

COMMUNITY SERVICES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 19 March 2013

Chair:

Councillor Hamish Stewart

Councillors Present:

Lynn Adams, John Anderson, John Cairney, Andy Carmichael, Pam Clearie, Gerry Convery, Peter Craig, Angela Crawley, Isobel Dorman, Allan Falconer, Graeme Horne, Gerard Killen, Pat Lee (*substitute for Councillor Holman*), Joe Lowe, Edward McAvoy, Lesley McDonald (*substitute for Councillor Menzies*), Alex McInnes, Anne Maggs, Alice Marie Mitchell (*substitute for Councillor Dunsmuir*), David Watson

Councillors' Apologies:

Ed Archer, Russell Clearie, Hugh Dunsmuir, George Greenshields (Depute), Jim Handibode, Bill Holman, John McNamee, John Menzies

Attending:**Community and Enterprise Resources**

C McDowall, Executive Director; C Brown, Environmental Services Manager; 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

Chair's Opening Remarks

The Chair welcomed Councillor Maggs back following her absence and also welcomed Councillor Killen to his first meeting of the Committee.

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Community Services Committee held on 22 January 2013 were submitted for approval as a correct record.

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

3 Minutes of Special Meeting

The minutes of the special meeting of the Community Services Committee held on 6 February 2013 were submitted for approval as a correct record.

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

4 Community Services - Revenue Budget Monitoring 2012/2013

A joint report dated 29 January 2013 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted comparing actual expenditure at 18 January 2013 against budgeted expenditure for 2012/2013 for Community Services.

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

The Committee decided:

- (1) that the underspend on the Community Services' revenue budget of £0.038 million and the forecast to 31 March 2013 of an underspend of £0.057 million be noted; and
- (2) that the budget virements in respect of Community Services, as detailed in Appendices B to F to the report, be approved.

[Reference: Minutes of 22 January 2013 (Paragraph 3)]

5 Community Services - Capital Budget Monitoring 2012/2013

A joint report dated 29 January 2013 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted advising of progress on the Community Services' capital programme 2012/2013 and summarising the expenditure position at 18 January 2013.

The Committee decided: that the report be noted.

[Reference: Minutes of 22 January 2013 (Paragraph 4)]

6 Community Services - Workforce Monitoring - December 2012 and January 2013

A joint report dated 20 February 2013 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the following employee information for Community Services for December 2012 and January 2013:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers
- ◆ Joint Staffing Watch as at 8 December 2012

The Committee decided: that the report be noted.

[Reference: Minutes of 22 January 2013 (Paragraph 5)]

7 Establishment - Facilities, Fleet and Grounds Services

A joint report dated 1 March 2013 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the establishment of an additional post of Landscape Development Officer within Facilities, Fleet and Ground Services.

In order to support the volume of work within the Landscape Design Section of Grounds Services, it was proposed that 1 additional post of Landscape Development Officer on Grade 3, Level 2, SCP 55-56 (£25,165 to £29,235) be established on a temporary basis, for a period of up to 12 months, to enable community organisations to maximise external funding opportunities.

The costs associated with the establishment of this post would be met through additional income from design fees.

The Committee decided: that 1 additional post of Landscape Development Officer on Grade 3, Level 2, SCP 55-56 (£25,165 to £29,235) be established on a temporary basis, for a period of up to 12 months, within Facilities, Fleet and Ground Services.

8 Waste Management and Improvement Team

A joint report dated 12 March 2013 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the establishment of a team to develop waste management arrangements and identify operational changes required in the coming years for the efficient and effective collection and disposal of waste.

It was proposed that the following temporary posts be established for a period of 4 years:-

- ◆ 1 post of Waste Management Adviser on Grade 4, Level 2-5, SCP 79-88 (£36,005 to £41,188)
- ◆ 1 post of Waste Management Officer on Grade 3, Level 1-4, SCP 50-80 (£23,377 to £33,432)
- ◆ 1 post of Waste Assistant on Grade 2, Level 1-4, SCP 31-57 (£17,610 to £25,932)

The costs associated with those posts would be met from the existing revenue budget for Waste and Environmental Services.

The Committee decided: that the following temporary posts be established for the Waste Management and Improvement Team for a period of 4 years:-

- ◆ 1 post of Waste Management Adviser on Grade 4, Level 2-5, SCP 79-88 (£36,005 to £41,188)
- ◆ 1 post of Waste Management Officer on Grade 3, Level 1-4, SCP 50-80 (£23,377 to £33,432)
- ◆ 1 post of Waste Assistant on Grade 2, Level 1-4, SCP 31-57 (£17,610 to £25,932)

9 Review of Management Rules for Public Parks

A report dated 19 February 2013 by the Executive Director (Community and Enterprise Resources) was submitted on the outcome of the consultation exercise undertaken in terms of the review of Management Rules for Public Parks.

