



Council Offices, Almada Street  
Hamilton, ML3 0AA

Wednesday, 20 September 2023

Dear Councillor

## **Finance and Corporate Resources Committee**

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

**Date:** Wednesday, 27 September 2023  
**Time:** 14:00  
**Venue:** Hybrid - Committee Room 1, Council Offices, Almada Street, Hamilton, ML3 0AA

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

Yours sincerely

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

### **Members**

Lesley McDonald (Chair), Walter Brogan (Depute Chair), Celine Handibode (Depute Chair), Joe Fagan (ex officio), Alex Allison, Mathew Buchanan, Andy Carmichael, Maureen Chalmers, Margaret Cooper, Andrea Cowan, Maureen Devlin, Mary Donnelly, Grant Ferguson, Gladys Ferguson-Miller, Graeme Horne, Martin Hose, Katy Loudon, Hugh Macdonald, Catherine McClymont, Elaine McDougall, Mark McGeever, Richard Nelson, Mo Razzaq, John Ross, Graham Scott, Kirsty Williams

### **Substitutes**

John Bradley, Archie Buchanan, Colin Dewar, Ross Gowland, Gavin Keatt, Susan Kerr, Ross Lambie, Martin Lennon, Richard Lockhart, Carol Nugent, Norman Rae, David Watson

## BUSINESS

### 1 Declaration of Interests

### 2 Minutes of Previous Meeting 5 - 12

The minutes of the meeting of the Finance and Corporate Resources Committee held on 28 June 2023 submitted for approval as a correct record. (Copy attached)

### 3 Minutes of Recruitment Committee 13 - 14

The minutes of the meeting of the Recruitment Committee held on 8 September 2023 submitted for approval as a correct record. (Copy attached)

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#### Monitoring Item(s)

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### 4 Revenue Budget Monitoring 2023/2024 – Finance and Corporate Resources 15 - 24

Report dated 23 August 2023 by the Executive Director (Finance and Corporate Resources). (Copy attached)

### 5 Capital Budget Monitoring 2023/2024 - Finance and Corporate Resources 25 - 28

Report dated 7 September 2023 by the Executive Director (Finance and Corporate Resources). (Copy attached)

### 6 Finance and Corporate Resources – Workforce Monitoring – May to July 2023 29 - 36

Report dated 24 August 2023 by the Executive Director (Finance and Corporate Resources). (Copy attached)

### 7 Council-wide Workforce Monitoring - May to July 2023 37 - 58

Report dated 24 August 2023 by the Executive Director (Finance and Corporate Resources). (Copy attached)

### 8 Treasury Management Activity - First Quarter Review 59 - 66

Report dated 23 August 2023 by the Executive Director (Finance and Corporate Resources). (Copy attached)

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#### Item(s) for Decision

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### 9 Prudential Indicators, Treasury Management Activity and Annual Investment Report 2022/2023 67 - 88

Report dated 29 August 2023 by the Executive Director (Finance and Corporate Resources). (Copy attached)

### 10 Revenue Collection and Approval for Write Offs 89 - 94

Report dated 8 September 2023 by the Executive Director (Finance and Corporate Resources). (Copy attached)

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#### Item(s) for Noting

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### 11 Annual Procurement Report - 2022/2023 95 - 138

Report dated 8 September 2023 by the Executive Director (Finance and Corporate Resources). (Copy attached)

- 12 Governance of Charitable Trust Funds – 2022/2023 Position** 139 - 142  
Report dated 28 August 2023 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 13 Finance and Corporate Resource Plan - Quarter 4 Progress Report 2022/2023** 143 - 166  
Report dated 21 August 2023 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 14 Safety at Sports Grounds - Re-issue of General Safety Certificate for the ZLX Stadium** 167 - 170  
Report dated 6 September 2023 by the Executive Director (Finance and Corporate Resources). (Copy attached)

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### **Urgent Business**

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

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

Clerk Name:	Carol Lyon
Clerk Telephone:	07385370065
Clerk Email:	carol.lyon@southlanarkshire.gov.uk



## FINANCE AND CORPORATE RESOURCES COMMITTEE

2

Minutes of meeting held via Confero and in Committee Room 1, Council Offices, Almada Street, Hamilton on 28 June 2023

### **Chair:**

Councillor Lesley McDonald

### **Councillors Present:**

Councillor Alex Allison, Councillor Walter Brogan (Depute), Councillor Mathew Buchanan, Councillor Andy Carmichael, Councillor Maureen Chalmers, Councillor Margaret Cooper, Councillor Andrea Cowan, Councillor Maureen Devlin, Councillor Colin Dewar, Councillor Mary Donnelly, Councillor Grant Ferguson, Councillor Gladys Ferguson-Miller, Councillor Celine Handibode (Depute), Councillor Graeme Horne, Councillor Martin Hose, Councillor Richard Lockhart (*substitute for Councillor Richard Nelson*), Councillor Katy Loudon, Councillor Elaine McDougall, Councillor Carol Nugent (*substitute for Councillor Hugh Macdonald*), Councillor Mo Razzaq, Councillor Graham Scott

### **Councillors' Apologies:**

Councillor Joe Fagan (ex officio), Councillor Hugh Macdonald, Councillor Catherine McClymont, Councillor Mark McGeever, Councillor Richard Nelson, Councillor John Ross

### **Attending:**

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

P Manning, Executive Director; C Fergusson, Head of Finance (Transactions); T Little, Head of Communications and Strategy; C Lyon, Administration Officer; G McCann, Head of Administration and Legal Services; K McLeod, Administration Assistant; M Milne, Head of Personnel Services; J Taylor, Head of Finance (Strategy); L Wyllie, Administration Assistant

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### **Chair's Opening Remarks**

The Chair, on behalf of the Committee, welcomed Michelle Milne, Head of Personnel Services to her first meeting of the Finance and Corporate Resources Committee.

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### **1 Declaration of Interests**

No interests were declared.

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

The minutes of the meeting of the Finance and Corporate Resources Committee held on 3 May 2023 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 Minutes of Grievance and Disputes Panel**

The minutes of the meeting of the Grievance and Disputes Panel held on 10 May 2023 were submitted for approval as a correct record.

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

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#### **4 Minutes of Recruitment Committee**

The minutes of the meeting of the Recruitment Committee held on 25 May 2023 were submitted for approval as a correct record.

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

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#### **5 Revenue Budget Monitoring 2022/2023 - Finance and Corporate Resources**

A report dated 5 June 2023 by the Executive Director (Finance and Corporate Resources) was submitted comparing the actual expenditure for the period 1 April 2022 to 31 March 2023 against budgeted expenditure for 2022/2023 for Finance and Corporate Resources.

As at 31 March 2023, there was an underspend of £0.978 million before transfers to reserves, as detailed in Appendix A to the report, and a breakeven position after transfers to reserves.

On 21 June 2023, the Executive Committee had approved transfers to reserves of £0.978 million to meet future commitments.

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

**The Committee decided:**

- (1) that the final outturn position as at 31 March 2023 of an underspend of £0.978 million before transfers to reserves, and a breakeven position after transfers to reserves, as detailed in Appendix A of the report, be noted; and
- (2) that the proposed budget virements, as detailed in the appendices to the report, be approved.

*[Reference: Minutes of 3 May 2023 (Paragraph 6) and Minutes of the Executive Committee of 21 June 2023 (Paragraph 3)]*

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#### **6 Revenue Budget Monitoring 2023/2024 - Finance and Corporate Resources**

A report dated 5 June 2023 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure for the period 1 April to 19 May 2023 against budgeted expenditure for 2023/2024 for Finance and Corporate Resources.

As at 19 May 2023, there was a breakeven position against the phased budget, detailed in Appendix A to the report.

The forecast to 31 March 2023 was a breakeven position.

A virement was proposed to realign budgets and those movements were detailed in Appendix F to the report.

**The Committee decided:**

- (1) that the breakeven position, as detailed in Appendix A of the report, be noted;
- (2) that the forecast to 31 March 2024 of breakeven be noted; and
- (3) that the budget virement, as detailed in Appendix F to the report, be approved.

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## **7 Capital Budget Monitoring 2022/2023 - Finance and Corporate Resources**

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A report dated 7 June 2023 by the Executive Director (Finance and Corporate Resources) was submitted advising of progress on Finance and Corporate Resources' capital programme for 2022/2023 and summarising the expenditure at 31 March 2023.

The budget for 2022/2023 was £3.695 million. Total expenditure to 31 March 2023 was £4.977 million.

The final outturn position of £4.977 million was an additional spend of £1.282 million in comparison to the programme of £3.695 million. This was mainly due to the timing of spend on the Oracle Upgrade (£2.249 million) project, of which funding for the overall spend on this project had already been identified into next financial year.

The additional in-year spend on Oracle was partially offset by a number of project underspends, mainly due to the timing of project spend required in financial year 2023/2024 instead of 2022/2023.

Any underspend on those projects, along with the funding, would carry forward into next financial year as required.

Accounting regulations meant that adjustments were required to report spend correctly as either capital or revenue for the purpose of the Annual Accounts. £0.015 million of revenue funding required to be recorded as capital. This transfer meant that, for the purpose of publishing the Annual Accounts only, there was a capital spend of £4.992 million.

**The Committee decided:** that the Finance and Corporate Resources' capital programme of £3.695 million, and expenditure for the year of £4.977 million, be noted.

*[Reference: Minutes of 3 May 2023 (Paragraph 5)]*

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## **8 Capital Budget Monitoring 2023/2024 - Finance and Corporate Resources**

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A report dated 7 June 2023 by the Executive Director (Finance and Corporate Resources) was submitted advising of progress on Finance and Corporate Resources' capital programme for 2023/2024 and summarising the expenditure position at 19 May 2023.

The Finance and Corporate Resources' capital programme for 2023/2024 was £5.333 million. Anticipated spend to date was £0.104 million and spend to 19 May 2023 totalled £0.104 million. This represented a breakeven position.

**The Committee decided:** that the Finance and Corporate Resources' capital programme of £5.333 million, and expenditure to date of £0.104 million, be noted.

*[Reference: Minutes of South Lanarkshire Council (Special) of 22 February 2023 (Paragraph 4) and Minutes of the Executive Committee of 21 June 2023 (Paragraph 6)]*

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## 9 Finance and Corporate Resources – Workforce Monitoring – March and April 2023

A report dated 25 May 2023 by the Executive Director (Finance and Corporate Resources) was submitted on the following employee information for Finance and Corporate Resources for the period March and April 2023:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ staffing watch as at 11 March 2023

The Head of Personnel Services advised that, in relation to recruitment and equal opportunities, there were a number of questions and suggestions raised at Executive Committee and, that as part of her first meeting of the Equal Opportunities Forum, it was her intention to gather a summary of all activities and actions that had been carried out to date regarding recruitment, learning, development, particularly around veterans and ethnic minority groups, and other areas. She would also incorporate the activity from the Council's mainstreaming equalities report into that. She anticipated being able to bring a summary update to this Committee following the first Equal Opportunities Forum after the summer recess.

Following a question from a member, the Head of Personnel Services agreed to provide a breakdown on medical referrals to members of the Committee.

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

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

*[Reference: Minutes of 3 May 2023 (Paragraph 7)]*

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## 10 Council-wide Workforce Monitoring - March and April 2023

A report dated 25 May 2023 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period March and April 2023:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ staffing watch as at 11 March 2023

Following a question from a member regarding a report that was anticipated to come to this Committee on veterans recruitment, the Head of Administration and Legal Services advised that the Council was now working to the new Armed Forces Covenant which had been enshrined in law. Consultation had been undertaken with the Council's Veterans' Champion, Personnel Services and other bodies to allow input to the process on how to improve. She advised that this process was still ongoing and would inform any report that was brought back to this Committee.

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

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

*[Reference: Minutes of 3 May 2023 (Paragraph 8)]*



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## 11 Revenue Collection and Approval of Write-Offs

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A report dated 9 June 2023 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ collection performance for the financial year 2023/2024 to 31 May 2023 on revenue income which comprised Council Tax, non-domestic rates, sundry debts and arrears
- ◆ performance in the Business Rates Incentivisation Scheme (BRIS)
- ◆ the write-off of irrecoverable Council Tax, non-domestic rates, BID levy, sundry debt and Housing Rent and associated charges

Details were provided on current collection targets. The Council was ahead of target but behind comparable performance from 2022/2023 in respect of Council Tax. In respect of non-domestic rates, the Council was ahead of target and of comparable performance from 2022/2023. Sundry debt was behind target and behind comparable performance from 2022/2023.

In terms of arrears collection targets, the Council was ahead of target but behind comparable performance from 2022/2023 in respect of Council Tax and non-domestic rates. In respect of sundry debt, the Council was equal to target but behind comparable performance in 2023/2024.

As previously advised to Committee, the BRIS scheme had been suspended for 2020/2021, 2021/2022 and 2022/2023 due to the impact of COVID-19. It had been confirmed in March 2023 that BRIS would not be reinstated for 2022/2023. Further guidance and information was awaited from the Scottish Government with regards to reinstatement in 2023/2024, however, performance against the BRIS target continued to be closely monitored.

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

- ◆ irrecoverable Council Tax accounts from 1993/1994 to 2023/2024 (including bulk write-off for 1995/1996) to the value of £1,817,155.33 relating primarily to prescribed debt, sequestrations and estates of the deceased
- ◆ irrecoverable non-domestic rates from 2021/2022 to 2023/2024 to the value of £192,204.87 relating primarily to debtors in liquidation, those who had ceased trading or had been sequestrated
- ◆ Business Improvement District (BID) levies totalling £737.92 administered by the Council on behalf of Hamilton, Carluke and Lanark BID companies
- ◆ sundry debts to a value of £77,092.25
- ◆ former tenant rent arrears totalling £273,604.85 (including bulk write-off for 2014/2015), factoring arrears of £471.27 and Housing Benefit overpayments totalling £24,453.50

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

### **The Committee decided:**

- (1) that the Council's performance in the collection of revenues be noted;
- (2) that the current position in respect of the Business Rates Incentivisation Scheme be noted; and
- (3) that the write-off of the following irrecoverable debts be approved:-
  - ◆ Council Tax debt from 1993/1994 to 2023/2024 to the value of £1,817,155.33
  - ◆ Non Domestic Rates from 2021/2022 to 2023/2024 totalling £192,204.87
  - ◆ BID levies totalling £737.92

- ◆ sundry debts to a value of £77,092.25
- ◆ house rent and associated charges totalling £298,529.62

*[Reference: Minutes of 3 May 2023 (Paragraph 9)]*

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## **12 Scottish Government Consultation on Council Tax for Second and Empty Homes, and Thresholds for Non-Domestic Rates**

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A report dated 14 June 2023 by the Executive Director (Finance and Corporate Resources) was submitted on the Scottish Government's consultation on council tax for second homes and empty homes, and thresholds for non-domestic rates.

The Scottish Government published Scotland's first national population strategy in March 2021, which dealt with dimensions of economy, infrastructure, public services and housing. At the same time, it also published its Housing to 2040 Strategy which included prioritising homes for living in, and not for accumulating wealth.

The Scottish Government was also due to publish a Remote, Rural and Islands Housing Action Plan that had a range of work strands to support councils and other partners to help deliver against their population and housing agenda. An important aspect of that plan was the focus on ensuring local areas could make the best use of their existing housing stock, and the 2040 Strategy committed to providing councils with the tools and powers to support them to do this. This included managing the number of long-term empty homes, short-term lets and second homes.

There were currently 1,688 long-term empty properties in South Lanarkshire, 176 second homes and 105 self-catering type properties.

The Scottish Government's aim was to prioritise housing for permanent accommodation, whether in the rented sector or home ownership, whilst finding a balance of appropriate accommodation available for communities reliant on the seasonal tourist economy and seasonal workers.

The Scottish Government and COSLA were holding a joint public consultation on views on giving local authorities the power to increase council tax on second homes and empty homes as well as considering whether the current non-domestic rates thresholds for self-catering accommodation remained appropriate. The consultation was published on 17 April 2023 and would run until 11 July 2023.

The consultation contained 25 questions, structured around 3 key areas. Views were sought from Community and Enterprise Resources, Finance and Corporate Resources and Housing and Technical Resources. A summary of the consultation considerations and the response to each of the 3 key areas were detailed in the report and the full proposed response was detailed in Appendix 1 to the report.

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

Following discussion, it was agreed that additional information could be added in a covering letter or in the comments fields to reflect discussion at Committee.

### **The Committee decided:**

- (1) that the summary of the consultation considerations and proposals be noted; and
- (2) that the proposed South Lanarkshire Council response, as detailed in Appendix 1 to the report, with additional information added in a covering letter or in the comments field to reflect discussion, be approved for submission to the Scottish Government by 11 July 2023.

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### **13 Notification of Contracts Awarded – 1 October 2022 to 31 March 2023**

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A report dated 15 May 2023 by the Executive Director (Finance and Corporate Resources) was submitted on contracts awarded by Finance and Corporate Resources during the period 1 October 2022 to 31 March 2023.

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

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

*[Reference: Minutes of 16 November 2022 (Paragraph 14)]*

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### **14 Safety at Sports Grounds – Re-issue of General Safety Certificate for Hamilton Park**

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A report dated 31 May 2023 by the Executive Director (Finance and Corporate Resources) was submitted on action taken, in terms of Standing Order No 37(c) in view of the timescales involved, by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to re-issue the reviewed General Safety Certificate for the Grandstand at Hamilton Park, Bothwell Road, Hamilton.

The revised format of the General Safety Certificate for the Grandstand at Hamilton Park had been approved by this Committee on 13 February 2016. The certificate was required to be reviewed and re-issued annually.

**The Committee decided:** that the action taken, in terms of Standing Order No 37(c), by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to re-issue the reviewed General Safety Certificate for the Grandstand at Hamilton Park, Bothwell Road, Hamilton, be noted.

*[Reference: Minutes of South Lanarkshire Council of 18 May 2022 (Paragraph 23)]*

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### **15 Urgent Business**

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There were no items of urgent business.



## RECRUITMENT COMMITTEE

3

Minutes of meeting held in Committee Room 2, Council Offices, Almada Street, Hamilton on 8 September 2023

**Chair:**

Councillor Joe Fagan

**Councillors Present:**

Councillor Gerry Convery (Depute), Councillor Katy Loudon (*substitute for Councillor Maureen Chalmers*), Councillor Richard Nelson (*substitute for Councillor Alex Allison*), Councillor John Ross

**Councillors' Apologies:**

Councillor Robert Brown, Councillor Margaret Cooper

**Attending:**

**Education Resources**

C McKenzie, Executive Director

**Finance and Corporate Resources**

S McLeod, Administration Officer; E McPake, Human Resources Business Partner (Education and Social Work Resources)

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### 1 Declaration of Interests

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No interests were declared.

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### 2 Minutes of Previous Meeting

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The minutes of the meeting of the Recruitment Committee held on 15 August 2023 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 Urgent Business

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There were no items of urgent business.

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### 4 Exclusion of Press and Public

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

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### 5 Post of Head of Education (Primary and Early Years)

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The Committee proceeded to interview 5 candidates for the post of Head of Education (Primary and Early Years).

**The Committee decided:** that Ms J Wallace, Quality Improvement Manager, South Lanarkshire Council be appointed to the post of Head of Education (Primary and Early Years).

*[Reference: Minutes of 15 August 2023 (Paragraph 4)]*

# Report

4

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>27 September 2023</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Revenue Budget Monitoring 2023/2024 – Finance and Corporate Resources</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide information on the actual expenditure measured against the revenue budget for the period 1 April 2023 to 11 August 2023 for Finance and Corporate Resources

## 2. Recommendation(s)

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

- (1) that the breakeven position on the Finance and Corporate Resources' revenue budget, as detailed in Appendix A of the report, and the forecast to 31 March 2024 of breakeven, be noted; and
- (2) that the proposed budget virements be approved.

## 3. Background

3.1. This is the second revenue budget monitoring report presented to the Finance and Corporate Resources Committee for the financial year 2023/2024.

3.2. The report details the financial position for Finance and Corporate Resources on Appendix A, along with variance explanations in Appendices B-H as appropriate.

## 4. Employee Implications

4.1. None.

## 5. Financial Implications

5.1. As at 11 August 2023, there is a breakeven position against the phased budget. The financial forecast for the revenue budget to 31 March 2024 is a breakeven position.

5.2. Virements are proposed to realign budgets. These virements are detailed in Appendices C and F.

## 6. Climate Change, Sustainability and Environmental Implications

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

## 7. Other Implications

7.1. The main risk associated with the Council's Revenue Budget is that there is an overspend. The risk has been assessed as low given the detailed budget

management applied across the Resources. The risk is managed through four weekly Budget Monitoring Meetings at which any variance is analysed. In addition, the probable 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 the report.

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

23 August 2023

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

- ◆ Accountable, Effective, Efficient and Transparent

## **Previous References**

- ◆ Finance and Corporate Resources Committee, 28 June 2023

## **List of Background Papers**

- ◆ Financial ledger and budget monitoring results to 11 August 2023.

## **Contact for Further Information**

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

Lorraine O'Hagan, Finance Manager (Strategy)

Ext: 2601 (Tel: 01698 452601)

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



## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 11 August 2023 (No.5)

## Finance and Corporate Resources Summary

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 11/08/23	Actual 11/08/23	Variance 11/08/23		% Variance 11/08/23	Note
	£000	£000	£000	£000	£000	£000			
<b><u>Budget Category</u></b>									
Employee Costs	36,221	36,221	0	12,281	12,151	130	under	1.1%	
Property Costs	4,163	4,163	0	314	314	0	-	0.0%	
Supplies & Services	7,358	7,358	0	4,790	4,879	(89)	over	(1.9%)	
Transport & Plant	71	71	0	2	3	(1)	over	(50.0%)	
Administration Costs	7,867	7,867	0	2,777	2,860	(83)	over	(3.0%)	
Payments to Other Bodies	4,761	4,761	0	2,718	2,718	0	-	0.0%	
Payments to Contractors	259	259	0	46	72	(26)	over	(56.5%)	
Transfer Payments	65,650	65,650	0	20,950	20,950	0	-	0.0%	
Financing Charges	1,217	1,217	0	267	268	(1)	over	(0.4%)	
<b>Total Controllable Exp.</b>	127,567	127,567	0	44,145	44,215	(70)	over	(0.2%)	
<b>Total Controllable Inc.</b>	(86,009)	(86,009)	0	(22,764)	(22,834)	70	over recovered	(0.3%)	
<b>Net Controllable Exp.</b>	41,558	41,558	0	21,381	21,381	0	-	0.0%	

**Variance Explanations**

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

**Budget Virements**

Virements are noted in Appendices C and F.

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 11 August 2023 (No.5)

## Finance – Strategy Services

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 11/08/23	Actual 11/08/23	Variance 11/08/23		% Variance 11/08/23	Note
	£000	£000	£000	£000	£000	£000			
<b><u>Budget Category</u></b>									
Employee Costs	3,038	3,038	0	1,039	987	52	under	5.0%	1
Property Costs	0	0	0	0	0	0	-	n/a	
Supplies & Services	19	19	0	5	15	(10)	over	(200.0%)	
Transport & Plant	0	0	0	0	0	0	-	n/a	
Administration Costs	111	111	0	3	6	(3)	over	(100.0%)	
Payments to Other Bodies	516	516	0	127	127	0	-	0.0%	
Payments to Contractors	22	22	0	16	16	0	-	0.0%	
Transfer Payments	0	0	0	0	0	0	-	n/a	
Financing Charges	16	16	0	2	2	0	-	0.0%	
<b>Total Controllable Exp.</b>	3,722	3,722	0	1,192	1,153	39	under	3.3%	
<b>Total Controllable Inc.</b>	(1,604)	(1,604)	0	(29)	(29)	0	-	0.0%	
<b>Net Controllable Exp.</b>	2,118	2,118	0	1,163	1,124	39	under	3.4%	

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

The underspend reflects the turnover of staff to date, with any vacant posts being considered in line with service requirements.

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 11 August 2023 (No.5)

## Finance – Transactions Services

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 11/08/23	Actual 11/08/23	Variance 11/08/23		% Variance 11/08/23	Note
	£000	£000	£000	£000	£000	£000			
<b><u>Budget Category</u></b>									
Employee Costs	12,938	12,938	0	4,462	4,234	228	under	5.1%	1, a, b
Property Costs	4,032	4,032	0	307	307	0	-	0.0%	
Supplies & Services	869	869	0	319	352	(33)	over	(10.3%)	2, b
Transport & Plant	5	5	0	0	0	0	-	n/a	
Administration Costs	1,655	1,655	0	836	865	(29)	over	(3.5%)	3, a, b
Payments to Other Bodies	1,499	1,499	0	854	854	0	-	0.0%	
Payments to Contractors	237	237	0	30	53	(23)	over	(76.7%)	4
Transfer Payments	65,650	65,650	0	20,950	20,950	0	-	0.0%	
Financing Charges	142	142	0	4	5	(1)	over	(25.0%)	
<b>Total Controllable Exp.</b>	87,027	87,027	0	27,762	27,620	142	under	0.5%	
<b>Total Controllable Inc.</b>	(68,579)	(68,579)	0	(20,706)	(20,776)	70	over recovered	(0.3%)	5, b
<b>Net Controllable Exp.</b>	18,448	18,448	0	7,056	6,844	212	under	3.0%	

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

The underspend reflects the level of turnover within the Service to date, with recruitment being considered in line with service requirements.

**2. Supplies & Services**

The overspend reflects the costs of additional computer equipment required for service delivery.

**3. Administration Costs**

The overspend reflects additional postage costs required for service delivery.

**4. Payments to Contractors**

The overspend reflects additional security costs that are not budgeted for.

**5. Income**

The over-recovery reflects a greater number of procurement rebates than budgeted.

**Budget Virements**

- a. LACER Funding for Financial Wellbeing Support and Energy Related Support: Net Effect £0.255m: Employee Costs £0.052m, Administration Costs £0.203m.
- b. Budget realignment to reflect service delivery: Net Effect £0.000m: Employee Costs (£0.149m), Property Costs £0.120m, Supplies & Services (£0.054m), Administration Costs £0.933m, Income (£0.850m).

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 11 August 2023 (No.5)

## Audit Services

<b>Budget Category</b>	<b>Annual Budget</b>	<b>Forecast for Year</b>	<b>Annual Forecast Variance</b>	<b>Budget Proportion 11/08/23</b>	<b>Actual 11/08/23</b>	<b>Variance 11/08/23</b>		<b>% Variance 11/08/23</b>	<b>Note</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>			
Employee Costs	633	633	0	216	227	(11)	over	(5.1%)	1
Property Costs	0	0	0	0	0	0	-	n/a	
Supplies & Services	7	7	0	0	0	0	-	n/a	
Transport & Plant	0	0	0	0	0	0	-	n/a	
Administration Costs	6	6	0	2	2	0	-	0.0%	
Payments to Other Bodies	1	1	0	0	0	0	-	n/a	
Payments to Contractors	0	0	0	0	0	0	-	n/a	
Transfer Payments	0	0	0	0	0	0	-	n/a	
Financing Charges	4	4	0	0	0	0	-	n/a	
<b>Total Controllable Exp.</b>	651	651	0	218	229	(11)	over	(5.0%)	
<b>Total Controllable Inc.</b>	(277)	(277)	0	(40)	(40)	0	-	0.0%	
<b>Net Controllable Exp.</b>	374	374	0	178	189	(11)	-	(6.2%)	

Variance Explanations1. **Employee Costs**

The overspend reflects a lower than anticipated level of staff turnover.

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 11 August 2023 (No.5)

## Information Technology Services

<b>Budget Category</b>	<b>Annual Budget</b>	<b>Forecast for Year</b>	<b>Annual Forecast Variance</b>	<b>Budget Proportion 11/08/23</b>	<b>Actual 11/08/23</b>	<b>Variance 11/08/23</b>		<b>% Variance 11/08/23</b>	<b>Note</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>			
Employee Costs	5,217	5,217	0	1,584	1,507	77	under	4.9%	1
Property Costs	0	0	0	0	0	0	-	n/a	
Supplies & Services	5,518	5,518	0	4,204	4,228	(24)	over	(0.6%)	2
Transport & Plant	4	4	0	0	0	0	-	n/a	
Administration Costs	1,604	1,604	0	524	524	0	-	0.0%	
Payments to Other Bodies	0	0	0	0	0	0	-	n/a	
Payments to Contractors	0	0	0	0	0	0	-	n/a	
Transfer Payments	0	0	0	0	0	0	-	n/a	
Financing Charges	631	631	0	94	94	0	-	0.0%	
<b>Total Controllable Exp.</b>	12,974	12,974	0	6,406	6,353	53	under	0.8%	
<b>Total Controllable Inc.</b>	(7,747)	(7,747)	0	(229)	(229)	0	-	0.0%	
<b>Net Controllable Exp.</b>	5,226	5,226	0	6,177	6,124	53	under	0.9%	

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

The underspend reflects the level of turnover within the Service to date, with recruitment being considered in line with service requirements.

**2. Supplies & Services**

The overspend reflects the timing of expenditure, an element of which will be prepaid at the end of the year.

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 11 August 2023 (No.5)

## Personnel Services

<b>Budget Category</b>	<b>Annual Budget</b>	<b>Forecast for Year</b>	<b>Annual Forecast Variance</b>	<b>Budget Proportion 11/08/23</b>	<b>Actual 11/08/23</b>	<b>Variance 11/08/23</b>		<b>% Variance 11/08/23</b>	<b>Note</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>			
Employee Costs	8,146	8,146	0	2,843	2,967	(124)	over	(4.4%)	1, a
Property Costs	113	113	0	6	6	0	-	0.0%	
Supplies & Services	193	193	0	41	42	(1)	over	(2.4%)	
Transport & Plant	19	19	0	1	1	0	-	0.0%	
Administration Costs	1,018	1,018	0	449	497	(48)	over	(10.7%)	2
Payments to Other Bodies	1,260	1,260	0	767	767	0	-	0.0%	
Payments to Contractors	0	0	0	0	3	(3)	over	n/a	
Transfer Payments	0	0	0	0	0	0	-	n/a	
Financing Charges	41	41	0	2	2	0	-	0.0%	
<b>Total Controllable Exp.</b>	10,790	10,790	0	4,109	4,285	(176)	over	(4.3%)	
<b>Total Controllable Inc.</b>	(2,482)	(2,482)	0	(456)	(456)	0	-	(0.0%)	
<b>Net Controllable Exp.</b>	8,308	8,308	0	3,653	3,829	(176)	over	(4.8%)	

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

The overspend reflects the phasing of staffing costs to date and will be offset by anticipated external project income when received.

**2. Administration Costs**

The overspend reflects unbudgeted costs, an element of which will be recharged later in the year.

**Budget Virements**

- a. Additional General Revenue Grant (GRG) Funding – No-one Left Behind: Net Effect £0.641m: Employee Costs £0.641m.

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 11 August 2023 (No.5)

## Administration, Legal and Licensing Services

<b>Budget Category</b>	<b>Annual Budget</b>	<b>Forecast for Year</b>	<b>Annual Forecast Variance</b>	<b>Budget Proportion 11/08/23</b>	<b>Actual 11/08/23</b>	<b>Variance 11/08/23</b>		<b>% Variance 11/08/23</b>	<b>Note</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>			
Employee Costs	3,756	3,756	0	1,283	1,372	(89)	over	(6.9%)	1
Property Costs	18	18	0	1	1	0	-	0.0%	
Supplies & Services	118	118	0	18	34	(16)	over	(88.9%)	2
Transport & Plant	14	14	0	1	2	(1)	over	(100.0%)	
Administration Costs	2,331	2,331	0	688	691	(3)	over	(0.4%)	
Payments to Other Bodies	678	678	0	332	332	0	-	0.0%	
Payments to Contractors	0	0	0	0	0	0	-	n/a	
Transfer Payments	0	0	0	0	0	0	-	n/a	
Financing Charges	32	32	0	5	5	0	-	0.0%	
<b>Total Controllable Exp.</b>	<b>6,947</b>	<b>6,947</b>	<b>0</b>	<b>2,328</b>	<b>2,437</b>	<b>(109)</b>	<b>over</b>	<b>(4.7%)</b>	
<b>Total Controllable Inc.</b>	<b>(2,668)</b>	<b>(2,668)</b>	<b>0</b>	<b>(466)</b>	<b>(466)</b>	<b>0</b>	<b>-</b>	<b>0.0%</b>	
<b>Net Controllable Exp.</b>	<b>4,279</b>	<b>4,279</b>	<b>0</b>	<b>1,862</b>	<b>1,971</b>	<b>(109)</b>	<b>over</b>	<b>(5.9%)</b>	

Variance Explanations**1. Employee Costs**

The overspend reflects a lower than anticipated turnover achieved to date.

**2. Supplies & Services**

The overspend reflects the costs of additional computer equipment required for service delivery.

