

CORPORATE RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 15 February 2012

Chair:

Councillor Hugh Dunsmuir (Chair)

Councillors Present:

Alex Allison, David Baillie, Graeme Campbell, Bev Gauld, Bill Holman, Lesley McDonald, Jim McGuigan, Brian McKenna, Denis McKenna, Davie McLachlan, Anne Maggs, James Malloy, John Murray, Bert Thomson, Richard Tullett, Jim Wardhaugh, Sheena Wardhaugh, Pat Watters (Depute)

Councillors' Apologies:

Pam Clearie, Jim Docherty, Graeme Horne, Edward McAvoy, Danny Meikle

Attending:

Finance and Corporate Resources

P Manning, Executive Director; S Abbott; Administration Assistant, G McCann, Head of Legal Services; S McLeod, Administration Officer; K McVeigh, Head of Personnel Services; A Murray, Finance Adviser

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Corporate Resources Committee held on 23 November 2011 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 Corporate Resources Committee held on 2 February 2012 were submitted for approval as a correct record.

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

4 Revenue Budget Monitoring 2011/2012 - Corporate Resources

A report dated 11 January 2012 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure at 22 December 2011 against budgeted expenditure for 2011/2012 for Corporate Resources.

Details were provided on proposed budget virements to realign budgets.

The Committee decided:

- (1) that the breakeven position on Corporate Resources' revenue budget, as detailed in Appendix A to the report, and the forecast to 31 March 2012 of an overspend of £0.021 million be noted; and
- (2) that the budget virements, as detailed in the appendices to the report, be approved.

[Reference: Minutes of 23 November 2011 (Paragraph 3)]

5 Corporate Resources - Workforce Monitoring - October and November 2011

A report dated 17 January 2012 by the Executive Director (Finance and Corporate Resources) was submitted on the following employee information for Corporate Resources for October and November 2011:-

- ◆ 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 23 November 2011 (Paragraph 4)]

6 Council-wide Workforce Monitoring - October and November 2011

A report dated 17 January 2012 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for October and November 2011:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ labour turnover/analysis of leavers and exit interviews
- ◆ recruitment monitoring

The Committee decided: that the report be noted.

[Reference: Minutes of 23 November 2011 (Paragraph 5)]

7 Statutory Performance Indicators 2010/2011

A report dated 12 December 2011 by the Executive Director (Finance and Corporate Resources) was submitted on Corporate Resources' audited Statutory Performance Indicators for the financial year 2010/2011 and improvement actions which had been put in place by the Resource.

Comparisons and explanations, where appropriate, were provided for the financial years 2008/2009, 2009/2010 and 2010/2011.

The Committee decided: that the Corporate Resources' Statutory Performance Indicators for 2010/2011 be noted.

[Reference: Minutes of 10 November 2010 (Paragraph 7) and Executive Committee of 14 December 2011 (Paragraph 10)]

8 Legal Services' Structure

A revised report (tabled) dated 14 February 2012 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ the level of saving achieved in the financial years 2009/2010 and 2010/2011 from the reduction in outsourced legal work which amounted to £480,000
- ◆ a proposed amendment to the Legal Services' structure to accommodate the retention of work in-house which would previously have been outsourced to specialist legal firms

The centralisation of Legal Services had been approved by the Executive Committee at its meeting on 28 January 2009 and, at that time, it had been anticipated that a decrease in outsourced legal work would, over time, achieve savings in the region of £250,000. As a result of the National Diagnostic review of management structures, 3 posts of Legal Services Adviser had been identified for removal from the establishment. However, no account had been taken of any specialist function carried out by the Advisers or the increase in workload arising from the reduction in outsourced legal work. 1 post of Adviser had been removed from the establishment in 2009 and the 2 other posts were due to be removed during 2012.

In light of the potential impact on the level of saving achieved from the retention of outsourced legal work in-house and the reduction in available specialist advice, it was proposed that:-

- ◆ 1 of the 2 identified posts of Legal Services Adviser be retained within the Legal Services' structure
- ◆ 1 post of Solicitor on Grade 3, Level 1-8, Spinal Column Point (SCP) 50-80 (£23,377 to £36,553) be added to the structure

The proposed amendment to the structure would facilitate a continued financial saving to the Council in relation to outsourced legal work. The reduction in the number of Adviser posts would be achieved through either early retirement/voluntary severance or redeployment.

The Committee decided:

- (1) that 1 post of Legal Services Adviser be retained within the Legal Services' structure;
- (2) that 1 post of Solicitor on Grade 3, Level 1-8, Spinal Column Point (SCP) 50-80 (£23,377 to £36,553) be added to the structure; and
- (3) that the level of saving resulting from the reduction in outsourced legal work be noted.

[Reference: Minutes of Executive Committee of 9 September 2009 (Paragraph 10)]

9 Revised Travel and Subsistence Policy

A report dated 27 January 2012 by the Executive Director (Finance and Corporate Resources) was submitted on a revised Travel and Subsistence Policy.

