



Council Offices, Almada Street  
Hamilton, ML3 0AA

Tuesday, 08 December 2020

Dear Councillor

## **South Lanarkshire Council**

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

**Date:** Wednesday, 16 December 2020  
**Time:** 11:30 (or immediately following the Executive Committee, whichever is the later)  
**Venue:** By Microsoft Teams,

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

Yours sincerely

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

### **Members**

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

## BUSINESS

- 1 Sederunt and Declaration of Interests**
- 2 Minutes of Previous Meeting** 5 - 14  
Minutes of the meeting of South Lanarkshire Council held on 23 September 2020 submitted for approval as a correct record. (Copy attached)
- 3 Minutes of Risk and Audit Scrutiny Committee** 15 - 20  
Minutes of the meeting of the Risk and Audit Scrutiny Committee held on 18 June 2020 submitted for noting. (Copy attached)

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### Item(s) for Decision

- 4 General Procedures and Practice at Committee** 21 - 24  
Report dated 18 November 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 5 Equity Working Group - Terms of Reference** 25 - 28  
Report dated 26 November 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 6 Committee and Council Meetings - Accessibility During the Current Pandemic** 29 - 36  
Report dated 30 November 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 7 Notice of Motion - A Pesticide Free Council** 37 - 38  
Motion received in terms of Standing Order No 19 on 24 October 2020 proposed by Councillor Brown and seconded by Councillor Dryburgh. (Copy attached)
- 8 Notice of Motion - Covid-19 Testing** 39 - 40  
Motion received in terms of Standing Order No 19 on 30 November 2020 proposed by Councillor Fagan and seconded by Councillor Walker. (Copy attached)
- 9 Amendment to Membership of Committees etc** 41 - 42  
Report dated 9 November 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)

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### Item(s) for Noting

- 10 External Auditors Annual Report to South Lanarkshire Council 2019/2020** 43 - 44  
Report dated 25 November 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)

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### Urgent Business

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

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

Clerk Name: Susan Somerville

Clerk Telephone: 01698 454197

Clerk Email: [susan.somerville@southlanarkshire.gov.uk](mailto:susan.somerville@southlanarkshire.gov.uk)



Minutes of meeting held in via Microsoft Teams and the Banqueting Hall, Council Offices, Almada Street, Hamilton on 23 September 2020

### **Chair:**

Provost Ian McAllan

### **Councillors Present:**

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

### **Councillors' Apologies:**

Councillor Jackie Burns, Councillor George Greenshields, Councillor Kenny McCreary, Councillor David Shearer

### **Attending:**

#### **Chief Executive's Service**

C Sneddon, Chief Executive

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

M McGlynn, Executive Director

#### **Education Resources**

T McDaid, Executive Director

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

P Manning, Executive Director; P MacRae, Administration Adviser; G McCann, Head of Administration and Legal Services; K McVeigh, Head of Personnel Services

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

D Lowe, Executive Director

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

V de Souza, Director

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### **Provost's Opening Remarks**

The Provost, on behalf of members, extended sincere condolences to Susan Somerville and family on the death of her father.

He also extended thanks to all involved in ensuring that essential services continued to be delivered during the lockdown period arising from the coronavirus pandemic.

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## 1 Declaration of Interests

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The following interest was declared:-

<b>Councillor(s)</b>	<b>Item(s)</b>	<b>Nature of Interest(s)</b>
Watson	Notice of Motion – Reverse Saving CER09 from the 2020/2021 Budget	Representing constituents and as a resident of the Mossneuk/Gardenhall area of East Kilbride

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## 2 Minutes of Previous Meeting

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The minutes of the meeting of the South Lanarkshire Council held on 26 February 2020 were submitted for approval as a correct record.

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

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## 3 Previous Special Meeting

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**Decided:** that the delegated decisions taken by the Chief Executive, in consultation with Group Leaders, in relation to the previous special meeting of the South Lanarkshire Council agenda of 25 March 2020, be noted as a correct record.

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## 4 Minutes of Risk and Audit Scrutiny Committee

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The minutes of the meeting of the Risk and Audit Scrutiny Committee held on 27 November 2019 were submitted for noting.

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

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## 5 Minutes of Risk and Audit Scrutiny Committee

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The minutes of the meeting of the Risk and Audit Scrutiny Committee held on 19 February 2020 were submitted for noting.

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

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## 6 Recommendation Referred by Executive Committee – Annual Investment Report 2019/2020

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A report dated 23 September 2020 by the Chief Executive was tabled on the recommendation which had been referred to the Council by the Executive Committee of 23 September 2020 in relation to the Council's Annual Investment Report 2019/2020. The recommendation was that the Council's Annual Investment Report 2019/2020 be approved.

**The Council decided:** that the recommendation of the Executive Committee of 23 September 2020 in relation to the Council's Annual Investment Report 2019/2020 be approved.

*[Reference: Minutes of the Executive Committee of 23 September 2020 (Paragraph 6)]*

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## **7 Review of the South Lanarkshire Scheme for Establishment of Community Councils**

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A report dated 24 August 2020 by the Executive Director (Finance and Corporate Resources) was submitted on proposals to carry out a review of the South Lanarkshire Scheme for the Establishment of Community Councils.

The last full review of the South Lanarkshire Scheme for the Establishment of Community Councils had been concluded in 2014. The Scheme had subsequently been updated to take account of legislative changes in 2018.

The current Scheme reflected the terms of the Model Scheme recommended by the Scottish Government. However, the coronavirus pandemic had highlighted that there were issues with the Scheme which had resulted in Community Councils being unable to continue to hold meetings and actively function using modern technology since coronavirus restrictions were put in place in March 2020.

Clause 11 of the South Lanarkshire Scheme, as detailed in Appendix 1 to the report, required meetings of a Community Council to be held in public with its members and members of the public being physically present. The Coronavirus (Health Protection) (Scotland) Regulations imposed restrictions on gatherings and there was no exception within that legislation which would permit Community Councils to hold meetings requiring the physical attendance of their members and members of the public.

Details were provided on the advice given to Community Councils, to date, to allow decisions to be taken. Community Councils had, however, indicated that they would prefer to have the ability to hold a formal meeting online. The following issues required to be dealt with to resolve the restrictions of the current Scheme in situations such as the coronavirus pandemic:-

- ◆ allowing all or some of the members of the Community Council, press and public to attend a meeting using remote access
- ◆ suspending the requirement for the public to be able to physically attend any meetings

To resolve those issues, it was proposed to amend the wording of Clause 11, as detailed in Appendix 2 to the report.

Details were given on the process to be followed for a formal review of the Scheme which was contained in Appendix 3 to the report.

Members, in welcoming the report, recognised the important role played by Community Councils.

The Head of Administration and Legal Services responded to questions from members regarding:-

- ◆ the wording of the proposed amendments to Clause 11
- ◆ funding available to Community Councils to facilitate capacity for electronic meetings
- ◆ potential assistance from the Community Engagement Team

### **The Council decided:**

- (1) that the terms of Clause 11 of the existing Scheme for the Establishment of Community Councils, attached as Appendix 1 to the report, which currently did not permit Community Councils to hold formal meetings other than in public, be noted;
- (2) that a review of the existing Scheme for the Establishment of Community Councils be undertaken on the proposed key amendments to Clause 11, as outlined in Appendix 2 to the report;

- (3) that a formal consultation exercise be carried out with all stakeholders; and
- (4) that the process and timeline for a review of the Scheme, as detailed in the report and outlined in Appendix 3, be noted.

