

# COMMUNITY SERVICES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 30 October 2012

## Chair:

Councillor Hamish Stewart

## Councillors Present:

John Anderson, Ed Archer, Archie Buchanan (*substitute for Councillor Maggs*), Andy Carmichael, Pam Clearie, Russell Clearie, Gerry Convery, Peter Craig, Angela Crawley, Isobel Dorman, Hugh Dunsmuir, George Greenshields (Depute), Jim Handibode, Bill Holman, Graeme Home, Pat Lee (*substitute for Councillor Adams*), Joe Lowe, Edward McAvoy, Alex McInnes, John McNamee, John Menzies, Alice Marie Mitchell (*substitute for Councillor Falconer*), David Watson

## Councillors' Apologies:

Lynn Adams, Allan Falconer, Anne Maggs

## Attending:

### Community and Enterprise Resources

C McDowall, Executive Director; S Clelland, Head of Waste and Environmental Services; S Kelly, Head of Facilities, Fleet and Ground Services; A McKinnon, Head of Support Services

### Finance and Corporate Resources

G Booth, Accountant; N Docherty, Administration Assistant; J McDonald, Administration Adviser

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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 Community Services Committee held on 21 August 2012 were submitted for approval as a correct record.

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

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## 3 Community and Enterprise Resources - Revenue Budget Monitoring 2012/2013

A joint report dated 17 September 2012 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted comparing actual expenditure at 31 August 2012 against budgeted expenditure for 2012/2013 for Community and Enterprise Resources.

Details were provided on proposed budget virements in respect of Community Services to realign budgets.

### The Committee decided:

- (1) that the underspend on Community and Enterprise Resources' revenue budget of £0.015 million and the forecast to 31 March 2013 of a breakeven position be noted;
- (2) that the budget virements in respect of Community Services, as detailed in Appendices B to E to the report, be approved; and

- (3) that the budget virements in relation to Support Services, as detailed in Appendix J to the report, be endorsed and referred to the Enterprise Services Committee for approval.

*[Reference: Minutes of 21 August 2012 (Paragraph 3)]*

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#### **4 Community and Enterprise Resources - Capital Budget Monitoring 2012/2013**

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A joint report dated 17 September 2012 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted advising of progress on the Community and Enterprise Resources' capital programme 2012/2013 and summarising the expenditure position at 31 August 2012.

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

*[Reference: Minutes of 21 August 2012 (Paragraph 4)]*

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#### **5 Community and Enterprise Resources - Workforce Monitoring - July and August 2012**

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A joint report dated 1 October 2012 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the following employee information for Community and Enterprise Resources for the period July and August 2012:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers

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

*[Reference: Minutes of 21 August 2012 (Paragraph 5)]*

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#### **6 South Lanarkshire Core Path Plan**

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A report dated 3 October 2012 by the Executive Director (Community and Enterprise Resources) was submitted on the development of the South Lanarkshire Core Path Plan.

At its meeting on 28 September 2010, the Community Resources Committee had approved the final consultative draft version of the South Lanarkshire Core Path Plan together with the statutory consultation arrangements for the Plan.

The aim of the Plan was to identify a network of outdoor access routes suitable for use by walkers, cyclists, horse riders and those wishing to take non motorised access to inland water for recreational use and passage.

Following publication of the finalised draft Plan and completion of the statutory public consultation process, 178 valid objections from 142 individuals or businesses relating to 22 candidate Care Paths were received. Of those, 133 related to a single route. As a consequence, and as required under section 18(4) of the Land Reform (Scotland) Act, a Reporter from the Scottish Government's Directorate of Planning and Environmental Appeals was approached to undertake a Local Inquiry to consider the unresolved representations.

Notification had been received that Scottish Ministers had accepted the conclusions and recommendations of the Reporter and that the Core Path Plan could be adopted.

**The Committee decided:** that the South Lanarkshire Core Path Plan, as amended by Scottish Ministers, be adopted.

*[Reference: Minutes of 28 September 2010 (Paragraph 8)]*

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## **7 Review of Operating Procedures and Management Rules for Cemeteries**

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A report dated 1 October 2012 by the Executive Director (Community and Enterprise Resources) was submitted on a review of the Management Rules for Cemeteries and associated Operating Procedures.

The Council had a statutory obligation to provide and maintain cemeteries and burial grounds as outlined in the Burial Grounds (Scotland) Act 1855. In terms of the Civic Government (Scotland) Act 1982, the Council had authority to introduce Management Rules to control the way in which people used cemeteries and how they behaved whilst in a cemetery. The Management Rules were considered necessary in order to ensure that satisfactory levels of behaviour were adhered to by users of cemeteries.

It was proposed that the Management Rules, as detailed in the appendix to the report with the addition of a clause in relation to dog fouling, be approved and that a formal consultation exercise be undertaken on the Management Rules and Operating Procedures. As part of the consultation exercise, an opportunity would be provided to objectors to be heard.