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 11 August 2023 (No.5)

## Communications and Strategy Services

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 11/08/23	Actual 11/08/23	Variance 11/08/23		% Variance 11/08/23	Note
	£000	£000	£000	£000	£000	£000			
<b><u>Budget Category</u></b>									
Employee Costs	2,493	2,493	0	854	857	(3)	over	-0.4%	
Property Costs	0	0	0	0	0	0	-	n/a	
Supplies & Services	634	634	0	203	208	(5)	over	-2.5%	
Transport & Plant	29	29	0	0	0	0	-	n/a	
Administration Costs	1,142	1,142	0	275	275	0	-	0.0%	
Payments to Other Bodies	807	807	0	638	638	0	-	0.0%	
Payments to Contractors	0	0	0	0	0	0	-	n/a	
Transfer Payments	0	0	0	0	0	0	-	n/a	
Financing Charges	351	351	0	160	160	0	-	0.0%	
<b>Total Controllable Exp.</b>	5,456	5,456	0	2,130	2,138	(8)	over	(0.4%)	
<b>Total Controllable Inc.</b>	(2,651)	(2,651)	0	(838)	(838)	0	-	0.0%	
<b>Net Controllable Exp.</b>	2,805	2,805	0	1,292	1,300	(8)	over	(0.6%)	

**Variance Explanations**

n/a



# Report

5

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>27 September 2023</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Capital Budget Monitoring 2023/2024 - Finance and Corporate Resources</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide information on the progress of the capital programme for Finance and Corporate Resources for the period 1 April 2023 to 11 August 2023

## 2. Recommendation(s)

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

- (1) that the Finance and Corporate Resources capital programme of £5.333 million, and expenditure to date of £0.884 million, be noted.

## 3. Background

3.1. This is the second capital monitoring report presented to the Finance and Corporate Resources Committee for the financial year 2023/2024. Further reports will follow throughout the year.

3.2. The budget of £5.333 million for Finance and Corporate Resources is based on the overall Capital Programme for 2023/2024 which was approved by the Executive Committee on 21 June 2023. There has been no change to this budget since the last report to this Committee (28 June 2023).

3.3. The report details the financial position for Finance and Corporate 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. 2023/2024 Budget

As detailed in Section 3.2, the 2023/2024 capital programme for Finance and Corporate Resources is £5.333 million.

### 5.2. Period 5 Position

Anticipated spend to date was £0.887 million and spend to 11 August 2023 amounts to £0.884 million, a minor underspend of £0.003 million.

## **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 is also no requirement to undertake any consultation in terms of the information contained in the report.

**Paul Manning**

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

7 September 2023

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

- ◆ Accountable, Effective, Efficient and Transparent

## **Previous References**

- ◆ Executive Committee, 21 June 2023
- ◆ Finance and Corporate Resources Committee, 28 June 2023

## **List of Background Papers**

- ◆ Financial ledger to 11 August 2023

## **Contact for Further Information**

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

Lorraine O'Hagan, Finance Manager (Strategy)

Ext: 2601 (Tel: 01698 452601)

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

**South Lanarkshire Council**  
**Capital Expenditure 2023-2024**  
**Finance and Corporate Resources Programme**  
**For Period 1 April 2023 – 11 August 2023**

<b><u>Finance and Corporate Resources</u></b>	Total Original Budget £000	Budget Adjustments £000	Slippage £000	Total Budget £000	Budget to Date £000	Actual Expenditure £000
Information Technology Services	5,333	-	-	5,333	887	884
<b>TOTAL</b>	<b>5,333</b>	<b>-</b>	<b>-</b>	<b>5,333</b>	<b>887</b>	<b>884</b>



# Report

6

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>27 September 2023</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Finance and Corporate Resources – Workforce Monitoring – May to July 2023</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for May to July 2023 relating to Finance and Corporate Resources

## 2. Recommendation(s)

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

(1) that the following employment information for May to July 2023 relating to Finance and Corporate Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ staffing watch as at 10 June 2023

## 3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for Finance and Corporate Resources provides information on the position for May to July 2023.

## 4. Monitoring Statistics

### 4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of July 2023 for Finance and Corporate Resources.

The Resource absence figure for July 2023 was 3.5%, this figure has decreased by 0.7% when compared to last month and is 0.3% lower than the Council-wide figure. Compared to July 2022, the Resource absence figure has decreased by 0.4%.

Based on the absence figures at July 2023 and annual trends, the projected annual average absence for the Resource for 2023/2024 is 3.9%, compared to a Council-wide average figure of 5.5%.

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.

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

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall, 59 referrals were made this period. This represents a decrease of 7 when compared with the same period last year.

**4.3. Accident/Incident Statistics**

There were 2 accidents/incidents recorded within the Resource this period, this figure remains unchanged when compared to the same period last year.

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

During the period, 1 disciplinary hearing was held within the Resource. This figure remains unchanged when compared to the same period last year. No appeals were heard by the Appeals Panel. No grievance hearings were raised within the Resource, this figure remains unchanged 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 were a total of 7 leavers in the Resource this period eligible for an exit interview, a decrease of 8 when compared with the same period last year. 3 exit interviews were conducted in this period, a decrease of 1 when compared to the same period last year.

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

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

**4.7. Appendix 2a provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period May to July 2023, 19 employees (16.20 FTE) in total left employment, managers indicated that 17 posts (14.80 FTE) were being replaced and 2 posts (1.40 FTE) are being held pending a savings or service review.**

**5. Staffing Watch**

**5.1. There has been a decrease of 15 in the number of employees in post from 11 March 2023 to 10 June 2023.**

**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 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)**

24 August 2023

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

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

### **Previous References**

- ◆ Finance and Corporate Resources, 28 June 2023

### **List of Background Papers**

- ◆ Monitoring information provided by Finance and Corporate Resources

### **Contact for Further Information**

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

Elaine Maxwell, HR Business Manager

Ext: 4647 (Tel: 01698 454647)

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

**Absence Trends - 2021/2022, 2022/2023 & 2023/2024**  
**Finance and Corporate Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	2.6	2.8	3.6	April	0.0	0.0	0.0	April	2.6	2.8	3.6	April	4.3	5.6	5.1				
May	3.3	3.2	3.9	May	0.0	0.0	0.0	May	3.3	3.2	3.9	May	4.9	5.4	5.1				
June	3.5	4.0	4.2	June	0.0	0.0	0.0	June	3.5	4.0	4.2	June	4.7	5.3	4.7				
July	3.3	3.9	3.5	July	0.0	0.0	0.0	July	3.3	3.9	3.5	July	4.0	4.6	3.8				
August	3.6	4.1		August	0.0	0.0		August	3.6	4.1		August	4.7	4.4					
September	4.0	3.6		September	0.0	0.0		September	4.0	3.6		September	6.4	5.4					
October	3.6	3.8		October	0.0	0.0		October	3.6	3.8		October	6.3	5.8					
November	4.3	3.4		November	0.0	0.0		November	4.3	3.4		November	6.9	6.5					
December	3.8	4.3		December	0.0	0.0		December	3.8	4.3		December	6.9	7.0					
January	3.8	4.3		January	0.0	0.0		January	3.8	4.3		January	7.0	5.8					
February	3.4	3.8		February	0.0	0.0		February	3.4	3.8		February	6.6	5.9					
March	3.4	3.8		March	0.0	0.0		March	3.4	3.8		March	7.9	6.4					
Annual Average	3.6	3.8	3.9	Annual Average	0.0	0.0	0.0	Annual Average	3.6	3.8	3.9	Annual Average	5.9	5.7	5.5				
Average Apr-Jul	3.2	3.5	3.8	Average Apr-Jul	0.0	0.0	0.0	Average Apr-Jul	3.2	3.5	3.8	Average Apr-Jul	4.5	5.2	4.7				
No of Employees at 31 July 2023				924	No of Employees at 31 July 2023				0	No of Employees at 31 July 2023				924	No of Employees at 31 July 2023				16165



Appendix 2		
FINANCE & CORPORATE RESOURCES		
	May - Jul 2022	May - Jul 2023
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	25	11
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	0	0
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	19	19
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>	22	29
<b>REFERRALS TO COGNITIVE BEHAVIOUR THERAPY</b>	0	0
<b>TOTAL</b>	66	59
<b>CAUSE OF ACCIDENTS/INCIDENTS</b>	May - Jul 2022	May - Jul 2023
Minor	1	1
Violent Incident: Verbal****	1	1
<b>Total Accidents/Incidents</b>	2	2
<p>*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.</p> <p>**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.</p> <p>***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.</p> <p>****Physical violent incidents are included in the "Specified" figures, where applicable, to provide the "Total Specified" figures.</p> <p>****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.</p> <p>****Physical Violent Incidents and ***** Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.</p>		
<b>RECORD OF DISCIPLINARY HEARINGS</b>	May - Jul 2022	May - Jul 2023
Total Number of Hearings	1	1
<b>Time Taken to Convene Hearing May - July 2023</b>		
<b>0-3 Weeks</b>	<b>4-6 Weeks</b>	<b>Over 6 Weeks</b>
0	0	1
<b>RECORD OF GRIEVANCE HEARINGS</b>	May - Jul 2022	May - Jul 2023
Number of Grievances	0	0
<b>RECORD OF DIGNITY AT WORK</b>	May - Jul 2022	May - Jul 2023
Number of Incidents	0	0
<b>ANALYSIS OF REASONS FOR LEAVING</b>	May - Jul 2022	May - Jul 2023
Further Education	2	0
Moving outwith area	0	1
Personal Reasons	0	2
Poor relationship with managers / colleagues	1	0
Other	1	0
<b>Number of Exit Interviews conducted</b>	4	3
<b>Total Number of Leavers Eligible for Exit Interview</b>	15	7
<b>Percentage of interviews conducted</b>	27%	43%

Appendix 2a				
Reason	May - July 2023		Cumulative total	
	FTE	H/C	FTE	H/C
Terminations/Leavers	16.20	19	23.90	29
Being replaced	14.80	17	22.50	27
Filling on a temporary basis	0.00	0	0.00	0
Plan to transfer this budget to another post	0.00	0	0.00	0
End of fixed term contract	0.00	0	0.00	0
Held pending service Review	1.40	2	1.40	2
Plan to remove for savings	0.00	0	0.00	0

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

As at 10 June 2023

**Total Number of Employees**

MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
203	17	410	228	858

\*Full - Time Equivalent No of Employees

Salary Bands

Chief Officer	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
5.00	119.63	359.13	216.05	53.07	24.30	2.00	0.00	0.00	779.18

As at 11 March 2023

**Total Number of Employees**

MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
207	19	414	233	873

\*Full - Time Equivalent No of Employees

Salary Bands

Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
2.00	124.78	358.72	219.55	58.05	22.30	6.00	0.00	0.00	791.4



# Report

7

Report to: **Finance and Corporate Resources Committee**  
 Date of Meeting: **27 September 2023**  
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Council-wide Workforce Monitoring – May to July 2023**

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period May to July 2023

## 2. Recommendation(s)

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

(1) that the following employment information for the period May to July 2023 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ staffing watch as at 10 June 2023

## 3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to the Committee. This report for the Council provides information on the position for the period May to July 2023.

## 4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for July 2023, is provided in Appendices 1 to 8. Points to note are:-

The Council's absence rate for July 2023, shown in Appendix 1, is 3.8%, which represents a decrease of 0.9% when compared with last month and the figure has decreased by 0.8% when compared to July 2022.

When compared to July 2022, the APT&C absence rate has decreased by 0.5%, the teachers' figure has decreased by 0.3% and the manual workers' figure has decreased by 1.6%.

Based on annual trends and the absence rate to July 2023, the projected average absence rate for the Council for the financial year 2023/2024 is 5.5%.

In comparison to July 2022 (Appendix 8):-

- ◆ Psychological and musculoskeletal conditions are the main reasons for absence.
- ◆ Total days lost due to psychological conditions have decreased by 6 days.
- ◆ Total days lost due to musculoskeletal conditions have increased by 231 days.
- ◆ Total days lost due to respiratory conditions have decreased by 2231 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 249 days.

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

## **5. Occupational Health**

5.1. Information on Occupational Health for the period May to July 2023 is provided in Appendix 9:-

- ◆ during the period there were 273 employees referred for a medical examination, a decrease of 107 when compared to the same period last year. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ a total of 402 employees attended physiotherapy treatment, showing a decrease of 17 when compared to the same period last year. Of the 402 employees referred, 50% remained at work whilst undertaking treatment.
- ◆ during this period 382 employees were referred to the Employee Support Officer, showing an increase of 23 when compared with the same period last year. Of the referrals made this period, 84% related to personal reasons.
- ◆ 148 employees were referred to the PAM Assist counselling service this period, showing an increase of 24 when compared with the same period last year. All the referrals made this period were from management and none were made directly by employees. Personal reasons accounted for 59% of the referrals made, 19% were for work related reasons and 22% was for other reasons.
- ◆ 6 employees were referred for Cognitive Behavioural Therapy this period, an increase of 5 when compared to the same period last year.

## **6. Accidents/Incidents**

6.1. The accident/incident report for May to July 2023 is contained in Appendix 10:-

- ◆ the number of accidents/incidents recorded was 317, this figure has increased by 34 from the same period last year.
- ◆ there were 3 specified injuries recorded, this figure has increased by 1 from the same period last year.
- ◆ there were 301 minor accidents/incidents, this figure has increased by 39 from the same period last year.
- ◆ there was 1 accident resulting in an absence lasting over 3 days during the period, this figure has decreased by 1 from the same period last year.
- ◆ there were 12 accidents resulting in an absence lasting over 7 days during the period, this figure has decreased by 5 from the same period last year.

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

7.1. Information on Disciplinary, Grievance Hearings, Dignity at Work and Mediation Referrals for May to July 2023 is contained in Appendices 11, 12a and 12b:-

- ◆ in total, 36 disciplinary hearings were held across Resources within the Council, this figure has increased by 2 when compared to the same period last year.
- ◆ action was taken in 35 of these cases. No appeals were raised against the outcomes.
- ◆ our target is to convene disciplinary hearings within 6 weeks, 83% of hearings met this target.
- ◆ during the period, 1 appeal was heard by the Appeals Panel, which was not upheld and 1 was withdrawn.
- ◆ at the end of July, 2 Appeals Panels were pending.
- ◆ during the period, 1 grievance case was raised.
- ◆ during the period, no Dignity at Work cases were raised.
- ◆ during the period, 3 referrals for mediation were submitted.

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

8.1. Information on the number of leavers and exit interviews for the period May to July 2023 is contained in Appendix 13. Exit interviews are conducted with employees who leave voluntarily.

### **Labour Turnover**

Using information compiled from Resources and Staffing Watch information as at 10 June 2032, the Council's turnover figure for May to July 2023 is as follows:-

144 leavers eligible for exit interviews/15,157 employees in post = Labour Turnover of 1.0%.

Based on the figure at July 2023, the projected annual labour turnover figure for the financial year 2023/2024 for the Council is 4.2%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 144 employees leaving the Council that were eligible for an exit interview, an increase of 2 when compared with the same period last year.
- ◆ there were a total of 40 exit interviews conducted which is a decrease of 16 when compared with the same period last year.

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

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

- 8.4. Appendix 13a provides information relating to vacant posts and whether these are being replaced or held for savings. From May to July 2023, 323 employees (240.14 FTE) left employment. Managers indicated that 302 posts (224.34 FTE) would be replaced, 2 posts (0.85 FTE) were being filled on a temporary basis, 1 post (0.95 FTE) plan to transfer this budget to another post, 6 posts (4.08 FTE) were due to the end of fixed term contracts and 12 posts (9.92 FTE) were being left vacant pending savings or service reviews.

## **9. Recruitment Monitoring**

- 9.1. Information on Recruitment Monitoring for May to July 2023 is contained within Appendix 14.

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

- ◆ overall, 5866 applications and 5583 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (194), 113 were shortlisted for interview and 11 were appointed.
- ◆ of those applicants of a black/ethnic minority background (659), 277 were shortlisted for interview and 23 were appointed.
- ◆ Of those applicants who are veterans (55), 20 were shortlisted for interview and 2 were appointed.

## **10. Staffing Watch**

- 10.1 There has been an increase of 174 in the number of employees in post from 11 March 2023 to 10 June 2023. Details of the staffing watch are contained in Appendix 15.

## **11. Employee Implications**

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

## **12. Financial Implications**

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

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

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

## **14. Other Implications**

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

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

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

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



24 August 2023

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

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

**Previous References**

- ◆ Finance and Corporate Resources Committee, 28 June 2023

**List of Background Papers**

- ◆ Monitoring information provided by Resources

**Contact for Further Information**

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

Elaine Maxwell, HR Business Manager

Ext: 4647 (Tel: 01698 454647)

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

## Absence Trends - 2021/2022, 2022/2023 &amp; 2023/2024

## Council Wide

Council Wide															
APT&C				Teachers				Manual Workers				Council Wide			
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024
	%	%	%		%	%	%		%	%	%		%	%	%
April	4.1	5.2	5.2	April	2.5	2.7	2.8	April	6.2	8.8	7.0	April	4.3	5.6	5.1
May	4.7	5.0	5.1	May	3.2	3.6	3.2	May	6.7	7.6	6.2	May	4.9	5.4	5.1
June	4.4	5.0	4.9	June	2.6	2.6	2.2	June	7.0	8.1	6.5	June	4.7	5.3	4.7
July	4.1	4.5	4.0	July	1.1	1.4	1.1	July	6.3	7.4	5.8	July	4.0	4.6	3.8
August	4.6	4.3		August	2.0	1.4		August	7.3	7.4		August	4.7	4.4	
September	6.1	5.2		September	4.4	2.8		September	8.5	8.0		September	6.4	5.4	
October	6.0	5.7		October	4.1	3.4		October	8.7	8.1		October	6.3	5.8	
November	6.5	6.3		November	5.6	4.7		November	8.7	8.6		November	6.9	6.5	
December	6.2	6.7		December	6.1	5.3		December	8.8	8.9		December	6.9	7.0	
January	6.7	5.2		January	3.9	4.3		January	10.1	8.0		January	7.0	5.8	
February	6.5	5.7		February	3.7	4.1		February	9.5	7.9		February	6.6	5.9	
March	8.0	6.2		March	4.3	4.6		March	11.3	8.3		March	7.9	6.4	
Annual Average	5.7	5.4	5.4	Annual Average	3.6	3.4	3.3	Annual Average	8.3	8.1	7.6	Annual Average	5.9	5.7	5.5
Average Apr-Jul	4.3	4.9	4.8	Average Apr-Jul	2.4	2.6	2.3	Average Apr-Jul	6.6	8.0	6.4	Average Apr-Jul	4.5	5.2	4.7
No of Employees at 31 July 2023			7708	No of Employees at 31 July 2023			3910	No of Employees at 31 July 2023			4547	No of Employees at 31 July 2023			16165

## Absence Trends - 2021/2022, 2022/2023 &amp; 2023/2024

## Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	2.3	4.4	3.6	April	5.7	7.3	6.3	April	5.2	6.9	6.0	April	4.3	5.6	5.1				
May	2.7	3.9	3.7	May	6.4	6.8	6.3	May	5.9	6.3	5.9	May	4.9	5.4	5.1				
June	2.8	3.5	4.3	June	6.6	7.2	5.9	June	6.0	6.7	5.7	June	4.7	5.3	4.7				
July	2.9	3.9	2.3	July	5.3	5.9	4.6	July	4.9	5.6	4.3	July	4.0	4.6	3.8				
August	2.9	3.4		August	6.4	6.6		August	5.9	6.1		August	4.7	4.4					
September	3.4	3.1		September	8.2	7.9		September	7.5	7.1		September	6.4	5.4					
October	3.8	5.1		October	7.9	7.5		October	7.3	7.1		October	6.3	5.8					
November	3.5	4.2		November	8.0	8.3		November	7.3	7.7		November	6.9	6.5					
December	4.2	3.7		December	8.0	8.8		December	7.4	8.0		December	6.9	7.0					
January	3.6	2.6		January	9.6	7.4		January	8.6	6.7		January	7.0	5.8					
February	4.4	3.6		February	9.5	7.4		February	8.7	6.9		February	6.6	5.9					
March	6.0	3.9		March	11.0	7.9		March	10.2	7.3		March	7.9	6.4					
Annual Average	3.5	3.8	3.6	Annual Average	7.7	7.4	7.1	Annual Average	7.1	6.9	6.6	Annual Average	5.9	5.7	5.5				
Average Apr-Jul	2.7	3.9	3.5	Average Apr-Jul	6.0	6.8	5.8	Average Apr-Jul	5.5	6.4	5.5	Average Apr-Jul	4.5	5.2	4.7				
No of Employees at 31 July 2023				528	No of Employees at 31 July 2023				2933	No of Employees at 31 July 2023				3461	No of Employees at 31 July 2023				16165

## Absence Trends - 2021/2022, 2022/2023 &amp; 2023/2024

## Education Resources

Education Resources																			
APT&C				Teachers				Resource Total				Council Wide							
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	4.8	5.5	5.0	April	2.5	2.7	2.8	April	3.5	4.0	3.8	April	4.3	5.6	5.1				
May	5.7	5.5	5.4	May	3.2	3.6	3.2	May	4.4	4.5	4.2	May	4.9	5.4	5.1				
June	4.7	5.1	4.8	June	2.6	2.6	2.2	June	3.5	3.7	3.4	June	4.7	5.3	4.7				
July	3.4	3.8	3.4	July	1.1	1.4	1.1	July	2.1	2.5	2.2	July	4.0	4.6	3.8				
August	3.8	3.6		August	2.0	1.4		August	2.8	2.4		August	4.7	4.4					
September	6.4	5.8		September	4.4	2.8		September	5.3	4.1		September	6.4	5.4					
October	6.6	6.5		October	4.1	3.4		October	5.2	4.8		October	6.3	5.8					
November	8.0	7.9		November	5.6	4.7		November	6.7	6.2		November	6.9	6.5					
December	8.0	8.5		December	6.1	5.3		December	7.0	6.8		December	6.9	7.0					
January	8.1	6.1		January	3.9	4.3		January	5.8	5.1		January	7.0	5.8					
February	7.2	6.8		February	3.7	4.1		February	5.3	5.4		February	6.6	5.9					
March	9.5	7.0		March	4.3	4.6		March	6.7	5.7		March	7.9	6.4					
Annual Average	6.4	6.0	5.9	Annual Average	3.6	3.4	3.3	Annual Average	4.9	4.6	4.5	Annual Average	5.9	5.7	5.5				
Average Apr-Jul	4.7	5.0	4.7	Average Apr-Jul	2.4	2.6	2.3	Average Apr-Jul	3.4	3.7	3.4	Average Apr-Jul	4.5	5.2	4.7				
No of Employees at 31 July 2023				3496	No of Employees at 31 July 2023				3910	No of Employees at 31 July 2023				7406	No of Employees at 31 July 2023				16165

## Absence Trends - 2021/2022, 2022/2023 &amp; 2023/2024

## Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	2.6	2.8	3.6	April	0.0	0.0	0.0	April	2.6	2.8	3.6	April	4.3	5.6	5.1				
May	3.3	3.2	3.9	May	0.0	0.0	0.0	May	3.3	3.2	3.9	May	4.9	5.4	5.1				
June	3.5	4.0	4.2	June	0.0	0.0	0.0	June	3.5	4.0	4.2	June	4.7	5.3	4.7				
July	3.3	3.9	3.5	July	0.0	0.0	0.0	July	3.3	3.9	3.5	July	4.0	4.6	3.8				
August	3.6	4.1		August	0.0	0.0		August	3.6	4.1		August	4.7	4.4					
September	4.0	3.6		September	0.0	0.0		September	4.0	3.6		September	6.4	5.4					
October	3.6	3.8		October	0.0	0.0		October	3.6	3.8		October	6.3	5.8					
November	4.3	3.4		November	0.0	0.0		November	4.3	3.4		November	6.9	6.5					
December	3.8	4.3		December	0.0	0.0		December	3.8	4.3		December	6.9	7.0					
January	3.8	4.3		January	0.0	0.0		January	3.8	4.3		January	7.0	5.8					
February	3.4	3.8		February	0.0	0.0		February	3.4	3.8		February	6.6	5.9					
March	3.4	3.8		March	0.0	0.0		March	3.4	3.8		March	7.9	6.4					
Annual Average	3.6	3.8	3.9	Annual Average	0.0	0.0	0.0	Annual Average	3.6	3.8	3.9	Annual Average	5.9	5.7	5.5				
Average Apr-Jul	3.2	3.5	3.8	Average Apr-Jul	0.0	0.0	0.0	Average Apr-Jul	3.2	3.5	3.8	Average Apr-Jul	4.5	5.2	4.7				
No of Employees at 31 July 2023				924	No of Employees at 31 July 2023				0	No of Employees at 31 July 2023				924	No of Employees at 31 July 2023				16165

## Absence Trends - 2021/2022, 2022/2023 &amp; 2023/2024

## Housing &amp; Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	3.2	5.5	5.7	April	3.6	10.6	6.9	April	3.3	7.6	6.2	April	4.3	5.6	5.1				
May	2.9	4.5	4.9	May	4.2	8.1	6.1	May	3.4	6.0	5.4	May	4.9	5.4	5.1				
June	3.5	4.9	5.4	June	6.2	8.5	6.8	June	4.6	6.4	6.0	June	4.7	5.3	4.7				
July	4.0	5.5	5.0	July	5.7	8.9	8.1	July	4.7	6.9	6.2	July	4.0	4.6	3.8				
August	4.9	4.7		August	7.9	7.1		August	6.2	5.7		August	4.7	4.4					
September	5.8	4.5		September	8.1	6.3		September	6.8	5.2		September	6.4	5.4					
October	5.2	4.3		October	9.0	7.8		October	6.8	5.8		October	6.3	5.8					
November	5.7	4.6		November	9.2	7.8		November	7.2	5.9		November	6.9	6.5					
December	4.6	4.4		December	9.5	7.2		December	6.7	5.6		December	6.9	7.0					
January	5.2	4.5		January	8.8	5.5		January	6.7	4.9		January	7.0	5.8					
February	6.4	4.4		February	8.5	6.2		February	7.3	5.1		February	6.6	5.9					
March	7.8	5.3		March	10.7	6.8		March	9.0	5.9		March	7.9	6.4					
Annual Average	4.9	4.8	4.8	Annual Average	7.6	7.6	6.9	Annual Average	6.1	5.9	5.7	Annual Average	5.9	5.7	5.5				
Average Apr-Jul	3.4	5.1	5.3	Average Apr-Jul	4.9	9.0	7.0	Average Apr-Jul	4.0	6.7	6.0	Average Apr-Jul	4.5	5.2	4.7				
No of Employees at 31 July 2023				887	No of Employees at 31 July 2023				560	No of Employees at 31 July 2023				1447	No of Employees at 31 July 2023				16165

## Absence Trends - 2021/2022, 2022/2023 &amp; 2023/2024

## Social Work Resources

Social Work Resources															
APT&C				Manual Workers				Resource Total				Council Wide			
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024
	%	%	%		%	%	%		%	%	%		%	%	%
April	4.5	6.2	6.5	April	9.6	12.6	9.4	April	6.2	8.3	7.4	April	4.3	5.6	5.1
May	5.0	5.7	5.8	May	9.3	10.1	8.4	May	6.5	7.1	6.6	May	4.9	5.4	5.1
June	3.9	5.9	5.5	June	7.6	11.3	8.6	June	5.2	7.6	6.5	June	4.7	5.3	4.7
July	6.1	6.0	5.4	July	10.3	11.8	8.8	July	7.5	7.9	6.5	July	4.0	4.6	3.8
August	7.3	6.0		August	10.2	10.8		August	8.2	7.5		August	4.7	4.4	
September	7.6	5.9		September	10.3	9.6		September	8.5	7.1		September	6.4	5.4	
October	6.9	5.8		October	11.3	10.4		October	8.4	7.3		October	6.3	5.8	
November	6.2	6.0		November	10.8	10.4		November	7.7	7.4		November	6.9	6.5	
December	5.5	6.4		December	11.1	10.6		December	7.3	7.7		December	6.9	7.0	
January	7.4	5.2		January	13.0	12.0		January	9.2	7.4		January	7.0	5.8	
February	7.5	5.8		February	10.1	11.0		February	8.3	7.5		February	6.6	5.9	
March	8.0	7.0		March	12.8	10.9		March	9.5	8.2		March	7.9	6.4	
Annual Average	6.3	6.0	5.9	Annual Average	10.5	11.0	10.1	Annual Average	7.7	7.6	7.3	Annual Average	5.9	5.7	5.5
Average Apr-Jul	4.9	6.0	5.8	Average Apr-Jul	9.2	11.5	8.8	Average Apr-Jul	6.4	7.7	6.8	Average Apr-Jul	4.5	5.2	4.7
No of Employees at 31 July 2023			1873	No of Employees at 31 July 2023			1054	No of Employees at 31 July 2023			2927	No of Employees at 31 July 2023			16165

									<b>Appendix 7</b>	
<b>Absence by long and short term</b>										
<b>From: 1 May 2023 to 31 July 2023</b>										
		<b>May 2023</b>			<b>June 2023</b>			<b>July 2023</b>		
<b>Resource</b>	<b>No of employees</b>	<b>Total Short Term %</b>	<b>Total Long Term %</b>	<b>Resource Total Absence %</b>	<b>Total Short Term %</b>	<b>Total Long Term %</b>	<b>Resource Total Absence %</b>	<b>Total Short Term %</b>	<b>Total Long Term %</b>	<b>Resource Total Absence %</b>
Community and Enterprise	3461	4.0	1.9	5.9	1.8	3.9	5.7	1.5	2.8	4.3
Education	7406	1.4	2.8	4.2	1.1	2.3	3.4	0.3	1.9	2.2
Finance and Corporate	924	1.0	2.9	3.9	1.5	2.7	4.2	1.3	2.2	3.5
Housing & Technical	1447	1.3	4.1	5.4	2.2	3.8	6.0	1.6	4.6	6.2
Social Work	2927	1.9	4.7	6.6	1.7	4.8	6.5	1.6	4.9	6.5
<b>Council Overall for May 2023 to July 2023</b>	<b>16165</b>	<b>1.6</b>	<b>3.5</b>	<b>5.1</b>	<b>1.5</b>	<b>3.2</b>	<b>4.7</b>	<b>0.9</b>	<b>2.9</b>	<b>3.8</b>



Attendance Monitoring Absence Classification												
From : 1 July 2023 - 31 July 2023												
Reasons	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	933	31	649	20	49	8	633	36	816	24	3080	26
Psychological	837	28	1221	38	313	52	580	33	1148	34	4099	34
Stomach, Bowel, Blood, Metabolic Disorders	206	7	209	7	30	5	142	8	392	12	979	8
Respiratory	239	8	245	8	34	6	181	10	261	8	960	8
Other Classification	788	26	850	27	178	29	237	13	746	22	2799	23
<b>Total Days Lost By Resource</b>	3003	100	3174	100	604	100	1773	100	3363	100	11917	100
<b>Total Work Days Available</b>	70509		146261		17462		28413		51946			
From : 1 July 2022 - 31 July 2022												
REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1095	28	441	12	81	11	507	26	725	18	2849	20
Psychological	798	20	1238	34	228	31	603	31	1238	31	4105	29
Stomach, Bowel, Blood, Metabolic Disorders	442	11	298	8	45	6	90	5	353	9	1228	9
Respiratory	906	23	839	23	231	32	354	18	861	22	3191	22
Other Classification	695	18	793	22	142	20	385	20	806	20	2821	20
<b>Total Days Lost By Resource</b>	3936	100	3609	100	727	100	1939	100	3983	100	14194	100
<b>Total Work Days Available</b>	70455		143314		18520		28163		50656			
*WDL = Work Days Lost												

Occupational Health Reports

From: 1 May - 31 July 2023 comparison with 1 May - 31 July 2022

Medical Referrals											
		Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals			
			Teachers	Others							
Total (May - Jul 2023)		63	38	31	11	45	85	273			
Total (May - Jul 2022)		107	29	50	25	72	97	380			

No of Employees Referred For Physiotherapy			No of Employees Referred To Employee Support Officer			No of Employees Referred For Cognitive Behavioural Therapy		
Resource	May - Jul 2022	May - Jul 2023	Resource	May - Jul 2022	May - Jul 2023	Resource	May - Jul 2022	May - Jul 2023
Community and Enterprise	103	117	Community and Enterprise	82	89	Community and Enterprise	0	0
Education (Teachers)	59	43	Education	122	132	Education	0	2
Education (Others)	58	72	Finance and Corporate	22	29	Finance and Corporate	0	0
Finance and Corporate	19	19	Housing and Technical	39	36	Housing and Technical	0	1
Housing and Technical	58	50	Social Work	94	96	Social Work	0	1
Social Work	122	101	Total	359	382	Not Disclosed	1	2
Total	419	402				Total	1	6

Analysis of Counselling Referrals by Cause											
Reason											
Work Stress		Addiction		Personal		Anxiety/ Depression		Bereavement		Total	
M	S	M	S	M	S	M	S	M	S	M	S
Total (May - Jul 2023)	28	0	0	0	87	0	11	0	22	148	0
Total (May - Jul 2022)	34	0	0	0	79	0	0	0	11	124	0
Total								Total Referrals (May - Jul 2023)		148	
								Total Referrals (May - Jul 2022)		124	

M = MANAGEMENT REFERRAL    S = SELF REFERRAL

**Analysis of Accidents/ Incidents  
Comparison  
Cause of Accidents/ Incidents to employees**

**From: 1 May - 31 July 2023 comparison with 1 May - 31 July 2022**

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023
Specified Injury	0	1	0	1	0	0	0	0	2	1	2	3
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Specified Injury*</b>	0	1	0	1	0	0	0	0	2	1	2	3
Over 7-day	6	7	2	1	0	0	6	1	3	3	17	12
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Over 7-day**</b>	6	7	2	1	0	0	6	1	3	3	17	12
Over 3-day	0	0	2	0	0	0	0	0	0	1	2	1
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Over 3-day**</b>	0	0	2	0	0	0	0	0	0	1	2	1
Minor	18	34	8	13	1	1	2	4	17	16	46	68
Near Miss	2	3	1	3	0	0	0	0	2	1	5	7
Violent Incident: Physical	1	1	166	201	0	0	0	0	7	4	174	206
Violent Incident: Verbal	6	3	21	13	1	1	3	0	6	3	37	20
<b>Total Minor***</b>	27	41	196	230	2	2	5	4	32	24	262	301
<b>Total Accidents/Incidents</b>	33	49	200	232	2	2	11	5	37	29	283	317

\*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.