*[Reference: Minutes of 9 July 2014 (Paragraph 2)]*

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## **8 Notice of Motion – Support of Greater Control of the Use of Fireworks**

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

“South Lanarkshire Council acknowledges that whilst attending a well organised fireworks display can be a positive community experience, the noise associated with displays and the anti social behaviour perpetrated by a minority can be distressing for vulnerable groups of people, livestock and pets.

South Lanarkshire Council notes the Consultation on Fireworks in Scotland carried out by The Scottish Government and the resulting Action Plan.

With cognisance that much of the legislation regarding fireworks is reserved to the UK Parliament, but laws on when and where fireworks can be used being devolved to The Scottish Parliament, this Council supports The Scottish Government's intention to offer additional safety advice to those purchasing fireworks and local groups holding displays by November 2020.

In accordance with suggestions being considered by the Scottish Government Fireworks Action Plan, South Lanarkshire Council would support the introduction of greater restrictions on private use of fireworks, times of day fireworks can be used, firework free zones (eg around retirement homes, hospitals or animal shelters), and a public notification system for private displays and mandatory conditions, e.g. safety training being applied at the point of sale.

To allow appropriate controls over all aspects of firework use, this Council requests the UK Government to tighten powers regarding firework sales and asks the Chief Executive to write to the UK Government to this effect.”

In moving her motion, Councillor Marrs:-

- ♦ acknowledged that the use of fireworks was an emotive subject
- ♦ referred to year on year concerns raised regarding the devastating effect caused by fireworks on vulnerable groups, pets and livestock
- ♦ highlighted the benefits of legislative and behavioural changes in relation to the use of fireworks in improving public safety

Councillor McClymont, in seconding the motion, urged members to support its terms.

**The Council decided:** that the terms of the motion be supported.

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## **9 Notice of Motion – Reverse Saving CER09 from the 2020/2021 Budget**

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In terms of Standing Order No 19, a motion proposed by Councillor Watson, seconded by Councillor McAdams, was submitted in relation to the reversal of saving CER09 from the 2020/2021 budget.



Prior to hearing the motion, Councillor Ross requested clarification regarding Councillor Watson's declaration of interest on this matter and his intention to participate in the consideration and decision on the motion.

The Head of Administration and Legal Services referred to the terms of the Councillors' Code of Conduct but advised that it remained a matter on which the individual member required to come to a decision. Councillor Watson also referred to the Councillors' Code of Conduct and reiterated that he intended to participate in the discussion of and decision on the matter.

The motion was as follows:-

"Council agrees to reverse saving CER09 from the 2020/2021 budget with the cost implications being met by Council reserves.

Council also calls for a detailed review of all 101 sites identified in CER09 and a full detailed report regarding land ownership and adoption of land to be submitted to Councillors for further decision.

Following Council analysis of the report, if areas are deemed to be in others' ownership or have not been adopted, meaningful and appropriate notice and consultation should take place with the appropriate 3<sup>rd</sup> party before withdrawing ground maintenance work."

In moving his motion, Councillor Watson intimated that it was also supported by Councillor Harrow, a local member for the Mossneuk/Gardenhall area of East Kilbride. He advised that the land in the Mossneuk area had been maintained by the relevant local authorities for 45 years and that the motion aimed to address issues in the Mossneuk area as a consequence of saving CER09. In seconding the motion, Councillor McAdams advised that ownership of the land in question in the Mossneuk area was unclear and urged the Council to reverse the saving.

Councillor Anderson, seconded by Councillor Craig, moved the following amendment:-

"Council continues grass cutting on the plots of land in Mossneuk contained in Budget Saving CER09 to allow officers and residents time to establish alternate arrangements for budget year 2021/2022. Council also calls for a detailed review of all 101 sites identified in CER09 and full detailed report regarding land ownership and adoption of land to be submitted to Councillors for further decision."

Following a full discussion and exchange of views, the Chief Executive asked Councillor Watson to clarify whether the saving reversal related only to the land in the Mossneuk area of East Kilbride. Councillor Watson confirmed that this was the case but that a detailed review of all 101 sites identified in CER09 required to be undertaken.

On a vote being taken by roll call, members voted as follows:-

### **Motion**

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

### **Amendment**

John Anderson, John Bradley, Archi Buchanan, Janine Callikes, Stephanie Callaghan, Maureen Chalmers, Peter Craig, Mary Donnelly, Isobel Dorman, Grant Ferguson, Alistair Fulton, Geri Gray, Graeme Horne, Mark Horsham, Katy Loudon, Hugh Macdonald, Julia Marrs, Ian McAllan, Jim McGuigan, Gladys Miller, Carol Nugent, John Ross, Colette Stevenson, Josh Wilson

24 members voted for the amendment and 35 members voted for the motion which was declared carried.

**The Council decided:** that the terms of the motion, as clarified, be supported.

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## **10 Notice of Motion – The Coronavirus Crisis**

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

“South Lanarkshire Council thanks the staff and officers of the Council, frontline NHS and care workers, the Third Sector, numerous volunteers, both organised and individual, and many others in all walks of life, many of whom have gone well beyond the call of duty, for their response to the Coronavirus crisis and the huge challenges it involved.

Council

1. Requests the Chief Executive to convey the gratitude of the Council and its Elected Members on behalf of the citizens of South Lanarkshire to all staff
2. Expresses our condolences to the families of all those who have lost their lives during or as a result of the pandemic
3. Notes that tackling Covid 19 required speedy and flexible action by the Council and its partners and, often, brought new ways of working in many areas
4. Recognises that the crisis brought both challenges and opportunities for the Council and its Resources and instructs the Corporate Management Team to bring forward as soon as practicable a Report on the lessons learned, areas of difficulty and opportunities to inform future strategy
5. Believes that economic recovery based on the potential of green jobs and other sectoral opportunities should be the top priority for the Council, declares its aim that South Lanarkshire should be the top “Economic Recovery” Council in Scotland, and asks Officers to develop suitable strategies to achieve this, making full use of the Council’s current and potential powers
6. Urges the Scottish and United Kingdom Governments to ensure that the cost of meeting the Covid crisis and of supporting local economic recovery resulting from the crisis are fully met by central government.”

In moving his motion, Councillor Brown referred to the coronavirus pandemic as the greatest medical, civic, political and social crisis of our lifetime and highlighted the effect of the crisis on lives and jobs. Councillor McGeever, in seconding the motion, endorsed Councillor Brown’s sentiments.

Councillor Fagan, seconded by Councillor Devlin, moved as an amendment that the terms of the motion be augmented to include the following point:-

“Considers that the vital role of key workers should be properly recognised by society, supports improvement in the terms and conditions and hourly rates of key workers and calls on government and industry to increase hourly rates for key workers by £2.00 per hour as called for by the STUC.”

Councillor Wilson, seconded by Councillor Loudon, moved as a further amendment that the terms of the motion be augmented to include the following point:-

“Urges the UK Government to extend the furlough scheme for sectors that, due to Covid-19 restrictions, are unable to fully reopen.”

Councillor Allison, seconded by Nelson, moved as a further amendment that the terms of the motion be augmented to include the following point:-

“Calls on both the Scottish and UK Governments to continue their support for businesses and residents within the sectors affected by this crisis.”

Councillor Brown, with the agreement of Councillor McGeever, indicated that he was willing to include the amendments proposed by Councillors Fagan and Wilson within his motion. The motion was duly amended.

