

# CORPORATE RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 8 February 2006

**Chair:**

Councillor Pat Watters

**Councillors Present:**

David Baillie, Archie Buchanan, Pam Clearie, Stewart Crawford, Gerry Docherty (Depute), Jim Docherty, Bev Gauld, Liz Handibode, Davy Keirs, Brian McCaig, John McGuinness, Ian McInnes, Denis McKenna, Mary McNeill, Henry Mitchell, Patricia Osborne, William Ross (Senior Depute), Betty Rush, David Shearer, May Smith

**Councillors' Apologies:**

Jim Daisley, Tommy Gilligan, Carol Hughes, Edward McAvoy, Billy McCaig, Michael McCann, David McLachlan, John Ormiston, Graham Scott, Jim Wardhaugh

**Attending:**

**Corporate Resources**

A Cuthbertson, Executive Director; G Killin, Head of Personnel Services; S McLeod, Administration Officer

**Finance and Information Technology Resources**

J Taylor, Assistant Finance Manager (Accounting and Budgeting)

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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 Corporate Resources Committee held on 16 November 2005 were submitted for approval as a correct record.

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

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## 3 Minutes of Special Meeting

The minutes of the special meeting of the Corporate Resources Committee held on 25 January 2006 were submitted for approval as a correct record.

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

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## 4 Revenue Budget Monitoring 2005/2006 - Corporate Resources

A joint report dated 13 January 2006 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was submitted comparing actual expenditure at 30 December 2005 against budgeted expenditure for 2005/2006 for Corporate Resources.

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

*[Reference: Minutes of 16 November 2005 (Paragraph 3)]*

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## **5 Capital Budget Monitoring 2005/2006 - Corporate Resources**

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A joint report dated 18 January 2006 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was submitted advising of progress on Corporate Resources' capital programme for 2005/2006 and summarising the expenditure position at 30 December 2005.

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

*[Reference: Minutes of 16 November 2005 (Paragraph 4)]*

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## **6 Corporate Resources' Workforce Monitoring - October to December 2005**

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A report dated 13 January 2006 by the Executive Director (Corporate Resources) was submitted on the following employee information for Corporate Resources for the period October to December 2005:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers
- ◆ Joint Staffing Watch as at 10 December 2005

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

*[Reference: Minutes of 16 November 2005 (Paragraph 5)]*

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## **7 Council-wide Workforce Monitoring - October to December 2005**

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A report dated 12 January 2006 by the Executive Director (Corporate Resources) was submitted on the following Council-wide employee information for the period October to December 2005:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers
- ◆ labour turnover
- ◆ recruitment monitoring
- ◆ Joint Staffing Watch as at 10 December 2005

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

*[Reference: Minutes of 16 November 2005 (Paragraph 6)]*

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## **8 Corporate Resources Structure**

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A report dated 11 January 2006 by the Executive Director (Corporate Resources) was submitted on a revised structure for Corporate Resources.

Corporate Resources had been restructured in 2003 following the retirement of the Head of Operations. Each Service had since been reviewed in light of operational experience and service development and, as a result, the following recommendations had been made:-

- ◆ that the work of Information Services, with the exception of consultation and Freedom of Information, be transferred from Corporate Communications and Public Affairs to Administration Services
- ◆ that the responsibility for Data Protection be transferred from Finance and Information Technology Resources to Legal Services
- ◆ that the work of Consultation Services be transferred from Corporate Communications and Public Affairs to Personnel Services
- ◆ that responsibility for Freedom of Information be transferred from Corporate Communications and Public Affairs to Legal Services

To reflect the development in services and the various changes, it was proposed that the following posts would be deleted from the senior/middle management of the Resource:-

- |                                |                     |
|--------------------------------|---------------------|
| ◆ Corporate Services Manager   | ◆ Project Manager   |
| ◆ Information Services Manager | ◆ Diversity Manager |

This could be achieved by voluntary retirements and the matching in to posts.

The changes to the structure would result in a saving of £276,500 per annum, including employer's contributions.

### **The Committee decided:**

- (1) that the revised structure for the senior/middle management within Corporate Resources, as detailed in the appendix to the report, be approved; and
- (2) that responsibility for Data Protection be transferred from the Executive Director (Finance and Information Technology Resources) to the Head of Legal Services.

*[Reference: Minutes of 2 July 2003 (Paragraph 6)]*

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## **9 No Smoking Legislation and Revised No Smoking Policy**

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A report dated 23 January 2006 by the Executive Director (Corporate Resources) was submitted on:-

- ◆ the implications for the Council of the Smoking, Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 which would prohibit smoking in public places from 26 March 2006
- ◆ a revised No Smoking Policy for the Council

As a result of the new legislation, the Council would require to display No Smoking signs in or on any premises affected by the ban and a review had been undertaken to identify those premises affected. In addition, there would be a requirement to close the smoking enclosure located at Council headquarters and alternative uses for this area were being considered.

The revised No Smoking Policy was attached as an appendix to the report and showed that all Council buildings/grounds, surrounding premises and vehicles would be smoke free with the following exceptions:-

- ◆ Council residential premises
- ◆ private premises where employees were working in a member of the public's private accommodation

In line with guidance issued by the Scottish Executive, Resources were developing a register of service users who smoked as part of their action plans to address issues and minimise risks to employees who were required to work in areas where they were exposed to second-hand smoke.

Council employees had been surveyed as part of the review of the No Smoking Policy and this had highlighted the need to raise awareness of the Policy and the support available to employees who might wish to stop smoking when the revised Policy was rolled out. Executive Directors would be responsible for the implementation of the No Smoking Policy within their Resource and the revised Policy would be communicated using "The Works" magazine, employee bulletins and team briefings.

Any costs associated with implementing the revised No Smoking Policy and meeting the legislative requirements would be met from existing budgets.

**The Committee recommended to the Executive Committee:**

- (1) that the revised No Smoking Policy be approved; and
- (2) that Executive Directors be responsible for the implementation of the No Smoking Policy within their Resource.

*[Reference: Minutes of 8 August 2000 (Paragraph 5)]*

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## **10 Review of Charges 2006/2007 - Corporate Resources**

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A report dated 17 January 2006 by the Executive Director (Corporate Resources) was submitted requesting approval for the implementation of revised charges for 2006/2007 for:-

- ◆ archives
- ◆ civil marriage ceremony accommodation fees
- ◆ civic licensing fees
- ◆ legal charges

Corporate Resources had undertaken a review of service charges and it was proposed that an inflation increase of 2.5% be applied with effect from 1 April 2006. This would generate an additional £8,000 in the revenue budget for 2006/2007.

**The Committee decided:** that the charges for the Corporate Resources services referred to above be increased by 2.5% with effect from 1 April 2006.

*[Reference: Minutes of 9 March 2005 (Paragraph 8)]*

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**11 Appeals Panel**

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The minutes of the meetings of the Appeals Panel held on 14 and 30 November and 2 and 12 December 2005 were submitted for approval as a correct record.

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

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**12 Recruitment Panel**

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The minutes of the meetings of the Recruitment Panel held on 19 December 2005 and 17 January 2006 were submitted for approval as a correct record.

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

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**13 Urgent Business**

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There were no items of urgent business.