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

## Record of Disciplinary Hearings

From: 1 May - 31 July 2023 comparison with 1 May - 31 July 2022

Resource	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 6 Weeks
	APT&C	Manual/ Craft	Teachers	Total	No Action				Action Taken				3	4-6	6+	
					APT&C	Manual / Craft	Teachers	Total	APT&C	Manual / Craft	Teachers	Total				
Community and Enterprise	1	22	N/A	23	0	1	N/A	1	1	21	N/A	22	14	6	3	87%
Education	1	1	2	4	0	0	0	0	1	1	2	4	3	0	1	75%
Finance and Corporate	1	0	N/A	1	0	0	N/A	0	1	0	N/A	1	0	0	1	0%
Housing and Technical	2	0	N/A	2	0	0	N/A	0	2	0	N/A	2	1	0	1	50%
Social Work	0	6	N/A	6	0	0	N/A	0	0	6	N/A	6	4	2	0	100%
Total (May - Jul 2023)	5	29	2	36	0	1	0	1	5	28	2	35	22	8	6	83%
Total (May - Jul 2022)	4	30	0	34	0	4	0	4	4	26	0	30	20	4	10	71%

Resource	No of Appeals				Outcome of Appeals												Appeals Pending
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld				
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	
Total (May - Jul 2023)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total (May - Jul 2022)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

\*Resources nil responses are not included in figures

## Appeal's Panel

From: 1 May - 31 July 2023

Appeal's Panel	Upheld	Upheld in Part	Not Upheld	Total	Withdrawn	Appeals pending to date
Total	0	0	1	1	1	2

Appendix 12a						
Record of Grievances						
From: 1 May - 31 July 2023 comparison with 1 May - 31 July 2022						
Grievances	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process	
Total (May - Jul 2023)	1	0	0	0	1	
Total (May - Jul 2022)	5	1	4	0	0	
Dignity at Work						
From: 1 May - 31 July 2023 comparison with 1 May - 31 July 2022						
Dignity at Work	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
Total (May - Jul 2023)	0	0	0	0	0	0
Total (May - Jul 2022)	1	0	1	0	0	0

				<b>Appendix 12b</b>	
<b>Referrals for Workplace Mediation</b>					
<b>As at July 2023</b>					
<b>Workplace Mediation</b>	<b>May-23</b>	<b>Jun-23</b>	<b>Jul-23</b>		
<b>No of Referrals</b>	2	1	0		
<b>*No of Successful Cases</b>	0	0	0		
<b>*No of Unsuccessful Cases</b>	0	0	0		
<b>No of cases unsuitable for mediation</b>	1	0	1		
<b>Workplace Mediation</b>	<b>May-22</b>	<b>Jun-22</b>	<b>Jul-22</b>		
<b>No of Referrals</b>	0	1	1		
<b>*No of Successful Cases</b>	0	0	0		
<b>*No of Unsuccessful Cases</b>	0	0	0		
<b>No of cases unsuitable for mediation</b>	0	0	0		
<b>*successful/unsuccessful case outcomes may be shown outwith the month they were referred.</b>					

							<b>Appendix 13</b>
	<b>Analysis of leavers and exit interviews</b>						
<b>From 1 May - 31 July 2023</b>							
<b>Reason for leaving</b>	<b>Community and Enterprise</b>	<b>Education</b>	<b>Finance and Corporate</b>	<b>Housing &amp; Technical</b>	<b>Social Work</b>	<b>Total</b>	<b>%</b>
Career Advancement	3	6	0	1	6	16	40%
Personal Reasons	0	1	2	2	1	6	15%
Travelling difficulties	1	0	0	0	3	4	10%
Moving outwith area	0	1	1	0	0	2	5%
Further Education	0	0	0	0	1	1	3%
Disatisfaction with terms and conditions	1	0	0	0	0	1	3%
Child Caring / Caring Responsibilities	0	0	0	0	1	1	3%
Poor relationship with managers / colleagues	0	0	0	0	1	1	3%
Other	5	2	0	0	1	8	20%
<b>Number of exit interviews conducted</b>	<b>10</b>	<b>10</b>	<b>3</b>	<b>3</b>	<b>14</b>	<b>40</b>	
<b>Total no. of leavers per Resource eligible for an exit interview</b>	<b>28</b>	<b>60</b>	<b>7</b>	<b>9</b>	<b>40</b>	<b>144</b>	
<b>% of leavers interviewed</b>	<b>36%</b>	<b>17%</b>	<b>43%</b>	<b>33%</b>	<b>35%</b>	<b>28%</b>	
<b>From 1 May - 31 July 2022</b>							
<b>Number of exit interviews conducted</b>	<b>6</b>	<b>19</b>	<b>4</b>	<b>7</b>	<b>20</b>	<b>56</b>	
<b>Total no. of leavers per Resource eligible for an exit interview</b>	<b>34</b>	<b>41</b>	<b>15</b>	<b>15</b>	<b>37</b>	<b>142</b>	
<b>% of leavers interviewed</b>	<b>18%</b>	<b>46%</b>	<b>27%</b>	<b>47%</b>	<b>54%</b>	<b>39%</b>	
* Note these totals include temporary employees							

Appendix 13a														
May to July 2023	Number of leavers		Replace Employee		Filling on a temp basis		Plan to transfer this budget to another post		End of fixed term post		Leave vacant pending savings or service review		Plan to remove for savings	
Resource	Total FTE*	Total H/C**	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C
Community & Enterprise	54.43	94.00	51.85	90.00	0.00	0.00	0.00	0.00	0.58	2.00	2.00	2.00	0.00	0.00
Education	87.33	104.00	84.38	100.00	0.85	1.00	0.00	0.00	1.50	2.00	0.60	1.00	0.00	0.00
Finance & Corporate	16.20	19.00	14.80	17.00	0.00	0.00	0.00	0.00	0.00	0.00	1.40	2.00	0.00	0.00
Housing & Technical	21.31	27.00	21.31	27.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Social Work	60.87	79.00	52.00	68.00	0.00	1.00	0.95	1.00	2.00	2.00	5.92	7.00	0.00	0.00
<b>Total</b>	<b>240.14</b>	<b>323</b>	<b>224.34</b>	<b>302</b>	<b>0.85</b>	<b>2</b>	<b>0.95</b>	<b>1</b>	<b>4.08</b>	<b>6</b>	<b>9.92</b>	<b>12</b>	<b>0.00</b>	<b>0</b>
<b>Cumulative Grand Total</b>	<b>335.95</b>	<b>463</b>	<b>317.49</b>	<b>436</b>	<b>2.29</b>	<b>5</b>	<b>0.95</b>	<b>1</b>	<b>5.30</b>	<b>9</b>	<b>9.92</b>	<b>12</b>	<b>0.00</b>	<b>0</b>



**Recruitment Monitoring**  
**Analysis of Gender, Disability, Ethnicity and Age**

**From : 1 May - 31 July 2023**

<b>Total Number of applications received:</b>	<b>5866</b>
<b>Total Number of Equal Opportunities Monitoring forms received:</b>	<b>5583</b>
<b>Total Number of posts recruited for:</b>	<b>802</b>
<b>Total Number of appointments:</b>	<b>473</b>

<b>Gender / Disability / Age</b>						
	<b>Applied</b>	<b>Interviewed</b>	<b>Appointed</b>	<b>% of Applicants interviewed</b>	<b>% of Applicants appointed</b>	<b>% of Interviewees appointed</b>
<b>Total EO Forms Received</b>	<b>5583</b>	<b>2215</b>	<b>378</b>	<b>40%</b>	<b>7%</b>	<b>17%</b>
<b>Total No of Male Applicants</b>	1931	610	124	32%	6%	20%
<b>Total No of Female Applicants</b>	3637	1286	263	35%	7%	20%
<b>Total No of Disabled Applicants</b>	194	113	11	58%	6%	10%
<b>Total No of applicants aged under 50</b>	4251	1466	265	34%	6%	18%
<b>Total No of applicants aged over 50</b>	1271	537	117	42%	9%	22%
<b>Total No of White applicants</b>	4884	1764	367	36%	8%	21%
<b>Total No of Black/Ethnic minority applicants*</b>	659	277	23	42%	3%	8%
<b>Total No of Veteran applicants</b>	55	20	2	36%	4%	10%

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

**From : 1 May - 31 July 2022**

<b>Total Number of applications received:</b>	<b>4246</b>
<b>Total Number of Equal Opportunities Monitoring forms received:</b>	<b>426</b>
<b>Total Number of posts recruited for:</b>	<b>803</b>
<b>Total Number of appointments:</b>	<b>0</b>

<b>Gender / Disability / Age</b>						
	<b>Applied</b>	<b>Interviewed</b>	<b>Appointed</b>	<b>% of Applicants interviewed</b>	<b>% of Applicants appointed</b>	<b>% of Interviewees appointed</b>
<b>Total EO Forms Received</b>	<b>4246</b>	<b>2886</b>	<b>811</b>	<b>68%</b>	<b>19%</b>	<b>28%</b>
<b>Total No of Male Applicants</b>	1282	943	150	74%	12%	16%
<b>Total No of Female Applicants</b>	2982	1857	577	62%	19%	31%
<b>Total No of Disabled Applicants</b>	87	66	15	76%	17%	23%
<b>Total No of applicants aged under 50</b>	3620	2427	600	67%	17%	25%
<b>Total No of applicants aged over 50</b>	603	349	128	58%	21%	37%
<b>Total No of White applicants</b>	4053	2660	695	66%	17%	26%
<b>Total No of Black/Ethnic minority applicants*</b>	171	106	20	62%	12%	19%
<b>Total No of Veteran applicants</b>	36	15	0	42%	0%	0%

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

### **QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 10 JUNE 2023**

#### **Analysis by Resource**

Resource	Total Number of Employees					Full-Time Equivalent									
	Total	Male		Female		Salary Band									
		F/T	P/T	F/T	P/T	Total	Chief Officer	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
Community & Enterprise Resources	3140	1263	250	201	1426	2215.82	5.00	1548.64	363.88	231.25	46.05	16.00	0.00	5.00	0.00
Education - Others	3322	130	100	675	2417	2438.98	3.00	1198.09	966.21	142.86	47.60	9.00	1.96	62.66	7.60
Education - Teachers	3840	680	72	2222	866	3471.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.60	3464.80
Finance & Corporate Resources	858	203	17	410	228	779.18	5.00	119.63	359.13	216.05	53.07	24.30	2.00	0.00	0.00
Housing & Technical	1288	805	27	329	127	1229.17	3.00	204.26	628.88	352.43	30.60	10.00	0.00	0.00	0.00
Social Work Resources	2709	206	198	979	1326	2370.75	3.00	361.42	1417.31	523.46	33.80	31.76	0.00	0.00	0.00
						<b>9033.90</b>	(excluding Teachers)								
<b>Total All Staff</b>	<b>15157</b>	<b>3287</b>	<b>664</b>	<b>4816</b>	<b>6390</b>	<b>12505.30</b>	<b>19.00</b>	<b>3432.04</b>	<b>3735.41</b>	<b>1466.05</b>	<b>211.12</b>	<b>91.06</b>	<b>3.96</b>	<b>74.26</b>	<b>3472.40</b>

### **QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 11 MARCH 2023**

#### **Analysis by Resource**

Resource	Total Number of Employees					Full-Time Equivalent									
	Total	Male		Female		Salary Band									
		F/T	P/T	F/T	P/T	Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
Community & Enterprise Resources	3017	1176	235	201	1405	2109.86	1.00	1432.36	372.02	234.43	44.05	17.00	4.00	5.00	0.00
Education - Others	3296	137	96	683	2380	2424.23	1.00	1182.76	959.29	148.36	46.00	13.00	3.96	62.26	7.60
Education - Teachers	3834	676	73	2227	858	3469.50	0.00	0.00	0.00	0.00	0.00	1.00	0.00	6.60	3461.90
Finance & Corporate Resources	873	207	19	414	233	791.40	2.00	124.78	358.72	219.55	58.05	22.30	6.00	0.00	0.00
Housing & Technical	1297	817	27	326	127	1237.80	1.00	207.47	634.50	352.23	29.60	11.00	2.00	0.00	0.00
Social Work Resources	2666	204	186	948	1328	2332.00	1.00	1105.28	633.47	523.69	36.80	29.76	2.00	0.00	0.00
						<b>8895.29</b>	(excluding Teachers)								
<b>Total All Staff</b>	<b>14983</b>	<b>3217</b>	<b>636</b>	<b>4799</b>	<b>6331</b>	<b>12364.79</b>	<b>6.00</b>	<b>4052.65</b>	<b>2958.00</b>	<b>1478.26</b>	<b>214.50</b>	<b>94.06</b>	<b>17.96</b>	<b>73.86</b>	<b>3469.50</b>

# Report

8

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>27 September 2023</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Treasury Management Activity – 2023/2024 First Quarter Review</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide a first quarter review of Treasury Management Activity for 2023/2024

## 2. Recommendation(s)

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

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

## 3. Background

3.1. In order to provide members with information on the Council's Treasury Management activities, a quarterly report is presented to this Committee. This report covers the period 1 April 2023 to 30 June 2023.

## 4. Market Performance

4.1. At the time of writing the base rate was 5.25% and the Bank of England Asset Purchase Programme (commonly referred to as its policy of quantitative easing) was £786 billion. The Council's Treasury Management Advisers are predicting that the base rate will peak at 5.50% in September 2023 and begin to fall during the first quarter of 2024/2025.

## 5. Debt Management and Borrowing Strategy

5.1. The Council began the year with debt of £1,036.302 million with fixed rate loans from the Public Works Loans Board (PWLb) making up 99.18% of the debt.

5.2. Table 1 shows the movement in borrowing from 1 April 2023 to 30 June 2023. Short term borrowing reflects borrowing which will mature in the coming year, or where the debt can be recalled in the coming year.

**Table 1 – Movement in Borrowing to 30 June 2023**

	Balance as at 01/04/2023 £m	New Borrowing £m	Debt Maturing £m	Debt Repaid £m	Balance as at 30/06/2023 £m	Increase/ Decrease in Borrowing £m
Short Term Borrowing	21.770	0.000	(4.579)	0.00	17.191	(4.579)
Long Term Borrowing	1,014.532	0.000	0.00	0.00	1,014.532	0.000
<b>TOTAL BORROWING</b>	<b>1,036.302</b>	<b>0.000</b>	<b>(4.579)</b>	<b>0.00</b>	<b>1,031.723</b>	<b>(4.579)</b>

- 5.3. In 2012/2013, HM Treasury introduced a “certainty rate” to enable eligible local authorities to access cheaper PWLB funding, with a 20 basis point (0.20%) reduction on the standard rate. South Lanarkshire Council has access to this reduced rate.
- 5.4. The Council has an expected funding requirement of £266.257 million for 2023/2024 including £166.307 million carried over from 2022/2023. The report to South Lanarkshire Council on Service Concessions in January 2023 introduced a strategy that recognised the level of reserves and cash balances held by the Council to reduce the need to borrow for this funding requirement. After taking these into account, the Council has an expected borrowing requirement of £73.855 million for 2023/2024.
- 5.5. The Executive Director (Finance and Corporate Resources), under delegated powers, will continue to take the most appropriate form of borrowing depending on the prevailing interest rates at the time, taking into consideration the differential between investment earnings and debt costs that remains high.
- 5.6. No borrowing has been taken so far in the current financial year. Instead, cash balances have been used to fund capital spend. Borrowing to replace these balances will be required going forward.
- 6. Investment Activity**
- 6.1. On a daily basis, the Treasury Management section within Finance and Corporate Resources manages the Council's cash balances. These balances can result from day-to-day cash flow situations where income has been received before expenditure has taken place, and from the balances held in earmarked reserves for use at a later date. It is the responsibility of the section to manage these funds. The primary consideration when making deposits is the security of funds. Secondary to this, consideration is given to ensuring we have access to funds when necessary, and that these funds are working as well as they can for the Council.
- 6.2. The Prudential Indicators, Treasury Management Strategy and Annual Investment Strategy Report for 2023/2024 was approved by South Lanarkshire Council on 22 February 2023. This included details of permitted investments for the Council.
- 6.3. Prior to depositing funds with any bank or building society, checks are made with the Council's treasury adviser, Link Asset Services, that the institution is considered safe and that any deposit conforms to their recommended time duration as determined by their Rating Methodology. This methodology uses credit ratings, rating watches and outlooks and credit default swap (CDS) prices to establish a suggested time duration for deposits.

- 6.4. Deposits made in the period 1 April 2023 to 30 June 2023 totalled £375.050 million. This is the cumulative deposits placed over this period. This is broken down per sector and institution in Table 3. 83.27% of these deposits were made with the UK Government through the Debt Management Office (DMO) deposit facility.
- 6.5. In order to manage their cash flow over the short term, local authorities, as part of normal treasury management activity, will place money on deposit with other local authorities. Deposits placed with other local authorities account for 13.99% of deposits. The remaining 2.74% was placed in instant access call accounts with Bank of Scotland and The Royal Bank of Scotland.

**Table 3 – Investment Activity 1 April 2023 to 30 June 2023**

<b>Counterparty</b>	<b>Deposit Totals (£m)</b>	<b>% of Total Deposits</b>	<b>Average Interest Rate</b>
<b>Deposits in UK Government</b>			
Debt Management Account Deposit Facility	375.050	83.27%	4.32%
<b>Total Deposits in UK Government</b>	<b>375.050</b>	<b>83.27%</b>	<b>4.32%</b>
<b>Deposits in UK Local Authorities</b>	<b>63.000</b>	<b>13.99%</b>	<b>4.67%</b>
<b>Deposits in UK Banks and Building Societies:</b>			
Bank of Scotland	10.046	2.23%	4.17%
Royal Bank of Scotland	2.300	0.51%	1.00%
<b>Total Deposits in UK Banks and Building Societies</b>	<b>12.346</b>	<b>2.74%</b>	<b>3.58%</b>
<b>Total Deposits 01/04/2023 to 30/06/2023</b>	<b>450.396</b>	<b>100.00%</b>	<b>4.35%</b>

- 6.6. The average interest rates achieved from the deposits are also shown in Table 3. Interest rates achievable for deposits have been increasing, however there is still a differential between these and the rates at which the Council can borrow.
- 6.7. Actual deposits as at 30 June 2023 totalled £205.286 million.

## **7. Management of Risk**

- 7.1. It is recognised that no Treasury Management activity is without risk and practices are put in place in order to limit risk. As noted in section 6.2, the Treasury Management Strategy was approved in February 2023 and set a framework for Treasury Management activities in 2023/2024. It also set limits on debt and investments in order to mitigate risks.
- 7.2. The Annual Investment Strategy for 2023/2024, also approved in February 2023, included details on how risk would be managed for all permitted investments. This included criteria for placing deposits with the Debt Management Office (DMO), UK Local Authorities, Banks and Building Societies and Money Market Funds.

- 7.3. Part of the criteria for counterparties is meeting minimum credit ratings with the three main rating agencies. A credit rating evaluates the credit worthiness of an organisation. It is an evaluation made by a credit rating agency of the organisation's ability to pay back the debt and the likelihood of default.
- 7.4. Tables 4 to 6 show a breakdown of deposits with details of the credit ratings of banks and building societies used from 1 April 2023 to 30 June 2023. Deposits with the DMO are with the UK Government and so have a rating equivalent to the UK's sovereign rating. Deposits with local authorities are considered to be of very high credit quality.

**Table 4 – Fitch Ratings**

Long Term Rating	Short Term Rating	Deposits Totals	Percentage of Total Deposits
Deposits with DMO / UK Government (AA-)		375.050m	83.27%
Deposits with Local Authorities		63.000m	13.99%
A+	F1	12.346m	2.74%
<b>Total</b>		<b>450.396m</b>	<b>100.00%</b>

**Table 5 – Moody's Ratings**

Long Term Rating	Short Term Rating	Deposits Totals	Percentage of Total Deposits
Deposits with DMO / UK Government (Aa3)		375.050m	83.27%
Deposits with Local Authorities		63.000m	13.99%
A1	P-1	12.346m	2.74%
<b>Total</b>		<b>450.396m</b>	<b>100.00%</b>

**Table 6 – Standard and Poor's Ratings**

Long Term Rating	Short Term Rating	Deposits Totals	Percentage of Total Deposits
Deposits with DMO / UK Government (AA)		375.050m	83.27%
Deposits with Local Authorities		63.000m	13.99%
A+	A-1	10.046m	2.23%
A	A-1	2.300m	0.51%
<b>Total</b>		<b>450.396m</b>	<b>100.00%</b>

- 7.5. The tables above show that 97.26% of deposits were made with counterparties of very high credit quality (DMO/UK Government and other local authorities). The remaining 2.74% were deposits in instant access accounts with Bank of Scotland and The Royal Bank of Scotland.
- 7.6. The graph at Appendix 1 shows the duration of deposits made from 1 April 2023 to 30 June 2023. The graph shows that, since 1 April 2023, all deposits have been made for 1 year or less. The maximum maturity period of 183 days was for a deposit of £5.000 million.

## 8. Next Quarter Investment Plans

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

## 9. Treasury Management Indicators

- 9.1. The purpose of these indicators is to contain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of an adverse movement in interest rates. However, if these are set to restrictive limits, they will impair the opportunities to reduce costs/improve performance. The indicators are detailed in sections 9.2 to 9.5.
- 9.2. **Limits for External Debt:** The operational and authorised limits for external debt for 2022/2023 were set in the Prudential Indicators, Treasury Management Strategy and Annual Investment Strategy 2023/2024 approved by South Lanarkshire Council on 22 February 2023. These are shown in Table 7, along with a column showing the difference between the actual debt level and the limits (headroom).

**Table 7 – Limits for External Debt**

	Estimate as per 2023/24 Strategy	Minimum Headroom to Limits in period	Headroom as at 30/06/2023
	£m	£m	£m
Operational Limit for external debt	1,270.000	233.698	238.277
Authorised Limit for external debt	1,290.000	253.698	258.277

- 9.3. The indicator shows that we have not breached the operational and authorised limits to 30 June 2023. There has been a minimum level of headroom of £253.698m between actual and authorised level for external debt in the period to 30 June 2023.
- 9.4. **Limits on Maturity Structure:** By setting limits on the maturity structure of borrowing, the exposure to large concentrations of debt needing to be replaced at the same time in the future at currently unknown rates can be limited. This effectively places a limit on exposure to longer term interest rate movement. This is shown in Table 8.

**Table 8 – Limits on Maturity Structure**

<b>Maturity Structure of Borrowing</b>				
	<b>Upper Limit</b>	<b>Lower Limit</b>	<b>Maximum for period to 30/06/23</b>	<b>Actuals as at 30/06/23</b>
Under 12 months	30%	0%	2.10%	1.67%
12 months and 24 months	30%	0%	3.27%	3.27%
24 months and 5 years	50%	0%	25.24%	25.24%
5 years and 10 years	60%	0%	32.57%	32.57%
10 years and 20 years	60%	0%	4.22%	4.22%
20 years and 30 years	70%	0%	11.16%	11.16%
30 years and 40 years	80%	0%	21.87%	21.87%
40 years and 50 years	90%	0%	0.00%	0.00%
50 years and above	90%	0%	0.00%	0.00%

- 9.5. The indicator shows that the upper limits for all maturity profiles have not been breached to 30 June 2023.

**10. Employee Implications**

- 10.1. There are no employee implications.

**11. Financial Implications**

- 11.1. The current rate of interest receivable remains relatively low but has increased over recent months. Any deposit interest received offsets Loan Charges made to the Council's Revenue budget.
- 11.2. The costs of borrowing for capital expenditure have been built into the long-term Revenue Budget Strategy.

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

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

**13. Other Implications (Including Environmental and Risk Issues)**

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

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

- 14.1. 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.
- 14.2. There is no requirement to carry out any consultation in terms of the information provided in this report.

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

23 August 2023



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

- ♦ Accountable, effective, efficient and transparent

**Previous References**

- ♦ Service Concessions, South Lanarkshire Council, 18 January 2023
- ♦ Prudential Indicators, Treasury Management Strategy and Annual Investment Strategy 2023/2024, South Lanarkshire Council, 22 February 2023

**List of Background Papers**

- ♦ None

**Contact for Further Information**

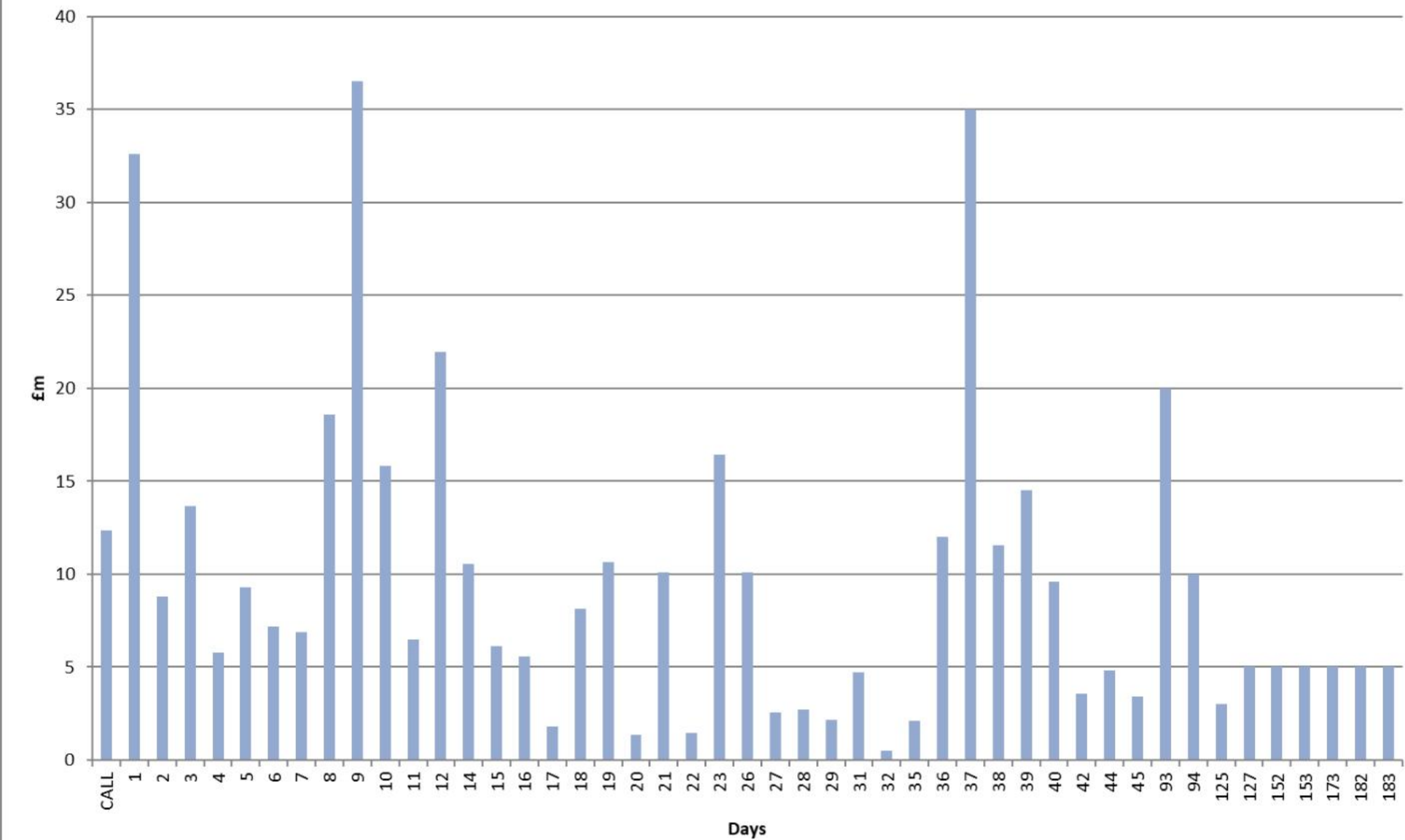
If you would like to inspect the background papers or want further information, please contact:

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Maturity of Deposits Placed 1 April 2023 - 30 June 2023



# Report

9

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>27 September 2023</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Prudential Indicators, Treasury Management Activity and Annual Investment Report 2022/2023</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide an overview of the Treasury Management Activity and Prudential Code Indicators for 2022/2023
- ◆ allow Committee to scrutinise the proposed Annual Investment Report for 2022/2023

## 2. Recommendation(s)

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

- (1) that the Treasury Management Activity Report for 2022/2023 (Section 4 and Appendix 1), be noted;
- (2) that the 2022/2023 Treasury Management and Prudential Code Indicators (Section 5 and Appendix 2), be noted;
- (3) that the Treasury Management Activity Report (Appendix 1) and the Treasury Management and Prudential Indicators (Appendix 2) be referred to the Executive Committee for noting;
- (4) that the 2022/2023 Annual Investment Report (Appendix 3) be endorsed; and
- (5) that the 2022/2023 Annual Investment Report (Appendix 3) be referred to the Executive Committee prior to submission to the Council for formal approval in line with The Local Government Investments (Scotland) Regulations 2010.

## 3. Background

- 3.1. The Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice for Treasury Management requires councils to prepare an annual report on their Treasury Management Activities. The report covering the Council's Treasury Management Activity during 2022/2023 is summarised in Section 4 of the report and provided in detail in Appendix 1.
- 3.2. The Council's capital programme is partly funded by planned borrowing. The CIPFA Prudential Code provides a framework to assist the management of the financial implications of borrowing and helps to demonstrate that the borrowing is both affordable and prudent. The Code requires councils to prepare a series of financial indicators that demonstrate affordability, prudence and sustainability with regard to capital financing decisions.

- 3.3. Estimates of these indicators are reported to the Finance and Corporate Resources Committee at the start of each year, with selected indicators then reported on an actual basis at the end of the year. The year end indicators for 2022/2023 are noted in Section 5 of the report and detailed in Appendix 2.
- 3.4. The Local Government Investments (Scotland) Regulations 2010 require local authorities to prepare an Annual Investment Strategy before the start of the financial year and an Annual Investment Report after the financial year end. Both documents are required to be approved by full Council.
- 3.5. The Annual Investment Report for 2022/2023 is summarised in Section 6 of this report with the detail in Appendix 3.
- 3.6. The Annual Investment Strategy for 2022/2023, approved in February 2022, recognised that any investment activity carries an element of risk. Appendix 4 details the investments that the Council were permitted to use in 2022/2023, the associated risks and the controls and limits that were put in place to mitigate these risks.
- 3.7. The figures contained within this report are taken or calculated from South Lanarkshire Council's Annual Accounts for 2022/2023. It should be noted that the Annual Accounts have not yet been audited and therefore some of the figures may be subject to change. Significant changes to the indicators resulting from the audit will be reported back to Committee at a later date.

#### **4. Treasury Management Activity 2022/2023**

- 4.1. Appendix 1 details the Treasury Management Activity for 2022/2023.
- 4.2. The Council ended the year with borrowing of £1,036.302 million with fixed rate loans from the Public Works Loans Board (PWLB) making up 99.18% of the debt. Fixed rate loans help to build in certainty to the calculation of future loan charges which forms a significant element of the Council's long term Revenue Budget Strategy.
- 4.3. The Council's pooled interest rate for 2022/2023 was 3.59% (3.54% in 2021/2022), with an expenses rate of 0.07%. The overall cost of borrowing will increase as debt levels increase to fund the capital programme.
- 4.4. Total deposits at the end of the year totalled £160.770 million with the level varying throughout the year due to the timing of expenditure and receipts.
- 4.5. During 2022/2023, the Council placed £1,754.510 million of deposits on a cumulative basis. All deposits made by the Council were in line with approved lending limits and credit rating criteria. The level of investment return was £4.716 million.
5. Treasury Management and Prudential Code Indicators – 2022/2023
  - 5.1. The Council is required by the Prudential Code to report the actual prudential indicators after the closure of the financial year. Appendix 2 details the indicators for 2022/2023.

- 5.2. The General Fund Capital Expenditure for 2022/2023 was £62.972 million which is £15.300 million less than estimated in the Prudential Indicators, Treasury Management Strategy and Annual Investment Strategy report presented to South Lanarkshire Council in February 2023. The details of this have been reported to the Executive Committee over recent months, with a final position being reported on 21 June 2023.
- 5.3. The Housing Revenue Account Capital Expenditure in 2022/2023 was £60.695 million which is £5.666 million less than the estimate reported to South Lanarkshire Council in February 2023. The details of this have been reported to the Executive Committee over recent months, with a final position being reported on 21 June 2023.
- 5.4. The Council's gross borrowing position for 2022/2023 was £1,215.435 million. This consists of external borrowing of £1,036.302 million and the PPP Finance Lease Liability of £179.133 million. Gross borrowing is less than the capital financing requirement of £1,381.742 million due to the fact that only £86.700 million of long-term borrowing was taken during 2022/2023.
- 5.5. The Council used its significant cash balances available in lieu of the remainder of its borrowing requirement for the year. Borrowing before cash was required would incur a cost of carry as the interest rates achievable on deposits continue to be less than the interest rates on borrowing.
- 5.6. By borrowing only £86.700 million, interest costs for 2022/2023 were reduced and savings from this used to support the Revenue Budget Strategy going forward.
- 5.7. The Capital Financing Requirement for the General Fund is £11.217 million lower than forecast and for HRA is £12.033 million lower than forecast. For both the General Fund and HRA this is due to changes in the borrowing required to fund the capital programmes reflecting the timing of expenditure and movements in other sources of funding.
- 5.8. One indicator covers borrowing and sets limits on the level of borrowing that the Council can have: The Operational Boundary is the expected borrowing position, but it can vary due to changes in the cash flow and temporary breaches are acceptable. In contrast, the Authorised Limit represents the maximum level of debt the Council can afford and should not be breached. The Council remained within both the Operational Boundary and Authorised Limit for gross debt during 2022/2023.