On a vote being taken by roll call, on the amended motion and the amendment submitted by Councillor Allison, members voted as follows:-

**Motion:**

John Anderson, John Bradley, Walter Brogan, Robert Brown, Archie Buchanan, Janine Calikes, Stephanie Callaghan, Andy Carmichael, Maureen Chalmers, Gerry Convery, Margaret Cooper, Margaret Cowie, Peter Craig, Maureen Devlin, Mary Donnelly, Isobel Dorman, Fiona Dryburgh, Joe Fagan, Allan Falconer, Grant Ferguson, Alistair Fulton, Geri Gray, Graeme Horne, Mark Horsham, Martin Lennon, Eileen Logan, Katy Loudon, Joe Lowe, Hugh Macdonald, Julia Marrs, Monique McAdams, Ian McAllan, Catherine McClymont, Mark McGeever, Jim McGuigan, Davie McLachlan, Gladys Miller, Carol Nugent, Mo Razzaq, John Ross, Graham Scott, Collette Stevenson, Bert Thomson, Margaret B Walker, Jim Wardhaugh, David Watson, Josh Wilson

**Amendment:**

Alex Allison, Graeme Campbell, Poppy Corbett, Eric Holford, Martin Grant Hose, Ann Le Blond, Richard Lockhart, Colin McGavigan, Lynne Nailon, Richard Nelson, Jared Wark

11 members voted for the amendment and 47 members voted for the motion which was declared carried.

**The Council decided:** that the terms of the amended motion be supported.

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

*In terms of Standing Order No 13, the Provost adjourned the meeting following this item of business at 2.10pm. The meeting reconvened at 2.25pm without the attendance of Councillors Buchanan, Corbett, Fulton, Harrow, Hose, Lowe, McGuigan, Stevenson, Wardhaugh and Wilson*

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## **11 Notice of Motion – Achieving Equity for People of Black and Minority Ethnic Origin**

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

“South Lanarkshire Council holds that every person interacting with it deserves fair and equitable treatment at all times.

Council acknowledges that recruitment statistics continue to show clear disparities between the success rates of applicants of white ethnicity and applicants of black and minority ethnicities (BAME). This Council is concerned by evidence BAME applicants are statistically less likely to be selected for interview and, if interviewed, less likely to be offered a post. Council notes the vital importance of fully understanding and resolving this and any other identified sources of inequity.

This Council appreciates work has been undertaken by officers to investigate disparities in the recruitment statistics and welcomes the commitment for a report on this to be brought before the next meeting of the Finance and Corporate Resources Committee. Following this, it is essential that elected members of all groups now work together to provide political leadership and establish clear direction.

Notwithstanding the remit and work of the existing Equalities Forum, this Council believes successfully addressing inequity between white and BAME members of our communities requires the attention of a working group specifically established for that purpose.

South Lanarkshire Council therefore resolves:-

1. To create an all-party Equity Working Group tasked to:
  - (i) consider officers' report on recruitment disparities between white and BAME applicants;
  - (ii) investigate and identify sources of inequity;
  - (iii) develop consensus on effective ways to address them; and
  - (iv) recommend to full Council measures to ensure equitable treatment.
2. That this working group consist of six elected members; one to be appointed by the leader of each of the five political groups, and a chair.
3. The leader of each political group shall be able to designate a substitute member of the working group, who may participate in its proceedings in the absence of the political group's appointed member.
4. That the chair of the working group be Councillor Razzaq.
5. That the chair of the working group, in consultation with the leaders of each political group and the Chief Executive, establish terms of reference for the working group, to be approved at the next meeting of the Council."

In moving his motion, Councillor Razzaq expressed concerns regarding the Council's recruitment statistics for applicants of black and minority ethnicities (BAME) and advised that he was not seeking positive discrimination but equity for BAME applicants seeking employment with the Council. Councillor McGeever, in seconding the motion, advised that discrimination remained widespread in society and within public bodies and that it should be recognised that such barriers should be overcome.

There followed a full discussion during which members expressed support for the motion.

In summing up, Councillor Razzaq, with the agreement of Councillor McGeever, advised that he wished to amend the terms of point 2 of his motion to allow the membership of the all party Equity Working Group to reflect the political balance of the Council. This would require an increase in membership from 6 to 7 members.

**The Council decided:** that the terms of the motion, as amended, be supported.

*Councillors Campbell and Le Blond left the meeting during this item of business*

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## **12 European Charter of Local Self Government (Incorporation) (Scotland) Bill**

A report dated 28 August 2020 by the Executive Director (Finance and Corporate Resources) was submitted on a call for views on the provisions of the European Charter of Local Self-Government.

The United Kingdom (UK) was a signatory to the European Charter of Local Self-Government (Incorporation) (Scotland) Bill drawn up by the Council of Europe in 1985 and ratified by the UK in 1997. The Council of Europe was an international body unrelated to the European Union and the Treaty would be unaffected as a result of Brexit.

Details were given on:-

- ♦ the purpose of the Treaty
- ♦ the effect of the Bill
- ♦ the way in which the Bill would enforce duties set out previously
- ♦ the matters on which the call for views had sought comments
- ♦ the main points contained in the Council's consultation response, which was outlined in Appendix 1 to the report

The Council's response to the call for views had been submitted to the Scottish Ministers within the required timescale of 17 September 2020, however, there was provision for further comments from members to be submitted to the Scottish Ministers following the Council meeting.

**The Council decided:** that the content of the report and the Council's response to the call for views on the provisions of the European Charter of Local Self-Government (Incorporation) (Scotland) Bill, which had been submitted to the Scottish Ministers by the deadline date of 17 September 2020, be noted.

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

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### **13 Amendments to Memberships of Committees, Forums etc**

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A report dated 26 August 2020 by the Executive Director (Finance and Corporate Resources) was submitted advising on:-

- ♦ action taken, in terms of Standing Order No 36(c), by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to approve amendments to the membership of Committees, Forums etc
- ♦ the filling of a temporary vacancy of ordinary member on the Lanarkshire Valuation Joint Board
- ♦ a number of proposed changes received from the Conservative Group to the membership of Committees, Forums etc

**The Council decided:**

- (1) that the action taken, in terms of Standing Order No 36(c), by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to approve the amendments to the membership of Committees, Forums etc, as detailed in the report, be noted;
- (2) that it be noted that Councillor Walker had filled the temporary vacancy of ordinary member on the Lanarkshire Valuation Joint Board; and
- (3) that the proposed changes to the membership of Committees, Forums etc received from the Conservative Group Business Manager, as detailed in the report, be approved.

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#### **14 South Lanarkshire Integration Joint Board – Reappointment of the Council's Voting Members and Substitute Members**

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A report dated 1 July 2020 by the Executive Director (Finance and Corporate Resources) was submitted advising on action taken in terms of Standing Order No 36(c) because of the timescales involved, by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, in respect of the reappointment of the Council's voting and substitute members on the South Lanarkshire Integration Joint Board (IJB) as follows:-

- ♦ Councillors Falconer and McGuigan as voting members on the South Lanarkshire Integration Joint Board
- ♦ Councillors Chalmers and Macdonald as substitute members on the South Lanarkshire Integration Joint Board

**The Council decided:**

that the action taken, in terms of Standing Order No 36(c), by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to approve the reappointment of Councillors Falconer and McGuigan as voting members on the South Lanarkshire Integration Joint Board and Councillors Chalmers and Macdonald as substitute members on the South Lanarkshire Integration Joint Board, be noted.

