

## COMMUNITY RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 31 March 2009

**Chair:**

Councillor Gerry Convery

**Councillors Present:**

John Anderson, Eileen Baxendale, Walter Brogan, Archie Buchanan, Andy Carmichael, Gordon Clark, Russell Clearie, Peter Craig, Hugh Dunsmuir, Lynn Filshie, Beith Forrest, Joe Lowe, Anne Maggs, Brian McCaig, Michael McCann, Clare McColl, Alex McInnes, David Shearer, Graham Simpson, Hamish Stewart (Depute), David Watson

**Councillors' Apologies:**

Allan Falconer, Edward McAvoy

**Attending:****Community Resources**

N Anderson, Executive Director; S Clelland, Head of Land and Fleet Services; R Howe, Head of Environmental and Strategic Services; S Kelly, Head of Facilities and Cultural Services; A McKinnon, Head of Support Services

**Corporate Resources**

N Docherty, Administration Assistant; S Somerville, Administration Adviser

**Finance and Information Technology Resources**

M Simpson, Accountant

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**1 Declaration of Interests**

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No interests were declared.

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**2 Minutes of Previous Meeting**

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The minutes of the meeting of the Community Resources Committee held on 3 February 2009 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**

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The minutes of the special meeting of the Community Resources Committee held on 29 January 2009 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 Community Resources - Revenue Budget Monitoring 2008/2009**

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A joint report dated 2 March 2009 by the Executive Directors (Finance and Information Technology Resources) and (Community Resources) was submitted comparing actual expenditure at 20 February 2009 against budgeted expenditure for 2008/2009 for the various Services within Community Resources.

**The Committee decided:**

- (1) that the overspend on Community Resources' revenue budget of £0.127 million (0.2%), as detailed in Appendix A to the report, and the forecast to 31 March 2009 of an overspend of £0.132 million which would be offset by an anticipated increased surplus from the Community Resources' Trading Operations be noted; and
- (2) that the budget virements, as detailed in Appendix B to the report, be approved.

*[Reference: Minutes of 3 February 2009 (Paragraph 3)]*

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## **5 Community Resources - Capital Budget Monitoring 2008/2009**

A joint report dated 2 March 2009 by the Executive Directors (Finance and Information Technology Resources) and (Community Resources) was submitted advising on Community Resources' capital programme for 2008/2009 and summarising the position at 20 February 2009.

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

*[Reference: Minutes of 3 February 2009 (Paragraph 4)]*

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## **6 Community Resources - Workforce Monitoring - January and February 2009**

A joint report dated 11 March 2009 by the Executive Directors (Corporate Resources) and (Community Resources) was submitted on the following employee information for Community Resources for the period January and February 2009:-

- ◆ 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 2008

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

*[Reference: Minutes of 3 February 2009 (Paragraph 5)]*

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## **7 Review of Service Delivery - Land and Fleet Services**

A joint report dated 6 March 2009 by the Executive Directors (Corporate Resources) and (Community Resources) was submitted on the review of service delivery within Land and Fleet Services.

A Best Value Review of Refuse Collection, Street Cleansing and Grounds Maintenance had been undertaken as part of the 2008/2009 Best Value Programme. One of the recommendations of the Best Value Review had been that an evaluation of the structure be undertaken to ensure that it was in a position to meet the demands of current and future service delivery.

It was now proposed that the structure for the Land Services Section be as follows:-

- ◆ 2 Full Time Equivalent (FTE) posts of Land Services Manager on Grade 5, Level 1-8, SCP 93-108 (£44,071 to £55,112)
- ◆ 3 FTE posts of Land Services Adviser on Grade 4, Level 2-5, SCP 79-88 (£35,768 to £40,914)
- ◆ 11 FTE posts of Land Services Officer on Grade 3, Level 1-4, SCP 46-74 (£21,881 to £33,213)
- ◆ 7 FTE posts of Land Services Operative (Waste Awareness) on Grade 2, Level 1, SCP 27-33 (£16,497 to £18,048)
- ◆ 18 FTE posts of Land Services Assistant on Grade 2, Level 1-4, SCP 27-57 (£16,497 to £25,768)
- ◆ 749 FTE post of Land Services Operatives on Grade 1, Level 1-4, SCP 1-28, (£11,187 to £16,734)

The efficiencies achieved would result in a full year saving of £95,000.

**The Committee decided:** that the proposed structure within Land and Fleet Services, as detailed in the report, be approved.

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## 8 Partnering Policy

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A report dated 3 March 2009 by the Executive Director (Community Resources) was submitted on the development of a Partnering Policy.

There had been an increasing requirement for community organisations to design, deliver and commission high value capital projects. As a result, a number of community organisations had requested project design and management support from Community Resources. While each approach had been assessed on a case by case basis, it was now recognised that a policy was required to guide community organisations and Council employees in assessing future requests to safeguard the Council's interests.

