

# CORPORATE RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 15 December 2004

**Chair:**

Councillor Pat Watters

**Councillors Present:**

David Baillie, Jim Docherty, Bev Gauld, Tommy Gilligan, Liz Handibode, Carol Hughes, Hector Macdonald, Billy McCaig, Brian McCaig, Michael McCann, Ian McInnes, Denis McKenna, Mary McNeill, Henry Mitchell, John Ormiston, Patricia Osborne, William Ross (Senior Depute), Betty Rush, Graham Scott, David Shearer, Jim Wardhaugh

**Councillors' Apologies:**

Archie Buchanan, Pam Clearie, Stewart Crawford, Jim Daisley, Gerry Docherty (Depute), Davy Keirs, Edward McAvoy, John McGuinness, David McLachlan, May Smith

**Attending:**

**Corporate Resources**

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

**Finance and Information Technology**

A Murray, 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 20 October 2004 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 Revenue Budget Monitoring 2004/2005 – Corporate Resources

A joint report dated 23 November 2004 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was submitted comparing actual expenditure at 12 November 2004 against budgeted expenditure for 2004/2005 for Corporate Resources.

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

*[Reference: Minutes of 20 October 2004 (Paragraph 3)]*

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#### **4 Capital Budget Monitoring 2004/2005 – Corporate Resources**

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A joint report dated 24 November 2004 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was submitted advising of progress on

Corporate Resources' capital programme for 2004/2005 and summarising the expenditure position at 12 November 2004.

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

*[Reference: Minutes of 20 October 2004 (Paragraph 4)]*

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#### **5 Workforce Monitoring - September and October 2004**

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A report dated 18 November 2004 by the Executive Director (Corporate Resources) was submitted on the following employee information for Corporate Resources for September and October 2004:-

- ◆ attendance statistics
- ◆ analysis of leavers
- ◆ accident/incident statistics
- ◆ occupational health
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ Joint Staffing Watch as at 11 September 2004

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

*[Reference: Minutes of 20 October 2004 (Paragraph 5)]*

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#### **6 Council-wide Workforce Monitoring Report - September and October 2004**

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A report dated 11 November 2004 by the Executive Director (Corporate Resources) was submitted on the following Council-wide employee information for September and October 2004:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers
- ◆ labour turnover
- ◆ recruitment monitoring
- ◆ Joint Staffing Watch as at 11 September 2004

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

*[Reference: Minutes of 20 October 2004 (Paragraph 6)]*

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## **7 Provision of an Advisory Service for the Ethnic Minority Community in Lanarkshire**

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A report dated 23 November 2004 by the Executive Director (Corporate Resources) was submitted on the funding of an Advisory Service for the ethnic minority community in Lanarkshire.

The Council had a statutory duty to promote racial equality and prevent discrimination. This included supporting the provision of a means by which the Black and Ethnic Minority population could access specialist advisory services on a range of matters. Services, including advice on racial harassment and discrimination, welfare rights, immigration and nationality could currently be accessed through the Ethnic Minority Law Centre (EMLC), Citizens Advice Bureaux (CABs), and the West of Scotland Race Equality Council (WSREC).

However, the Commission for Racial Equality had conducted a review of Race Equality Councils and, as a result, had withdrawn most of their funding. The Council had continued to provide funding to WSREC on a quarterly basis in light of concerns about its future viability.

Following discussion between officers from this Council and from North Lanarkshire Council within the recently formed Lanarkshire Race Equality Partners Group, and consultation with the EMLC and the CABs, a Lanarkshire wide Advisory Service provided through the EMLC and CABs had been identified as both a viable and cost effective solution. This pan-Lanarkshire approach would reflect that adopted by the local ethnic minority community which had recently come together to form the Lanarkshire Ethnic Minority Action Group (LEMAG).

It was, therefore, proposed that a 2 tier Advisory Service be developed to be funded by:-

- ◆ establishing a service level agreement for 3 years with the EMLC for the provision of an Advisory Service commencing in January 2005 which would include a commitment to training and support for the CABs
- ◆ incorporating a reference to participation in an advisory service for the ethnic minority community in the CABs service legal agreement
- ◆ combining current Council funding for WSREC (£3,000) and the EMLC (£2,500) with £12,500 from the mainstream Corporate Resources budget to meet full year costs estimated at £18,000
- ◆ ceasing the existing Council funding of £3,000 to WSREC with effect from 31 March 2005

### **The Committee decided:**

- (1) that a Service Level Agreement be drawn up with the Ethnic Minority Law Centre to ensure the provision of an Advisory Service to meet the needs of the ethnic minority community in Lanarkshire;
- (2) that funding of £18,000 be provided on a 3 year pilot basis to the Ethnic Minority Law Centre;
- (3) that the Citizens Advice Bureaux form a part of a 2 tier arrangement with the Ethnic Minority Law Centre and that this be reflected in future service level agreements with the CAB; and
- (4) that the Council funding for the West of Scotland Race Equality Council cease with effect from 31 March 2005.