**The Committee decided:**

- (1) that the draft Management Rules and Operating Procedures for Cemeteries, as detailed in the appendix to the report, with the inclusion of a clause relating to dog fouling, be approved as the basis for a public consultation exercise; and
- (2) that, on conclusion of the consultation exercise, a report be submitted to this Committee for approval prior to the Management Rules and Operating Procedures for Cemeteries being finalised and implemented.

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## **8 Review of Management Rules for Public Parks**

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A report dated 2 October 2012 by the Executive Director (Community and Enterprise Resources) was submitted on a review of the Management Rules for Public Parks.

In terms of the Civic Government (Scotland) Act 1982, the Council had authority to introduce Management Rules to control the way in which people used public parks together with how they behaved whilst in a public park.

The Management Rules were considered necessary in order to control the way in which people used Public Parks together with how they behaved whilst in a public park.

It was proposed that the Management Rules for Public Parks, as detailed in the appendix to the report, be approved and that a consultation exercise be undertaken on the Management Rules. As part of the consultation exercise, an opportunity would be provided to objectors to be heard.

**The Committee decided:**

- (1) that the draft Management Rules for Public Parks, as detailed in the appendix to the report, be approved as the basis for a public consultation exercise; and
- (2) that, on conclusion of the consultation exercise, a report be submitted to this Committee for approval prior to the Management Rules for Public Parks being finalised and implemented.

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**9 Domestic Refuse and Recycling Bins Uplifts - Festive Holiday Working Arrangements 2012/2013**

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A report dated 4 October 2012 by the Executive Director (Community and Enterprise Resources) was submitted on the arrangements for the uplift of domestic waste and recycling bins during the 2012/2013 festive holiday period.

Following negotiations with refuse collection staff and the trades unions, the following operational schedule for the 2012/2013 festive holiday period had been agreed:-

**Week commencing Monday 24 December 2012**

**Normal collection day**

Monday 24 December  
Tuesday 25 December  
Wednesday 26 December  
Thursday 27 December  
Friday 28 December

**Changed collection day**

No change  
Wednesday 26 December  
Thursday 27 December  
Friday 28 December  
Saturday 29 December

**Week commencing Monday 31 December 2012**

**Normal collection day**

Monday 31 December  
Tuesday 1 January  
Wednesday 2 January  
Thursday 3 January  
Friday 4 January

**Changed collection day**

No change  
Thursday 3 January  
Friday 4 January  
Saturday 5 January  
Sunday 6 January

Householders would be notified of the arrangements through the Council's website, adverts in the local press and posters in Council offices.

**The Committee decided:**

that the arrangements for the uplift of domestic waste and recycling bins during the 2012/2013 festive holiday period, as detailed above, be noted.

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**10 Refuse Collection - Special Uplift Service**

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A report dated 23 October 2012 by the Executive Director (Community and Enterprise Resources) was submitted providing an update on the refuse collection special uplift service since the introduction of charges on 1 April 2011.

Details were provided on the statistical information relating to the special uplift service and also on the following:-

- ◆ total number of uplift requests
- ◆ number of chargeable uplifts

- ♦ tonnage collected from uplifts
- ♦ average tonnage per uplift

In addition, details were also provided on the following:-

- ♦ the shortfall in income for 2011/2012
- ♦ the underspends to be used to fund the estimated shortfall in income from special uplifts in 2012/2013 and from 2013/2014

The number of reports of fly tipping incidents for the period April to August 2012 was 453, which was a decrease of 214 when compared with the same period in 2011/2012 and comparable with the same period in 2010 prior to the introduction of the special uplift charges.

**The Committee decided:** that the statistical and income information relating to the special uplift service since the introduction of charges on 1 April 2011 be noted.

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## 11 Annual Update on Resource Risk Register and Risk Control Plan

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A report dated 5 October 2012 by the Executive Director (Community and Enterprise Resources) was submitted on:-

- ♦ risk management activity which had taken place following the merger of Community and Enterprise Resources
- ♦ systems and controls in place within Community and Enterprise Resources to control and minimise risks
- ♦ details of Community and Enterprise Resources' current Risk Control Register

The Resource had followed Council guidance in developing, monitoring and updating its Risk Control Register on an ongoing basis. The Register had been developed to ensure that the Resource was fully aware of the main risks that it had, was able to prioritise those risks and had controls in place to eliminate or minimise the impact of the risk.

The risks were scored in accordance with the Council's scoring mechanism which scored risks based on likelihood and impact of risk. This resulted in risks being scored between 1 to 9 (low to high). Risks were scored on their inherent risk (risk if nothing done) and their residual risk (risk after applying controls).

The Risk Register for the Resource had been developed and was monitored on a quarterly basis to add new risks and to review the scores of existing risks. The Register was maintained within the Corporate Risk Management Figtree computer system and updated by designated officers within Community and Enterprise Resources.

The main risks for the Resource were detailed in the appendix to the report.

**The Committee decided:** that the systems and controls in place to monitor risks within Community and Enterprise Resources be noted.

*[Reference: Minutes of 17 January 2012 (Paragraph 9)]*

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## 12 Urgent Business

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There were no items of urgent business.