## **6. Annual Investment Report – 2022/2023**

- 6.1. The Council is required by The Local Government Investments (Scotland) Regulations 2010 to prepare an Annual Investment Report after the financial year end. The Annual Investment Report for financial year 2022/2023 is detailed in Appendix 3 and summarised below.
- 6.2. During 2022/2023, the Council placed £1,754.510 million of deposits on a cumulative basis. All deposits made by the Council were in line with approved lending limits and credit rating criteria. £1,619.215 million (92.29%) of deposits were made with counterparties of very high credit quality (UK Government – Debt Management Account Deposit Facility (DMADF), Treasury Bills and other local authorities). The remaining £135.295 million (7.71%) was deposited in instant access call accounts with Bank of Scotland and Royal Bank of Scotland and in fixed term deposits with Clydesdale Bank.

6.3. In order to manage liquidity risk, the Council held an average of £4.645 million in bank accounts with instant access.

6.4. No borrowing in advance was taken during 2022/2023.

## **7. Employee Implications**

7.1. None

## **8. Financial Implications**

8.1. The financial impact from treasury activity and borrowing for capital expenditure has been built into the long-term Revenue Budget Strategy.

8.2. In 2022/2023 the amounts charged to the General Fund in relation to debt (loan charges) totalled £34.397 million. HRA loan charges totalled £14.192 million. These costs were met from within approved Revenue Budgets.

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

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

9.2. There is also no requirement to carry out an environmental impact assessment in terms of the information contained within this report.

## **10. Other Implications**

10.1. South Lanarkshire Council recognises that any Treasury Management Activity will carry an element of risk. It is important that risk is identified and controls put in place to limit those risks.

10.2. The Council has complied with all of the relevant statutory and regulatory requirements which limit the levels of risk associated with its treasury management activities. In particular, its adoption and implementation of both the Prudential Code and the CIPFA Treasury Management Code of Practice means both that its capital expenditure is prudent, affordable and sustainable, and its treasury practices demonstrate a low-risk approach.

10.3. The CIPFA Treasury Management Code of Practice adopted by the Council, places Credit and Counterparty risk at the forefront of treasury risks.

10.4. South Lanarkshire Council recognises that any investment activity will carry an element of risk. It is important that risk is identified and controls put in place to limit and manage those risks.

10.5. Appendix 4 to this report details the investments that the Council was permitted to use in 2022/2023, the associated risks and the controls and limits that were put in place to mitigate these risks.

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

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

11.2. There is no requirement to undertake any consultation in relation to the content of the report.

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

29 August 2023

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

- ◆ Value: Accountable, effective, efficient and transparent

**Previous References**

- ◆ Prudential Indicators, Treasury Management Strategy and Annual Investment Strategy 2022/2023, South Lanarkshire Council, 23 February 2022
- ◆ Treasury Management Activity – First Quarter Review, Finance and Corporate Resources Committee, 7 September 2022
- ◆ Treasury Management Activity – Second Quarter Review, Finance and Corporate Resources Committee, 16 November 2022
- ◆ Treasury Management Activity – Third Quarter Review, Finance and Corporate Resources Committee, 15 February 2023

**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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**Treasury Management Activity Report 2022/2023****1. Background**

- 1.1. The Annual Treasury Management Activity Report is a requirement of the Council's reporting procedures and covers 2022/2023. The report also includes the Treasury Management Indicators for 2022/2023 in accordance with the requirements of the CIPFA Code of Practice for Treasury Management in the Public Sector and actual Prudential Indicators for 2022/2023 in accordance with the requirements of the Prudential Code.

**2. Introduction**

- 2.1. The Council's treasury management activities are regulated by a variety of professional codes and statutes and guidance:
- 2.2. The Local Government in Scotland Act 2003 (the Act), which provides the powers to borrow and invest as well as providing controls and limits on this activity;
- The Act permits the Scottish Ministers to set limits either on the Council or nationally on all local authorities restricting the amount of borrowing which may be undertaken (although no restrictions were made in 2009/10);
  - Statutory Instrument (SSI) 29 2004, requires the Council to undertake any borrowing activity with regard to the CIPFA Prudential Code for Capital Finance in Local Authorities, and therefore to operate the overall treasury function with regard to the CIPFA Code of Practice for Treasury Management in the Public Services;
  - This Council has adopted the CIPFA Code of Practice for Treasury Management in the Public Sector and operates its treasury management service in compliance with this Code and the above requirements. These require that the prime objective of treasury management activity is the effective management of risk, and that its borrowing activities are undertaken in a prudent, affordable and sustainable basis.
- 2.3. The CIPFA Code of Practice requires reports to be made on its treasury management policies, practices and activities, including, as a minimum, an annual strategy and plan in advance of the year, a mid-year review and an annual report after its close.
- 2.4. This report will cover:
- A summary of the strategy agreed for 2022/2023;
  - The Council's treasury position at 31 March 2023;
  - Economic Background for 2022/2023;
  - Actual Performance During 2022/2023;
  - Risk Management;
  - Treasury Management and Prudential Indicators (see Appendix 2)

**3. The Strategy Agreed for 2022/2023**

- 3.1. At the time of determining the strategy for 2022/2023, economic and interest rate forecasting remained difficult with many external influences weighing on the UK.
- 3.2. Public Works Loans Board (PWLB) rates and gilt yields were expected to remain volatile as markets reacted to emerging economic data, with the overall long-term trend being for them to increase marginally.



- 3.3. The differential between investment earnings and debt costs was expected to remain high throughout 2022/2023. This “cost of carrying” would have to be considered if borrowing was taken before our cash flow required funds as returns on deposits were expected to remain lower than the rate paid on borrowing.
- 3.4. The borrowing strategy adopted was to monitor interest rates, undertake planned borrowing at the best time, while investigating opportunities where possible to improve the management of our existing loan portfolio.
- 3.5. The main consideration when investing surplus funds was to be the security of the transaction. Liquidity would then be considered and investments would only be made for prudent time periods. Only after considering security and liquidity would the yield to be gained from the investment be considered.
- 3.6. The Executive Director of Finance and Corporate Resources would apply appropriate restrictions to the Council’s counterparty list to ensure the security of deposits.

#### **4. Treasury Position at 31 March 2023**

- 4.1. The Council began the year with debt of £993.486m with fixed rate loans from the Public Works Loans Board (PWLb) making up 99.14% of the debt. By 31 March 2023, debt had increased to £1,036.302m of which 99.18% was fixed rate loans from the PWLB.
- 4.2. Table 1 below shows the movement in borrowing to 31 March 2023.

**Table 1 – Movement in Borrowing from 1 April 2022 to 31 March 2023.**

	Balance as at 01/04/2022 £m	New Borrowing £m	Debt Maturing £m	Debt Repaid £m	Balance as at 31/03/2023 £m	Increase/ Decrease in Borrowing £m
Short Term Borrowing	43.884	0.000	(43.884)	0.000	0.000	(43.884)
Long Term Borrowing	949.602	86.700	0.000	0.000	1,036.302	86.700
<b>TOTAL BORROWING</b>	<b>993.486</b>	<b>86.700</b>	<b>(43.884)</b>	<b>0.000</b>	<b>1,036.302</b>	<b>42.816</b>

- 4.3. The Treasury Position at the 31 March 2023 compared with the previous year is shown in Table 2 overleaf:

**Table 2 – Treasury Position as at 31 March 2023**

	31 March 2023		31 March 2022	
	Principal	Average Rate	Principal	Average Rate
Fixed PWLB	£1,027.802m	3.80%	£984.986m	3.91%
Fixed Market	£0.000m	0.00%	£0.000m	0.00%
<b>Total Fixed Rate Debt</b>	<b>£1,027.802m</b>	<b>3.80%</b>	<b>£984.986m</b>	<b>3.91%</b>
Market	£8.500m	5.46%	£8.500m	5.46%
<b>Total Variable Rate Debt</b>	<b>£8.500m</b>	<b>5.46%</b>	<b>£8.500m</b>	<b>5.46%</b>
<b>Total Debt</b>	<b>£1,036.302m</b>	<b>3.81%</b>	<b>£993.486m</b>	<b>3.92%</b>
<b>Total Deposits</b>	<b>£160.770m</b>	<b>3.96%</b>	<b>£132.070m</b>	<b>0.48%</b>

- 4.4. The gross debt position increased by £42.816m from 31 March 2022, accounted for by repayments of PWLB (£43.884m) offset by new borrowing from the PWLB (£86.700m).
- 4.5. The Council's pooled cost of borrowing is measured on an equated debt basis which takes account of how the Council's capital expenditure was funded throughout the year. The pooled interest cost together with the expenses rate for 2022/2023 and the previous two years is shown in Table 3 below:

**Table 3 – Pooled Cost of Borrowing**

Year	Loans Fund Pooled Rate	Loans Fund Expenses Rate
2022/23	3.59%	0.07%
2021/22	3.54%	0.07%
2020/21	3.78%	0.06%

## 5. Economic Background for 2022/2023

- 5.1. The base rate began the year at 0.75%, and following a series of increases by the Bank of England ended the year at 4.25%.
- 5.2. Gilt yields and PWLB rates were volatile throughout 2022/2023, but with an overall increasing trend. The average PWLB rates at the start of 2022/2023 was 2.54%. This increased to a peak of 5.61% in September 2022 before falling back to 4.45% by the 31 March 2023.
- 5.3. Details of significant interest rates during 2022/2023 are shown in Table 4 below.

**Table 4 – Significant Interest Rates**

	Bank Base Rate	Borrowing Rates						
		1 Year PWLB	5 Year PWLB	10 Year PWLB	20 Year PWLB	30 Year PWLB	40 Year PWLB	50 Year PWLB
High	4.25%	5.44%	5.45%	5.71%	5.87%	5.79%	5.63%	5.51%
Average	2.30%	3.62%	3.76%	4.00%	4.09%	4.00%	3.84%	3.74%
Low	0.75%	2.18%	2.36%	2.51%	2.55%	2.46%	2.32%	2.25%

## 6. Actual Performance during 2022/2023

- 6.1. Capital expenditure for the year was £123.667m. During 2022/2023 the Council secured £86.700m of long term borrowing from the PWLB. Details of the long-term borrowing taken from the PWLB during 2022/2023 are shown in Table 5 below.

**Table 5 – PWLB Long Term Borrowing, 1 April 2022 – 31 March 2023**

<b>Loan Ref.</b>	<b>Period</b>	<b>Principal £m</b>	<b>Rate %</b>	<b>Year High</b>	<b>Year Low</b>	<b>Year Average</b>
513025	2½ - 3 Yrs	£57.800	2.38	5.42	2.08	3.62
538409	7½ -8 Yrs	£28.900	2.43	5.39	2.29	3.67
		<b>£86.700</b>	<b>2.40</b>			

- 6.2. The Council had a borrowing requirement of £253.007m for 2022/2023, including £118.683m carried over from previous years.
- 6.3. The report to South Lanarkshire Council on Service Concessions in January 2023 introduced a strategy that recognised the level of reserves and cash balances held by the council to reduce the need to borrow for this funding requirement. After taking these into account, the council had an expected borrowing requirement of £36.641m for 2022/23.
- 6.4. Borrowing was taken at interest rates that were consistent with the Council's long-term borrowing strategy. The borrowing that was taken over and above the requirement is carried forward and used to reduce the borrowing requirement in 2023/2024.
- 6.5. During 2022/2023, the Council placed £1,754.510m of deposits on a cumulative basis. All deposits made by the Council were in line with approved lending limits and credit rating criteria. The level of investment return was £4.176m. Further details on deposits are included in the annual investment report within this Committee paper.

## 7. Risk Management

- 7.1. The Council has complied with all of the relevant statutory and regulatory requirements which limit the levels of risk associated with its treasury management activities. In particular its adoption and implementation of both the Prudential Code and the CIPFA Treasury Management Code of Practice means both that its capital expenditure is prudent, affordable and sustainable, and its treasury practices demonstrate a low risk approach.

### 7.2. Investment Risk

The main consideration when investing surplus funds is the security of the transaction. Through adoption on the CIPFA Code of Practice and through the Councils Annual Investment Strategy the Council mitigates risks associated with all our permitted investments.

### 7.3. Interest Rate Risk

The Council's capital programme is funded in part by borrowing. Consideration has always been given to the optimum time to borrow funds to ensure cash flow is maintained, that any risks of increasing borrowing interest rates are minimised and that takes into account the level of cash balances available to the Council.

## **8. Treasury Management and Prudential Indicators**

- 8.1. The Treasury Management and Prudential Indicators are detailed in Appendix 2 to this report.

## Treasury Management and Prudential Indicators 2022/2023

### 1. Treasury Management Indicators 2022/2023

- 1.1. The Treasury Management Code includes Treasury Management Indicators which are to be reported alongside the Treasury Strategy.
- 1.2. The purpose of these is to contain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of an adverse movement in interest rates. The indicators are detailed below.

### 2. Maturity Structure of Borrowing

- 2.1. By setting limits on the maturity structure of borrowing, the exposure to large concentrations of fixed rate debt needing to be replaced at the same time in the future at currently unknown rates can be limited. This effectively places a limit on exposure to longer term interest rate movement.

Maturity Structure of Borrowing				
	Upper Limit	Lower Limit	Maximum for period to 31/03/23	Actuals as at 31/03/23
Under 12 months	30%	0%	4.47%	0.00%
12 months and 24 months	30%	0%	2.20%	2.10%
24 months and 5 years	50%	0%	21.71%	21.62%
5 years and 10 years	60%	0%	37.33%	37.33%
10 years and 20 years	60%	0%	6.35%	6.07%
20 years and 30 years	70%	0%	3.06%	2.92%
30 years and 40 years	80%	0%	31.36%	29.96%
40 years and 50 years	90%	0%	0.00%	0.00%
50 years and above	90%	0%	0.00%	0.00%

### 3. Total Principal Sums Invested for Greater Than 364 days

- 3.1. The investment regulations introduced by the Scottish Government allowed the Council to invest for periods in excess of 364 days. The Treasury Management Code requires local authorities to set an upper limit for each forward financial year period for investments longer than 364 days. The purpose is to contain the exposure to the possibility of loss that might arise as a result of having to seek early repayment of principal sums invested.
- 3.2. South Lanarkshire Council set a limit restricting investments for periods in excess of 364 days to no more than £10m and for no more than 5 years.
- 3.3. No investment was made during 2022/2023 for a period in excess of 364 days.

### 4. Statutory Repayment of Loans Fund Advances

- 4.1. The Scottish Government introduced The Local Authority (Capital Financing and Accounting) Scotland Regulations 2016 with effect from 1 April 2016. These regulations require the statutory loans fund to be administered in accordance with the 2016 Regulations, proper accounting practice and prudent financial management.

- 4.2. The Council's capital programmes are partly funded by planned borrowing which is advanced from the Council's Loans Fund. Repayment of these advances is made each year and forms part of the Council's revenue expenditure. Borrowing to fund the capital programmes therefore creates a liability to repay those advances from future years' budgets. The Council is required to report on the commitment to repay loans fund advances.
- 4.3. The General Fund had an opening balance of £827.176m advances from the Loans Fund. During 2022/2023 new advances of £19.042m were made to part fund the Capital Programme, while repayments of £2.821m were made from the Council's revenue expenditure. This left a closing balance of £843.397m to be repaid over the next 50 years.
- 4.4. The HRA had an opening balance of £282.841m advances from the Loans Fund. During 2022/2023 new advances of £14.383m were made to part fund the HRA Capital Programme, while repayments of £4.531m were made from the HRA. This left a closing balance of £292.693m to be repaid over the next 40 years.
- 4.5. The tables below show the repayment profile of the outstanding loans fund advances for both General Fund and HRA as at 31 March 2023. The tables do not include any planned borrowing that may be taken in future years to fund the ongoing capital programmes.

General Fund	Opening Balance	New Advances	Repayments	Closing Balance
2022/23	827.176	19.042	-2.821	843.397
2023/24	843.397	0.000	-3.268	840.129
2024/25 – 2027/28	840.129	0.000	-60.467	779.662
2028/29 – 2032/33	779.662	0.000	-98.670	680.992
2033/34 – 2037/38	680.992	0.000	-111.639	569.353
2038/39 – 2042/43	569.353	0.000	-123.333	446.020
2043/44 – 2047/48	446.020	0.000	-125.587	320.433
2048/49 – 2052/53	320.433	0.000	-124.964	195.469
2053/54 – 2057/58	195.469	0.000	-98.959	96.510
2058/59 – 2062/63	96.510	0.000	-49.847	46.663
2063/64 – 2067/68	46.663	0.000	-38.866	7.797
2069/70 – 2072/73	7.797	0.000	-7.797	0.000

Housing Revenue Account	Opening Balance	New Advances	Repayments	Closing Balance
2022/23	282.841	14.383	-4.531	292.693
2023/24	292.693	0	-8.348	284.345
2024/25 – 2027/28	284.345	0	-35.584	248.761
2028/29 – 2032/33	248.761	0	-47.787	200.974
2033/34 – 2037/38	200.974	0	-47.627	153.347
2038/39 – 2042/43	153.347	0	-34.184	119.163
2043/44 – 2047/48	119.163	0	-39.749	79.414
2048/49 – 2052/53	79.414	0	-39.880	39.534
2053/54 – 2057/58	39.534	0	-25.749	13.785
2058/59 – 2062/63	13.785	0	-13.785	0.000

- 4.6. The Council's strategy for managing debt includes the early repayment of some loans within the Loans Fund. These repayments result in reduced principal and interest payments in future years and are necessary to keep loan charges affordable.

## 5. Prudential Code Indicators 2022/2023

- 5.1. The Prudential Code enables Councils to take responsibility for deciding an affordable level of borrowing to fund capital expenditure. This moves away from the previous regime through which central government gave Councils consent to borrow defined amounts for capital expenditure.
- 5.2. To meet the objectives of the Code, the Council is required to report a number of indicators, use those to demonstrate the affordability and sustainability of our capital plans and to show that good treasury management practice is adhered to.

## 6. Capital Expenditure and Borrowing Requirement indicators

### 6.1. Capital Expenditure

- 6.1.1 This indicator shows the capital expenditure for 2022/2023. The 2022/2023 estimate is also shown.

	Actual £ m	Estimate £ m	Variance £ m
<b>General Fund Capital Expenditure</b>	<b>62.972</b>	<b>78.272</b>	<b>-15.300</b>
<i>Funded by:</i>			
Borrowing	19.042	30.260	-11.218
Capital receipts and grants	43.056	46.098	-3.042
Revenue contributions	0.874	1.914	-1.040
<b>Total Funding</b>	<b>62.972</b>	<b>78.272</b>	<b>-15.300</b>
<b>HRA Capital Expenditure</b>	<b>60.695</b>	<b>66.361</b>	<b>-5.666</b>
<i>Funded by:</i>			
Borrowing	14.383	26.462	-12.079
Capital receipts and grants	20.262	13.849	6.413
Revenue contributions	26.050	26.050	0.000
<b>Total Funding</b>	<b>60.695</b>	<b>66.361</b>	<b>-5.666</b>

- 6.1.2. The General Fund Capital Expenditure for 2022/2023 was £62.972m which is £15.300m less than estimated in the Prudential Indicators, Treasury Management Strategy and Annual Investment Strategy report presented to South Lanarkshire Council in February 2023. The details of this have been reported to the Executive Committee over recent months, with a final position being reported on 21 June 2023.
- 6.1.3. The Housing Revenue Account Capital Expenditure in 2022/2023 was £60.695m which is £5.666m less than the estimate reported to South Lanarkshire Council in February 2023. The details of this have been reported to the Executive Committee over recent months, with a final position being reported on 21 June 2023.

### 6.2. Councils Borrowing Requirement (the Capital Financing Requirement)

- 6.2.1. The Council's Capital Financing Requirement (CFR) is the total outstanding capital expenditure which has not yet been paid for from either revenue or capital resources.

It is essentially a measure of the Council's requirement to borrow for past and present capital expenditure and is comparable to the actual borrowing taken and finance lease liability.

- 6.2.2. The Council is required to pay off an element of the accumulated balance of borrowing every year through a charge to the revenue account.
- 6.2.3. Over the medium-term borrowing should only be for a capital purpose. Gross borrowing should not, except in the short term, exceed the CFR for 2022/2023 plus any additional capital financing requirement over 2023/2024 and the following two financial years. The table below demonstrates that the Council has complied with this requirement
- 6.2.4. The Capital Financing Requirement for the General Fund is £11.217m lower than forecast and for HRA is £12.033m lower than forecast. For both the General Fund and HRA this is due to changes in the borrowing required to fund the capital programmes reflecting the timing of expenditure and movements in other sources of funding.

	<b>31 March 2023 Actual £ m</b>	<b>31 March 2023 Estimate £ m</b>	<b>Variance</b>
<b>General Fund Capital Financing Requirement</b>	1,089.036	1,100.253	-11.217
<b>HRA Capital Financing Requirement</b>	292.706	304.739	-12.033
<b>Total Capital Financing Requirement</b>	<b>1,381.742</b>	<b>1,404.992</b>	<b>-23.250</b>
<b>Treasury Position as at 31 March 2023</b>			
Borrowing	1,036.302	1,036.302	0.000
PPP Finance Lease Liability	179.133	179.133	0.000
<b>Gross Debt</b>	<b>1,215.435</b>	<b>1,215.435</b>	<b>0.000</b>

- 6.2.5. The Council's gross borrowing position for 2022/2023 was £1,215.435m. This consists of external borrowing of £1,036.302m and the PPP Finance Lease Liability of £179.133m. Gross borrowing is less than the capital financing requirement of £1,381.742m due to the fact that only £86.700m of long-term borrowing was taken during 2022/2023.
- 6.2.6. The Council used the significant cash balances it had available in lieu of the remainder of its borrowing requirement. Borrowing before cash was required would incur a cost of carry as the interest rates achievable on deposits continue to be less than the interest rates on borrowing.
- 6.2.7. By borrowing only £86.700m interest costs for 2022/2023 were reduced and savings from this used to support the Revenue Budget Strategy going forward.

### **6.3. Limits to Borrowing Activity**

- 6.3.1. The Operational Boundary for external debt is based on the expected maximum external debt that could be faced in the course of the year. It is set to accommodate the borrowing requirements, and also includes sufficient scope to allow for changes to the capital programme throughout the year. This limit may be breached during the



year, and this will be reported in the Prudential report presented to Committee after year end.

- 6.3.2. The Authorised Limit for External Debt represents a limit beyond which external debt is prohibited. It represents the level of external debt which could be afforded in the very short-term, but is not sustainable in the longer term without consideration to revenue budgets. This limit would not be breached without the Finance and Corporate Resources Committee being advised.

	<b>2022/2023 £ m</b>
Operational Limit for External Debt	1,340.000
Authorised Limit for External Debt	1,360.000
<b>Maximum Borrowing Position During the Period</b>	<b>1,060.820</b>
Operational Limit for Other Liabilities (PPP/Finance Lease)	190.000
Authorised Limit for Other Liabilities (PPP/Finance Lease)	190.000
<b>Maximum PPP/Finance Lease Liability</b>	<b>186.290</b>

- 6.3.3. The table demonstrates that during 2022/2023 the Council maintained its borrowing and other liabilities within their Authorised Limits and Operational Boundaries.

## **7. Affordability Indicators**

### **7.1. Ratio of Financing Costs to Net Revenue Stream**

- 7.1.1. This indicator focuses on the extent to which the Council's net revenue budget is used for servicing debt. This is shown for both General Fund and HRA.

	<b>2022/23 Actual £ m</b>	<b>2022/23 Estimate £ m</b>
<b>General Fund Ratio of Financing Costs to Net Revenue Stream (expressed as %)</b>	4.47%	4.96%
<b>HRA General Fund Ratio of Financing Costs to Net Revenue Stream (expressed as %)</b>	13.98%	17.16%

- 7.1.2. For the General Fund, the ratio is less than forecast due to lower borrowing costs and the Net Revenue Stream being higher than forecast.
- 7.1.3. For the HRA, the ratio is less due to actual borrowing costs being lower than forecast and a slight increase in income.

## Annual Investment Report

## 1. Permitted Investments

1.1. During 2022/2023 South Lanarkshire Council only used the following permitted investments

- Deposits with the Debt Management Account Deposit Facility
- Deposits with UK Local Authorities
- Deposits with Banks and Building Societies

1.2. Deposits made in the period 1 April 2022 to 31 March 2023 totalled £1,754.510m. This is broken down per sector and institution in the table below. 79.82% of these deposits were made in the UK Government through the Debt Management Account Deposit Facility (DMADF) or Treasury Bills.

Counterparty	Deposit Totals (£m)	% of Total Deposits	Average Interest Rate
Deposits in UK Government			
Debt Management Account Deposit Facility	1,362.525	77.66%	2.17%
Treasury Bills	37.840	2.16%	1.87%
<b>Total Deposits in UK Government</b>	<b>1,400.365</b>	<b>79.82%</b>	<b>2.16%</b>
<b>Deposits in UK Local Authorities</b>	<b>218.850</b>	<b>12.47%</b>	<b>3.00%</b>
<b>Deposits in UK Banks and Building Societies</b>			
Clydesdale Bank	40.000	2.28%	2.60%
Bank of Scotland	6.370	0.36%	0.53%
Royal Bank of Scotland	88.925	5.07%	0.58%
<b>Total Deposits in UK Banks</b>	<b>135.295</b>	<b>7.71%</b>	<b>1.18%</b>
<b>Total Deposits 01/04/2022 to 31/03/2023</b>	<b>1,754.510</b>	<b>100.00%</b>	<b>2.19%</b>

1.3. The average interest rates achieved from the deposits are shown in the table above. Interest rates achievable for deposits have been increasing, however there is still a differential between these and the rates at which the Council can borrow.

1.4. Actual deposits as at 31 March 2023 totalled £160.770m.

## 2. Risk Management

2.1. The following minimum thresholds were set in the strategy for all deposits with banks and building societies, including Certificate of Deposits.

Rating Agency	Long Term Rating	Maximum Deposit
Fitch	A-	£20m
Moody's	A3	£20m
Standard and Poors	A-	£20m

- 2.2. Prior to depositing funds with any bank or building society, checks are made with the Council's treasury adviser, Link Asset Services, that the institution is considered safe and that any deposit conforms to their recommended time duration as determined by their Rating Methodology. This methodology uses credit ratings, rating watches and outlooks and credit default swap (CDS) prices to establish a suggested time duration for deposits.
- 2.3. The tables below show a breakdown of deposits with details of the credit ratings of banks and building societies used from 1 April 2022 to 31 March 2023. Deposits with the DMADF are with the UK Government and so have a very high credit rating. Deposits with local authorities are considered to be of very high credit quality despite most local authorities not having formal credit ratings.

### Fitch Ratings

Long Term Rating	Short Term Rating	Deposits Totals	Percentage of Total Deposits
Deposits with DMO/UK Government (AA-)		1,400.365m	79.82%
Deposits with Local Authorities		218.850m	12.47%
A+	F1	95.295m	5.43%
A-	F 2	40.000m	2.28%
<b>Total</b>		<b>1,754.510m</b>	<b>100.00%</b>

### Moody's Ratings

Long Term Rating	Short Term Rating	Deposits Totals	Percentage of Total Deposits
Deposits with DMO / UK Government (Aa3)		1,400.365m	79.82%
Deposits with Local Authorities		218.850m	12.47%
A1	P-1	95.295m	5.43%
A3	P-2	40.000m	2.28%
<b>Total</b>		<b>1,754.510m</b>	<b>100.00%</b>

### Standard and Poor's Ratings

Long Term Rating	Short Term Rating	Deposits Totals	Percentage of Total Deposits
Deposits with DMO / UK Government (AA)		1,400.365m	79.82%
Deposits with Local Authorities		218.850m	12.47%
A+	A-1	6.370m	0.36%
A	A-1	88.925m	5.07%
A-	A-2	40.000m	2.28%
<b>Total</b>		<b>1,754.510m</b>	<b>100.00%</b>

- 2.4. The tables show that 92.29% of deposits were made with counterparties of very high credit quality (UK Government - DMADF and other local authorities). All deposits made by the Council were in line with approved lending limits and credit rating criteria.
- 2.5. In order to manage liquidity risk the Council held an average of £4.645m in bank accounts with instant access.
- 2.6. No deposits were placed for periods in excess of 364 days.

### **3. Borrowing in Advance**

3.1. No borrowing in advance was taken during 2022/2023.

Investment	Treasury Risks	Mitigating Controls	Limits
Deposits with the Debt Management Account Deposit Facility	<p>This is a deposit with the UK Government and so credit risk is very low.</p> <p>Liquidity risk has to be considered as deposits can only be broken with the agreement of the counterparty and penalties may apply.</p> <p>There is no market risk as the principal sum invested is not affected by market prices.</p>	There are no mitigating controls required.	<p>There is no maximum monetary limit.</p> <p>A maximum term of deposit of six months as set by the Debt Management Office.</p>
Deposits with UK Local Authorities and other bodies defined as local authorities in the Local Government Scotland Act 2003 (And Equivalent English Act)	<p>These are considered to be quasi UK Government investment and as such credit risk is very low.</p> <p>Liquidity risk has to be considered as deposits can only be broken with the agreement of the counterparty and penalties may apply.</p> <p>There is no market risk as the principal sum invested is not affected by market prices.</p>	There are no mitigating controls required.	<p>The maximum deposit with any local authority will be £20m for deposits less than one year.</p> <p>Deposits in excess of one year will be subject to a maximum term of deposit of three years and be limited to £10m.</p>
Deposits with Banks and Building Societies	<p>These tend to be low risk but credit risk will be higher than deposits placed with the DMO or UK local authorities.</p> <p>Liquidity risk has to be considered as deposits can only be broken with the agreement of the counterparty and penalties may apply.</p> <p>There is no market risk as the principal sum invested is not affected by market prices.</p>	<p>The counterparty selection criteria restricts lending only to high quality counterparties, measured initially by credit ratings from Fitch, Moody's and Standard and Poors.</p> <p>Additional indicators of creditworthiness will also be considered prior to placing any deposits.</p> <p>Liquidity risk can be controlled by the use of instant access call accounts.</p>	<p>The maximum deposit with any bank or building society will be £20m.</p> <p>A maximum term of deposit of 364 days.</p>

<b>Investment</b>	<b>Treasury Risks</b>	<b>Mitigating Controls</b>	<b>Limits</b>
Certificates of Deposit with Banks and Building Societies	<p>These are short to medium term dated marketable securities issued by financial institutions.</p> <p>These tend to be low risk investments but credit risk will be higher than deposits placed with the DMO or UK local authorities.</p> <p>Liquidity risk is lower than placing a deposit with a Bank or Building Society as these can be sold on the market.</p> <p>There is a risk of capital loss arising from selling ahead of maturity.</p>	<p>The counterparty selection criteria restricts lending only to high quality counterparties, measured initially by credit ratings from Fitch, Moody's and Standard and Poor's.</p> <p>Additional indicators of creditworthiness will also be considered prior to using this type of instrument.</p> <p>Market risk would be mitigated by holding the instrument to maturity.</p>	<p>The maximum investment with any bank or building society will be £20m.</p> <p>A maximum period of investment of 364 days.</p>
UK Government Gilts and Treasury Bills	<p>These are marketable securities issued by the UK Government and as such credit risk is very low.</p> <p>Liquidity risk is very low as there is a huge market for Gilts and Treasury Bills</p> <p>There is a risk of capital loss arising from selling ahead of maturity.</p>	<p>There are no mitigating controls required for credit risk as the investment is with the UK Government.</p> <p>Market risk would be mitigated by holding the instrument to maturity.</p>	<p>There is no maximum limit to investments in UK Gilts or Treasury Bills for maturities less than one year and a limit of £10m for maturities greater than one year.</p> <p>The maximum period of investment will be five years.</p>
AAA Rated Bonds Issued by Multilateral Development Banks	<p>These are bonds issued by supranational bodies such as the European Investment Bank or World Bank and as a result are backed by several sovereign states and as such credit risk is very low.</p> <p>Liquidity risk is very low as there is a large market for Supranational Bonds.</p> <p>There is a risk of capital loss arising from selling ahead of maturity.</p>	<p>As the investment is effectively spread across a number of sovereign states, the Council will mitigate the credit risk of holding such bonds by considering the sovereign rating of the underlying sovereign states and only holding bonds that have a AAA rating.</p> <p>Market risk would be mitigated by holding the instrument to maturity.</p>	<p>The maximum amount that will be invested in AAA Rated Bonds issued by Multilateral Development Banks is £10m.</p> <p>The maximum period of investment will be five years.</p>

<b>Investment</b>	<b>Treasury Risks</b>	<b>Mitigating Controls</b>	<b>Limits</b>
AAA Rated Money Market Funds	<p>Money market funds are pooled funds that invest in short-term money market instruments and other debt instruments.</p> <p>The underlying investments are diversified and Credit risk, liquidity risk and market risk are all very low.</p> <p>Investments in these MMFs are highly liquid (same day liquidity).</p>	<p>Money Market Funds will only be used where they have obtained a AAA rating from the credit rating agencies.</p> <p>In addition to the credit rating, Money Market Funds will also be assessed for suitability on fund size, the strength of the custodian and the stability of invested capital.</p>	<p>Investments in Money Market Funds will be limited to 0.5% of the Money Market Fund Balance and to no more than £10m in any one Fund.</p> <p>Investments in Sterling Government Money Market Funds which only invest in Sterling denominated short term debt securities issued by the UK Government will be restricted to 2% of the Money Market Fund size and to no more than £10m in any individual Money Market Fund.</p>
Loans to Third Parties	<p>These are service investments which may exhibit credit risk and are likely to be highly illiquid.</p>	<p>Any new types of loans to third parties should be approved by Members through the appropriate Committee with full consideration of the service rationale behind the loan and the likelihood of partial or full default and the impact that this will have on service budgets.</p>	





# Report

10

Report to: **Finance and Corporate Resources Committee**  
 Date of Meeting: **27 September 2023**  
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Revenue Collection and Approval for Write Offs**

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise Committee of revenue collection performance for financial year 2023/2024 to 31 August 2023
- ◆ advise Committee of performance regarding the Business Rates Incentivisation Scheme (BRIS) for financial year 2023/2024 to 31 August 2023
- ◆ seek approval for write offs

## 2. Recommendation(s)

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

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

◆ Council Tax	£1,956,152.04
◆ Non-Domestic Rates	£435,848.83
◆ BID Levy	£347.17
◆ Sundry Debt	£203,392.20
◆ Housing Rent and associated charges	£216,613.34

## 3. Background

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

## 4. Current Collection Performance

- 4.1. The first table in Appendix 1 presents the collection performance for Council Tax, NDR and Sundry Debts for financial year 2023/2024.
- 4.2. The annual Council Tax collection target for 2023/2024 has been set at 95.2%. Council Tax collection is currently 50.82%, ahead of target by 0.09% but behind comparable performance in 2022/2023 by 3.99%. Due to the Scottish Government's Cost of Living Award being allocated as an up-front cash payment at the beginning of 2022/2023, a comparison with the same period in 2023/2024 is not on a like-for-like basis.