The Travel and Subsistence Policy set out the framework within which employees were reimbursed for additional expenditure incurred whilst undertaking official duties, for example arrangements for business travel, subsistence, etc.

The Policy had been revised to take account of a number of factors including the Pool Car Scheme and the Employee Travel Plan. From April 2011, pool cars had been made available to employees for business travel and employees were no longer expected to undertake significant mileage in their own vehicles. In addition, the Employee Travel Plan encouraged employees to consider alternative travel options in relation to business travel and was consistent with the aims of the Council's Carbon Management Plan to reduce carbon emissions.

The key changes to the Policy were summarised in the report and the revised Travel and Subsistence Policy was attached as an appendix.

The Committee recommended to the Executive Committee: that the revised Travel and Subsistence Policy be approved.

10 Appeals Panel

The minutes of the meetings of the Appeals Panel held on 1 and 15 December 2011, 19 and 23 January and 1 February 2012 were submitted for approval as a correct record.

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

11 Annual Report on Mainstreaming Equalities and Diversity

A report dated 24 November 2011 by the Executive Director (Finance and Corporate Resources) was submitted on the work being undertaken by Finance and Corporate Resources to meet the commitments in the Council's Single Equality Scheme and Equality and Diversity Strategy.

Details were provided on the work ongoing within each of the Services and on the following specific areas:-

- ◆ Resource and Service Planning
- ◆ mainstreaming equalities
- ◆ support to partnerships including the South Lanarkshire Disability Partnership and Diversity Monitoring Group (DMG)
- ◆ performance measurement
- ◆ employment
- ◆ employee development and vocational training programmes
- ◆ communication and support to raise awareness of the Council's commitment both internally and within the community at large

The Committee decided: that the report be noted.

[Reference: Minutes of Corporate Resources Committee of 10 November 2010 (Paragraph 12)]

12 Annual Update on Resource Risk Register

A report dated 5 January 2012 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ systems and controls in place within the Resource to control and minimise risks
- ◆ the Corporate 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 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 Internal Audit's Figtree computer system and updated by designated officers within Finance and Corporate Resources.

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

The Committee decided: that the system and controls in place to monitor risks within the Resource be noted.

[Reference: Minutes of 10 November 2010 (Paragraph 11)]

13 Framework Agreement for the Provision of External Printing and Promotional Printed Products

A report dated 26 January 2012 by the Executive Director (Finance and Corporate Resources) was submitted on action taken, in terms of Standing Order No 20.2 of the Standing Orders on Contracts, by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to enter into a Framework Agreement for the Provision of External Printing and Promotional Printed Products, for the period from 1 February 2012 to 31 January 2015, with the top ranked successful tenderers for each lot.

The 5 lots were as follows:-

- ◆ Lot 1: External Litho printing in 4, 2 or 1 colour(s)
- ◆ Lot 2: Exhibition wide format printing
- ◆ Lot 3: External digital printing
- ◆ Lot 4: External envelope printing – Litho
- ◆ Lot 5: External printing and supply of promotional items

Details were provided on the tender process and the evaluation of the compliant submissions. The top ranking suppliers included in the Framework Agreements were detailed in the appendix to the report.

The Committee decided: that the action taken, in terms of Standing Order No 20.2 of the Standing Orders on Contracts, by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to enter into a Framework Agreement for the Provision of External Printing and Promotional Printed Products, for the period 1 February 2012 to 31 January 2015, with the top ranked successful tenderers for each lot, be noted.

14 Support for Help for Heroes Fundraising Dinner

A report dated 26 January 2012 by the Executive Director (Finance and Corporate Resources) was submitted on action taken, in terms of Standing Order No 36(c) because of the timescales involved, by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to approve Council support for a fundraising dinner in aid of the Help for Heroes Charity.

Based on 220 attendees, it had been estimated that the cost of providing support would be in the region of £6,000. Originally, the event was to have been staged on 16 March 2012. However, that date was no longer suitable and an alternative date had been requested later in the year.

The Committee decided:

- (1) that the action taken, in terms of Standing Order No 36(c), by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to approve Council support for a fundraising dinner in aid of the Help for Heroes Charity, be noted; and
- (2) that the requirement to identify an alternative date for the event later in the year be noted.

15 Urgent Business

There were no items of urgent business.

Closing Remarks

The Chair thanked members and officers for their hard work and support during the past 5 years. He wished all those members who were standing for re-election the best of luck in the forthcoming elections and those who were standing down all the very best for the future.

In particular, the Chair thanked Councillor Watters and Robert McIlwain, Executive Director (Corporate Resources), for their support to the Corporate Resources Committee and their dedication to South Lanarkshire Council and wished them both a long and happy retirement. He also thanked Councillor Denis McKenna for his work as the previous Chair of the Corporate Resources Committee. Councillors Maggs, McDonald and D McKenna, in turn, echoed the sentiments expressed by the Chair.

Councillor Watters responded in suitable terms.