The Council and the Community Planning Partnership were in the final stages of agreeing a 'Compact' with the community and voluntary sector within South Lanarkshire. The Compact would provide a formal method for discussing the key issues that affected the voluntary sector and agreeing the appropriate actions to address those issues in partnership with the voluntary sector. The Partnering Policy would complement the development of the Compact for South Lanarkshire.

The policy document had been designed to promote, implement and support projects for not for profit organisations or local community groups to ensure best value was achieved by:-

- ◆ providing background information on the implementation of the policy
- ◆ identifying how the provision of assistance would benefit the Council, the organisation or group and the community
- ◆ improving quality, where possible, of facilities and services leased to external groups
- ◆ ensuring tenants and licensees and such organisations and groups received not only value for money but also the opportunity to develop their systems and facilities where possible
- ◆ ensuring that the Council and such organisations and groups met all legislative requirements that might apply to the application and resulting project
- ◆ setting out the legal requirements, procedures and processes which the Council and such organisations and groups could expect of each other when considering and processing the application and/or resulting project

**The Committee decided:**

that the Partnering Policy, as detailed in Appendix 1 to the report, be approved.

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## **9 Trading Standards Scottish Scambuster Project Team Authorisation**

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A report dated 9 March 2009 by the Executive Director (Community Resources) was submitted:-

- ♦ advising on the establishment of a Scotland wide “Scambuster” Project aimed at tackling trading malpractices operating across local authority boundaries
- ♦ requesting that powers be delegated to the Executive Director (Community Resources) to authorise officers employed within the Scambuster Team to undertake investigations of potential offences in the South Lanarkshire area

A joint application from North Lanarkshire and Dundee City Councils had been successful in securing funding from the Department for Business, Enterprise and Regulatory Reform to provide a Scambuster Team which would operate across Scotland. The Project was made up of 2 teams, 1 of which was based in Motherwell and would cover the South and West of Scotland. The other team was based in Dundee and covered the North and East of Scotland.

The remit of the project was to target major cross border scams involving serious consumer fraud. The teams would be working across local authority boundaries on intelligence led operations. They would work in partnership with all Scottish Trading Standards Services and co-operate with other agencies such as the Police and Her Majesty’s Revenue and Customs.

The Project Manager and Team Leader would be required to keep each local authority contact officer updated on the progress of the investigations and any enquiries being carried out in their area. There was also a requirement for officers from North Lanarkshire Council, who were employed in the Project Team, to be granted authority to initiate and undertake investigations of potential offences in the South Lanarkshire area. Any identified offences would be reported to the Procurator Fiscal.

**The Committee decided:**

- (1) that the establishment of the “Scambuster” Project be noted;
- (2) that powers be delegated to the Executive Director (Community Resources) to authorise appropriate officers of the Scottish Scambuster Team, employed by North Lanarkshire Council, to exercise statutory powers in relation to Consumer and Trading Standards legislation while discharging duties in South Lanarkshire; and
- (3) that an update on the project be provided to a future meeting of this Committee.

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## **10 Environmental and Strategic Services Management Rationalisation**

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A report dated 2 March 2009 by the Executive Director (Community Resources) was submitted on the outcome of the management review undertaken within Environmental and Strategic Services to improve service integration and achieve an efficiency saving.

The 2 sections within Environmental Health Services would be integrated with 1 Manager assuming responsibility for overall delivery of the service. One other Manager would leave the Service on the grounds of efficiency. An existing post of Divisional Environmental Health Officer would be redesignated Divisional Environmental Health Officer (Food Safety) to ensure compliance with the Pennington Report recommendations and Food Standards Agency requirements.

**The Committee decided:** that the management rationalisation resulting from the management review, providing an efficiency saving of £55,000, be noted.

*[Reference: Minutes of Executive Committee of 28 January 2009 (Paragraph 7)]*

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### **11 Award of 5 Star Visitor Attraction Status - Low Parks Museum, Hamilton**

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A report dated 26 February 2009 by the Executive Director (Community Resources) was submitted on the award of 5-Star status to Low Parks Museum, Hamilton under the VisitScotland Quality Award Scheme.

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

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### **12 Transfer of Scottish Natural Heritage Revenue Grant to Local Government**

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A report dated 26 February 2009 by the Executive Director (Community Resources) was submitted on the reduced funding settlement for the Council in terms of Scottish Natural Heritage (SNH) Revenue Grant.

£3.7 million would be transferred from SNH to direct local authority control as part of the wider Local Government Finance Settlement. The funding would provide revenue grant support for Countryside Ranger Services as well as the delivery of Greenspace and Biodiversity outcomes.

The settlement detail for financial years 2009/2010 and 2010/2011 would be as follows:-

	<b>2009/2010</b>	<b>2010/2011</b>
Revenue	£130,340	£148,910
Capital	£17,086	£19,521
<b>Total</b>	<b>£147,426</b>	<b>£168,431</b>

This represented a reduction in revenue funding of £73,600 for 2009/2010 and £55,090 for 2010/2011 when compared to the level of income previously received from SNH. The implications of the reduced level of funding were detailed.

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

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### **13 Urgent Business**

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There were no items of urgent business.