- 4.3. A Non-Domestic Rates (NDR) collection target of 97.0% has been set for 2023/2024. NDR collection is currently 42.3%, ahead of target by 0.1% and behind comparable performance in 2022/23 by 6.4%. The reduction in comparable performance is due to the profile of payments received in comparison with the same period last year.
- 4.4. The 2023/2024 annual target for Sundry Debt collection has been set at 97.0%. Sundry Debt collection to 31 August 2023 was 97.4%, ahead of target by 0.4% and behind comparable performance in 2022/23 by 0.6%.

## **5. Arrears Collection Performance**

- 5.1. Arrears collection performance for Council Tax, NDR and Sundry Debt is presented in the second table of Appendix 1.
- 5.2. The 2023/2024 arrears annual target for Council Tax has been set at £3.000 million, with collection to 31 August 2023 of £1.442 million, ahead of target by £0.026 million (0.9%) but behind comparable performance in 2022/2023 by £0.416 million.
- 5.3. The 2023/2024 arrears target for NDR has been set at £2.000 million, with collection to 31 August 2023 of £1.570 million, ahead of target by £0.049 million (2.4%) but behind comparable performance in 2022/2023 by £0.352 million.
- 5.4. The 2023/2024 arrears target for Sundry Debt has been set at £9.519 million, with collection to 31 August 2023 of £7.585 million, equal to target but behind comparable performance in 2022/2023 by 9.5%.

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

- 6.1. The Business Rates Incentivisation Scheme (BRIS) is a Scottish Government initiative to incentivise growth of the local business tax base, with a view to increasing NDR income yields.
- 6.2. The Scottish Government sets annual targets for growth (buoyancy) and Councils who achieve their target retain 50% of the additional income generated above the target. The buoyancy target is a measure of the increase in the total rateable value of the non-domestic properties on the Valuation Roll (including certain categories of public undertakings).
- 6.3. Due to the impact of Covid-19, the Scottish Government previously confirmed that the scheme has been suspended for 2020/2021, 2021/2022 and 2022/2023. Further guidance and information is awaited from the Scottish Government with regards to reinstatement in 2023/2024.
- 6.4. Nonetheless, BRIS performance continues to be monitored closely and will be reported to Committee on a quarterly basis in 2023/2024.

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

- 7.1. Approval for write off of the following irrecoverable debts is requested from Committee. The Council has the power to write off accounts where the debtor is deceased, sequestrated, in liquidation or the debt is prescribed or where the debt is deemed uneconomical to pursue.
- 7.2. The proposed write off of Council Tax accounts dating from 1993/1994 to 2023/2024 totals £1,956,152.04, relating mainly to prescribed debt, sequestrations and estates of the deceased. This includes the bulk write off of prescribed debt for financial year 1996/1997.

- 7.3. The value of accounts currently marked for write off in the Non-Domestic Rates system from rating years 2021/2022 to 2023/2024 totals £435,848.83. These debts are deemed to be irrecoverable because the debtor is in liquidation, has ceased trading or has been sequestered.
- 7.4. Approval is sought for the write off of Business Improvement District (BID) Levies totalling £347.17, administered by the Council on behalf of the Hamilton, Carluke and Lanark BID companies. There is no financial impact on the Council for these write offs.
- 7.5. Following consultation and agreement with Resources, the proposed write off of Sundry Debt totals £203,392.20. Appendix 2 provides a breakdown of the proposed write-off over categories.
- 7.6. Approval is sought for the write off of former tenant rent arrears of £184,711.61 and Housing Benefit Overpayments of £31,901.73.
- 7.7. A full list of all debts proposed for write off is held by the Executive Director (Finance and Corporate Resources).
- 8. Employee Implications**
- 8.1. None.
- 9. Financial Implications**
- 9.1. Provision has been made for the financial impact of all write offs.
- 10. Climate Change, Sustainability and Environmental Implications**
- 10.1. There are no direct climate change, sustainability and natural environment implications arising from this report.
- 11. Other Implications**
- 11.1. The main risk associated with the Council's revenue collection is a failure to monitor collection rates and take effective corrective action where required, resulting in a significant reduction in collection performance and Council funding. The risk is managed through monthly performance reporting and review of performance at monthly Senior Management Meetings.
- 11.2. There are no implications for sustainability in terms of the information contained in this report.
- 12. Equalities Impact Assessment and Consultation Arrangements**
- 12.1. There is no requirement to carry out an impact assessment in terms of the proposals within this report.
- 12.2. There is no requirement to undertake any consultation in relation to the content of this report.

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

8 September 2023

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

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

**Previous References**

- ◆ Finance and Corporate Resources Committee - 28 June 2023

**List of Background Papers**

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

**Contact for Further Information**

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

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

**SOUTH LANARKSHIRE COUNCIL**  
**REVENUES COLLECTION**  
**FOR PERIOD ENDING 31 AUGUST 2023**

	<b>Annual Cash Budget £000's</b>	<b>Budget Target to 31/08/23 £000's</b>	<b>Actual to 31/08/23 £000's</b>	<b>Variance to 31/08/23 £000's</b>		<b>% Variance to annual budget</b>	<b>Notes</b>
<b>FINANCIAL YEAR 2023/2024</b>							
Council Tax	154,264	82,212	82,357	145	over	0.09%	
Non-Domestic Rates	372,703	162,145	162,464	319	over	0.1%	
Sundry Debt	117,901	117,901	118,379	478	over	0.4%	
<b>ARREARS</b>							
Council Tax	3,000	1,416	1,442	26	over	0.9%	
Non-Domestic Rates	2,000	1,521	1,570	49	over	2.4%	
Sundry Debt	9,519	7,587	7,585	(2)	-	0.0%	

**Appendix 2**

**BREAKDOWN OF PROPOSED  
SUNDRY DEBT WRITE-OFF**

<b>Resource</b>	<b>Service</b>	<b>No. of Accounts</b>	<b>Value (£)</b>
Housing & Technical	Capital Repairs	2	2,545.88
	Estates	16	4,626.44
	Housing Support Services / H&T General	4	286.70
	Rechargeable Repairs	352	91,970.83
Social Work	Residential Services / Non Residential Services	669	90,214.76
Finance & Corporate	Housing Benefit Overpayments / Money Matters Advice	7	12,031.59
Community & Enterprise	Roads	5	1,716.00
	<b>Total</b>	<b>1,055</b>	<b>203,392.20</b>

# Report

11

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>27 September 2023</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Annual Procurement Report - 2022/2023</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ present the Annual Procurement Report for 2022/2023

## 2. Recommendation(s)

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

- (1) that the Annual Procurement Report for 2022/2023 be noted.

## 3. Background

3.1. The Procurement (Scotland) Reform Act 2014 requires contracting authorities to prepare and publish an annual procurement report on its regulated procurement activities.

3.2. This report to Committee provides an overview of the annual report highlighting key content from each of the sections. The full annual report is provided as Appendix 1.

## 4. Annual reporting requirements

4.1. The Act states that the annual report must include:-

- ◆ Regulated procurement activity
- ◆ Procurement strategy
- ◆ Community Wealth Building and Community Benefits
- ◆ Sustainable Procurement and Supported Businesses
- ◆ Future planning
- ◆ Other information

### 4.2. Section 2: Regulated Procurement Activity

4.2.1. Regulated procurement is defined by the Procurement Reform (Scotland) Act 2014 as any procurement with an estimated value of over £50,000 for supplies or services or £2 million for works contracts.

4.2.2. The Council's contract awards in 2022/2023, as detailed in Appendix 1 of the annual report, was 169 contracts (over £50,000) with a total value of £111 million. This compares to 164 contracts for the same period in 2021/2022.

### 4.3. Section 3: Regulated Procurement Compliance

4.3.1. This section sets out how procurements carried out demonstrated compliance with the Council's Procurement Strategy and Procurement regulations.

- 4.3.2. The Procurement Strategy 2020 to 2023 was approved by Committee in May 2020. The Strategy is subject to annual review, including an action plan to ensure continuous improvement across procurement activity. A summary of the Council's strategic objectives is included as Appendix 2 and the Annual Report highlights actions completed during 2022/2023, including implementation of Fair Work First, improved weighting for sustainability in tenders and responding to supply chain and pricing issues.
- 4.3.3. The Annual Report also outlines the Council's arrangements to ensure compliance, transparency and Value for Money.
- 4.4 Section 4: Community Wealth Building and Community Benefits
- 4.4.1. This section of the annual report has been developed to focus on procurement outcomes from the Community Wealth Building Strategy, including levels of local spend. Local spend was maintained at 18%, representing £63 million of spend with local enterprises.
- 4.4.2. The Council's approach to secure Community Benefits is outlined in the Annual Report, with descriptions of suitable benefits which will be considered in all regulated tenders, including employability, local supply chains and recently extended to include Community Wish Lists. In total, 161 Community Benefit commitments are listed, and case studies of Community Benefit projects are included, including the Clyde Bridge and Biomass supply and maintenance contracts.
- 4.5. Section 5: Sustainable Procurement and Supported Businesses
- 4.5.1. This section of the report provides an update on the Council's progress in embedding the Scottish Government's sustainable procurement tools and examples of sustainable outcomes. Positive sustainable outcomes include implementation of Fair Work First guidance, completion of the Prioritisation Framework (summarised in the Annual Report) and use of the sustainability test to embed sustainability measures in a waste contract.
- 4.5.2. The Council's responsibility to facilitate the involvement of supported businesses in procurement is also outlined in this section. Supported businesses are social enterprises whose main aim is to integrate disabled or disadvantaged people socially and professionally. Their workforce must be at least 30% disabled or disadvantaged, as specified in EU Directive 2014/24/EUD. The Council's contractual activity with supported businesses and social enterprises is noted, including Haven Products, Hey Girls and Scotland's Bravest Manufacturing Company.
- 4.6. Section 6: Future Planning
- 4.6.1. A summary of the regulated procurements the authority expects to award in the next two years, including renewals and new contracts, is included in Appendix 3 of the report, which has been developed following procurement service planning consultation with Resources.
- 4.6.2. The procurement programme for 2023/2024 and 2024/2025 contains 230 projects, with a value in excess of £50,000, including high value waste and construction projects and continuing phases of the various Education and Social Care long term Procured Service Arrangements. A new Care at Home contract will be a key procurement in 2023/2024.



#### 4.7. Section 7: Further information

- 4.7.1. Information to be included in this section is not prescribed, however, the Council has highlighted several areas, including local and SME spend analysis and payables and e-invoicing performance information for 2022/2023.
- 4.7.2. As referenced at 4.4.1, spend in the South Lanarkshire area (for all contractors, including SMEs) was stable at 18%, although this represented an increase of £1 million in local spending to £63 million.
- 4.7.3. A geographical analysis of spend is included in the annual procurement report and quantifies spend for the wider Lanarkshire area (33%), Glasgow City Region (47%) and across Scotland (70%): spend retained within Scotland having increased from 64% in 2021/2022.
- 4.7.4. The Procurement Service continue to work in partnership with the Economic Development Service and the Supplier Development Programme to improve the participation of local SMEs in Council contracts, an area of focus in the spend pillar of the council's Community Wealth Building strategy.
- 4.7.5. An analysis of the impact on local spend through collaborative arrangements is also included in the annual report, noting that £7.7 million (16%) of South Lanarkshire Council spend via Scotland Excel frameworks is with local enterprises, an increase from 13% in 2021/2022. £62 million of spend is directed to South Lanarkshire companies from Scotland Excel in total. Similarly, council spend with Hub South West resulted in local sub-contracted spend of £10.9 million (46% of spend from Council projects) but Hub South West's total sub-contracted spend in South Lanarkshire was £97 million, indicating a much wider economic benefit from collaboration.
- 4.8. The Annual Procurement Report 2022/2023 is attached as an Appendix for noting and publication thereafter.

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

- 5.1. The forward programme presents a significant number of projects for delivery by the Procurement Team, at time when the recruitment of experienced procurement staff continues to be extremely challenging. However, the recruitment of graduate procurement staff helps to maintain the capacity of the team supported by experienced procurement officers.

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

- 6.1. None.

#### **7. Other Implications**

- 7.1. Given the large volume of projects identified in the forward programme there is a risk that some procurement activity may be affected due to resourcing challenges. Projects will therefore continue to be prioritised and assessed to minimise the risk of disruption.

#### **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.

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

8 September 2023

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

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

**Previous References**

- ◆ Procurement Strategy 2020-2023, Executive Committee, 13 May 2020
- ◆ Annual Procurement Report 2021/2022, Finance and Corporate Resources Committee, 7 September 2022

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

# Annual Procurement Report

## 2022/2023

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email [equalities@southlanarkshire.gov.uk](mailto:equalities@southlanarkshire.gov.uk)

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1. Introduction
2. Regulated Procurement Activity
3. Regulated Procurement Compliance
4. Community Wealth Building and Community Benefits
5. Sustainable Procurement and Supported Business
6. Future Regulated Procurements
7. Further Information

Appendix 1: Regulated Procurements

Appendix 2: Procurement Strategy Action Plan

Appendix 3: Future Regulated Procurements

## 1. Introduction

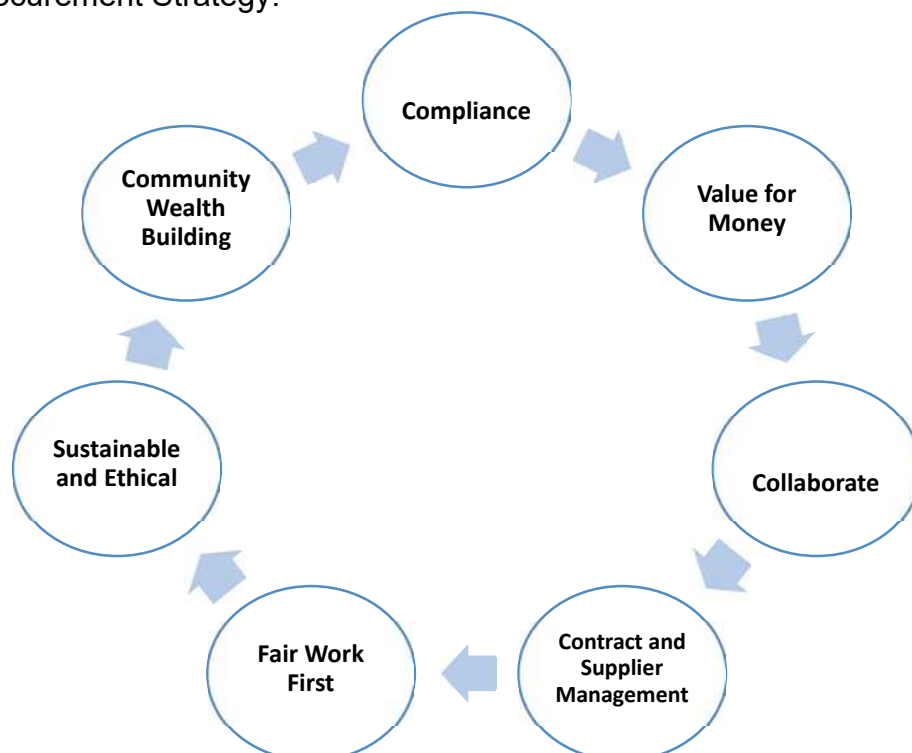
South Lanarkshire Council's Procurement Service supports the delivery of works, supplies and services across the Council and has a vital role in ensuring services operate efficiently and effectively.

The report details the Council's regulated procurement activity for the period 1 April 2022 to 31 March 2023, as required by the Procurement Reform (Scotland) Act 2014. During this period, the Council's total procured spend was £388m.

Our annual report will publish the Council's performance in procurement activity by providing the following information:

- a summary of regulated procurements, including all procurements over £50,000
- a review of whether those procurements complied with our published Procurement Strategy and where they did not, a statement on how we intend to achieve compliance
- a review of Community Wealth Building activity and summary of Community Benefits achieved
- a summary of progress in facilitating the involvement of Supported Businesses
- a summary of future regulated procurement, including all procurements over £50,000 expected to commence in the next two financial years

2022/2023 activities were impacted by pandemic recovery activity and challenging economic market conditions, including supply chain pressures and increasing inflation. The Procurement Service continued to support Council services through this challenging period while continuing to focus on the seven objectives of the Council's Procurement Strategy:



## **2. Regulated Procurement Activity**

A regulated procurement is defined by the Procurement Reform (Scotland) Act 2014 as any procurement with an estimated value of over £50,000 for supplies or services or over £2m for works contracts. A regulated procurement is complete when the contract award notice is published and can include new contracts and framework agreements.

In addition, regulated procurements will be subject to the Public Contracts (Scotland) Regulations 2015 where they meet the appropriate thresholds. The Council must follow the relevant procurement rules in respect of planning through to contract award, as detailed in Section 3: Regulated Procurement Compliance.

In total, the Council awarded 169 contracts over £50,000 in 2022/2023, with a total award value of £111.1m, as listed in Appendix 1. This includes both regulated and non-regulated contracts, with the Council publishing all awards over £50,000 in this Annual Procurement Report for transparency.

### **3. Regulated Procurement Compliance**

The Procurement Reform (Scotland) Act 2014 requires all contracting authorities to publish a Procurement Strategy.

2022/2023 was the last year in our Procurement Strategy 2020-2023, which aimed to promote best practice across all procurement activity, while supporting the Council's priorities set out in the strategic plan "Connect". The procurement strategy was supported by an Action Plan to ensure compliance for all procurement activity, including regulated procurements, and is subject to annual review to reflect new legislative requirements, innovation and updated priorities.

A summary of the Council's strategic procurement objectives is included in Appendix 2. Progress in achieving our Procurement Strategy action plan is monitored by the Council's Corporate Management Team and Finance and Corporate Resources Committee.

Key achievements in 2022/2023 included:

- Implementation of new Fair Work First arrangements, including the Scottish Government's new seven priorities to measure Fair Work
- Continuing to support the Council's post pandemic response, including responding to challenging market conditions, including inflationary pressures and supply chain disruption.
- Improvements in the Council's approach to sustainable procurement by introducing a new approach to weighting sustainability in tenders and developing use of the Sustainable Procurement Toolkit.
- Supporting the local spend pillar under the Council's Community Wealth Building Strategy, including supplier engagement events.

#### Procurement Compliance and Transparency

The Council's procurement activity, including regulated procurements, is undertaken in accordance with a legal and procedural framework to ensure compliance. Legal requirements are underpinned by the Council's Standing Orders on Contracts and procedural arrangements are as set out in the Scottish Government's Procurement Journey.

Additional governance and monitoring arrangements for regulated procurements ensure a robust structure is in place to ensure compliance. At a practical level this consists of the preparation and authorisation of sourcing strategies and tender documentation through to robust arrangements for authorisation of awards. To maintain the highest standards of transparency, the Council's Standing Orders on Contracts mandate that all contract awards over £50,000 are reported to Committee, with all reports available in the public domain. The Council also maintains a publicly accessible online contracts register with access to all contract awards of all values.

The Council also has a scrutiny review structure in place to review tendering and award arrangements for high-risk procurements. These arrangements provide assurance that all regulated procurements were materially compliant with the strategy.

The Council monitors contractual compliance, with 97% of 2022/2023 spend over £50,000 with contracted suppliers. A quarterly review process is in place to identify, and resolve spend with non-contracted suppliers.

### Value for Money

Value for Money in contractual arrangements is a key strategic objective of the Procurement Service and a review of procured spend is one of the Council's five Transformational projects led by the Corporate Management Team.

This review, supported by Scotland Excel, sets out ambitious targets to review procured spend across all Council areas and seek deliverable revenue efficiencies: either through review of existing contractual arrangements or by putting new contracts or collaborative agreements in place. The review commenced in October 2021 and is anticipated to continue for two years.

## **4.**

## **5. Community Wealth Building and Community Benefits**

### Community Wealth Building

The Council's Community Wealth Building Strategy was approved by the Council in 2021 and sets out five strategic pillars to develop resilient local economies. The "spend" pillar seeks to use the purchasing power of the Council and other local anchor institutions to improve local spending and deliver positive impacts on employment opportunities: the Procurement Service and our colleagues in Economic Development are responsible for delivering the actions for this pillar.

Key achievements for the Procurement Service in 2022/2023 included:

- £63m invested in the local economy, an increase from £62m in 2022/2023. Maintaining spend levels with local enterprises at 18% of core trade spend.
- Embedding the use of Quick Quote for Works up to £2m to improve the engagement of local enterprises in Council tenders.
- Participation in local supplier engagement events with the Supplier Development Programme, including a joint Meet the Real Buyer event with North Lanarkshire Council in February 2023 and participation in National Meet the Buyer events.
- Participation in the Build Lanarkshire events over an 8 week period including presentations on Quick Quotes, Community Benefits, Community wish lists and building new supplier relationships.
- Promotion of subcontracting opportunities for local enterprises with Scotland Excel framework opportunities and HubSW projects.

### Community Benefits

Community Benefit clauses require contractors to deliver long term sustainable social and economic benefits to the South Lanarkshire community, while demonstrating Best Value in contract awards.

The Procurement Reform (Scotland) Act 2014 requires the Council to consider Community Benefits for contract values over £4m, however, the Council will consider



inclusion of Community Benefits in all regulated tenders (over £50,000), regardless of value, where appropriate to the supplier, value and duration of the contract.

Consideration of Community Benefits is embedded in the Council's Sourcing Strategy and clearly stated in the tender documents to ensure transparency and fairness in the evaluation process.

The Council has a points-based system to target Community Benefits, with the number of points based on the value and duration of the contract. Suppliers select appropriate community benefits from the Council's menu of deliverables, including employability through apprenticeships, work placements, local employment and engagement with local and SME subcontractors in the supply chain. In 2022/2023, the Council reviewed the Community Benefit points menu to include commitments from the Community Wish List.

Of the 169 contracts awarded during the reporting period, 95 were derived from either national or local Frameworks where benefits were allocated within the framework. Of the remaining awards, 26 suppliers committed to delivery of Community Benefits, as summarised in the table below:

Community Benefit	Volumes offered
Targeted recruitment and training, including apprenticeships and work placements	31
Supply Chain Initiatives	15
Use of local SME	21
Use of social enterprise or supported business	2
Community participation	6
Poverty Initiatives	12
Young Person engagement	11
Educational Support	21
Community Endowment	8
Local Events	5
Physical infrastructure	1
Local sponsorship	15
Mentoring	5
Other, including volunteering	8

### **Community Benefit case studies**

#### Clyde Bridge: contractor Eric Wright Civil Engineering

Contract value: £7.4m

Community Benefit points: 190, delivered by

- Two new full-time jobs for local people
- Two work experience placements
- Two Community Consultation events
- STEM sessions with Carstairs Junction Primary School
- Education engagement events with South Lanarkshire College

- Support for one local celebration event
- Sponsorship of £1000 to a local organisation
- Two mentoring programmes
- Two volunteering days

Biomass supply and maintenance: contractor Alternative Heat

Contract value: £3.6m

Community Benefit points: 290, delivered by:

- Two new full-time jobs at living wage
- Engagement with up to 5 local SMEs for parts and equipment, PPE, power tools, service and maintenance of fleet and office supplies
- Annual foodbank donations to South Lanarkshire based foodbanks
- Annual educational support presentations

## 6. Sustainable Procurement and Supported Business Summary

### Sustainable Procurement

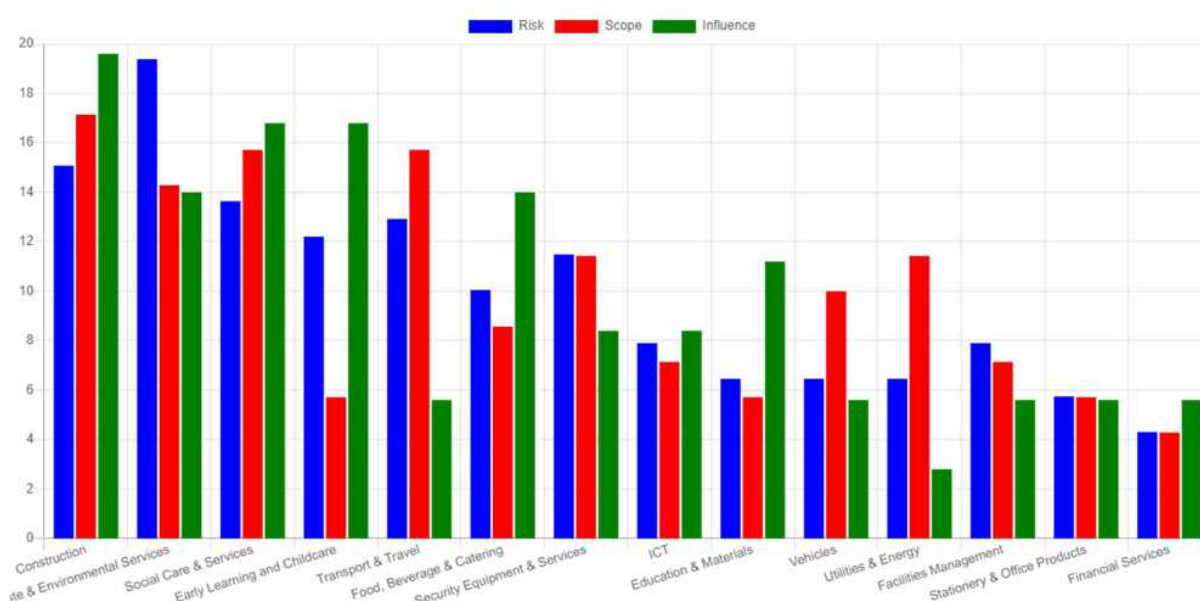
One of the Council's key strategic objectives is "Sustainable and Ethical" in recognition of our responsibility to secure wider social, economic and environmental benefits through contracts, as set out in the Sustainable Procurement Duty.

The Council uses the Scottish Government's Sustainable Flexible Framework to measure organisational progress in embedding sustainable outcomes: the framework measures performance across the following areas:

- People: training on sustainable procurement tools is progressing across the organisation (level 2 achieved)
- Objective, Strategy and Communications: sustainable procurement duty embedded in Procurement Strategy (level 4 achieved)
- Process: using prioritisation and sustainable toolkits to focus on outcomes at category and contract level and sustainability scoring improved (level 2 achieved)
- Stakeholders: improved engagement for stakeholders (level 2 achieved)
- Monitoring and Reporting: on sustainable procurement outcomes through procurement strategy and annual report (level 2 achieved)

### Prioritisation Tool

The outcome from the Council's Prioritisation analysis is detailed below: this identifies the categories of spend where the Council has scope to improve sustainable outcomes and the influence in the market to achieve this. This analysis will guide future procurement strategies, focusing on areas of climate impact such as Construction and Waste Management and those areas with social and economic impacts, including Social Care and Early Learning.



- Risk: relevance of overall sustainability risk/relevance (environmental, socio-economic and reputational) to procurement category

- Scope: How much scope is there to improve the sustainability of procurement of this category
- Influence: level of influence your organisation might have over the market to improve sustainability outcomes

Examples of good sustainable practice this year include:

- Continued focus on Fair Work First principles, using seven key priorities set out by Scottish Government
- Ensuring Real Living Wage paid in social care contracts, which accounts for £114m (32%) of council spend. All Adult Social Care providers are compliant with living wage levels.
- Continuing to embed the Sustainable Procurement Tools, focusing on the outcomes of the Prioritisation Framework to identify future priorities at category level.
- Completion of the sustainability test to identify key sustainability measures in the Household Waste Recycling tender.

### **Supported Business Engagement**

The involvement of Supported Businesses and Social Enterprises is included in the strategic objective of “Sustainable and Ethical” and engagement is considered in the Council’s Sourcing Strategy for new tenders.

During 2022/2023, the Council’s spend with registered charities totalled £37m, an increase from £32m in 2021/2022 and we continued to support Supported Business and Social Enterprises. Key engagement with Supported Businesses and Social Enterprises included:

#### **Haven Products: Supported Business**

The Council awarded a two-year contract to Haven Products in December 2022 for production of Homecare uniforms, with an estimated value of £0.180m. Haven Products is a supported business, providing employment opportunities to disabled people.

#### **Royal British Legion: Supported Business**

The Council has a four-year contract in place with Scotland’s Bravest for signage manufacture until March 2026, with an estimated value of £0.130m. Scotland’s Bravest are a supported business supporting veterans with disabilities to develop new skills, regain independence and earn in a supportive commercial environment.

#### **Hey Girls Social Enterprise**

Hey Girls are based in Dunbar, founded by a mother and her two daughters to address period poverty through a “Buy One, Give One” social enterprise model. Hey Girls continue to be a key supplier in achieving the Scottish Government’s period poverty targets and the Council’s spend in 2022/2023 was £0.154m.

## **7. Future Regulated Procurements**

The Council's activity over the next two years in regulated procurement will include existing contracts which are due to be extended or re-let and new tenders. Appendix 3 provides a list of anticipated future procurements over £50,000 in value.

The Council continues to develop the use of our long-term flexible framework model of Procured Service Arrangements for light touch services, including Social Care and Education. The Council is also extending the use of Dynamic Purchasing Systems and working closely with the Scottish Procurement Alliance, Procurement for Housing and Scotland Excel to identify future collaborative opportunities.

The following provides some examples from the wide range of projects detailed in Appendix 3 that illustrate the diverse range of commodities and services being procured by the Council:

- Adult and Children's social care services
- Early Learning and childcare
- Housing and property maintenance
- Procurement of fleet and vehicles
- Waste recycling and disposal

## 8. Further Information

### Procurement Performance information

The Council reports on a range of performance indicators, including the level of procurement spend with local companies (based within the South Lanarkshire area) and SMEs (small and medium enterprises). The Council has a consistently high level of engagement with SMEs overall, with 70% of Council contracts awarded (above £50,000) to SMEs in 2022/2023.

#### Local and SME spend

The Council's local spend with South Lanarkshire enterprises (including SMEs) was unchanged at 18% in 2022/2023, representing £63m of total spend within the South Lanarkshire area. Spend with SMEs generally reduced slightly by 1% and was unchanged for South Lanarkshire based SMEs. Our actions around the Community Wealth Building Strategy will aim to improve local spend levels in the future.