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#### **15 Standards Commission's Hearing Outcome**

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A report dated 24 August 2020 by the Chief Executive was submitted advising of the decision of the Standards Commission of Scotland following the Hearing held on 23 July 2020 into a complaint against Councillor Convery.

The Hearing Panel had found that Councillor Convery had breached paragraphs 5.2, 5.3, 5.10 and 5.12 of the Councillors' Code of Conduct and, as a consequence, took the decision to censure Councillor Convery.

The full decision was available on the Standards Commission for Scotland's website.

Councillor Convery, having intimated that he wished to make a statement on the matter, was advised that, in doing so, he could not refer to the Commission's decision. On that basis, Councillor Convery proceeded to make a short statement on the matter.

**The Council decided:**

- (1) that the decision of the Hearing Panel of the Standards Commission for Scotland that Councillor Convery had breached paragraphs 5.2, 5.3, 5.10 and 5.12 of the Councillors' Code of Conduct be noted; and
- (2) that the decision of the Hearing Panel to censure Councillor Convery be noted.

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#### **16 Urgent Business**

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There were no items of urgent business.

## RISK AND AUDIT SCRUTINY COMMITTEE

Minutes of meeting held via Microsoft Teams on 18 June 2020

**Chair:**

Councillor Graeme Campbell

**Councillors Present:**

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

**Councillor Also Present:**

Councillor John Ross (for items 3 and 4)

**Councillors' Apologies:**

Councillor Mary Donnelly, Councillor Martin Lennon, Councillor Jim Wardhaugh

**Attending:**

**Chief Executive's Service**

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

**Finance and Corporate Resources**

P Manning, Executive Director (Finance and Corporate Resources); Y Douglas, Audit and Compliance Manager; S Dunsmore, Insurance and Risk Manager; T Little, Head of Corporate Communications and Strategy; P MacRae, Administration Officer; G McCann, Head of Administration and Legal Services; S Somerville, Administration Manager; J Taylor, Head of Finance (Strategy)

**Also Attending:**

**Audit Scotland**

A Kerr and D Richardson, External Auditors

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### 1 Declaration of Interests

No interests were declared.

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### 2 Minutes of Previous Meeting

The minutes of the meeting of the Risk and Audit Scrutiny Committee held on 19 February 2020 were submitted for approval as a correct record.

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

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### 3 Internal Audit Annual Assurance Report 2019/2020

A report dated 3 June 2020 by the Audit and Compliance Manager (Finance and Corporate Resources) was submitted providing:-

- ◆ a summary of progress and performance of Internal Audit for the financial year 2019/2020
- ◆ an opinion on the adequacy and effectiveness of the Council's framework of governance, risk management and control systems based on audit work undertaken in 2019/2020

Details were given on:-

- ◆ Internal Audit performance
- ◆ Council-wide performance in relation to the delivery of audit actions
- ◆ workload analysis
- ◆ links to the Council's objectives and top risks
- ◆ management of fraud risks
- ◆ areas of assurance
- ◆ areas of external reliance

The overall opinion expressed on the Council's control environment was that a reasonable level of assurance could be placed on the adequacy and effectiveness of the Council's framework of governance, risk management and control arrangements for the year ended 31 March 2020. The Internal Audit findings would inform the Council's 2019/2020 Governance Statement.

**The Committee decided:**

- (1) that the performance of Internal Audit during 2019/2020 be noted;
- (2) that the level of assurance on the Council's control environment be noted; and
- (3) that it be noted that the overall findings from Internal Audit work would inform the Council's 2019/2020 Annual Governance Statement.

*[Reference: Minutes of 19 June 2019 (Paragraph 3)]*

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#### **4 Annual Governance Statement for 2019/2020 and Significant Governance Areas Quarter 4 Progress Report**

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A report dated 1 June 2020 by the Executive Director (Finance and Corporate Resources) was submitted on the Governance Statement for 2019/2020 and progress against significant governance areas identified within the Good Governance Action Plan at Quarter 4.

Each year, the Council undertook a review of the governance arrangements required to support its financial and operational controls. This review provided the basis for the Annual Governance Statement which was included in the Council's Annual Report and Statement of Accounts.

The annual review for 2019/2020 had been undertaken using an assessment framework which was attached as Appendix 1 to the report. The resulting Annual Governance Statement for 2019/2020, attached as Appendix 2 to the report, provided information on the Council's compliance during 2019/2020. The annual review of governance arrangements across the Council demonstrated sufficient evidence that the principles of delivering good governance in local government, contained in the Local Code of Corporate Governance, operated effectively and that the Council complied with its Code.

The Chartered Institute of Public Finance and Accountancy (CIPFA) Better Governance Forum Audit Committee Update on "Developing an Effective Annual Governance Statement" was attached as Appendix 3 to the report. This guidance aimed to provide advice and support to Audit Committees in relation to their role in considering how effective the governance arrangements had been in the year and in reviewing the Annual Governance Statement prior to approval and publication.

Progress on the significant governance areas highlighted within the Annual Governance Statement 2018/2019 was attached as Appendix 4 to the report.



In response to a member's question, officers advised of the impact of the Coronavirus pandemic on the Council's governance arrangements together with measures in place to provide updates on this issue.

**The Committee decided:**

- (1) that the Annual Governance Statement, attached as Appendix 2 to the report, which would be included in the 2019/2020 Annual Report and Statement of Accounts, be approved;
- (2) that the CIPFA Better Governance Forum Audit Committee Update on Developing an Effective Governance Statement, attached as Appendix 3 to the report, be noted; and
- (3) that progress on the significant governance areas, highlighted within the Annual Governance Statement 2018/2019, be noted.

*[Reference: Minutes of 19 June 2019 (Paragraph 5)]*

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## **5 Unaudited Annual Accounts 2019/2020**

A report dated 3 June 2020 by the Executive Director (Finance and Corporate Resources) was submitted on the requirement for members to consider the Unaudited Annual Accounts of the Council and related Charitable Trusts by 30 June 2020.

The Council's Unaudited Annual Accounts detailed key information on the Council's expenditure and income for the financial year ended 31 March 2020. The accounts also covered 3 Charitable Trusts managed by the Council, namely South Lanarkshire Council Educational Trust, South Lanarkshire Council Charitable Trust and the East Kilbride Information Technology Trust.

Due to the workload arising from the Coronavirus pandemic, only the main statements in relation to the unaudited accounts had been presented to the Committee. The full unaudited accounts would be circulated to members following their submission to the auditor on 30 June 2020. In addition, a revised balance sheet in respect of the Council's unaudited accounts would be circulated to members of the Committee.

The Unaudited Annual Accounts would be advertised as being available for public inspection on the Council's website from 1 July 2020.

Costs incurred in 2019/2020 in relation to the Coronavirus pandemic were not substantial, however, the full costs of the lockdown exercise, the additional costs for services implemented by the Council during the lockdown and the costs of the recovery process would likely place a significant financial burden on the Council.

**The Committee decided:**

- (1) that the Unaudited Annual Accounts of the Council and related Charitable Trusts, to be submitted to Audit Scotland by the deadline of 30 June 2020, be noted; and
- (2) that the financial risk due to the Coronavirus pandemic be noted.

---

## **6 Internal Audit Activity as at 29 May 2020**

A report dated 3 June 2020 by the Executive Director (Finance and Corporate Resources) was submitted on work completed by Internal Audit during the period 25 January to 29 May 2020.