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## 8 Employee Attitude Survey

A report dated 11 November 2004 by the Executive Director (Corporate Resources) was submitted on the results of the 2004 Employee Attitude Survey. The Survey had reviewed attitudes held by employees in relation to involvement, development, communication and corporate identity.

A comparison had been made with the 3 previous Attitude Surveys carried out and there had been an overall improvement in the 2004 Survey results compared with the 1999 Survey.

The results of the Survey would be used by Resources for the implementation of the Health and Safety Executive stress management standards. An article would be included in The Works magazine to allow the main findings to be presented to all employees.

### **The Committee decided:**

- (1) that the results of the Employee Attitude Survey for 2004 be noted;
- (2) that the results of the Survey be used by Resources for the implementation of the Health and Safety Executive stress management standards; and
- (3) that a further survey be carried out within the next 18 to 24 months.

*[Reference: Minutes of 26 June 2002 (Paragraph 6)]*

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## 9 Appeals Panel

The minutes of the meetings of the Appeals Panel held on 15 October and 11 and 29 November 2004 were submitted for approval as a correct record.

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

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## 10 Recruitment Panel

The minutes of the meetings of the Recruitment Panel held on 26 October and 16 November 2004 were submitted for approval as a correct record.

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

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## 11 Early Retirement and Redeployment

A joint report dated 10 November 2004 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was submitted on early retirements and the redeployment exercise during the period 1 April to 30 September 2004. Authority had been delegated to the Executive Director (Corporate Resources), in consultation with the Executive Director (Finance and Information Technology Resources), to approve applications for early retirement on the basis that a report detailing the corresponding costs and savings would be submitted to the Committee at 6 monthly intervals.

Details were given on:-

- ◆ the costs and savings as a result of early retirements approved during the 6 month period ending 30 September 2004

- ◆ a trend analysis of early retirements over the previous 5 years
- ◆ the number of ill health retirements approved for the period
- ◆ a trend analysis of the number of ill health retirements over the previous 4 years
- ◆ the redeployment exercise which, during the 6 month period, involved 12 employees who had been successfully redeployed to suitable alternative posts within the Council

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

*[Reference: Minutes of 2 June 2004 (Paragraph 9)]*

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## **12 Approved Providers List – Legal Services – 2004/2006**

A report dated 1 December 2004 by the Executive Director (Corporate Resources) was submitted on the 2 yearly review of the Approved Providers List for Legal Services.

At its meeting on 5 February 2003, the Committee had approved a list of firms to be used in connection with the provision of certain legal services to the Council. Furthermore, at its meeting on 11 February 2004, the Executive Director (Corporate Resources) had been authorised to appoint appropriate legal firms to the Approved Providers List following completion of the selection process.

The revised Approved Providers List had been approved by the Executive Director (Corporate Resources) in terms of his delegated authority on 20 November 2004. A copy of the revised list was attached as an appendix to the report.

**The Committee decided:** that the report and the revised Approved Providers List for Legal Services, for 2004/2006 as detailed in the appendix to the report, be noted.

*[Reference: Minutes of 11 February 2004 (Paragraph 12)]*

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## **13 Salaries Agreement for Chief Officers – 2004 to 2006**

A report dated 10 November 2004 by the Executive Director (Corporate Resources) was submitted on the implementation of the salaries agreement for Chief Officers for the period 1 April 2004 to 31 March 2006.

Notification had been received from the Scottish Joint Negotiating Committee for Local Authority Services on agreed salary increases for the period 1 April 2004 to 31 March 2006. Funding was available in the 2004/2005 budget to meet the salary increase for this year.

In view of the requirement to make the necessary arrangements to progress adjustments and in terms of Standing Order No 36(c), the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources), in consultation with the Chair and an ex officio member, had implemented the salaries agreement for Chief Officers for the period 1 April 2004 to 31 March 2006.

**The Committee decided:** that the action taken, in terms of Standing Order No 36(c), by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources), in consultation with the Chair and an ex officio member, to implement the salaries agreement for Chief Officers for the period 1 April 2004 to 31 March 2006, be noted.

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#### **14 Item of Urgent Business – Salaries Agreement for Local Government Employees - 2004 to 2006**

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In view of the requirement to deal with this matter as soon as possible, the Chair decided, in terms of Standing Order No 4(c), that consideration be given to a joint report by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources).

A joint report dated 15 December 2004 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was tabled on the salaries agreement for the period 1 April 2004 to 31 March 2006 for local government employees.

Notification had been received from the Scottish Joint Council for Local Government Employees on agreed salary increases for the period 1 April 2004 to 31 March 2006.

Funding was available in the 2004/2005 budget to meet the salary increase for this year.

**The Committee decided:** that the salaries agreement for the period 1 April 2004 to 31 March 2006 for local government employees be implemented.