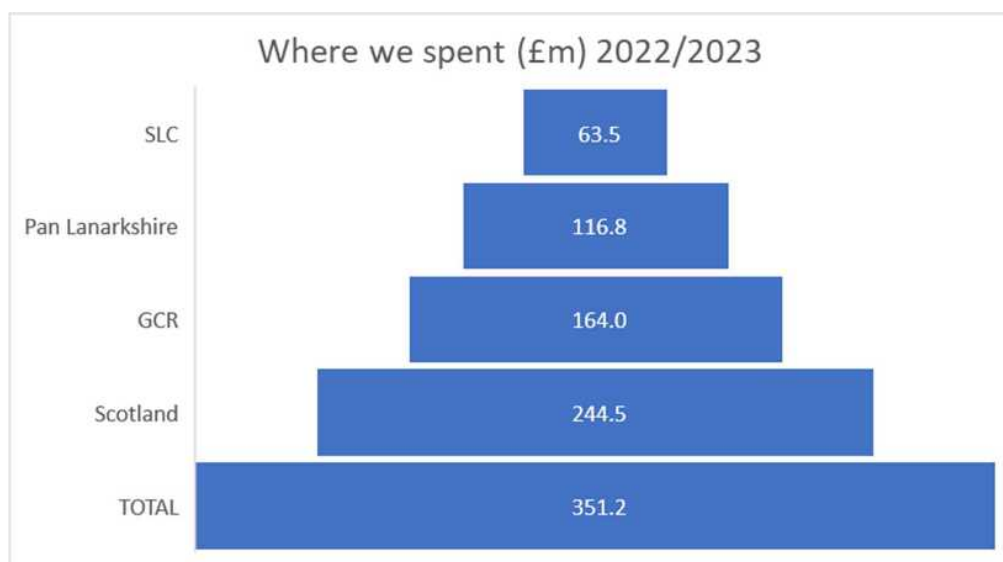
Indicator	2020/21	2021/22	2022/23
Total procured spend	£393m	£384m	£388m
Core Trade spend	£347m	£345m	£351m
Core spend in South Lanarkshire area	17%	18%	18%
Core spend with South Lanarkshire SMEs	12%	17%	17%
Core spend with SMEs	43%	50%	49%

*(Source: National Observatory)*

In addition to our direct spend with suppliers in the local area, we are also working towards identification of subcontracted local spend with our tier one contractors, particularly in major construction projects. Our spend with Hub Southwest in 2022/2023 totalled £23.8m, with £10.9m (46%) being subcontracted to South Lanarkshire based companies. However, in total, Hub Southwest's sub-contracted spend to South Lanarkshire companies from all Hub projects totalled £97m, an increase from £76m in 2021/2022: indicating the importance of encouraging our local enterprises to engage with wider sub-contracting opportunities across the public sector.

#### Where we spend

A geographical analysis of the Council's core spend by area is provided below: although 18% of our spend is within South Lanarkshire, 33% of spend was within the wider Lanarkshire area and 47% within Glasgow City Region. 70% of our total spend is in Scotland, which is an overall improvement in comparison to 64% in 2021/2022.



### Collaborative contracts

The Council continues to focus on a collaborative approach to procurement wherever possible and collaborative contracts accounted for 25% of Council spend in 2022/2023.

This year, the Council's spend through Scotland Excel frameworks totalled £47.2m, of which £7.7m (16%) was spent with local suppliers, an increase of 3% in comparison to last year. However, these collaborative frameworks also generated £62m of spend with South Lanarkshire based suppliers in total, including other local authorities, of which 89% was with SMEs.

### Supplier payment performance and e-invoicing

The Council continues to exceed the national target of 85% of invoices paid within 30 days of receipt, with 92% of invoices meeting this standard in 2022/2023.

E-invoicing, which enables automated payment of invoices where they can be electronically matched to a purchase order, has been in place for the Council since 2017. During 2022/2023, 25% of invoices were paid using the e-invoicing solution.

## 8.1. Appendix 1: Regulated Procurement Activity 2022/2023

Award Date	Supplier	Description	Start Date	End Date	Extension Date	Contract Value £
01/04/2022	KIBBLE EDUCATION & CARE CENTRE, ROSSIE YOUNG PEOPLE'S TRUST, ST MARYS KENMURE, THE GOOD SHEPHERD CENTRE	Secure Care Services	01/04/2022	31/03/2024	-	2,300,000
01/04/2022	SCHOLAR	SCHOLAR Forum Subscription	01/04/2022	31/03/2025	31/03/2025	123,283
19/04/2022	CALOR GAS LTD	Supply and Delivery of Industrial Gases	19/04/2022	31/03/2023	31/03/2024	80,000
20/04/2022	DORO AB	Supply and Delivery of Telecare Equipment	02/05/2022	01/05/2024	01/05/2024	1,136,900
22/04/2022	STANLEY SECURITY SOLUTIONS LTD	Service, Maintenance and Repair of Closed Protocol Fire and Intruder Alarms	02/05/2022	01/05/2025	01/05/2027	298,990
01/05/2022	FAST FIXX CATERING ENGINEERS LTD	Repair, Inspection and Maintenance of Commercial Catering Equipment	01/05/2022	30/04/2023	30/04/2024	450,000
01/05/2022	HIGHFIELD PARK	Specialist Residential Care	01/05/2022	31/10/2023	31/10/2024	581,710
03/05/2022	THE ADVOCACY PROJECT	Independent Advocacy Services	01/04/2022	01/04/2023	30/09/2023	364,160
03/05/2022	SPEAK OUT ADVOCACY PROJECT	Independent Advocacy Services	01/05/2022	01/04/2023	30/09/2023	275,200
03/05/2022	SDC INDUSTRIES LTD	Service & Maintenance of Voltage Optimiser Health Checks	09/05/2022	08/05/2025	08/05/2030	90,000



04/05/2022	DENNIS EAGLE LTD	Supply and delivery of Heavy Vehicles	04/05/2022	31/12/2022	-	2,551,720
04/05/2022	VALLEY GROUP LTD	Maintenance of Commercial Heating - Out of Hours Contractor	16/05/2022	15/05/2025	15/05/2028	80,040
05/05/2022	FUCHS LUBRICANTS (UK) PLC	Supply and Delivery of Lubricant Oils, Greases and Anti-Freeze	09/05/2022	08/05/2025	08/05/2026	156,000
09/05/2022	TURNER ACCESS LTD	Scaffolding Contract	10/05/2022	09/08/2022	02/10/2022	750,000
10/05/2022	ORACLE CORPORATION UK LTD	Oracle Cloud Infrastructure Platform as a Service	01/05/2022	30/04/2027	30/04/2027	107,784
11/05/2022	A.M.1. CONSULTING LTD	Oracle Cloud Fusion Implementation Resources	01/03/2022	30/06/2023	30/09/2023	394,850
13/05/2022	STANGER TESTING SERVICES LTD 1	Road Materials Testing Contract	13/05/2022	12/05/2025	12/05/2027	429,338
18/05/2022	HILLHOUSE QUARRY COMPANY	Supply and Delivery of Coated Roadstone Mini Tender - June 2022 - Hamilton Area	29/05/2022	23/06/2022	-	50,625
19/05/2022	GLASDON UK LTD	Supply and Delivery of Bollards and Verge Markers	30/05/2022	29/05/2024	29/05/2026	279,980
20/05/2022	RICARDO-AEA LTD	Air Quality Monitoring Support Services - Scottish Government Air Quality Grant Scheme	01/07/2022	31/03/2023	31/03/2023	50,000
23/05/2022	HILLHOUSE QUARRY COMPANY	Mini Ccompetition under Lot: 1 of the Framework for Roads Contractors	04/07/2022	02/08/2022	-	104,903
24/05/2022	TENANTS INFORMATION SERVICE	Provision of Independent Advice and Support for Tenants in South Lan-arkshire	01/06/2022	31/05/2023	31/05/2024	160,000
25/05/2022	ORBIS PROTECT LTD	Void Property Protection	06/06/2022	05/06/2026	05/06/2026	400,000
25/05/2022	H & V COMMISSIONING SERVICES	Maintenance of Fire Dampers	30/05/2022	29/05/2025	29/05/2027	211,887
30/05/2022	SOFTCAT PLC	Payables Fraud Software	31/05/2022	01/12/2025	01/12/2025	138,782

30/05/2022	ELVEDEN FARMS LTD	Supply and Delivery of Christmas Trees 2022	30/05/2022	31/01/2023	31/01/2023	65,207
31/05/2022	ABERLOUR CHILD CARE TRUST, ACTION FOR CHILDREN, BARNARDOS, CAREVISIONS FOSTERING LTD, CAROLINA HOUSE TRUST, DEAN & CAUVIN YOUNG PEOPLE'S TRUST, FOSTER CARE ASSOC SCOTLAND LTD, FOSTERING PEOPLE SCOTLAND LTD, FOSTERING RELATIONS LTD, FOSTERPLUS (FOSTERCARE) LTD, ST ANDREW'S CHILDREN SOCIETY LTD, SWIIS FOSTER CARE SCOTLAND LTD, THE ADOLESCENT & CHILDREN'S TRUST, THE NATIONAL FOSTERING AGENCY	Fostering and Continuing Care	01/07/2022	30/06/2024	30/06/2025	9,700,000
31/05/2022	BRAKES	Supply & Delivery of Frozen Foods	30/05/2022	29/05/2024	29/05/2026	4,859,078
31/05/2022	LLOYD LTD	The Supply of 7 x Bobcat E19 Excavator with Double Dozer Blade and C/W Trailer	31/05/2022	30/04/2023	-	261,128
31/05/2022	PAYPOINT PLC	PayPoint Cash out Services and Voucher Agreements	06/06/2022	05/06/2027	05/06/2030	600,000
01/06/2022	PATERSONS OF GREENOAKHILL LTD	Landfilling of Residual Waste (unsuitable for processing via Thermal Treatment Facilities)	01/06/2022	31/12/2025	-	477,400

01/06/2022	GRAVITAS RECRUITMENT GROUP LTD	IT Project Manager	13/06/2022	12/12/2023	12/06/2024	225,000
01/06/2022	FACULTATIEVE TECHNOLOGIES LTD	Maintenance of Crematorium Equipment	01/06/2022	31/05/2026	31/05/2028	180,000
07/06/2022	CENTRICA BUSINESS SOLUTIONS UK LTD	Service, Maintenance and Repair of Closed Protocol CHP Units in Larkhall Leisure Centre and Hamilton Water Palace	01/04/2022	23/10/2025	23/10/2025	111,225
08/06/2022	CHARLES TENNANT & CO LTD	Negotiated Contract for the Supply of Ad-Blue Fuel Additive	08/06/2022	07/06/2025	-	160,005
09/06/2022	CITY BUILDING CONTRACTS LLP	26 Rosslyn Avenue, East Kilbride - Extension	18/03/2022	14/09/2022	-	199,844
09/06/2022	MALLATITE MINOR STRUCT & PROD LTD	Supply and Delivery of Ultracrete M90 (Eprobed)	27/06/2022	26/06/2024	26/06/2026	230,000
13/06/2022	ELECTRICAL TESTING LTD	Highway Electrical Connections	23/06/2022	23/12/2023	23/06/2024	600,000
17/06/2022	TARMAC TRADING LTD	Supply and Delivery of Cold Permanent Pothole Repair - Viafix	13/06/2022	29/02/2024	28/02/2025	68,267
20/06/2022	HALFORDS LIMITED	Cycle to Work Scheme	13/06/2022	12/06/2023	12/06/2024	103,794
22/06/2022	P F CUSACK (TOOLS SUPPLIES) LTD	Supply and Delivery of Miscellaneous Roads Products	27/06/2022	26/06/2024	26/06/2026	120,000
23/06/2022	MCCONECHY'S TYRE SERVICE LTD	The Supply and Fitting of Tyres for Vehicles and Plant	01/06/2022	31/01/2026	31/01/2026	2,200,000
23/06/2022	GRAVITAS RECRUITMENT GROUP LTD	Provision of Capita Support	22/06/2022	21/12/2022	21/12/2023	163,002
27/06/2022	GMA Electrical LTD	Maintenance of Lighting Columns (Sports Pitches Floodlighting)	27/06/2022	26/06/2027	-	640,000
28/06/2022	A.M.1. CONSULTING LTD	Oracle Fusion Consultancy - PMO	13/07/2022	31/05/2023	30/09/2023	51,000
29/06/2022	HILLHOUSE QUARRY COMPANY	Supply and Delivery of Coated Roadstone Mini Tender - July 2022 - Hamilton Area	03/07/2022	22/07/2022	-	167,493

29/06/2022	GLASGOW SCIENCE CENTRE LTD	Technology Enabled Care (TEC) Zone - Blantyre Care Hub	13/05/2022	30/09/2022	30/09/2023	106,820
30/06/2022	GMG CONTRACTORS LTD	Glebe Gardens Sheltered Housing- External Fabric Repairs	01/07/2022	28/10/2022	-	195,600
30/06/2022	CMM POOLS LTD	Planned and Preventive Maintenance and Repair of Pool Plant Installations and Remedials	11/07/2022	10/07/2027	10/07/2030	958,519
01/07/2022	SAP (UK) LTD	Microsoft support services	01/07/2022	30/06/2023	-	83,383
01/07/2022	SSI SCHAEFER LIMITED	The Supply and Delivery of Refuse Containers	01/07/2022	30/06/2023	-	850,000
01/07/2022	CRAEGMOOR SUPPORTING YOU LIMITED	Negotiated - Provision of Care at Home Services	01/07/2022	30/06/2024	30/06/2024	434,232
01/07/2022	Trust Community Care Limited	Provision of Care at Home Services	01/07/2022	30/06/2024	30/06/2024	126,162
04/07/2022	GD CHALMERS LTD	Close Lighting Upgrade, Cathkin	04/07/2022	12/09/2022	-	58,196
05/07/2022	PROFILE SECURITY SERVICES LTD	Provision of Manned Security Services	01/08/2022	31/07/2025	31/07/2027	3,250,000
08/07/2022	SAV UNITED KINGDOM LTD	Maintenance of Closed Protocol Combined Heat Power (CHP) Units	11/07/2022	10/07/2027	10/07/2029	152,711
11/07/2022	COMPASS MINERALS UK LTD & SALT SALES COMPANY	Bulk Rock Salt for Winter Maintenance	11/07/2022	31/10/2022	-	1,333,042
13/07/2022	J H CIVIL ENGINEERING LTD	Mini-competition under Lot: 1 of the Framework for Roads Contractors	07/08/2022	02/09/2022	-	85,061
13/07/2022	INTELLIGENT HEALTH	Beat the Street East Kilbride	01/07/2022	31/07/2023	-	114,997
14/07/2022	BLANTYRE PARK SERVICES LTD	Clyde Terrace New Build Nursery - Mechanical & Plumbing	01/05/2023	31/08/2023	-	380,835
14/07/2022	PROCLADD (SCOTLAND) LTD 1	Clyde Terrace New Build Nursery - Roof & Wall Cladding	01/03/2023	31/07/2023	-	246,790

14/07/2022	FLEMING BUILDINGS LTD	Clyde Terrace New Build Nursery - Timber Kit	01/03/2023	31/08/2023	-	276,967
14/07/2022	SACRO	Bail Mentoring and Support	01/04/2022	31/03/2023	31/01/2024	97,500
19/07/2022	JOSEPH LECKIE & SONS CONTRACTS LTD	Clyde Terrace New Build Nursery - Groundworks, Brickworks & Piling	01/08/2022	31/08/2023	-	788,629
19/07/2022	SCOTTECH LTD	Clyde Terrace New Build Nursery - Steel Staircase	01/04/2023	31/05/2023	-	112,291
19/07/2022	SOFTCAT PLC	Microsoft Office 365 Backup and Recovery Solutions (SG SVAR Framework Call Off)	01/08/2022	31/07/2025	31/07/2025	269,694
19/07/2022	NDL SOFTWARE LTD	Support for NDL Integration Tool	03/08/2022	02/08/2024	02/08/2026	118,000
20/07/2022	BOYD BROTHERS (FAULDHUSE) LTD	Electric Vehicle Public Charing Infrastructure at various locations in South Lanarkshire	01/08/2022	01/12/2022	-	124,854
21/07/2022	THE WISE GROUP 1	Fuel Poverty Specialist Energy Advice and Financial Support	01/09/2022	31/08/2023	31/08/2024	850,000
21/07/2022	KOOTH DIGITAL HEALTH LIMITED	Provision of online mental health and wellbeing support for children and young people.	23/05/2022	02/06/2023	02/06/2023	82,310
22/07/2022	HILLHOUSE QUARRY COMPANY	Supply and Delivery of Coated Roadstone	07/08/2022	21/08/2022	-	87,432
27/07/2022	HUWS GRAY LTD	Supply and Delivery of Drainage Products	01/08/2022	31/07/2024	31/07/2026	560,000
28/07/2022	CITY OF GLASGOW COLLEGE	Provision of SVQ level 2 Social Services & Healthcare at SCQF level 6	01/08/2022	31/03/2023	-	50,000
28/07/2022	CITY OF GLASGOW COLLEGE	Provision of SVQ level 3 Social Services & Healthcare at SCQF level 7	01/08/2022	31/03/2023	-	71,250
29/07/2022	BUILDING MANAGEMENT SOLUTIONS & L-TEC CONTROLS LTD	Maintenance Of BEMS Installations	24/07/2017	01/08/2020	30/07/2024	117,113

01/08/2022	TRL LTD	ECO Stars Commercial Fleet Scheme including Bus Operators Workshops, Taxi and Private Hire Scheme including Taxi Operators Workshops	01/08/2022	31/07/2025	-	140,000
01/08/2022	PROCLADD (SMALL WORKS) LTD	Lanark Lifestyles Pool Roof Works	22/08/2022	19/09/2022	-	97,146
09/08/2022	WORLDPAY LIMITED	Face to Face & CNP Card Acquiring, Gateway & APM Services	01/11/2022	31/01/2024	-	557,500
09/08/2022	PROCLADD (SMALL WORKS) LTD	Lanark Business Unit Roof Replacement	10/10/2022	17/10/2022	-	90,928
12/08/2022	HYPOSTYLE ARCHITECTS	Combined Consultancy Services for Lanark Community Shed and Enterprise Space	15/08/2022	01/06/2023	-	88,547
12/08/2022	IRONSIDE FARRAR LTD	Cunningar Loop Phase 3	12/08/2022	31/12/2024	31/12/2024	51,846
17/08/2022	HILLHOUSE QUARRY COMPANY	Supply and Delivery of Coated Roadstone Mini Tender - September 2022 - Hamilton Area	29/08/2022	02/10/2022	-	50,711
17/08/2022	A G BARR PLC	Supply and Delivery of Soft Drinks and Bottled Water for Resale	17/08/2022	17/08/2025	17/08/2027	845,480
22/08/2022	BRITISH TELECOMMUNICATIONS PLC	Installation and Maintenance of Milestone CCTV Monitoring System	22/08/2022	21/08/2027	21/08/2027	326,092
22/08/2022	National Autistic Society	Specialist Adult Supported Living - Daldorch House	01/08/2022	31/07/2027	31/07/2029	2,812,890
05/09/2022	LIQUIDLOGIC LTD	Mini Competition for Social Work Case Management System	01/09/2022	31/08/2027	31/08/2032	988,874
05/09/2022	TURNER ACCESS LTD	Maintenance and Contracts Term Scaffolding Contract	03/10/2022	02/10/2025	02/10/2028	2,352,665
06/09/2022	CHARGEMASTER LTD	Direct Award Installation of Electric Vehicle Charging Points (various locations) - ESPO 636	03/01/2022	30/06/2022	-	254,287

06/09/2022	SOFTCAT PLC	EDRMS Corporate Solution	01/08/2022	31/07/2027	-	745,503
12/09/2022	BRAKES & CAMPBELLS PRIME MEAT LTD	The Supply and Distribution of Fresh Meats, Cooked Meats & Fresh Fish	01/10/2022	31/03/2023	-	127,892
20/09/2022	MOTUS COMMERCIALS	Supply and delivery of Heavy Vehicles	20/09/2022	31/03/2023	-	1,728,218
20/09/2022	PARKS MOTOR GROUP	Supply and delivery of Light Vehicles	20/09/2022	31/03/2023	-	58,000
23/09/2022	COVANBURN CONTRACTS LTD	Scrogton Bridge Refurbishment	27/09/2022	08/11/2022	-	59,772
27/09/2022	FLEMING BUILDINGS LTD	Castlefield PS Classroom Extension Structural Timber Kit	22/08/2022	24/03/2023	-	136,557
27/09/2022	BCA INSULATION LTD	Strutherhill Zone B - Cavity Wall Insulation	24/10/2022	31/03/2023	-	117,605
30/09/2022	SCOTTECH LTD	Castlefield PS Classroom Extension - Curtain Walling	17/01/2023	31/05/2023	-	84,400
30/09/2022	BLANTYRE PARK SERVICES LTD	Castlefield PS Classroom Extension - Mechanical	14/02/2023	23/05/2023	-	124,982
30/09/2022	AILSA BUILDING CONTRACTORS LTD	Strutherhill Zone B - Roughcast & Rendering	05/12/2022	31/03/2023	-	342,401
30/09/2022	NBS Enterprises LTD	NBS Chorus Subscription	01/10/2022	30/09/2025	30/09/2025	145,976
30/09/2022	SOFTCAT PLC	Web Security Gateway Licences	01/10/2022	30/09/2023	30/09/2023	70,524
01/10/2022	HILLHOUSE QUARRY COMPANY	Supply and Delivery of Coated Roadstone Mini Tender - October 2022 - East Kilbride Area	02/10/2022	28/10/2022	-	109,437
04/10/2022	GEORGE BEATTIE & SONS LTD	SLC Phase 4 Demolition	01/10/2022	01/04/2024	-	1,275,000
05/10/2022	STAR REFRIGERATION LTD	Service and Maintenance of Chiller Units at EK Ice Rink	05/10/2022	05/10/2027	05/10/2027	88,528
06/10/2022	JOSEPH LECKIE & SONS CONTRACTS LTD	Castlefield Primary School - Ground and Brickworks	31/10/2022	22/05/2023	-	164,198

06/10/2022	J H CIVIL ENGINEERING LTD	Mini-competition under Lot: 1 of the Framework for Roads Contractors	12/11/2022	08/12/2022	-	59,550
10/10/2022	Precious Care Services Ltd TA My Homecare Glasgow	Provision of Care at Home Services - Negotiated	10/10/2022	30/06/2024	30/06/2024	102,690
10/10/2022	CLYDESDALE COMMUNITY INITIATIVES	Education Employability DPS - YES Rural Supported Volunteering Programme 2022	05/12/2022	04/12/2023	04/12/2023	51,840
11/10/2022	COVANBURN CONTRACTS LTD	NEC3 Engineering and Construction Short Contract for Libberton Primary Play Area	07/11/2022	02/12/2022	-	52,147
13/10/2022	ZAP ENTERTAINMENT LTD	Christmas Light Switch On 2022	17/10/2022	31/01/2023	31/01/2023	58,531
13/10/2022	THE SYMPHONY GROUP PLC	Supply of Kitchens and Worktops for Routine Maintenance 2022/25	13/10/2022	31/07/2025	31/07/2028	5,400,000
14/10/2022	BLANTYRE PARK SERVICES LTD	Calderglen Park Conservatory H&V Controls	24/10/2022	31/01/2023	31/01/2023	60,000
19/10/2022	Acre Industrial Services Ltd	SLC Gully Tanker/Operator Hire Mini Competition via Scotland Excel Framework	07/11/2022	17/07/2023	-	117,000
20/10/2022	STANTEC UK LTD	Principal Inspection of 21 No. Structures with Difficult Access	20/10/2022	20/03/2023	-	140,123
24/10/2022	J H CIVIL ENGINEERING LTD	Quick Quote Procedure for EK Footway Works 2022-2023 Phase 6 (Gilderdale, High Common Road and St Leonards Road, East Kilbride)	24/10/2022	30/12/2022	-	116,427
25/10/2022	CHARGEMASTER LTD	Installation of Electric Vehicle Charging Points (various locations)	25/10/2022	31/12/2025	-	180,613
25/10/2022	MOTUS COMMERCIALS	Supply and delivery of Heavy Vehicles	25/10/2022	30/04/2023	-	113,965
26/10/2022	LANDCARE SOLUTIONS (SCOTLAND) LTD	Engineering and Construction Short Contract for Halfway Park Play Area (Re-Tender)	09/01/2023	06/03/2023	-	156,658



04/11/2022	G4S CASH SOLUTIONS (UK) LTD	Provision of Secure Cash Collection Services	01/01/2023	31/12/2026	-	254,448
04/11/2022	BISHOP SPORTS & LEISURE LTD, COSY, CPP TRADING GROUP LTD, EASTERN SHIRES PURCHASING ORGANISATION, FINDEL EDUCATION LED, FOAMS 4 SPORTS LTD, GROSVENOR HOUSE PAPERS LTD, HAMELIN BRANDS LIMITED, INC DOT COM LTD, MUDDY FACES LTD, NEWITT & CO LTD, SEAWHITE OF BRIGHTON, THE CONSORTIUM, TTS GROUP LTD, W ENTERPRISES (ABDN) LTD, WF EDUCATION GROUP LTD, YORKSHIRE PURCHASING ORGANISATION	Supply and Delivery of Education Materials	01/12/2022	31/07/2024	31/07/2025	3,875,000
05/11/2022	LOVE@CARE	Care at Home	01/09/2020	30/06/2022	30/06/2024	500,000
10/11/2022	ERIC WRIGHT CIVIL ENGINEERING LTD	Clyde Bridge Replacement Project	09/01/2023	08/01/2024	-	7,352,308
14/11/2022	FIBO UK LTD	Supply and Delivery of Wallboards	07/11/2022	07/05/2023	06/11/2023	310,000
25/11/2022	CARE & REPAIR IN SOUTH LANARKSHIRE	Assistive Technology Installation	01/12/2022	30/11/2023	-	135,500

25/11/2022	WM HAMILTON & SONS LTD	NEC3 Term Service Option A for Disposal / Recycling of Gully Waste, Street Sweepings and General Road Construction Materials	28/12/2022	27/12/2025	27/12/2027	3,557,495
01/12/2022	COVANBURN CONTRACTS LTD	Symington Play Area	06/12/2022	31/03/2023	31/03/2023	123,262
02/12/2022	OXED & ASSESSMENT LTD	Nuffield Early Language Intervention	02/01/2023	28/06/2024	-	148,342
09/12/2022	KING COMMUNICATIONS & SECURITY LTD	Servicing & Maintenance of Fire Alarms and Intruder Alarms	12/12/2022	12/12/2027	12/12/2030	87,594
12/12/2022	COVANBURN CONTRACTS LTD	Gilmourton Play Area	22/12/2022	30/04/2023	-	101,777
14/12/2022	HAVEN PRODUCTS LTD	Supply of Homecare Uniforms – Tunics & Trousers	31/12/2022	31/12/2024	31/12/2025	180,000
19/12/2022	THE SALVATION ARMY TRUSTEE COMPANY	Interim Ukrainian Displaced Persons Accommodation Service	12/12/2022	11/06/2023	11/12/2023	262,541
20/12/2022	BUNZL GREENHAM	Supply and Delivery of Personal Protective Equipment (PPE)	01/01/2023	10/04/2025	10/12/2026	2,700,000
22/12/2022	ALTERNATIVE HEAT LTD	Maintenance of Biomass Boilers & Supply & Delivery of Biomass Pellets	22/12/2022	21/12/2027	21/12/2030	3,562,500
05/01/2023	FES LTD	Maintenance of Commercial and Domestic Fire Suppression Systems	04/01/2023	03/01/2028	03/01/2031	1,932,288
09/01/2023	COMPASS MINERALS UK LTD & SALT SALES COMPANY	Direct Award for the Supply and Delivery of Salt for Winter Maintenance	09/01/2023	08/01/2027	08/01/2028	8,754,975
09/01/2023	CHUBB FIRE & SECURITY LTD	Headhouse Court Warden Call System - QQ for Works	16/01/2023	31/03/2023	-	74,004
16/01/2023	ELECTRICAL TESTING LTD	Structural Investigation of Lighting Columns	16/01/2023	15/01/2025	15/01/2027	400,000
16/01/2023	JOSEPH LECKIE & SONS CONTRACTS LTD	Play Area Barriers and Paths Contract / Various Sites	16/01/2023	13/03/2023	-	81,057
16/01/2023	SIBCAS LTD	Supply, Delivery and Hire of Secure Site Containers and Welfare Units	16/01/2023	15/01/2024	15/01/2025	250,000

17/01/2023	SAMH	SAMH Peer and Parent Support	27/03/2023	30/04/2023	-	320,000
19/01/2023	ASPECT CONTRACTS LTD	Removal of Asbestos and Remedial Works	19/01/2023	18/01/2024	18/01/2025	1,700,000
20/01/2023	VOLUNTARY ACTION SOUTH LANARKSHIRE	Voluntary Sector Capacity Building	01/07/2022	31/03/2024	-	237,000
24/01/2023	MAGNUS ELECTRICAL SERVICES LTD	Dunlop, Lister & Fraser Towers - EK - Emergency Lighting	27/03/2023	30/09/2023	-	344,281
25/01/2023	KNIGHT FRANK	Commercial Real Estate Consultancy Services	26/01/2023	26/01/2025	-	55,000
25/01/2023	SPIE SCOTSHIELD LTD	South Lanarkshire Council Almada Street HQ HV/LV Switchboard Upgrade	01/06/2023	13/07/2023	-	259,737
27/01/2023	NEW COLLEGE LANARKSHIRE	Provision of SVQ level 3 Social Services and Healthcare at SCQF level 7	01/04/2023	31/03/2024	-	63,000
02/02/2023	CROMWELL GROUP (HOLDINGS) LTD	Supply and Delivery of Small Tools	01/01/2023	30/11/2026	-	80,610
07/02/2023	DIAMOND AIR CONDITIONING LTD	Maintenance of Air Conditioning and Air Handling Units	21/02/2023	20/02/2028	20/02/2031	536,379
13/02/2023	SPOREX GROUP LTD	Hamilton Palace Sports Grounds	01/03/2023	30/06/2023	30/06/2023	314,940
17/02/2023	ALEX MCDOUGALL (MOWERS) LTD, HAMILTON BROTHERS ENGINEERING LTD	Supply and Delivery of Grounds Maintenance Equipment	17/02/2023	31/03/2023	-	67,127
17/02/2023	NEC Software Solutions UK Ltd	Orbis Annual Support, Maintenance and Consultancy	01/04/2023	31/03/2026	31/03/2028	1,029,260
20/02/2023	CROWN PAINTS LTD	Supply and Delivery of Paint, Paint Sundries and Paint Packs	27/02/2023	26/08/2023	26/02/2024	239,580
24/02/2023	A.M.1. CONSULTING LTD	Oracle Fusion Implementation - Training delivery	01/01/2023	31/08/2023	-	50,018

27/02/2023	BURNFIELD BUILDERS & DEMOLISHERS LTD	Re Tender Lanark Park & Ride - Demolition Ladyacre Road, Lanark	07/03/2023	02/05/2023	-	63,352
02/03/2023	COVANBURN CONTRACTS LTD	Mini Comp under NEC3 Engineering and Construction Short Contract for Allison Green Peace Garden Strathaven	02/03/2023	12/05/2023	-	61,933
02/03/2023	SAINT GOBAIN LTD	Supply and Delivery of Kerbs	02/03/2023	02/03/2026	02/03/2027	240,000
06/03/2023	INSIGHT DIRECT (UK) LTD	Supply & Support of Communications Hardware, Software & Licensing	01/04/2023	02/11/2023	-	2,296,590
08/03/2023	CLICK TRAVEL LTD	Employee Travel Services	01/11/2022	31/10/2026	-	60,000
10/03/2023	GEORGE BEATTIE & SONS LTD	Kirkton House - Demolition	05/06/2023	28/08/2023	-	86,604
10/03/2023	MACWILLIAM DEMOLITION LTD	McWhirter House - Demolition	05/06/2023	28/08/2023	-	96,968
15/03/2023	SECURIGROUP SERVICES LTD	Security Services for Council Offices	01/04/2023	31/03/2024	31/03/2025	290,000
20/03/2023	COVANBURN CONTRACTS LTD	Chatelherault Allotment Site	01/03/2023	30/05/2023	-	280,305
21/03/2023	COMPUTACENTER (UK) LTD	Video Conferencing Solution for schools	21/03/2023	20/03/2026	-	153,600
22/03/2023	PROCAST BUILDING CONTRACTORS LTD	Eddlewood Deck Access Hamilton, Blocks Phase 1 - External Fabric & Walkway Repairs	30/04/2023	27/10/2023	-	974,630
27/03/2023	IFS UK LTD	Assyst System Service Management Maintenance and Support	01/03/2023	29/02/2024	28/02/2025	124,800
28/03/2023	RUTHERGLEN COMMUNITY CARERS	Carer Respite Service for People with Dementia	01/04/2023	31/03/2026	31/03/2028	285,000
29/03/2023	ZURICH INSURANCE PLC	Engineering and Inspection Insurance	01/04/2023	31/03/2024	31/03/2024	288,405

30/03/2023	FLOGAS BRITAIN LTD	Supply, Delivery and Hire of Temporary Appliances for Commercial Properties	01/04/2023	31/03/2026	31/03/2028	95,472
31/03/2023	J H CIVIL ENGINEERING LTD	Cambuslang Main Street Streetscape (Phase Two)	31/03/2023	28/07/2023	-	179,334
31/03/2023	FAST-AID PRODUCTS LTD	Supply & Delivery of First Aid Materials	01/04/2023	31/03/2026	31/03/2027	227,000