As a result of a change of working arrangements for the Internal Audit function in light of the Coronavirus pandemic, a work programme, attached as Appendix 1 to the report, had been developed which allowed Internal Audit time to:-

- ◆ complete 2019/2020 assignments
- ◆ undertake routine financial year end tasks
- ◆ prepare for proposed audit assignments to be undertaken later in 2020/2021

Details were given on the progress of audit assignments and the performance of Internal Audit for the year ended 31 March 2020 which highlighted that:-

- ◆ 82% of assignments had been delivered within budget against a target of 80%
- ◆ the target of 100% of draft reports delivered on time had been achieved
- ◆ 90% of the 2019/2020 Internal Audit Plan had been completed to draft report stage by 31 March 2020
- ◆ 97% of audit assignments had been concluded to a signed action plan within 4 weeks of the issue of a draft report against a target of 80%

The findings from assignments completed in the period 25 January to 29 May 2020 were detailed in Appendix 3 to the report.

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

*[Reference: Minutes of 19 February 2020 (Paragraph 4)]*

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## **7 Interim Management Letter 2019/2020**

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A letter dated 27 May 2020 by Audit Scotland, the Council's External Auditor, was submitted on the External Auditor's assessment of the adequacy of the Council's internal controls in financial systems 2019/2020.

The objectives of the assessment were to gain assurance that the Council:-

- ◆ had systems for recording and processing transactions which provided a sound basis for the preparation of financial statements and the effective management of its assets and interests
- ◆ had systems of internal control which provided an adequate means of preventing or detecting misstatement, error, fraud or corruption
- ◆ complied with established policies, procedures, laws and regulation

The management responses in relation to the External Auditor's findings on each of those areas of work were detailed in the letter.

As result of the Coronavirus pandemic and the suppression measures put in place by the UK and Scottish Governments, Audit Scotland had been unable to complete its audit testing or wider dimension work at the interim stage. A shorter version of the interim reporting options, in the form of a management letter, had, therefore, been provided.

The External Auditor also advised of wider developments in relation to the impact of the Coronavirus pandemic in respect of:-

- ◆ the extension of current External Audit appointments
- ◆ the timetable for the preparation and approval of the Annual Accounts

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

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## **8 Risk Management Strategy**

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A report dated 15 April 2020 by the Executive Director (Finance and Corporate Resources) was submitted on the review of the Council's Risk Management Strategy and associated documents.

The Council's Risk Management Strategy was last subject to a full review in 2016. To comply with best practice, one of the actions included in the Council's Risk Management Work Plan for 2019/2020 was to ensure that the Strategy was up to date and fit for purpose. The review of the Strategy had been undertaken by the Council's Risk Management team, with input from the Council's Risk Sponsors.

The main changes to the Strategy, as a result of the review, included:-

- ◆ review and update of content to reflect best practice, in line with Association of Local Authority Risk Managers (ALARM) guidance
- ◆ updated policy statement, including Chief Executive comment
- ◆ revision to risk management application, noting importance of risk management as part of procurement exercises and during service reviews
- ◆ updated roles and responsibilities
- ◆ updated risk tolerance levels
- ◆ updated risk methodology, including a move from 3x3 risk matrix to a 5x5 risk matrix, providing a wider overall scoring mechanism and better means of prioritisation
- ◆ updated monitoring arrangements, including addition of Red; Amber; Green (RAG) reporting for risk control actions
- ◆ improved general presentation and layout

The updated Risk Management Strategy was attached as an appendix to the report.

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

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## **9 Audit Scotland – Financial Overview 2018/2019**

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A report dated 3 April 2020 by the Executive Director (Finance and Corporate Resources) was submitted on the Audit Scotland report entitled 'Financial Overview 2018/2019' which had been published in December 2019.

The report had been structured around the following 4 headings:-

- ◆ councils' income in 2018/2019
- ◆ financial position
- ◆ financial outlook
- ◆ Integration Joint Boards' overview 2018/2019

Details were given on key points contained in the Audit Scotland report. The report also included a number of questions which Audit Scotland had intimated should be considered by elected members. The questions, which covered a variety of issues, together with the Council's position on each of the areas identified, were detailed in Appendix 1 to the Executive Director's report.

**The Committee decided:**

- (1) that the key points and recommendations contained in the Audit Scotland report entitled 'Financial Overview 2018/2019' be noted; and
- (2) that the Council's position on those key points and recommendations, as detailed in section 8 of the report, be noted.

*[Reference: Minutes of 24 April 2019 (Paragraph 5)]*

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## **10 Financial Resources Scrutiny Forum Activity**

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A report dated 1 June 2020 by the Executive Director (Finance and Corporate Resources) was submitted on reports considered by the Financial Resources Scrutiny Forum in the period from August 2019 to March 2020.

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

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

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## **11 Forward Programme for Future Meetings**

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A report dated 2 June 2020 by the Executive Director (Finance and Corporate Resources) was submitted on the outline forward programme for the meetings of the Risk and Audit Scrutiny Committee to 9 December 2020.

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

**The Committee decided:** that the outline forward programme for the meetings of the Risk and Audit Scrutiny Committee to 9 December 2020 be noted.

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## **12 Urgent Business**

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There were no items of urgent business.

# Report

4

Report to: **South Lanarkshire Council**  
 Date of Meeting: **16 December 2020**  
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **General Procedures and Practice at Committee**

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ Provide an update on matters considered and endorsed by the Standards and Procedures Advisory Forum

## 2. Recommendation(s)

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

- (1) that the change in operational practice in terms of moving and seconding recommendations at quasi judicial committees, as outlined at paragraph 3.2, be noted; and
- (2) that the proposal to remove the requirement for named substitutes in respect of the Recovery Board be approved and its Terms of Reference updated.

## 3. Background

3.1. At its meeting held on 30 September 2020, the Standards and Procedures Advisory Forum considered the following 2 issues:-

- ◆ moving/seconing recommendations at committee
- ◆ removing the requirement for named substitutes

3.2. In relation to moving/seconing officer recommendations at committee, while recognising that Standing Orders state that the chairperson of a committee or sub-committee will have the right to move the approval of a report, the Forum endorsed a change in operational practice in terms of moving and seconding recommendations at quasi judicial committees in that

- ◆ the officer presents the report
- ◆ the Chair asks whether there are any questions for the officer and the Officer will respond to questions asked
- ◆ the Chair opens it up for political debate
- ◆ following any debate, the Chair will ask whether members are happy to accept the proposals. If accepted, the recommendations are agreed. In terms of Licensing Committee, it is often the case that there are no officer recommendations and it is for members to put forward a motion
- ◆ If an amendment is put forward, then it requires to be seconded and then voted on (it would be for the Chair or the Clerk to establish whether there was a proposer/seconder for the original recommendations which would form the motion. Should no-one wish to move the original recommendations, then the

first alternative proposal put forward becomes the motion, with anything subsequent to that being considered an amendment).

- 3.3. The proposals for the presentation of reports set out above comply with the existing Standing Orders on Procedures and therefore would not require any amendment to these documents.
- 3.4. Further training will be provided for Committee Chairs of quasi judicial committees as required.
- 3.5. For non quasi judicial committees, it was noted that the existing Standing Orders allow the Chair to decide whether or not to move acceptance of the officers' recommendations and no change is proposed.
- 3.6. In relation to removing the requirement for named substitutes, the Forum endorsed a proposal to remove the requirement for named substitutes in respect of the Recovery Board only, to allow greater flexibility, particularly in terms of the current situation.
- 3.7. It should be highlighted, however, that Business Managers require to notify the Clerk in advance so that the appropriate meeting invitation can be extended to the substitute member to facilitate participation and enable papers to be forwarded.

