

# COMMUNITY SERVICES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 21 August 2012

## Chair:

Councillor Hamish Stewart

## Councillors Present:

John Anderson, Ed Archer, Walter Brogan (*substitute for Councillor McAvoy*), Andy Carmichael, Pam Clearie, Russell Clearie, Gerry Convery, Peter Craig, Angela Crawley, Isobel Dorman, Hugh Dunsmuir, Allan Falconer, George Greenshields (Depute), Bill Holman, Joe Lowe, Lesley McDonald (*substitute for Councillor Watson*), Jim McGuigan (*substitute for Councillor Horne*), Alex McInnes, John McNamee, Anne Maggs, John Menzies, Alice Marie Mitchell (*substitute for Councillor Handibode*)

## Councillors' Apologies:

Lynn Adams, Jim Handibode, Graeme Horne, Edward McAvoy, David Watson

## 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 19 June 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 20 July 2012 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted comparing actual expenditure at 8 June 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 overspend on Community and Enterprise Resources' revenue budget of £0.027 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 19 June 2012 (Paragraph 2)]*

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

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A joint report dated 20 July 2012 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted advising of progress on Community and Enterprise Resources' capital programme 2012/2013 and summarising the expenditure position at 8 June 2012.

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

*[Reference: Minutes of 19 June 2012 (Paragraph 3)]*

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#### **5 Community and Enterprise Resources - Workforce Monitoring - May and June 2012**

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A joint report dated 1 August 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 May and June 2012:-

- ♦ attendance statistics
- ♦ occupational health statistics
- ♦ accident/incident statistics
- ♦ disciplinary hearings, grievances and Dignity at Work cases
- ♦ analysis of leavers
- ♦ Joint Staffing Watch as at 9 June 2012

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

*[Reference: Minutes of 19 June 2012 (Paragraph 4)]*

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#### **6 Community and Enterprise Resources' Resource Plan 2012/2013**

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A report dated 27 July 2012 by the Executive Director (Community and Enterprise Resources) was submitted on Community and Enterprise Resources' Resource Plan for 2012/2013. Details were provided on:-

- ♦ Resource achievements and performance during 2011/2012
- ♦ Resource objectives and actions for 2012/2013
- ♦ capital and revenue resources for 2012/2013
- ♦ the organisational structure of the Resource

The Resource Plan would also require to be considered by the Enterprise Services Committee prior to being submitted to the Executive Committee for formal approval.

In line with the Council's revised performance management arrangements, a mid year progress report on actions identified in the 2012/2013 Resource Plan would be submitted to future meetings of both this Committee and the Enterprise Services Committee.

**The Committee decided:** that the Community and Enterprise Resources' Resource Plan for 2012/2013 be endorsed and referred to the Enterprise Services Committee for its consideration.

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## **7 Urgent Business**

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There were no items of urgent business.