

**MINUTE**  
**of**  
**CABINET**

**Minute of Meeting held at 10.00am in the Council Chamber, Council Headquarters, Giffnock on 25 October 2018.**

**Present:**

Councillor Tony Buchanan (Leader)  
Councillor Caroline Bamforth  
Councillor Danny Devlin

Councillor Alan Lafferty  
Councillor Colm Merrick  
Councillor Paul O’Kane

Councillor Buchanan, Leader, in the Chair

**Attending:**

Lorraine McMillan, Chief Executive; Caroline Innes, Deputy Chief Executive; Andy Cahill, Director of Environment; Phil Daws, Head of Environment (Strategic Services); Murray Husband, Head of ICT and Digital Enablement; Gerry Mahon, Chief Officer – Legal and Procurement; Barbara Clark, Chief Accountant; Kofi Tordzro, Corporate Equality Manager; Robert Spencer, Principal Accountant (Revenue); Mark Waugh, Principal Accountant (Capital); and Paul O’Neil, Committee Services Officer.

**DECLARATIONS OF INTEREST**

**638.** There were no declarations of interest intimated.

**ICT ASSET MANAGEMENT PLAN 2016-20**

**639.** The Cabinet considered a report by the Deputy Chief Executive, seeking approval of the updated ICT Asset Management Plan 2016-20. A copy of the plan was appended to the report.

The report explained that the plan sought to provide a context for an overview of the scope, scale and current state of the Council’s ICT estate, identified future actions and potential risks and sought to provide a well-managed and cost effective ICT estate. Whilst noting that the context of the plan was informed by a range of legislation, policy, plans and strategies, the report highlighted that there were also a range of key drivers which served to shape the content of the plan and these were mainly development issues, performance measures and future activities.

Furthermore, the plan highlighted that ICT asset management and maintenance within the Council was effective, with significant work being undertaken with increased emphasis on improving processes and using modern technologies which would have beneficial effects in reducing the management burden of the ICT assets whilst increasing their effective lifespan.

The Cabinet approved the updated ICT Asset Management Plan 2016-20.

**ANNUAL PROCUREMENT REPORT 2017/18**

**640.** The Cabinet considered a report by the Chief Officer – Legal and Procurement, providing an update of regulated procurement activities during the period 1 January 2017 to 31 March 2018 and seeking approval of the Council's first Annual Procurement Report. A copy of the document was appended to the report.

The report explained that this was the Council's first annual procurement report to be published, providing greater transparency of regulated procurement activities within the Council to the benefit of both the Council's residents and suppliers. The inclusion of proposed procurement exercises being conducted over the two year period to April 2020 allowed the market place to prepare for subsequent tenders and encouraged early engagement to take place.

The Cabinet:-

- (a) approved the Annual Procurement Report 2017/18; and
- (b) otherwise noted the terms of the report.

**EAST RENFREWSHIRE BRITISH SIGN LANGUAGE PLAN 2018-24**

**641.** The Cabinet considered a report by the Deputy Chief Executive, seeking approval of the draft East Renfrewshire British Sign Language Plan 2018-24. A copy of the plan was appended to the report.

Whilst noting that the British Sign Language (Scotland) Act 2015 received Royal Assent on 22 October 2015, and that the aim of the Act was to promote the use of British Sign Language, BSL, the report explained that the Act required public bodies listed in the schedule of the Act, including local authorities, to prepare and publish their own BSL plans in connection with the exercise of their functions by October 2018 and to provide for the manner in which such plans were being prepared and for their review and updating.

The report also explained that the Council's British Sign Language Plan had been developed in partnership with British Sign Language users and relevant statutory partners and would act as a useful vehicle to improve the life chances of local deaf/deaf blind BSL users. Furthermore, it would contribute to the Scottish Government's ambition to make Scotland the best place in the world for BSL users to live, work and visit.

The Cabinet:-

- (a) noted the legal duty placed on listed public bodies in Scotland, including the Council, to prepare and publish British Sign Language Plans;
- (b) approved the East Renfrewshire British Sign Language Plan 2018-24; and
- (c) agreed that future updates on the implementation of the plan would be included in updates on the Council's Equality Mainstreaming and Outcomes reports.