#### **4. Employee Implications**

- 4.1. There are no employee implications in terms of the content of this report.

#### **5. Financial Implications**

- 5.1. There are no financial implications in terms of the content of this report.

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

- 6.1. There are no climate change, sustainability or environmental issues in terms of the content of this report.

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

- 7.1. There are no risk implications in terms of the content of this report.

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

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

**Paul Manning**

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

18 November 2020

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

- Accountable, effective, efficient and transparent
- Fair, open and sustainable

#### **Previous References**

- South Lanarkshire Council of 18 May 2017

**List of Background Papers**

None

**Contact for Further Information**

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

Geraldine McCann, Head of Administration and Legal Services

Ext: 4658 (Tel: 01698 454658)

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





# Report

5

Report to: **South Lanarkshire Council**  
 Date of Meeting: **16 December 2020**  
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Equity Working Group - Terms of Reference**

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide, for approval, the draft Terms of Reference of the Equity Working Group

## 2. Recommendation(s)

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

- (1) that the Terms of Reference for the Equity Working Group, attached as Appendix 1 to the report, be approved.

## 3. Background

3.1. The Council, at its meeting held on 23 September 2020, considered a motion submitted in terms of Standing Order No 19 and agreed that:-

- ♦ an all-party Equity Working Group would be established which would be tasked to:-
  - ♦ consider an officers' report on recruitment disparities between white and BAME applicants
  - ♦ investigate and identify sources of inequity
  - ♦ develop consensus on effective ways to address them
  - ♦ recommend measures to ensure equitable treatment to Council
- ♦ the Working Group would consist of 7 elected members, reflecting the political balance of the Council, with members to be appointed by their respective Political Group Leaders
- ♦ each Political Group Leader would appoint 1 substitute member
- ♦ Councillor Razzaq be appointed Chair of the Working Group
- ♦ the Chair of the Working Group, in consultation with the Political Group Leaders and the Chief Executive, establish Terms of Reference for the Working Group, to be approved at the next meeting of the Council

## 4. Terms of Reference and Arrangements for the Working Group

4.1. The Terms of Reference for the Working Group have been drafted to reflect the motion approved by Council and a draft copy is attached as Appendix 1 to the report.

4.2. The Chair, Political Group Leaders and Chief Executive were consulted on its contents and a meeting of the Working Group was held on 23 November 2020 to allow members to consider and discuss. The draft, as attached, was endorsed by the Working Group.

- 4.3. The next meeting of the Working Group has been scheduled for Monday 18 January 2021 and it will be a matter for the Working Group to determine the appropriate frequency of the meetings.

**5. Employee Implications**

- 5.1. There are no employee implications in terms of the content of this report.

**6. Financial Implications**

- 6.1. There are no financial implications in terms of the content of this report.

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

- 7.1. There are no climate change, sustainability or environmental issues in terms of the content of this report.

**8. Other Implications**

- 8.1. There are no risk implications in terms of the content of this report.

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

- 9.1. This report does not introduce a new policy, function or strategy, or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.
- 9.2. As detailed at paragraph 4.2 of the report, the Chair of the Working Group, Political Group Leaders and Chief Executive have been consulted in terms of the content of the draft Terms of Reference.

**Paul Manning**

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

26 November 2020

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

- ◆ Accountable, effective, efficient and transparent
- ◆ Fair, open and sustainable

**Previous References**

- ◆ South Lanarkshire Council of 23 September 2020

**List of Background Papers**

- ◆ None

**Contact for Further Information**

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

Geraldine McCann, Head of Administration and Legal Services

Ext: 4658 (Tel: 01698 454658)

E-mail: geraldine.mccann@southlanarkshire.gov.uk

## Equity Working Group

### Terms of Reference

#### **1 Powers and Responsibilities**

1.1 A short-life working group established to:-

- ◆ consider the officers' report on recruitment disparities between white and BAME applicants
- ◆ investigate and identify any sources of inequity
- ◆ develop consensus on effective ways to address any sources of inequity
- ◆ refer any recommendations to ensure equitable treatment to South Lanarkshire Council for consideration

#### **2 Membership**

2.1 7 members (Political balance: 2 SNP; 2 Labour; 1 Conservative; 1 Independent Group and 1 Liberal Democrat), with 1 named substitute member from each Group

2.2 To be chaired by Councillor Razzaq, as agreed by South Lanarkshire Council at its meeting on 23 September 2020.

2.3 Quorum - 3

#### **3 Meeting Arrangements and Practice**

3.1 To meet as required until the Working Group reports its recommendations to South Lanarkshire Council.

3.2. Meetings not held in public - Internal Working Group.



# Report

6

Report to:	<b>South Lanarkshire Council</b>
Date of Meeting:	<b>16 December 2020</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Committee and Council Meetings - Accessibility During the Current Pandemic</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ Advise on a proposal to make Committee and Council meetings accessible to the public during the current pandemic

## 2. Recommendation(s)

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

- (1) that the recording from committee and Council meetings for the non-restricted element of business be published and made available following the meeting.

## 3. Background

3.1. South Lanarkshire Council's Committee and Council Meetings have been impacted due to the worldwide Covid-19 pandemic. As a result of public health concerns, some Elected Members and a large number of SLC Officers are currently undertaking their duties from home and members of the public are not permitted to enter public buildings.

3.2. During June 2020, a pilot was undertaken to hold certain committee meetings via Microsoft Teams. Following the pilot, a survey was issued to members on its use and a copy of the outcome of the survey is attached as an appendix to the report.

3.3. Following the summer recess, the full programme of meetings resumed and a blended approach was adopted, whereby members could choose to participate in person within the committee rooms, while observing physical distancing measures, or by virtual means.

3.4. In recent weeks, due to public health concerns, particularly in view of the current level assigned to the South Lanarkshire area, committee meetings have been held via MS Teams only.

## 4. Use of Teams for Committee and Council Meetings

4.1. Since the survey was issued in June 2020, elected members are now more familiar with Teams and have had access to training, either through the use of guidance/training materials or via IT/the Digital Champions. Further training, however, can be offered to elected members on request. There have also been some small improvements in the software, eg up to 49 meeting attendees can now be viewed on screen at the same time if large gallery view is selected and it is possible to 'pin' a person so that they will always appear on screen.

- 4.2. Prior to consideration of the formal business at committee meetings, as a reminder, the clerk runs through some general protocols and asks that members make them aware of any technical issues so that the Chair and Digital Champions/IT colleagues, as appropriate, can be alerted. It should be noted, however, that, while advice can be provided on reconnecting or user/training issues, if the problem lies with home broadband connectivity, then it is outwith the control of the support mechanisms put in place by the Council.
- 4.3. Currently, for those meetings which would, in normal circumstances, be held in public, a Teams meeting invite is extended to the Local Democracy Reporter as well as the Council's Corporate Communications officers to allow Council business matters to be reported in the press.
- 4.4. It is proposed that, as the meetings are currently recorded for the purposes of the minutes, the recording for the non-restricted element of business be published following the committee meeting on an appropriate channel, such as YouTube, with links from the Council's website.
- 4.5. While a trial of Microsoft Teams Live has taken place in terms of a members' awareness session that was held prior to the return of schools in August 2020, the Council is not yet in a position to stream meetings live as it is resource intensive, requires in-depth training and much more preparation time would be required for each meeting to ensure a smooth run. Should a blended approach be reinstated, there would also be a requirement to procure roving cameras, linked to microphones, to allow the speaker to be pinned.