At its meeting on 30 October 2013, the Committee had approved the draft Management Rules for Public Parks for consultation and during the period from 1 to 31 December 2012 the documents had been made available for public consultation on the Council's website and at the following locations:-

- ◆ libraries
- ◆ Council headquarters

- ◆ South Lanarkshire Crematorium

No enquiries or comments had been received in the course of the consultation period.

The Committee decided:

- (1) that the results of the consultation exercise be noted; and
- (2) that the Management Rules for Public Parks be approved.

[Reference: Minutes of 30 October 2012 (Paragraph 8)]

10 Review of Operating Procedures and Management Rules for Cemeteries

A report dated 21 February 2013 by the Executive Director (Community and Enterprise Resources) was submitted on the outcome of the consultation exercise undertaken in terms of the review of Operating Procedures and Management Rules for Cemeteries.

At its meeting on 30 October 2012, the Committee had approved the draft Operating Procedures and Management Rules for Cemeteries for consultation and, during the period from 1 to 31 December 2012, the documents had been made available for public consultation on the Council's website and at the following locations:-

- ◆ libraries
- ◆ Council headquarters
- ◆ South Lanarkshire Crematorium

In the course of the consultation period, 2 sets of responses were received in relation to the review of the Operating Procedures and Management Rules for Cemeteries. Neither of the responses, which were detailed in an appendix to the report, materially affected the proposed Operating Procedures and Management Rules for Cemeteries.

It was, however, proposed that clause 14.1 of the Operating Procedures and Management Rules for Cemeteries be amended as follows:-

"The Council shall be at liberty to alter these Rules and Regulations or any part of them, at any time as they may see fit and may enforce (or decline to enforce) such Rules as they think fit for the proper or better management of the Council".

The Committee decided:

- (1) that the results of the consultation exercise be noted;
- (2) that clause 14.1 of the Operating Procedures and Management Rules for Cemeteries be amended as detailed above; and
- (3) that the Operating Procedures and Management Rules for Cemeteries, as amended, be approved.

[Reference: Minutes of 30 October 2012 (Paragraph 7)]

11 Food Hygiene Information Scheme (FHIS)

A report dated 19 February 2013 by the Executive Director (Community and Enterprise Resources) was submitted on the Food Hygiene Information Scheme (FHIS).

The Council had been operating a similar scheme within the South Lanarkshire area since April 2007 informing consumers on the food hygiene compliance of local food businesses. The FHIS was an initiative developed by the Food Standards Agency (Scotland) in conjunction with consumer organisations, local authorities and organisations representing food businesses. All local authorities in Scotland were being encouraged to participate in the scheme in advance of the Commonwealth Games in 2014. Subject to approval, the Scheme would be fully operational throughout South Lanarkshire by the end of March 2014.

It was proposed to adopt the FHIS format but retain some key features of the Council's local Scheme such as publishing all inspection reports on the Council's internet.

The FHIS was designed to give straightforward, easily understood information about how each food business had fared at its last inspection by officers from Environmental Services. This information was provided in the form of a certificate which was normally displayed at the premises.

The costs associated with setting up the Scheme would be met from funding of up to £13,000 provided by the Food Standards Agency.

The Committee decided: that the Food Hygiene Information Scheme be implemented within South Lanarkshire.

12 Award from the Soil Association - Food for Life Catering Mark

A report dated 4 March 2013 by the Executive Director (Community and Enterprise Resources) was submitted on the Council's recent success in obtaining a bronze award in the Soil Association's "Food for Life" Catering Mark.

The Catering Mark was the Soil's Association's national food award and was only UK-wide certification scheme that provided a guarantee that food was fresh, seasonal and better for animal welfare.

The standards required caterers to make step-by-step progress towards using more local free range, fair trade and organic ingredients to produce healthier menus.

Following the successful implementation of the nutrient standards in school meals and achieving the Healthy Living Award for the menus in the staff restaurant at Council headquarters, Facilities Services had successfully changed the menus for older people at lunch clubs with a view to ensuring healthier, balanced diets. The aim was to provide quality lunches that met the standards set out in the Soil Association's "Food for Life" Catering Mark.

The Committee decided: that the report be noted.

13 Urgent Business

There were no items of urgent business.