## ESTIMATED REVENUE BUDGET OUT-TURN 2018/19

**642.** The Cabinet considered a report by the Chief Financial Officer, detailing the projected revenue budget out-turn for 2018/19 and providing details of the expected year-end variances for each department, together with summary cost information for each of the undernoted services as at 17 August 2018:-

- (i) Objective and Subjective Summaries;
- (ii) Education Department;
- (iii) Contribution to Integration Joint Board;
- (iv) Environment Department;
- (v) Environment Department – Support;
- (vi) Chief Executive's Office;
- (vii) Chief Executive's Office – Support;
- (viii) Corporate and Community Services Department – Community Resources;
- (ix) Corporate and Community Services Department – Support;
- (x) Other Expenditure and Income;
- (xi) Joint Boards;
- (xii) Contingency – Welfare;
- (xiii) Health and Social Care Partnership; and
- (xiv) Housing Revenue Account.

Whilst noting that the Council's projected revenue out-turn position was reported as an operational underspend of £1,776,000 or 0.76% of the annual budget, the report highlighted that this was a smaller forecast underspend than in previous reports and reflected the efforts made to better align budgets to spending needs. However, the current position offered opportunities to use the underspend to address some current and future pressures.

The report set out proposals for budget transfers in the current year to address the 3% pay offer for local government staff, and to fund additional investment of £460,000 in school, toilets, roads, mixed tenure works, defibrillators and the Council's Fairer East Ren plans. Furthermore, the report proposed that a further £826,000 of the underspend was earmarked to address anticipated pressures in 2019/20 and that all the proposals detailed in the report would reduce the forecast underspend to £490,000 or 0.21% of the Council's overall budget.

Furthermore, it was noted that a number of operational variances required management action to ensure that expenditure would be in line with budget at the end of the financial year. However, the report indicated that management action would lead to all overspends being recovered, that all underspends were consolidated wherever possible and that spending up to budget levels did not take place.

The Cabinet, having noted the reported probable out-turn position, agreed:-

- (a) to approve the budget adjustments and virements in relation to current year pay pressures and proposed initiatives as set out in the report;
- (b) to note the proposals to reduce the 2018/19 Revenue Budget and increase the 2019/20 Revenue Budget by £826,000 and that **this be remitted to the Council for approval**;
- (c) that the service virements and operational adjustments as set out in the report be approved;
- (d) that management action be taken to remedy the forecast overspends; and

- (e) that all departments continue to closely monitor their probable out-turn position.

### **GENERAL FUND CAPITAL PROGRAMME 2018/19**

**643.** The Cabinet considered a report by the Chief Financial Officer, monitoring expenditure as at 5 September 2018, against the approved General Fund Capital Programme 2018/19 and recommending adjustments where necessary in light of issues that had arisen since the programme had been approved.

Whilst noting the latest developments relating to the programme, including the latest income and expenditure movements and cash flow management issues, the report indicated that the projected shortfall of £318,000 which represented 0.8% of the resources available was within manageable limits.

The report highlighted that the Council had received an additional £1.264 million of grant funding from the Scottish Environmental Protection Agency (SEPA) for environmental improvements in Carlibar Park and Lavern Water area and that this would be spent over a number of years as schemes were developed. Detailed explanations and reasons for major movements within the programme were also set out in the report.

The Cabinet agreed to:-

- (a) **recommend to the Council** that the movements within the General Fund Capital Programme 2018/19 be approved; and
- (b) note that the shortfall of £318,000 would be managed and reported on a regular basis.

### **HOUSING CAPITAL PROGRAMME 2018/19**

**644.** The Cabinet considered a joint report by the Chief Financial Officer and Director of Environment, monitoring expenditure as at 7 September 2018 against the approved Housing Capital Programme 2018/19 and recommending adjustments where necessary in light of the issues that had arisen since the programme had been approved.

The report highlighted the latest developments relating to the programme, including the latest income and expenditure movements and cash flow management issues and indicated that the projected shortfall of £85,000 which represented 0.8% of the resources available was within manageable limits. The main movements within the programme related to the rephasing of planned Council house building projects, external structural works and renewal of central heating systems.

The Cabinet agreed to:-

- (a) approve the transfer of £90,000 from the Communal Door Entry Systems project to Estate Works;
- (b) **recommend to the Council** that the movements within the Housing Capital Programme 2018/19 be approved; and
- (c) note that the shortfall of £85,000 would be managed and reported on a regular basis.