## 8.2. Appendix 2: Procurement Strategy 2020-2023 Strategic Objectives update

Objective	Aim	Outcome	Progress
Compliance	Ensure compliance with Procurement Regulations and the Council's Standing Orders on Contracts	Improve compliance and mitigate risk of contract challenge	Procurement continue to monitor compliance with regulations and Standing Orders on Contracts across the Council, as evidenced by <ul style="list-style-type: none"> <li>• scrutiny arrangements</li> <li>• public reporting of awards</li> <li>• non contractual spend review</li> </ul>
Value for Money	To secure Best Value, balancing cost and quality of service and support the Council in achieving budget savings	Improved Value for Money in support of the Council's Financial Strategy	We continue to work with Resources in recognising demand and cost drivers and identifying opportunities through a focused review of procurement spend.
Collaborative	Identify and influence collaborative opportunities to work with public partners and drive value through the power of public sector procurement.	Improved levels of collaborative activity and delivery of efficiencies	We continue to engage with procurement partners to identify collaborative opportunities and influence development of collaborative working, as evidenced by: <ul style="list-style-type: none"> <li>• 93% participation in Scotland Excel frame-works</li> <li>• Increased levels of engagement with Scottish Procurement Alliance, Procurement for Housing and Hub Southwest.</li> </ul>
Contract and Supplier Management	Support Resources to take a proactive approach to contract and supplier management to achieve innovation and value in contract delivery.	Ensure suppliers meet contractual obligations, drive improvements in supplier performance and achieve efficiency improvements.	We can demonstrate an improved approach to contract and supplier management, as evidenced by: <ul style="list-style-type: none"> <li>• Extensive contract management support during challenging economic conditions and inflationary market</li> <li>• Improved levels of engagement with Social Care providers to ensure sustainability</li> </ul>

Fair Work First	Work with suppliers to implement Fair Work First standards, including payment of the Living Wage and compliance with Council Charters	Improved Fair Work and Living Wage arrangements for those involved in delivery of Council contracts	We continue to promote Fair Work Fair and payment of the Living Wage, as evidenced by: <ul style="list-style-type: none"> <li>• Annual confirmation of payment of Living Wage in all Social Care contracts</li> <li>• Implementation of new Fair Work First standards in 2022/2023</li> </ul>
Sustainable and Ethical	Secure wider social, economic and environmental benefits through contracts as set out in the Sustainable Procurement Duty	Meet the Sustainable Procurement Duty	Procurement continues to embed the sustainable procurement toolkit, including: <ul style="list-style-type: none"> <li>• Use of the Flexible Framework to assess the organisational approach to sustainable procurement and monitor progress.</li> <li>• Amended approach to scoring sustainability in tenders.</li> <li>• Introduction of the sustainability test at contract level, for the Household Waste Recycling tender.</li> </ul>
Community Wealth Building	Support and encourage the local economy to grow sustainably through the effective use of procurement to develop local communities and maximise use of Community Benefits	Ensure the spending power of the Council and Community Benefits contribute towards Community Wealth and achieve National Outcomes	Procurement contributes to the local spend pillar under the Community Wealth Building Strategy, as evidenced by: <ul style="list-style-type: none"> <li>• We continue to engage with local suppliers and SMEs to promote contract opportunities and our joint work in this area is continuing with the Supplier Development Programme and Economic Development partners.</li> <li>• A joint Meet the Buyer event was held with North Lanarkshire Council in February 2023.</li> </ul>

			<ul style="list-style-type: none"> <li>• The Council's Community Benefits points menu was reviewed to include Community Wish List commitments.</li> <li>• Promotion of subcontracting opportunities on Scotland Excel frameworks and HubSW projects.</li> </ul>
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### 8.3. Appendix 3: Planned Future Regulated Procurements 2023/2024 and 2024/2025

Contract Description	Expected award date	Estimated value (£)
NCHC Care Home Provision 2023 / 24	01/04/2023	35,000,000
Interpretation Services	01/04/2023	70,000
Provision of Corporate SMS Solution (text messaging)	01/04/2023	50,000
River Clyde Flood Modelling and Mapping	01/04/2023	TBC
White Goods - Domestic Electric goods including cookers, fridges and washing machines	01/04/2023	100,000
Enhanced Aftercare	01/04/2023	1,500,000
Adult Advocacy	01/04/2023	1,000,000
Supply & Delivery of Library Books / Textbooks / Multimedia supplies for Schools	01/04/2023	750,000
Adult Residential Care Services	01/04/2023	2,000,000
Domestic Abuse Services	01/04/2023	2,400,000
Multi Lot Homelessness Provision all areas	01/04/2023	5,000,000
Early Learning and Childcare - Phase 6	01/04/2023	143,000,000
Adult Supported Living - Phase 3	01/04/2023	229,000,000
Video Conferencing Solution for schools	01/04/2023	150,000
Direct Award for the Supply of Domestic Boilers, Associated Materials	01/05/2023	500,000
Supply and Delivery of Wallboards	07/05/2023	200,000
West of Scotland Weather Partnership	15/05/2023	13,500,000
Cleaning Materials	25/05/2023	100,000
Supply and Support of Commodity Mobile Services	26/05/2023	TBC
Provision of volume mailing and associated services	31/05/2023	400,000
Physical and Hybrid Mail	02/06/2023	1,000,000
Maintenance of Council Structures Framework	09/06/2023	1,000,000

Cycle to Work Scheme	12/06/2023	50,000
SLLC Fitness Equipment	30/06/2023	162,772
Supply of Sports and Sundry Resale goods	30/06/2023	400,000
Framework for Provision of Driver Training and Assessments (LGV, Driver Assessments, Driving Lessons, Road Roller Assessments and Category E)	30/06/2023	100,000
SLLC Venue & Event Management Software	30/06/2023	200,000
Supply and Delivery of Christmas Trees (2024)	30/06/2023	50,000
Framework for Provision of Temporary Traffic Management	30/06/2023	400,000
Council Tax Discount and Exemption Review	30/06/2023	50,000
Integrated Housing & Property Management System (IHMPs)	30/06/2023	3,000,000
Taxi Mini Competition - Primary Schools	30/06/2023	2,000,000
Taxi Mini Competition - Secondary Schools	30/06/2023	2,000,000
Bridge Repair Maintenance Works	30/06/2023	50,000
Social Enterprise Business Accelerator	30/06/2023	100,000
Cashless Catering Solution	30/06/2023	200,000
Supply and Delivery of Compostable Food Waste Liners	30/06/2023	50,000
Secure Destruction of Confidential Waste (Shredding)	30/06/2023	50,000
Counselling & wellbeing services for all Schools	30/06/2023	200,000
Supply, Delivery and Installation of Office Furniture and Supported Needs Furniture	03/07/2023	100,000
eLearning and Development platform - Clyde Valley	31/07/2023	2,000,000
Maintenance Of Building Energy Management System Installations (BEMS)	31/07/2023	1,000,000
Reward and Recognition Voucher Scheme	11/08/2023	50,000
Maintenance of Fire and Intruder Alarms	01/09/2023	100,000
Employee Benefits	30/09/2023	100,000
Tenants Contents Insurance	30/09/2023	200,000
Supply, Delivery, Installation and Maintenance of Water Coolers / Mains Fed Coolers	30/09/2023	250,000

Pest Control, Industrial Cleaning and Other Environmental Services	30/09/2023	200,000
South Lanarkshire Council CCTV Infrastructure - Network and Hardware Upgrade	30/09/2023	100,000
Early Learning and Childcare - Phase 9	30/09/2023	TBC
Rural Academy 2023/2024	30/09/2023	£190,00.00
SLC Main Policies (Insurance)	30/09/2023	1,000,000
Framework for Removals, Storage and Disposals - Lot 1 Domestic & Lot 2 Commercial	07/10/2023	500,000
Landscape Development, Play, Recreation and Associated Infrastructure Framework	07/10/2023	1,000,000
Supply and Support of Fixed Line Telephony Services (Lines and Calls)	10/10/2023	2,600,000
Home Care Workforce Scheduling	15/10/2023	500,000
Provision of Piano Tuning, Maintenance and Repair Services	24/10/2023	50,000
Education Employability DPS - YES - CSCS and H&S Construction Preparation and Testing 2022 - Mini Comp 21	30/10/2023	50,000
Education Employability Training DPS - YES Construction Tasters SL Wide 2022 - Mini Comp 20	30/10/2023	50,000
Framework for the provision of Passenger Transport Services (ASN) 2024	31/10/2023	10,000,000
Education Employability DPS - YES Rural Supported Volunteering Programme 2022 - Mini Comp 19	04/12/2023	50,000
Analogue to Digital Arc & Device replacement	30/12/2023	1,000,000
Information & Advice Service on Self Directed Support	30/12/2023	400,000
SLLC Tax & Auditing Services	01/01/2024	£125,000
Maintenance, Storage, Erection and Dismantling of Festive Lighting	06/01/2024	500,000
Supply, Install and Maintenance of Standalone Small Telephone Systems and Ancillary Telephony Equipment	31/01/2024	500,000
PSN (GCF Core Services)	31/01/2024	TBC
Supply, Installation and Maintenance of a Corporate Telematics Solution	28/02/2024	200,000
Supply of Heavy Vehicles	31/03/2024	1,000,000
Local Transport Strategy / Cycling Strategy	31/03/2024	50,000
Canderside economic assessment	31/03/2024	TBC
Gradu8 Construction - Summer Leavers	31/03/2024	TBC
McKirdy Park - Pitch Replacement	31/03/2024	50,000
Lanimer Shed Construction	31/03/2024	100,000

Thankerton Boat Bridge Scour protection	31/03/2024	50,000
Energy Efficiency Framework Retrofit Assessors	31/03/2024	100,000
Fire Risk Assessment - Remedial Works - Multi Stories	31/03/2024	50,000
Installation of CCTV In Lifts Within Multi Storey Blocks	31/03/2024	100,000
Kitchens & Bathrooms (Home Plus)	31/03/2024	5,000,000
Lifecycle Programme for Primary Schools (20+ Projects)	31/03/2024	400,000
Lindsay House Replacement Project	31/03/2024	TBC
Lock Up Refurbishments: Various	31/03/2024	200,000
Mechanical Engineering Consultancy	31/03/2024	100,000
Roofing Works	31/03/2024	100,000
Renewal of Communal Heating System: Various	31/03/2024	300,000
Resurface footpaths: various locations	31/03/2024	100,000
Sustainability Fund - Feasibility Projects	31/03/2024	TBC
Fabric works: Various sites	31/03/2024	500,000
Universal Free School Meals - 5 Priority Projects - Kitchen Extensions to Primaries	31/03/2024	200,000
Various Blocks SLC Wide - Close Painting	31/03/2024	50,000
Various Works Multi Storey Blocks	31/03/2024	200,000
Video Entry Systems	31/03/2024	50,000
Warden Call Systems	31/03/2024	100,000
Environmental Improvements	31/03/2024	100,000
Whitemoss Tennis Courts	31/03/2024	100,000
Wyer Tower - EM Lighting	31/03/2024	50,000
Supply and Delivery of Air Source Heating Systems	31/03/2024	1,680,000
Small Plant Training for Roads and Transportation employees	31/03/2024	280,000
Supply of Fixings	31/03/2024	100,000
Supply of Sealants	31/03/2024	100,000
Supply of Ironmongery	31/03/2024	250,000

Provision of Occupational Health Services	31/03/2024	400,000
Supply of Domestic Heating Spares	31/03/2024	240,000
Ebooks, E-audiobooks, E-magazines and E-music	31/03/2024	250,000
Water Infrastructure Works	31/03/2024	257,646
Digital Connectivity Multi-Lot	31/03/2024	18,000,000
Toxicology service	31/03/2024	50,000
Musical Instruments and consumables	31/03/2024	100,000
Provision and Delivery of Washroom Solutions & Sanitary Products	31/03/2024	250,000
Electromagnetic repairs to non-housing general service properties	31/03/2024	1,000,000
Vending Machine Services	31/03/2024	50,000
Framework for the Provision of Vehicle Body Repairs	31/03/2024	400,000
Janitorial Products	31/03/2024	2,000,000
Supply of Liquid Fuels	31/03/2024	7,000,000
Supply and Delivery of Doors and Windows - Interim Supply Only	31/03/2024	1,000,000
Air Quality Monitoring Support Services	31/03/2024	130,000
Fresh Meats, Cooked Meats and Fresh Fish	31/03/2024	1,000,000
Supply, Delivery and Installation of Audio-Visual Equipment	31/03/2024	400,000
Gilmourton Play Area	31/03/2024	100,000
Local Transport Strategy	31/03/2024	120,000
Lone Working Solution	31/03/2024	160,000
Common Area Upgrade	31/03/2024	1,000,000
Framework for Small Plant Training	31/03/2024	480,000
Repave Contract 2023	31/03/2024	100,000
Educational Services PSA: various phases	31/03/2024	42,000,000
Term contract for Fabrics	31/03/2024	60,000,000
Early Learning and Childcare - Phase 7 & 8	31/03/2024	143,000,000

Adult Supported Living - Phase 4/5/6	31/03/2024	229,000,000
Supply and Delivery of External Door Sets and Windows	31/03/2024	12,000,000
Supply & Delivery of Library Books / Textbooks / Multimedia supplies for SLLC	31/03/2024	200,000
Green Belt review	31/03/2024	TBC
Philips Hill Cemetery Extension	31/03/2024	50,000
Supply and Delivery of Refuse Sacks (Waste / Grounds Services)	31/03/2024	100,000
Befriending services to vulnerable children and young people	31/03/2024	800,000
Supply & Delivery of Telecare peripheral equipment	31/03/2024	70,000
Catering Sundries	31/03/2024	100,000
Fuel Cards and Associated Services	31/03/2024	100,000
General Stationery and Office Paper Framework	31/03/2024	10,000,000
Inspection, Maintenance and Repair of PE Equipment	31/03/2024	200,000
Provision of Water and Waste Services - Agency Agreement via Scottish Procurement	31/03/2024	1,000,000
Structural Appraisal of Duke Street Multi-Storey Car Park Hamilton	31/03/2024	50,000
Utilities - Electricity	31/03/2024	4,000,000
Legal Services Providers Framework	31/03/2024	200,000
Braidwood Play Area	31/03/2024	100,000
Burnhill Growing Area	31/03/2024	50,000
Daer Bridge – refurbishment and repair	31/03/2024	50,000
Glenburn Primary Outdoor Play	31/03/2024	50,000
Industrial Washing Machine Maintenance	31/03/2024	TBC
SLLC Front of House IT system	31/03/2024	250,000
St Kenneth's Primary Outdoor Play	31/03/2024	50,000
St Vincent's Primary Outdoor Play	31/03/2024	50,000
Old Mill Road, Newton - junction alteration	31/03/2024	50,000
Strahaven Rd / Mill Rd Traffic Signalisation and Gateside St / Johnstone Road Traffic Signalisation	31/03/2024	TBC
Uplift and Disposal of Tyres	31/03/2024	50,000

Wellhall Rd / Woodfoot Rd / Hillhouse Rd Dual Roundabouts	31/03/2024	TBC
Supply and Delivery Swimming Pool Chemicals	31/03/2024	50,000
Leisure Management System - Theatre Booking and Ticketing	31/03/2024	200,000
Management and Operation of Household Waste Recycling Centres	31/03/2024	10,000,000
Short Break - Child Services	31/03/2024	1,000,000
Cambuslang Town Centre - Completion of second phase of streetscape improvements between Greenlees Road and Cambuslang rail station	31/03/2024	50,000
Camelon Crescent, Blantyre - External Fabric & Balcony Repairs	31/03/2024	100,000
Fire Strategy/Compartmentation - SLC Multi Storey Blocks	31/03/2024	100,000
Former Site at Kirkton House Blantyre G72 0EZ - Demolition of Property	31/03/2024	100,000
Former Site McWhirter Home 110 Raploch St, Larkhall - Demolition	31/03/2024	100,000
SLC Wide – Extract Fans	31/03/2024	100,000
Cathkin & Springhall Houses - External Fabric Upgrade	31/03/2024	200,000
Various locations - Communal Boiler Replacement	31/03/2024	200,000
Door Entry Systems - Installation of Door Entry Systems at Various Addresses	31/03/2024	200,000
SLC Wide Demolition Contract Phase 4	31/03/2024	200,000
Wyer Tower - Replacement of Windows & Doors	31/03/2024	200,000
Conservation Area - Timber Window & Door Replacement	31/03/2024	500,000
Upgrade of Central Heating Systems	31/03/2024	500,000
Design, Supply & Installations of Fire Doors	31/03/2024	500,000
SLC Wide – Windows & Doors Specification	31/03/2024	500,000
Various locations - Environmental Improvements	31/03/2024	200,000
Dunlop, Lister & Fraser River Tower, EK - Emergency Lighting	31/03/2024	100,000
Equipu Partnership Agreement	31/03/2024	1,000,000
Fire Detection - Tolerable Standard - Smoke & Heat Alarm Upgrade	31/03/2024	10,000
School Uniforms	31/03/2024	100,000
Travel Insurance	31/03/2024	50,000

Hire of Gritters for Winter Maintenance	31/03/2024	50,000
Property Market Review and Analysis Report for Hamilton, Blantyre and Larkhall.	31/03/2024	TBC
Baler wildflower areas	31/03/2024	TBC
Cemetery Infrastructure walls	31/03/2024	50,000
Larkhall Leisure Centre	31/03/2024	10,000,000
Purchase of Large Plant	31/03/2024	500,000
Purchase of Skips	31/03/2024	100,000
Repairs to Horseshoe Bridge and associated path network (in conjunction with Roads)	31/03/2024	50,000
Direct Award for the Supply and Delivery of Fresh Fruit and Vegetables (Fresh and pre-prepared) Scotland Excel 10-19	31/03/2024	1,000,000
Advocacy and participation for children & young people	31/03/2024	500,000
Debt Management & Diligence Services	01/04/2024	100,000
National Framework Contract for the Supply of Natural Gas	01/04/2024	3,100,000
East Kilbride - Street Lighting	01/04/2024	50,000
Double Glazed Units Supply and Delivery	01/04/2024	100,000
Hamilton - Car Parking Resurfacing - Woodland Terrace	02/04/2024	50,000
Day Care Services - All Localities	03/04/2024	100,000
Multi Lot Roads and Infrastructure Framework	04/04/2024	50,000,000
Licensing & Registration System	05/04/2024	200,000
Safety Management Software, including Auditing & Accident software	06/04/2024	100,000
Telecare equipment - personal alarms (SW)	07/04/2024	500,000
PVC Products Lot 4 Building Materials PFH Scotland	08/04/2024	50,000
Supply and Delivery of UPVC Materials	09/04/2024	100,000
Legal Services for SLLC	10/04/2024	150,000
Public Sector Geospatial Agreement (PSGA)	12/04/2024	421,900
Supply & Delivery of Groceries and Provisions	30/04/2024	4,000,000
Planer and Paver Hire and Works	30/04/2024	400,000



Repair, Inspection and Maintaining of Catering Machines 2024	30/04/2024	300,000
Supply and Delivery of Telecare Equipment	01/05/2024	500,000
Cashless Parking	30/05/2024	TBC
Provision of Independent Advice and Support for Tenants in South Lanarkshire	31/05/2024	200,000
Winter Assistance - Farmers	31/05/2024	50,000
Provision of Employee Physiotherapy Services	07/06/2024	100,000
Supply and Support of Microsoft Licences	30/06/2024	200,000
Care at Home Framework	30/06/2024	770,000,000
Justice Services Lone Worker Alarms and Alarm Response Centre Support	10/07/2024	50,000
Corporate Clothing	31/08/2024	200,000
Hire of Waste Disposal Skips	12/09/2024	200,000
Provision of Moving and Assisting Training	30/09/2024	100,000
Provision of vehicle inspection services	31/10/2024	100,000
ICT - PSN Connectivity - PSN Circuit (CCS Network Services 2 RM3808)	30/11/2024	TBC
Roads Network Management Software	31/12/2024	TBC
Professional Services - Consultant for Waste Review	31/03/2025	130,000
Security for Council Offices 2025 onwards	31/03/2025	100,000
Mentoring Service for Vulnerable Young People	31/03/2025	500,000
Supply and Delivery of Domestic Furniture and Furnishings	31/03/2025	4,000,000
End User Computing & Device Management (Desktop)	30/06/2025	TBC
Educational Materials - all Lots	31/07/2025	4,000,000
Education Digital Futures	30/09/2025	10,000,000
Provision of Managed Print Service for the South Lanarkshire Council Corporate Print Section	31/12/2025	TBC



# Report

12

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>27 September 2023</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Governance of Charitable Trust Funds – 2022/2023 Position</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:

- ◆ inform Committee of the current status of the Trust Fund modernisation as well as the financial status of the Charitable Trust Funds administered by the Council

## 2. Recommendation(s)

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

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

## 3. Background

- 3.1. On 25 April 2018, the Finance and Corporate Resources Committee approved a proposal to modernise the Charitable Trust Funds. This included establishing governance arrangements as well as a formal constitution. 2 new charities with modern and appropriate constitutions were established in December 2019, with the transfer of funds to these from the old trust funds being subject to approval by OSCR. The process of modernisation is ongoing and until that exercise is complete reports on this matter will continue to be reported to this Committee.
- 3.2. For the purposes of reporting to the Office of the Scottish Charity Regulator (OSCR), South Lanarkshire Council had grouped the individual trusts funds into 3: South Lanarkshire Council Charitable Trusts; South Lanarkshire Council Educational Trusts; and East Kilbride Information Technology Centre Trust.
- 3.3. This paper will provide an update on the modernisation process (section 4) and an annual report on the financial position of the three Trust Funds as at 31 March 2023 (section 5).

## 4. The Modernisation of the Trusts

- 4.1. At a meeting of this Committee on 7 September 2022, it was noted that OSCR had approved the re-organisation of 6 funds relating to the Leadhills area, 11 Hamilton area funds, 17 Clydesdale area funds and 18 Educational funds.
- 4.2. It was further noted that an application for the re-organisation of one Cambuslang and Rutherglen area fund had been submitted to OSCR on 5 August 2022 and that work was ongoing to draft applications to OSCR for the re-organisation of the Rutherglen Mortified Money fund and 7 East Kilbride Area funds.

- 4.3. As of end August 2023, OSCR has approved the following applications:-
- ◆ Cambuslang and Rutherglen Area Funds (30 August 2022)
  - ◆ East Kilbride Area Funds (8 December 2022)
  - ◆ Rutherglen Mortified Money Fund (17 January 2023)
  - ◆ John Adams Memorial Fund (12 June 2023)
- 4.4. As the John Adams Memorial Fund had been used historically to make payments to Hamilton Grammar School the application was to re-organise it by transferring the funds to The South Lanarkshire Educational Trust rather than The South Lanarkshire Charitable Trust.
- 4.5. Following the approvals referred to above and the expenditure of the remaining balance of The East Kilbride Information Technology Centre Trust (refer section 5.2), the only funds remaining in the old trust funds are those of the Loudon Bequest that remain in The South Lanarkshire Council Charitable Trust.
- 4.6. The funds of the Loudon Bequest will be transferred to The South Lanarkshire Charitable Trust as soon as approval is received from OSCR. It is anticipated that this will take place during 2023/2024.
- 4.7. The two new Trusts (The South Lanarkshire Charitable Trust and The South Lanarkshire Educational Trust) each have an appointed set of Trustees who are responsible for the governance of the funds that have been re-organised.

## **5. Summary of Financial Position for 2022/2023**

- 5.1. No payments were made from the South Lanarkshire Council Charitable Trusts or the South Lanarkshire Educational Trusts during 2022/2023 as the process of re-organising the funds was underway.
- 5.2. At a meeting on 3 October 2022, the Trustees of the East Kilbride Information Technology Centre agreed that remaining balance of the funds amounting to £0.027 million fund would be used to fund a new Digital Support Service for digitally excluded young people in the former East Kilbride District Council area. This was provided with the support of South Lanarkshire College in East Kilbride and the funds were used to purchase 38 laptops.
- 5.3. The opening balance of the 3 reported Charitable Trust Funds, as at 1 April 2022 totalled £1.161 million. Following the transfer of funds to the 2 new Trusts and the expenditure from The East Kilbride Information Technology Centre Trust, the balance as at 31 March 2023 was £0.935 million, being the remaining balance on The South Lanarkshire Council Charitable Trusts.
- 5.4. The accounts for the 3 funds, including those with no remaining funds as at 31 March 2023, were approved for Audit by the Risk and Audit Scrutiny Committee on 27 June 2023. The Audit is ongoing.

## **6. Employee Implications**

- 6.1. None.

## **7. Financial Implications**

- 7.1. All financial implications arising from the Trust review can be met by the Trust Funds.

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

- 8.1. There are no direct climate change, sustainability and natural environment implications arising from this report.

## **9. Other Implications**

- 9.1. There is a risk that the funds of the Trusts are not used for the purpose that they were intended. To mitigate this risk, the governance arrangements approved by Finance and Corporate Resources Committee and to be put in place formally via OSCR, will ensure appropriate distribution of funds. In addition, OSCR also receive an annual report on the Trusts and their purpose.

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

- 10.1. There is no requirement to carry out an impact assessment in terms of the information contained in this report.
- 10.2. There is also no requirement to undertake any consultation in terms of the information contained in this report.

**Paul Manning**

**Executive Director of Finance and Corporate Resources**

28 August 2023

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

- ◆ Accountable, effective, efficient and transparent

## **Previous References**

- ◆ Finance and Corporate Resources Committee, 25 April 2018
- ◆ Finance and Corporate Resources Committee, 19 September 2018
- ◆ Finance and Corporate Resources Committee, 7 August 2019
- ◆ Finance and Corporate Resources Committee, 19 August 2020
- ◆ Finance and Corporate Resources Committee, 1 September 2021
- ◆ Finance and Corporate Resources Committee, 7 September 2022

## **List of Background Papers**

- ◆ None

## **Contact for Further Information**

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

Jackie Taylor, Head of Finance (Strategy)

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



# Report

13

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>27 September 2023</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Finance and Corporate Resource Plan: Quarter 4 Progress Report 2022/2023</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide the Finance and Corporate Resource Plan Quarter 4 Progress Report 2022/2023, for the period 1 April 2022 to 31 March 2023

## 2. Recommendations

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

- (1) that the Finance and Corporate Resource Plan Quarter 4 Progress Report 2022/2023 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 for the year, as detailed in paragraph 5.3. of this report, be noted;
- (3) that the areas for improvement and associated management actions as detailed in paragraph 5.4. of this report, be noted; and
- (4) that the additional scrutiny of changes in measure status between Quarter 2 and Quarter 4 as summarised at paragraph 5.5 and detailed at Appendix 3 of this report, be noted.

## 3. Background

- 3.1. The Finance and Corporate Resource Plan 2022/2023 was approved by the Executive Committee on 24 August 2022 and noted by this Committee on 7 September 2022 and sets out the outcomes, measures and actions to be managed and delivered by the Resource in the financial year 2022/2023.
- 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 Outcomes set out in the Council Plan Connect 2022 to 2027.
- 3.3. As Elected Members are aware, from March 2020 onwards at times the Council was forced to suspend or reduce a number of services that could not be continued in full due to the Covid pandemic. The Council was also obliged to redirect resources so that it could deliver vital new services and supports for individuals, communities, and businesses. Despite the return of services through the council's Recovery Plan there is a Covid legacy in terms of a residual impact on some services and a significant build-up of demand, as a result of which there remains an inevitable impact on performance in some areas.

#### 4. Resource Outcomes 2022/2023

- 4.1. The Resource has established a number of outcomes to support the delivery of the Connect Outcomes in 2022/2023. These are detailed at Appendix 1.

#### 5. Quarter 4 Progress Report 2022/2023

- 5.1. Progress against all Resource Plan measures is contained in the Quarter 4 Progress Report 2022/2023, 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	N/A	11	11	24%
Green	14	15	29	63%
Amber	3	2	5	11%
Red	0	1	1	2%
Report later/Contextual	0	0	0	0%
<b>Totals</b>	<b>17</b>	<b>29</b>	<b>46</b>	<b>100%</b>

(Data correct as at 28 August 2023)

- 5.3. Key achievements for 2022/2023, are noted below:-

##### 5.3.1.

Connect Outcome	Communities and Environment
Resource Outcome	Achievement
Individuals and communities in South Lanarkshire are engaged and able to participate in decision-making processes	In pursuit of developing bespoke locality planning, two partnerships have been established in Cambuslang/Rutherglen and Clydesdale, chairpersons are in place and have joined the Community Planning Partnership Board.
	Burnhill Action Group, working closely with Community Engagement Team and liaising with Grounds Services, Planning and Community Service Team has developed an overgrown and vandalised area of ground at Burnhill Highbacks in Rutherglen into a brilliant community hub where fun days,



	youth activities and community engagement are delivered – a great use of council resources and specific Participatory Budgeting money. It also attracted external support and funding and now is a real benefit for the community. A great example of our neighbourhood planning work (Our Place Our Plan).
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<b>Connect Outcome</b>	<b>Education and Learning</b>
<b>Resource Outcome</b>	<b>Achievement</b>
	No Resource Outcomes for this Connect Outcome

<b>Connect Outcome</b>	<b>Health and Wellbeing</b>
<b>Resource Outcome</b>	<b>Achievement</b>
	No Resource Outcomes for this Connect Outcome

<b>Connect Outcome</b>	<b>Children and Young People</b>
<b>Resource Outcome</b>	<b>Achievement</b>
	No Resource Outcomes for this Connect Outcome

<b>Connect Outcome</b>	<b>Housing and Land</b>
<b>Resource Outcome</b>	<b>Achievement</b>
	No Resource Outcomes for this Connect Outcome

<b>Connect Outcome</b>	<b>Our Economy</b>
<b>Resource Outcome</b>	<b>Achievement</b>
A people-centred approach to recovery is implemented to help individuals, communities, businesses and the social and third sector thrive	<p>At the Community Wealth Building (CWB) Commission on 6 September an input from Centre for Local Economic Strategies (CLES)/Scottish Government provided an opportunity for a wide-ranging discussion of CWB both in the UK and elsewhere, which will feed into the further development of the strategy in South Lanarkshire. The strategy has widened in scope to include partner contributions through the action plan and reports to the Commission by partners provide opportunities to develop the strategy through partnership working.</p> <p>We support a range of Modern Apprentices in Care, Digital/IT, Construction and Business Administration, to help bring in a new talent pipeline of recruits to support the council's workforce planning requirements.</p> <p>Following the launch of the Warm Welcome Grant Initiative Scheme the council worked to enable voluntary and third sector organisations to provide a network of warm spaces across the council area to assist individuals during the cost of living and fuel prices crisis. 35 applications were processed and payments made totalling £32,545</p>

5.3.2. In addition to working towards these Outcomes, 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 outcomes 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 Outcome</b>	<b>Achievement</b>
The Council demonstrates high standards of governance and sound financial stewardship	The Council's Revenue Budget Strategy for 2023/2024 was approved by Council on 22 February 2023. The Council Tax level for 2023/2024 was declared on the same date, in line with Statutory deadlines.
Customers experience high quality and improving Council services	Licensing and Registration implemented a remote birth registration service, providing customers with the option of registering a birth either in person or over the phone. They also implemented the Short Term Lets Licensing Scheme and online application process.
	The use of 'real-time' messaging within Transactions has been implemented within the Benefits and Council Tax Call Centre and is being rolled out to other teams ie Non Domestic Rates (NDR), Customer Service Centre (CSC). This enables call handlers to issue links to online forms/web content to callers to promote customer self-service for enquiries, such as applying for Benefits/discounts and registering for myaccount.
	The new Council Plan 2022 to 2027 and the new Community Plan 2022 to 2032 were completed and approved by the full Council on 15 June 2022
	Legal Services supported colleagues in Housing to deliver the programme to support Ukrainian displaced persons through : <ul style="list-style-type: none"> <li>the completion of a lease with landlords, to provide interim accommodation in Hamilton and</li> <li>the award of a contract to the Salvation Army in December 2022 to deliver housing support services</li> </ul>
	Various projects related to the council's delivery of affordable housing: Legal Services successfully concluded missives for the acquisition of a site at Wellhall Road, Hamilton from Lovell Homes for construction. New housing constructed by the council was transferred to West Whitlawburn Housing Cooperation to ensure delivery of affordable housing in the local community.
The workforce has the skills, flexibility and capacity to deliver the council's priorities	During the period 1 April 2022 to 31 March 2023, Council employees completed 129,310 eLearning modules. In the same period, 6,437 employees attended 1,187 classroom-based events, and 2,790 employees attended 271 virtual online events.
Digital and ICT services meet the needs of the council and its customers	<ul style="list-style-type: none"> <li>Implemented a new home care workforce scheduling system.</li> <li>Upgraded Audio Visual systems installed within the Council Chambers, with live streaming available on the youtube channel</li> <li>Refreshed network equipment across the schools estate.</li> <li>Completed the migration of all desktop PCs from Windows 7 to Windows 10.</li> </ul>

Delivering the Plan and achieving Best Value	
Resource Outcome	Achievement
	<ul style="list-style-type: none"> <li>Delivered the ICT requirements for the new Care Hub in Blantyre</li> <li>Public Sector Network (PSN) accreditation was awarded</li> </ul>

#### 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.

Delivering the plan and achieving Best Value		
Resource Outcome: Digital and ICT services meet the needs of the council and its customers		
Measure	Comments/Progress	Action by Manager (where applicable)
Migrate to new Integrated Housing and Property Management system by Nov 2022	Due to COVID and other technical reasons, the project is currently being replanned.	Contract with Aereon terminated and new contract signed to implement Capita Housing One. Project team formed and project initiation underway. Deadline revised to December 2024.

#### 5.5. Scrutiny of change in measure status

A further analysis introduced to aid scrutiny of performance, is to highlight and explain all measures that have changed status from Quarter 2 to Quarter 4. On analysis of these, four measures recorded a decline in performance. Details of these four measures are included at Appendix 3. The remaining measures under scrutiny changed to Green (timescale or target met) or Blue (complete) and need no further action.

### 6. Employee Implications

- 6.1. The outcomes 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 outcomes 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 Council acknowledges the serious and immediate threat of climate change and is committed to accelerating the pace of action in response to the climate emergency and in Scotland's transition to a net-zero and climate resilient society and economy. All Resource Plans have recognised sustainable development and climate change as a key area of focus for 2023/2024.

