1 August – 31 December 2020

Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
BSP011309.010	Southpark Nursery - New Build	Affiniti Response Ltd	Sub-Contract: Joiner work	£418,262.00	11/09/2020
BSP011512.001	Various Lock Up Sites Refurbishment Works	Ailsa Building Contractors Ltd	Sub-Contract: Render - External Fabric Upgrade Works	£58,983.79	22/09/2020
BSP011311.008	St Charles Primary School	A & E Construction (Scotland) Ltd	Sub-Contract: Fixed Furniture (extension to existing Structural Framing & Woodwork Sub-Contract)	£77,266.85	06/10/2020
BSP011328.013	Mill Road Nursery - New Build	Covanburn Contracts Ltd	Sub-Contract: Off Site Groundwork	£162,862.00	02/11/2020
SLC/PS/HTR/19/662	Strutherhill Fabrics Phase 1	Ailsa Building Contractors Ltd	Sub-Contract: External Fabric Works	£155,931.78	14/12/2020