## **5. Employee Implications**

- 5.1. Assistance from IT and the Communication and Strategy team would be required to support the publishing and streaming of the recordings of the Council meetings if the Council decided to implement this.

## **6. Financial Implications**

- 6.1. There are no financial implications in terms of this report.

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

- 7.1. There are no climate change, sustainability or environmental implications in terms of this report.

## **8. Other Implications**

- 8.1. There may be a reputational risk to the Council should its meetings not be publicly accessible.

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

- 9.1. There was no requirement for an equality impact assessment in terms of the information in this report.
- 9.2. IT, members' services and committee services will continue to work with elected members to meet any specific requirements, particularly in terms of training.

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

30 November 2020

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

- ◆ All council objectives

**Previous References**

- ◆ None

**List of Background Papers**

- ◆ None

**Contact for Further Information**

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

Geraldine McCann, Head of Administration and Legal Services

Ext: 4658 (Tel: 01698 4534658)

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

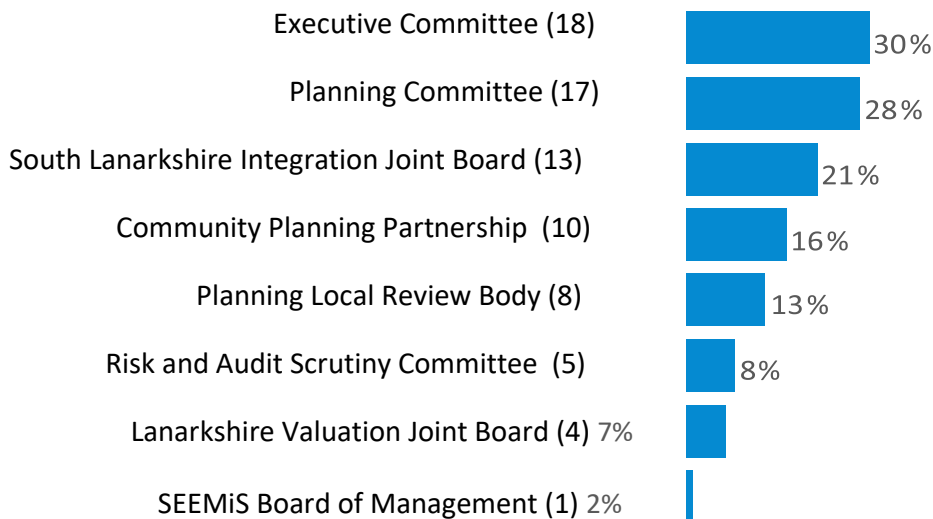




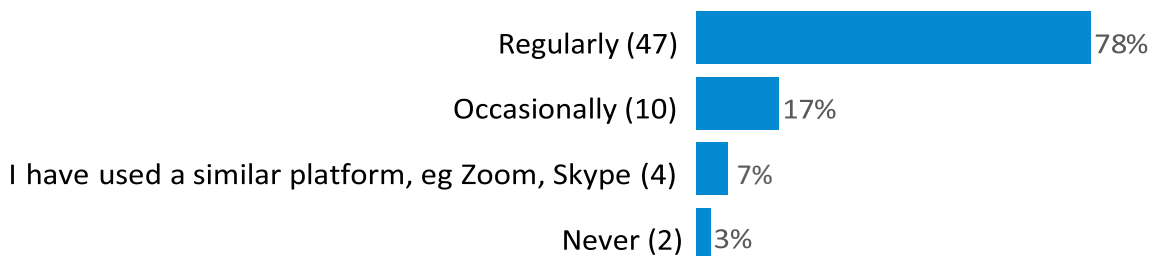
## Elected Members Teams Survey 2020

This report was generated on 10/07/20. Overall 61 respondents completed this questionnaire. The report has been filtered to show the responses for 'All Respondents'.

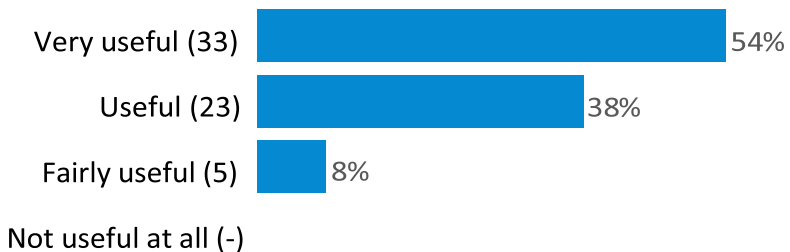
Which meeting(s) did you participate in? (please select all that are relevant)



Had you used Microsoft Teams before?



How would you rate the guidance documents/protocols provided on the use of Teams?



## Elected Members Teams Survey 2020

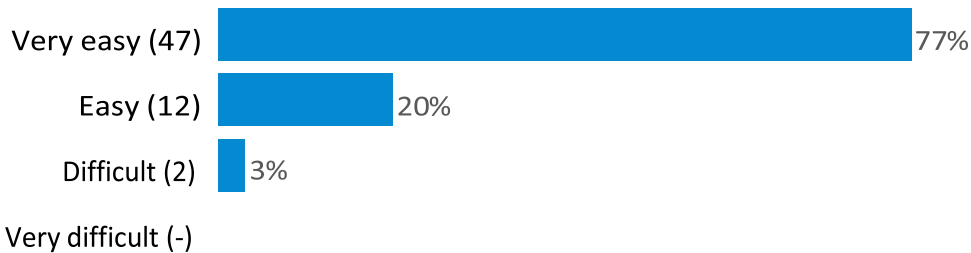
Did you ask for support from the Digital Champion or Clerk before the meeting?



If you answered 'Yes' to the above, how would you rate the level of support provided to you?



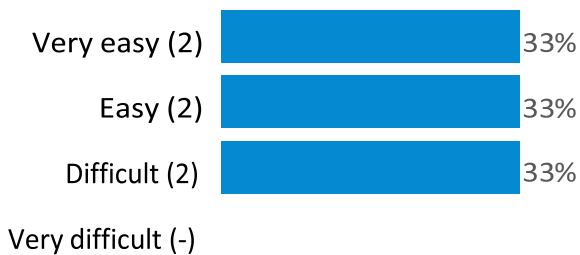
How easy or difficult did you find joining the meeting?



Did you experience any loss of connection during your participation in the meeting?

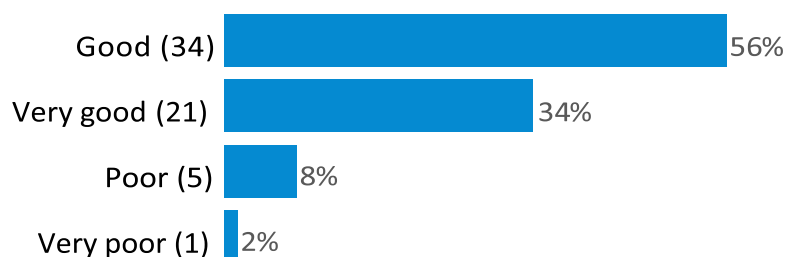


If you have answered 'Yes' to the above, how easy or difficult did you find it to re-join the meeting?