## **ANNUAL PERFORMANCE RETURN (SCOTTISH SOCIAL HOUSING CHARTER)**

**645.** The Cabinet considered a report by the Director of Environment, advising of the Council's performance in the Annual Return on the Charter to the Scottish Housing Regulator (SHR) on the Scottish Social Housing Charter (SSHC). Details of the Council's performance against the indicators as set out by the Charter were appended to the report.

The report explained that the Scottish Social Housing Charter required each social landlord (councils and Housing Associations) to provide the SHR with details of performance against 37 performance indicators and information for 32 contextual indicators by 31 May each year which was known as the "Annual Return on the Charter" (ARC). The SHR used the information from the ARC and other sources to determine any key areas of risk identified in the Local Scrutiny Plan for each local authority.

The Council's performance and progress across key indicators including rent levels, arrears, tenant satisfaction, quality and maintenance of homes, housing maintenance, neighbourhood, access to housing and allocations was outlined in the report. In approximately 80% of the ARC indicators the Council had performed above the Scottish council average and also performed above the Scottish average for all landlords in key areas such as maintaining its homes, tackling anti-social behaviour and adaptations.

However, it was noted that in terms of overall tenant satisfaction the Council's performance was below the Scottish average. The reasons for this together with the action that the Council proposed to take to address this issue were outlined in the report.

The Cabinet noted the performance in the Annual Return on the Scottish Social Housing Charter.

## **SCOTTISH HOUSING REGULATOR**

**646.** Under reference to the Minute of the meeting of 24 May 2018 (Page 408, Item 448 refers), when it was agreed to note amongst other things the areas in the Local Scrutiny Plan that would be subject to external monitoring in 2018/19 including housing and homelessness, the Cabinet considered a report by the Director of Environment, advising on the issues highlighted as concerns for Housing Services in the Local Scrutiny Plan for 2018/19.

The report explained that the Scottish Housing Regulator (SHR) undertook an annual risk assessment of the performance of all Scottish landlords and engaged with landlords to address areas of concern. Whilst noting that data was submitted by the Council on a quarterly basis to the Scottish Government on the delivery of homelessness duties through a national database, the report explained that the role of the SHR was to assess performance against previous years and against other landlords. Any risks or concerns identified were highlighted to the relevant authority and included in the Local Scrutiny Plan.

Whilst noting that the two areas of concern included the percentage of applicants sleeping rough and the percentage of "return to" households that had been assessed as intentionally homeless, the report advised that these two issues would be monitored by the SHR in 2018/19 and also that engagement with Registered Tenant Organisations would remain a focus for the SHR. Details of how the Council was performing in respect of these two issues together with the current and future actions that the Council would take to address these matters were also outlined in the report.

The Cabinet noted the issues raised in the Local Scrutiny Plan and the current performance levels.

**STRATEGIC HOUSING INVESTMENT PLAN 2019-24**

**647.** The Cabinet considered a report by the Director of Environment, seeking approval for the proposed Strategic Housing Investment Plan (SHIP) 2019/20 – 2023/24 for submission to the Scottish Government. A copy of the programme was appended to the report.

Whilst noting that following submission of the Council's SHIP programme to the Scottish Government, a Strategic Local Programme Agreement (SLPA) which would take into account the Council's proposed programme would be prepared, the report explained that the government would set out the final agreed programme of housing projects that would be funded in East Renfrewshire through the Affordable Housing Supply Programme over the next 3 years. It was noted that details of the SLPA would be brought forward to a future meeting of the Cabinet for consideration in due course.

The report summarised the investment proposals for the development of new affordable housing in the SHIP 2019/20 to 2023/24 and highlighted that historic challenges had been associated with delivering the SHIP programme, both in relation to project slippage and the ownership of sites, despite overprogramming. These risks would be mitigated as far as possible by ongoing monitoring of delivery of the agreed programme, as well as continuing to identify land and other projects going forward which could address the shortfall of affordable homes in East Renfrewshire.

The Cabinet:-

- (a) approved the East Renfrewshire Strategic Housing Investment Plan 2019/20 to 2023/24 for submission to the Scottish Government by 26 October 2018; and
- (b) noted that a further report would be submitted to a future meeting of the Cabinet in relation to the resulting Strategic Local Programme Agreement (SLPA) with the Scottish Government, which would confirm the programme of housing projects being funded locally over the next 3 years.

CHAIR