

## COMMUNITY SERVICES COMMITTEE

Minutes of meeting held in the Council Chamber, Council Offices, Almada Street, Hamilton on 5 May 2015

**Chair:**

Councillor Hamish Stewart

**Councillors Present:**

Lynn Adams, John Anderson, Ed Archer, John Cairney, Andy Carmichael, Pam Clearie, Russell Clearie, Gerry Convery, Peter Craig, Isobel Dorman, Hugh Dunsmuir, Allan Falconer, George Greenshields (Depute), Bill Holman, Susan Kerr, Gerard Killen, Joe Lowe, Alex McInnes, Davie McLachlan (*substitute for Councillor B Thomson*), John McNamee, John Menzies, David Watson

**Councillors' Apologies:**

Angela Crawley, Jim Handibode, Edward McAvoy (ex officio), Bert Thomson

**Attending:**

**Community and Enterprise Resources**

C McDowall, Executive Director; S Clelland, Head of Fleet and Environmental Services; A McKinnon, Head of Support Services; C Reid, Waste Manager

**Finance and Corporate Resources**

J McDonald, Administration Adviser; M Ward, Accountant

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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 17 February 2015 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 Services - Revenue Budget Monitoring 2014/2015

A joint report dated 1 April 2015 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted comparing actual expenditure at 6 March 2015 against budgeted expenditure for 2014/2015 for Community Services.

**The Committee decided:** that the underspend on the Community Services' revenue budget of £0.867 million and the forecast to 31 March 2015 of an underspend of £0.912 million be noted.

[Reference: Minutes of 17 February 2015 (Paragraph 3)]

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#### **4 Community Services - Capital Budget Monitoring 2014/2015**

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A joint report dated 1 April 2015 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted advising of progress on the Community Services' capital programme 2014/2015 and summarising the expenditure position at 6 March 2015.

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

*[Reference: Minutes of 17 February 2015 (Paragraph 4)]*

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#### **5 Community Services - Workforce Monitoring - January and February 2015**

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A joint report dated 23 March 2015 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the following employee information for Community Services for the period January and February 2015:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers
- ◆ Joint Staffing Watch as at 13 December 2014

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

*[Reference: Minutes of 17 February 2015 (Paragraph 5)]*

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#### **6 Introduction of New Waste Collection Service - Staffing Implications**

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A joint report dated 9 March 2015 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resource) was submitted on the staffing implications associated with the introduction of the new Waste Collection Service.

In order to deliver the new waste collection service, it was proposed that the following posts be added to the staffing establishment within Facilities, Waste and Grounds Services:-

- ◆ 6 Full Time Equivalent (FTE) temporary posts of Waste Education/Awareness Officer on Grade 2, Level 1, SCP 32-35 (£18,194 to £19,088) for a fixed 2 year period
- ◆ 8 FTE permanent posts of Land Services Operative 3 (Refuse Driving) on Grade 1, Level 4, SCP 28-31 (£17,172 to £17,975)
- ◆ 17 FTE permanent posts of Land Services Operative 3 (Refuse Collection) on Grade 1, Level 3, SCP 22-27 (£15,712 to £16,935)

The costs associated with the above posts would be met from within the existing revenue budget and the Strategic Waste Fund.

**The Committee decided:** that the increase to the staffing establishment within Facilities, Waste and Grounds Services to deliver the new waste collection service, as detailed above, be approved.

*[Reference: Minutes of the Executive Committee of 11 February 2015 (Paragraph 11)]*

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## **7 Review of 2008 Partnering Policy**

A report dated 10 April 2015 by the Executive Director (Community and Enterprise Resources) was submitted on the outcome of the review of the Council's 2008 Partnering Policy.

The purpose of the Policy was to formalise arrangements between the Council and community organisations which had been granted funding to implement sports refurbishment or land development projects involving Council assets. Since the implementation of the Policy, there had been in excess of £500,000 of investment in Council assets.

To ensure that the Policy was still fit for purpose, a review had been undertaken which concluded that, although the document was still relevant, it provided guidelines rather than being a policy document. To reflect those findings, the document had been renamed Partnering Guidelines, a copy of which was attached as an appendix to the report.

**The Committee decided:** that the benefits of maintaining and reviewing the Council's Partnering Policy, which had been renamed Partnering Guidelines, be noted.

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## **8 Annual Report on Mainstreaming Equalities and Diversity - Community Services**

A report dated 10 April 2015 by the Executive Director (Community and Enterprise Resources) was submitted on the work being undertaken by Community and Enterprise Resources to meet the objectives detailed in the Council's Equality and Diversity Strategy.

Details were provided on the strategic and operational work being undertaken or planned by Community Services under the following headings:-

- |                                   |                          |
|-----------------------------------|--------------------------|
| ◆ equality impact assessments     | ◆ performance management |
| ◆ recruitment                     | ◆ access to information  |
| ◆ training and development        | ◆ delivering services    |
| ◆ supporting front line employees | ◆ areas for improvement  |
| ◆ service monitoring              |                          |

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

*[Reference: Minutes of Equal Opportunities Forum of 10 March 2015 (Paragraph 3)]*

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## **9 Urgent Business**

There were no items of urgent business.

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