## **9. Other Implications**

- 9.1. There are no other implications as a result of this report.
- 9.2. Resource Plan actions are assessed as part of the Resource's risk management arrangements and relevant issues have been added to the Resource Risk Register.

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

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

**Paul Manning**

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

21 August 2023

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

- ♦ The Resource Plan has been structured upon the Vision, Values and Outcomes in the Council Plan Connect 2022 to 2027

### **Previous References**

- ♦ Finance and Corporate Resource Plan Quarter 4 Progress Report 2021/2022 - noted by Finance and Corporate Resources Committee on 7 September 2022

### **List of Background Papers**

- ♦ Council Plan Connect 2022 to 2027 – approved by the full Council on 15 June 2022
- ♦ Finance and Corporate Resource Plan 2022/2023 – approved by Finance and Corporate Resources Committee on 7 September 2022

### **Contact for Further Information**

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

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

## Finance and Corporate Resource Outcomes 2022-23

Connect Priority	Resource Objectives
<b>Communities and Environment</b>	<ul style="list-style-type: none"> <li>Individuals and communities in South Lanarkshire are engaged and able to participate in decision-making processes</li> </ul>
<b>Education and Learning</b>	<ul style="list-style-type: none"> <li>No Resource Outcomes for this Connect Outcome</li> </ul>
<b>Health and Wellbeing</b>	<ul style="list-style-type: none"> <li>No Resource Outcomes for this Connect Outcome</li> </ul>
<b>Children and Young People</b>	<ul style="list-style-type: none"> <li>No Resource Outcomes for this Connect Outcome</li> </ul>
<b>Housing and Land</b>	<ul style="list-style-type: none"> <li>No Resource Outcomes for this Connect Outcome</li> </ul>
<b>Our Economy</b>	<ul style="list-style-type: none"> <li>A people-centred approach to recovery is implemented to help individuals, communities, businesses and the social and third sector thrive</li> </ul>
<b>Delivering the Plan and achieving Best Value</b>	<ul style="list-style-type: none"> <li>The council demonstrates high standards of governance and sound financial stewardship</li> <li>Customers experience high quality and improving council services</li> <li>The workforce has the skills, flexibility and capacity to deliver the council's priorities</li> <li>Digital and ICT services meet the needs of the council and its customers</li> </ul>



# **Finance and Corporate Resources**

## **Corporate**

# improve

## **Resource Plan Scorecard**

### **Performance Report 2022-23**

### **Quarter 4 : April 2022 - March 2023**

(This represents the cumulative position to March 2023)

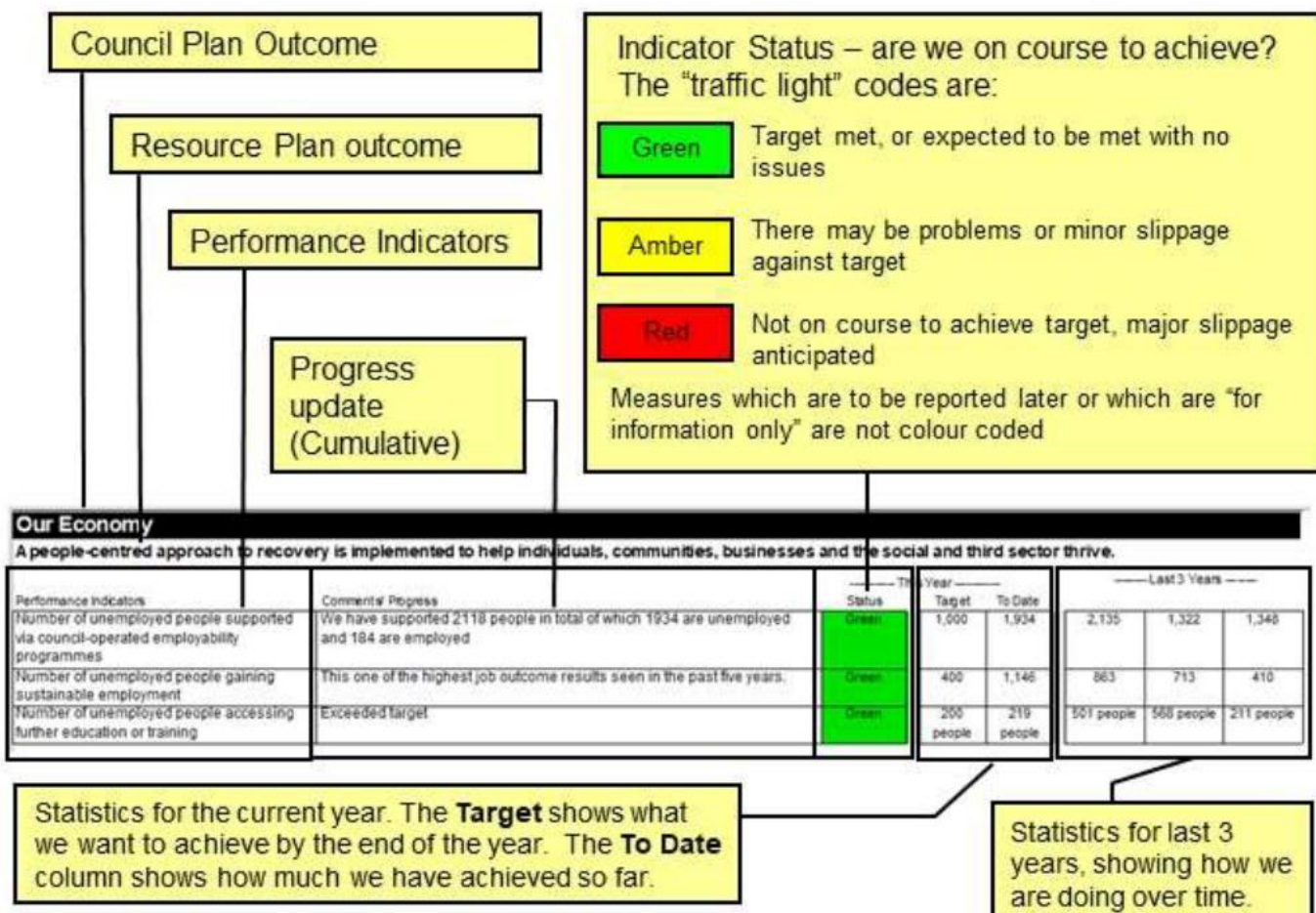


Summary - number of measures green, amber and red under each Council Plan Outcome / Theme

Council Outcome/ Theme	Green	Amber	Red	Report later / Contextual	Total
<i>Communities and Environment</i>					
<i>Education and Learning</i>					
<i>Health and Wellbeing</i>					
<i>Children and Young People</i>					
<i>Housing and Land</i>					
<b>Our Economy</b>	<b>2</b>	<b>1</b>			<b>3</b>
<b>Delivering the plan and achieving best value</b>	<b>12</b>	<b>2</b>			<b>14</b>
<b>Total</b>	<b>14</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>17</b>

## How to use this performance report

This performance report is intended to be both informative and easy to use. The guide below is designed to help you get the most out of the report and to answer the most common questions you might have.





## Our Economy

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

Performance Indicators	Comments/ Progress	Status	This Year		Last 3 Years		
			Target	To Date	2019/20	2020/21	2021/22
Number of unemployed people supported via council-operated employability programmes	The annual target was exceeded with 1,687 people engaged with employability services in 2022-23.	Green	1,200	1,687	1,322	1,348	1,934
Number of unemployed people gaining sustainable employment	584 people progressed to employment, with a number of others likely to achieve sustainable employment in coming month. The target of 600 was just missed due to delays in commencement of Scottish Government Funding in Quarters 1 and 2 of last financial year.	Amber	600	584	713	410	1,146
Number of unemployed people accessing further education or training	The target was exceed with 536 people supported to access or progress to further education or training.	Green	200 people	536 people	568 people	211 people	219 people

## Delivering the plan and achieving best value

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

Performance Indicators	Comments/ Progress	Status	This Year		Last 3 Years		
			Target	To Date	2019/20	2020/21	2021/22
Pay invoices within the target of 28 days 153	91.7% of invoices were paid within 28 days, ahead of target by 1.7% but below 2021-22 performance of 92.9%. It should be noted that the Council migrated back to standard payment terms from April 2022, having been on immediate payment terms during 2021-22, which had a positive impact on this measure.	Green	90.0%	91.7%	89.0%	90.9%	93.4%
Percentage of income due from Council Tax received by the end of the year - in year (incl water)	A Council Tax collection rate of 96.77% was achieved, ahead of target by 1.27% and ahead of comparable performance in 2021/22 by 1.22%.	Green	95.50%	96.77%	95.36%	94.89%	95.54%
% of Non Domestic rates income achieved	A NDR collection rate of 97.8% was achieved, ahead of target by 0.3%.	Green	97.5%	97.8%	98.6%	96.8%	97.5%
Sundry Income collection	An annual collection target of 98% was set for Sundry Debt in 2022-23 and a collection rate of 98.3% was achieved.	Green	98.0%	98.3%	98.0%	97.8%	98.1%
Liquor licensing processing target - 97% within service targets	Target not met due to volume of business, despite significant improvement in Quarter 4 with 99% of licences processed.	Amber	97.0%	96.0%	99.0%	100.0%	92.0%
Registration processing target - 97% within service targets	Target has been achieved	Green	97.0%	99.0%	99.0%	100.0%	93.0%
Citizenship processing target - 97% within service targets	Target has been achieved	Green	97.0%	100.0%	100.0%	100.0%	100.0%

## Delivering the plan and achieving best value

The council demonstrates high standards of governance and sound financial stewardship

Performance Indicators		Comments/ Progress	This Year		Last 3 Years			
			Status	Target	To Date	2019/20	2020/21	2021/22
Complaints processing target - 97% within service targets	Target has been achieved	Green	97.0%	100.0%		100.0%	100.0%	100.0%

## Customers experience high quality and improving council services

Performance Indicators		Comments/ Progress	Status	This Year		Last 3 Years		
				Target	To Date	2019/20	2020/21	2021/22
Customer Service Centre - % of calls answered		Target exceeded for the year with 94% of all calls answered against a target of 90%.	Green	90.00%	94.00%	91.00%	92.00%	93.00%
Customer Service Centre – average queue time		Target slightly missed by 14 seconds due to affects experienced during the extreme weather in December 2022 and winter months. RP 10-12 has seen a 50% increase in the number of callers reporting emergency repairs which has had an impact on the services ability to answer calls within timeframe. Performance Indicator has been changed to 5 mins from 2 mins for 2023/24.	Amber	120	134	94	93	158
Benefits administration – average processing times for new Housing Benefit and Council Tax Reduction claims		Actual performance of 12 days for processing new claims achieved against target of 14 days.	Green	14 days	12 days	15 days	13 days	13 days
Housing Benefit and Council Tax Reduction – accuracy of processing		Accuracy rate of 97.1% achieved against target of 93.5%.	Green	93.5%	97.1%	94.4%	92.6%	94.4%
Scottish Welfare Fund – average processing times for Crisis Grants		2022/23 average processing times for Crisis Grants equal to target.	Green	2 days	2 days	2 days	2 days	2 days
Scottish Welfare Fund – average processing times for Community Care grants		2022/23 average processing times for Community Care Grants under target by 2 working days.	Green	15 days	13 days	14 days	12 days	16 days

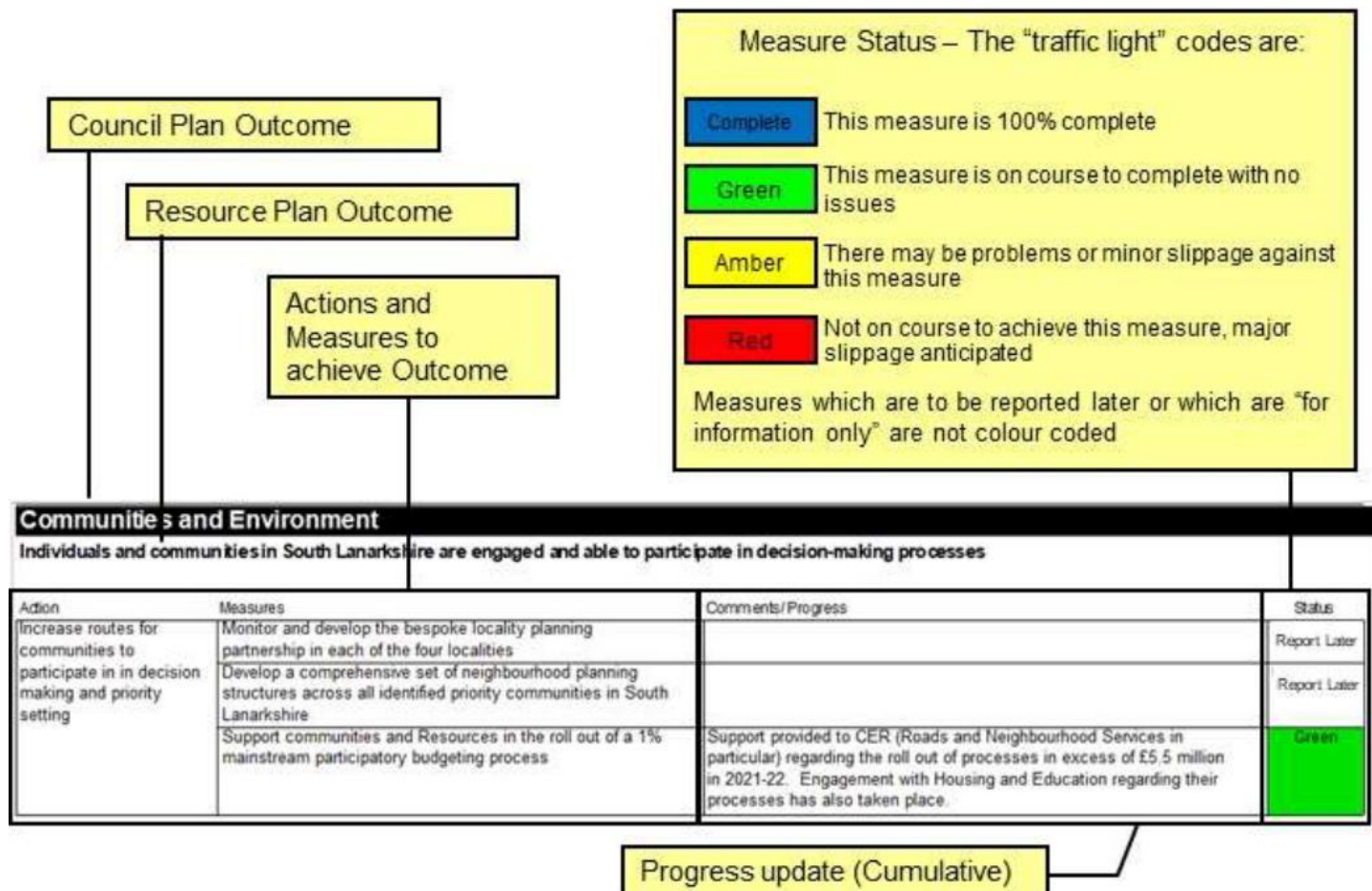


Summary - number of measures complete, green, amber and red under each Council Plan Outcome / Theme

Council Outcome/ Theme	Complete	Green	Amber	Red	Report later	Total
<b>Communities and Environment</b>		3				3
<i>Education and Learning</i>						
<i>Health and Wellbeing</i>						
<i>Children and Young People</i>						
<i>Housing and Land</i>						
<b>Our Economy</b>	1	6				7
<b>Delivering the plan and achieving best value</b>	10	6	2	1		19
<b>Total</b>	<b>11</b>	<b>15</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>29</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.



## Communities and Environment

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

Action	Measures	Comments/ Progress	Status
Increase routes for communities to participate in decision making and priority setting	Monitor and develop the bespoke locality planning partnership in each of the four localities	Two Partnerships in Cambuslang and Rutherglen and Clydesdale have been established, meet regularly and provide reports to the Community Planning Partnership, with a community representative from each attending the CPP Board meetings. The East Kilbride Partnership has been established and the current area of focus is on strengthening its membership. Development of the Hamilton Partnership is progressing with officers promoting this forum to community organisations and groups.	Green
	Develop a comprehensive set of neighbourhood planning structures across all identified priority communities in South Lanarkshire	Local Neighbourhood Planning structures have been established in 10 priority areas across urban South Lanarkshire. Each area has produced an action plan and work is progressing on the identified priorities. This work is supported by the Participatory Budgeting funds for these areas with local prioritisation and decision making. Development work has started on new priority areas in Lanark (Smyllum) and in East Kilbride (Greenhills)	Green
	Support communities and Resources in the roll out of a 1% mainstream participatory budgeting process	Resources have been supported to look at PB processes for their mainstream budgets. Successful examples have included Roads Services with their paths and walkways programme and Grounds Services with their local waste and recycling services in communities. Education Resources already run a significant proportion of their PEF funds through local PB processes in schools.	Green

## Our Economy

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

Action	Measures	Comments/ Progress	Status
Progress the Community Wealth Building (CWB) strategy for South Lanarkshire	Implement a programme of development sessions for the CWB Commission to widen the scope of the strategy by March 2023	At the CWB Commission on 6 September 2022 an input from CLES/Scottish Government provided an opportunity for a wide-ranging discussion of CWB both in the UK and elsewhere, which stimulated further development of the CWB strategy in South Lanarkshire, including the proposed development of a CWB Charter.	Green
	Establish a monitoring and reporting framework for the CWB action plan by the end of April 2022	The monitoring and reporting framework is in place and the action plan has been reported to the Commission at Q2 and Q4 2021-22. The Q2 progress report on the refreshed action plan for 2022-23 was reported to the Commission in December 2022 and the Q4 progress report will follow in 2023.	Complete



## Our Economy

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

Action	Measures	Comments/ Progress	Status
Deliver effective Employment Services to support Economic Recovery	Deliver the Young Persons Guarantee Programme. A guarantee to young people aged 16-24 to support and progress them into fair work opportunities, training or further education and volunteering	<p>The Young Person's Guarantee (YPG) programme has supported a range of activity across Corporate Resources, Education and the third sector:</p> <p>Targeted employability support has been provided to young people in the transition from school and post-school for 16-24 year olds.</p> <p>Keyworkers support young people to engage in individualised action plans which include a blend of employability support, personal development, work tasters and placements, vocational skills, college-based learning and groupwork activity.</p> <p>Keyworker delivery has been complemented by our third sector grant funding which has included tailored provision delivered by 3rd sector partners including Streetleague, Enable, Skills Exchange Scotland, Lanarkshire Association for Mental Health (LAMH), Impact Arts and Tigers.</p> <p>60 young people have been supported through YPG Employer Recruitment Initiatives (ERIs).</p>	Green

## Our Economy

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

Action	Measures	Comments/ Progress	Status
	Kickstart Programme – support DWP flag ship programme as the largest employer in the area providing fair work opportunities for 50 young people to work within the council in various occupations	<p>The council was a Kickstart Gateway host and a direct employer. We have engaged with a range of external employers offering young people a job opportunity with a wage subsidy for 25 hours per week for 26 weeks, including in-work employability support. To date we have had 73 jobs starts with job offers pending, moving young people towards entering employment.</p> <p>In addition, there have been 30 council job starts and offers for direct council jobs supporting an enhanced offer of a 52-week kickstart employment opportunity for 25 hours per week across key council Resources, ranging from Housing Assistants, Health and Safety Personnel Assistants, Clerical Assistants, Classroom Assistants and Youth Workers.</p> <p>The Kickstart programme and funding has now concluded.</p>	Green

**Our Economy**

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

Action	Measures	Comments/ Progress	Status
	Support Modern Apprentices to enter fair work opportunities within the Council ranging from care, admin and craft occupations	<p>Our established Modern Apprenticeship (MA) programme currently has 184 in training and the breakdown of occupational areas is shown below:</p> <ul style="list-style-type: none"> <li>49 Construction and construction technical, three and four year programmes</li> <li>23 Business and administration, two year programme</li> <li>27 Child care, two year programme</li> <li>28 Social care, two year programme</li> <li>36 Digital Apps and IT Support, one to two years (staff and new MAs)</li> <li>4 Road Workers, two year programme</li> <li>5 Housing Assistants, two year programme</li> <li>12 Youth workers, two year programme</li> </ul> <p>In addition to the above numbers, recruitment campaigns are currently live for four additional Road Workers and up to 12 Social Care Modern Apprentices, for 2023-24.</p>	Green
	Deliver targeted recruitment programmes to support the local jobs market addressing skills shortages such as HGV Drivers, Personal Carers, Customer Service etc	<p>A range of targeted recruitment programmes have been delivered to support progression to employment within the Council and private sector.</p> <p>28 unemployed people have been supported to undertake Heavy Goods Vehicles (HGV) qualifications designed to fill skills gaps in the local economy. The programme involved the development of a local employer partnership that was successfully established with Routes to Work South (RTWS), SLC and four local employers and a model was developed that included the use of Employer Recruitment Initiatives (ERIs) to support initial recruitment as driver's mates whilst undertaking training.</p>	Green



## Our Economy

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

Action	Measures	Comments/ Progress	Status
	Deliver targeted employer recruitment incentives to support those aged 25 plus enter and sustain fair work opportunities and support parents and families with complex barriers to employment	The service has supported adults aged 25+ to progress to employment through the LTU (long term unemployed) programme which has included a blend of Employer Recruitment Initiative (ERI) support and placements within SLC and NHS Lanarkshire. 25 people took part with 22 completing and 16 progressing to SLC/NHS employment to date.	Green

## Delivering the plan and achieving best value

The council demonstrates high standards of governance and sound financial stewardship

Action	Measures	Comments/ Progress	Status
Lead financial planning and reporting for the council 01	Financial Strategy to be agreed by June 2022	The Council's Revenue Budget Strategy for 2023-24 was approved by Council on 15 June 2022. Updates were provided to Committee during the year with the actual Budget approved and the Council Tax set on 22 February 2023.	Complete
	Budget proposals to be considered by members by December 2022	Budget proposals were considered during the year culminating in the Council's Budget being set on 22 February 2023.	Complete
	Budget agreed by March 2023	The Council's Budget was set on set on 22 February 2023.	Complete
	Capital programme for 2023-24 to be agreed by March 2023	The Council's Capital Programme for 2023/2024 was agreed on 22 February 2023.	Complete
Compliance with internal audit standards	Undertake an external assessment of Internal Audit to provide assurance that the function continues to operate in compliance with the Public Sector Internal Audit Standards	Work around the PSIAS inspection continues in Q4 with the external review expected to conclude in April 2023. Arrangements are in place to report findings from the external assessment to CMT in May 2023 and RASC in June 2023	Green

## Delivering the plan and achieving best value

### Customers experience high quality and improving council services

Action	Measures	Comments/ Progress	Status
Monitor the progress of transformation projects through reporting framework to CMT	Evidence of reporting of progress to CMT across all transformation projects	Transformation reviews are being reported via CMT efficiencies meeting. Most recent meeting 18 April 2023 and further reports scheduled for 2 May 2023.	Green
Deliver more convenient and accessible forms of customer contact	Increase the availability and use of online forms and streamline customer contact processes	Ongoing development of Transactions online forms and review of web content continues to improve self-service options available for customers. Transactions 03 telephone menu structures are continually reviewed to provide improved information to callers, direct callers to self-service options and divert stray calls to the correct Service (where incorrect number has been dialled).	Green
	New digital contact methods will be explored to improve contact channels	SMS Quick Text has been implemented across several Transaction call centre teams and this has been successful in promoting channel shift to online options and encouraging customer self-service. For example, in February 1250 were issued.	Green
	Relaunch myaccount to promote customer self-service options for a range of Council Tax activity such as viewing account balance, making payments, and applying for discounts and exemptions	Promotional activity using SMS/Social Media/telephony has been undertaken during the last year to encourage usage of myaccount Council Tax. This has resulted in an average of 500 new registrations per month and total registrations are now over 7000.	Green
Lead on the renewal of strategic planning and work to further align the Council Plan with the Community Plan	Finalise the new Community Partnership Plan (CPP) by June 2022 Promote the new CPP plan across South Lanarkshire throughout 2022	The new Community Plan 2022-2032 was approved by the council and the Community Planning Partnership Board in June 2022. A partnership event involving the Community Partnerships was held in October 2022 to promote the new Community Plan. A short animation has been created and can be viewed on the Community Planning website. A new learn online module has been developed and this is being rolled out across the council by the Learning and Development Team. This course has also been shared with partners to improve awareness of Community Planning across the partnership. The partnership's Community Development Officer continues to promote the Plan within communities across the area.	Complete
			Complete



## Delivering the plan and achieving best value

### Customers experience high quality and improving council services

Action	Measures	Comments/ Progress	Status
	Develop a comprehensive monitoring process for CPP actions	Work continues to develop a comprehensive monitoring process for CPP actions. A partnership group has been developing this using the UN Sustainable Development Goals as a framework. The initial mapping is in its final stages of completion.	Green
	Submit new Council Plan for approval by July 2022	The new Council Plan 2022-27 was approved by the council at its meeting on 15 June 2022.	Complete

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

Action	Measures	Comments/ Progress	Status
Take forward IT strategic developments	Migrate to new Integrated Housing and Property Management system by November 2022	Project team formed and project initiation underway. Deadline revised to December 2024	Red
	Implement approved actions from Year 3 of the SLC Digital Inclusion Strategy to support most deprived citizens to access benefits of being online	Year 3 actions achieved.	Complete
	Complete procurement exercise to identify partner to meet SLC Digital Connectivity requirements	Project delayed due to cost increases requiring further consideration of business justification. This will be picked up now new Head of IT Services in post.	Amber
	Develop and deliver training plan to upskill IT staff in new technologies	Training plan delivered.	Complete
	Complete first phase of migration to Oracle Cloud Fusion system by February 2023	The go live date is being reframed at present mainly due to issues experienced in Data Migration and Systems Integration Testing.	Amber

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

Action	Measures	Comments/ Progress	Status
Adjust the Council Workforce Plan to match the changed environment	Resource Workforce Plans updated taking account recovery from COVID and set out requirements moving forward. These will be used to configure the Council Workforce Plan and will reported to Committees by September 2022	Resource workforce plans were presented to Committee in September / October 2022. The action plans will be monitored through Resource Management Teams and CMT.	Complete



## FCR: Quarter 2 to Quarter 4 2022-23 - scrutiny of change in measure status

13

Measure	Q2 Status	Q4 Status	Q4 Comments
<b>Performance has declined from Q2 to Q4</b>			
Number of unemployed people gaining sustainable employment	Green	Amber	584 people progressed to employment, with a number of others likely to achieve sustainable employment in coming month. The target of 600 was just missed due to delays in commencement of Scottish Government Funding in Quarters 1 and 2 of last financial year
Liquor licensing processing target - 97%	Green	Amber	Target not met due to volume of business, despite significant improvement in Quarter 4 with 99% of licences processed.
Complete procurement exercise to identify partner to meet SLC Digital Connectivity requirements	Green	Amber	Project delayed due to cost increases requiring further consideration of business justification. This will be picked up now new Head of IT Services in post
Complete first phase of migration to Oracle Cloud Fusion system by February 2023	Green	Amber	The project timescales are currently being reframed



# Report

14

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>27 September 2023</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Safety at Sports Grounds – Re-issue of General Safety Certificate for the ZLX Stadium</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ advise of the action taken, in terms of Standing Order No 37(c) because of the timescales involved, to re-issue the reviewed General Safety Certificate for the North and West Stands, Hamilton Academical Football Club, ZLX Stadium, Cadzow Avenue, Hamilton

## 2. Recommendation(s)

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

- (1) that the action taken, in terms of Standing Order No 37(c) by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to re-issue the General Safety Certificate for the North and West Stands, Hamilton Academical Football Club, ZLX Stadium, Cadzow Avenue, Hamilton, be noted.

## 3. Background

3.1. In terms of the Fire Safety and Safety of Places of Sport Act 1987, a General Safety Certificate is required for a stand at a sports ground which can accommodate at least 500 spectators under cover to view the activities at the ground. A stand which falls within this classification is referred to as a “regulated stand”. The ZLX Stadium (formerly known as New Douglas Park) had previously been identified as a sports ground with regulated stands.

3.2. The revised format of the General Safety Certificates for the North and West Stands at New Douglas Park was approved by this Committee at its meeting on 11 December 2013. A single Certificate, in the same format, covering both Stands was approved by this Committee at its meeting held on 10 November 2021. The Certificate requires to be reviewed and re-issued annually.

## 4. Re-issue of the General Safety Certificate

4.1. At the annual safety inspection which took place on 18 July 2023, the North and West Stands at the ZLX Stadium were found to be well maintained.

- 4.2. All of the relevant inspection certificates and test records were available for inspection with the exception of the following:-
- ◆ turnstile inspection certificate
  - ◆ fire fighting equipment inspection certificate
  - ◆ fire fighting equipment in-house inspection records
- 4.3. The fire fighting equipment inspection certificate and in-house inspection records have since been copied to the Council. Sports ground management have also advised that the inspection of the turnstiles has been undertaken and the certificate will be copied to the Council as soon as it is available.
- 4.4. The engineer's structural inspection report stated that there was no evidence of primary structural defects. A number of observations and comments on minor defects were included in the report and stadium management have since advised that all the identified actions have been completed.
- 4.5. In addition to the actions identified in the engineer's report, 2 further actions had been identified during the inspection, 1 of which was completed prior to the General Safety Certificate being re-issued and the other has been completed since its re-issue.
- 4.6. Stadium management and the South Lanarkshire Sports Grounds Safety Advisory Group had reviewed the General Safety Certificate and the safety management arrangements at the ZLX Stadium and the following changes had been made to the Certificate:-
- ◆ Holder is asked to inform the Council of the name of the person at senior level in the organisation who is responsible for safety policy and its implementation
  - ◆ Holder is asked to produce an event safety policy
  - ◆ Holder is asked to produce a Fire Safety Plan
  - ◆ Holder is asked to ensure that all directly employed in-house stewards are trained, assessed and have achieved a Level 2 spectator safety qualification
  - ◆ Holder is asked to check that agency stewards undertaking licensable activities hold a valid and appropriate SIA licence
  - ◆ Holder is asked to invite as opposed to notify the Council, Police Scotland, Scottish Fire and Rescue Service and the Scottish Ambulance Service to exercises carried out at least annually to ensure the emergency procedures set out in the contingency plans operate correctly
  - ◆ Holder is asked to liaise with emergency services and other relevant agencies to ensure the contingency plans are compatible with the emergency or major incident plans of those other agencies
  - ◆ Holder is asked to produce a written Crowd Disorder and Anti-Social Behaviour Plan
  - ◆ Holder is asked to produce a security assessment to include the risk of a terrorist incident and develop a written Security and Counter Terrorism Plan following consultation with Police Scotland
- 4.7. In addition to the above, the following amendments have also been made to appendix 2 of the General Safety Certificate:-



- ◆ the maximum number of spectators which may be admitted to the West Stand has increased from 3,264 to 3,308 and the maximum number of spectators which may be admitted to the North Stand has increased from 2,246 to 2,274 as the capacities now include provision for spectators with disabilities and their carers/companions in the Stands and trackside concourses
- ◆ although not a regulated stand in terms of the Fire Safety and Safety of Places of Sport Act 1987, reference is now included to the maximum number of spectators, as set by the Holder of the General Safety Certificate, which may be admitted to the East Stand on any one occasion for the purpose of a specified activity, at 498

4.8. In terms of the policy documents and plans listed at paragraph 4.6, stadium management have been asked that these are produced prior to the commencement of the 2024/2025 season.

4.9. The Stadium Safety Team had reviewed the operations manual for last season which reflected that the stadium also hosted the home games of Clyde Football Club. Separate operations manuals are now in place for Hamilton Academical Football Club and Clyde Football Club for the 2023/2024 season.

4.10. The Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, approved the reviewed General Safety Certificate for the North and West Stands at the ZLX Stadium to allow it to be re-issued prior to the start of the 2023/2024 football season which commenced on 5 August 2023.

## **5. Employee Implications**

5.1. None.

## **6. Financial Implications**

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

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

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

## **8. Other Implications**

8.1. There is a risk to the Council as the body responsible for administering safety certificates for sports grounds that any incident involving public safety where proper guidelines have not been followed could damage the Council's reputation. This risk is mitigated by the requirements and conditions contained within the General Safety Certificates on stadium management to implement measures within the Guide to Safety at Sports Grounds (Sixth edition) to ensure the reasonable safety of persons attending the sports ground.

8.2. In addition to this, annual inspections and annual event inspections will be carried out at the ZLX Stadium which include checks of safety procedures, physical inspections of the Stands and checks of inspection and test certificates of various installations and equipment.

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

- 9.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.
- 9.2. Consultation has taken place with stadium management at the ZLX Stadium and the South Lanarkshire Sports Grounds Safety Advisory Group which comprises of representatives of the following:-
- ◆ relevant services within South Lanarkshire Council
  - ◆ NHS Lanarkshire
  - ◆ Police Scotland
  - ◆ Scottish Ambulance Service
  - ◆ Scottish Fire and Rescue Service

**Paul Manning**

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

6 September 2023

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

- ◆ Focused on people and their needs

### **Previous References**

- ◆ Finance and Corporate Resources Committee – 7 September 2022

### **List of Background Papers**

- ◆ General Safety Certificate for Regulated Stands – North and West Stands, ZLX Stadium, Cadzow Avenue, Hamilton

### **Contact for Further Information**

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

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