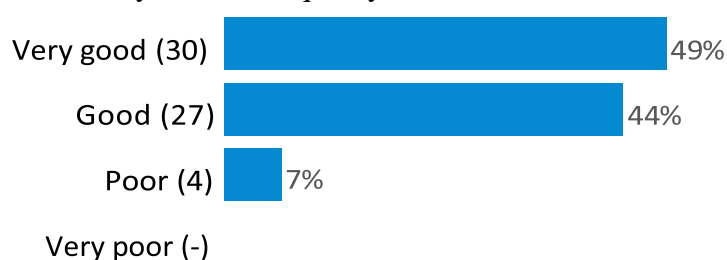


## Elected Members Teams Survey 2020

How would you rate the quality of sound?



How would you rate the quality of video?



Did you experience any other difficulties?



Comments received from members can be summarised as follows:-

Positive	Negative
<ul style="list-style-type: none"> <li>• Would like to see continuation of Teams to reduce travelling and time for participants, as well as a reduction in expenses and the need to book a venue</li> <li>• Teams brought an informality that really worked</li> <li>• Format/arrangement very engaging and facilitated good information sharing and discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of connection and difficulties in rejoining</li> <li>• Time lags which sometimes led to a disconnect of sound/vision</li> <li>• Due to loss of connection, unable to vote at quasi judicial meeting as was not present for the full item</li> <li>• Meeting did not flow</li> <li>• Those requiring support needed to come into the offices to have officers nearby</li> <li>• Poor sound/picture quality</li> <li>• Could not see presentations</li> </ul>

## Elected Members Teams Survey 2020

	<ul style="list-style-type: none"><li>• Confusion over platform for one particular meeting - change from teleconference to Teams</li><li>• Inexperience of some/lack of training made it difficult for all</li><li>• Concern over dealing with exempt items while working remotely</li><li>• Preference to use Zoom as Teams not as user friendly</li><li>• Agendas/meetings too long, with lack of regular breaks</li><li>• Use of roll call rather than the Teams online voting system</li><li>• Difficulty in concentrating, not good platform for proper scrutiny, debate and accountability</li></ul>
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**A Pesticide Free Council**

**Notice of Motion**

Motion received in terms of Standing Order No 19 on 24 October 2020, proposed by Councillor Robert Brown, seconded by Councillor Fiona Dryburgh, as follows:-

“South Lanarkshire Council notes:-

- a. the increasing public concern about the use of pesticides, particularly those containing glyphosate, in weed control and the potential damage to health and to biodiversity.
- b. The potential expiry in December 2022 of the licence to use glyphosate.

The Council agrees:-

- 1. To identify and audit the extent of the Council's spending on pesticides
- 2. To develop a pesticide policy stating for public information the current uses made of pesticides by the Council and their locations
- 3. To consider and report on alternatives to pesticide weed control and the potential for reducing longer term costs
- 4. To pilot alternative methods of weed control and pesticide free zones in partnership with local groups where appropriate
- 5. To commit to the aim of a pesticide-free Council (joining numerous other towns and cities across Britain and in other countries) and to set a timetable for the phased elimination of pesticide use by Council resources and their contractors”.



**Covid-19 Testing**

**Notice of Motion**

Motion received in terms of Standing Order No 19 on 30 November 2020, proposed by Councillor Joe Fagan, seconded by Councillor Margaret Walker, as follows:-

“Further to the Statement to the Scottish Parliament by the Cabinet Secretary for Health and Sport on 25 November 2020 on Covid-19 (Roll-out of Testing Programme), the Council notes its concern:

- ◆ That the roll-out of visitor testing to all care homes in Scotland will not be completed until February 2021.
- ◆ That the roll-out of regular testing to the home care workforce, including permanent and visiting staff and personal assistants in a person’s home, covering residential settings, sheltered housing and day care, will not be completed until March 2021.
- ◆ That South Lanarkshire is not included in initial trials for targeted geographic testing.

The Council therefore instructs the Chief Executive to write to the Cabinet Secretary on behalf of the Council, requesting that the Scottish Government take all reasonable steps to accelerate the provision of visitor testing in care homes, the testing of home care workforce and wider community testing in South Lanarkshire.

The Council investigates means of independently accelerating visitor testing in care homes, home care testing and wider community testing, should the Scottish Government be unwilling to do so.

The Council resolves to consult joint trade unions to identify occupational areas where additional testing of key workers may be prioritised.”





# Report

9

Report to:	<b>South Lanarkshire Council</b>
Date of Meeting:	<b>16 December 2020</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Amendment to Membership of Committees etc</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise of proposed amendment to the membership of Committees etc

## 2. Recommendation(s)

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

- (1) that Councillor Wardhaugh replace Councillor Burns as a member of the Climate Change and Sustainability Committee;
- (2) that Councillor Corbett replace Councillor McGavigan as a member of the Executive Committee;
- (3) that Councillor Harrow replace Councillor Corbett as a substitute member of the Executive Committee and that, as a consequence, he no longer serve as a substitute member on the Financial Resources Scrutiny Forum and the Risk and Audit Scrutiny Committee;
- (4) that Councillor Holford replace Councillor McGavigan as a member of the Rural Task Force;
- (5) that Councillor Harrow replace Councillor McGavigan as a substitute member of the Community and Enterprise Resources Committee;
- (6) that Councillor Hose replace Councillor McGavigan as a substitute member of the Planning Committee; and
- (7) that Councillor McCreary replace Councillor McGavigan as a substitute member of the Education Resources Committee.

## 3. Background

3.1. Following requests from the Leader of the Independent Group and the Business Manager of the Conservative Group, it is proposed that changes to the membership of committees etc, as outlined above, be implemented.

## 4. Employee Implications

4.1. There are no employee implications in terms of this report.

## 5. Financial Implications

5.1. There are no financial implications in terms of this report.

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

- 6.1. There are no climate change, sustainability or environmental implications in terms of this report.

**7. Other Implications**

- 7.1. There are no implications in terms of risk.

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

- 8.1. There was no requirement to carry out an EIA or formal consultation process.

**Paul Manning**

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

9 November 2020

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

- ◆ Accountable, effective, efficient and transparent

**Previous References**

- ◆ None

**List of Background Papers**

- ◆ None

**Contact for Further Information**

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

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# Report

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Report to:	<b>South Lanarkshire Council</b>
Date of Meeting:	<b>16 December 2020</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>External Auditor's Annual Report to South Lanarkshire Council</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ advise members of the External Auditor's, Audit Scotland, Annual Report to the Council for 2019/2020.

## 2. Recommendation(s)

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

- (1) that the External Auditor's Annual Report 2019/2020 to the Council be noted.

## 3. Background

3.1. The Risk and Audit Scrutiny Committee considered the External Auditor's Annual Report to the Council at its special meeting on Monday 16 November 2020.

3.2. A copy of Audit Scotland's letter and report can be accessed at the following links (Agenda Item No 2 of the Risk and Audit Scrutiny Committee refers):-

[External Auditor's Letter](#)  
[External Auditor's Report](#)

## 4. Employee Implications

4.1. None

## 5. Financial Implications

5.1. None

## 6. Climate Change, Sustainability and Environmental Implications

6.1. There are no climate change, sustainability or environmental implications in terms of this report.

## 7. Other Implications

7.1. There are no issues in terms of risk in relation to the content of this report.

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

- 8.1. No equality impact assessment or consultation is required in terms of the recommendation contained within this report.

**Paul Manning**

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

25 November 2020

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

- ◆ Accountable, Effective, Efficient and Transparent

### **Previous References**

- ◆ Risk and Audit Scrutiny Committee of 16 November 2020

### **List of Background Papers**

- ◆ None

### **Contact for Further Information**

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

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