

COMMUNITY SERVICES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 30 June 2015

Chair:

Councillor Hamish Stewart

Councillors Present:

Lynn Adams, John Anderson, John Cairney, Andy Carmichael, Russell Clearie, Gerry Convery, Isobel Dorman, Hugh Dunsmuir, Allan Falconer, George Greenshields (Depute), Bill Holman, Gerard Killen, Pat Lee, Catherine McClymont (*substitute for Councillor Handibode*), Alex McInnes, John McNamee, Anne Maggs (*substitute for Councillor Menzies*), Bert Thomson, David Watson

Councillors' Apologies:

Pam Clearie, Peter Craig, Jim Handibode, Susan Kerr, Joe Lowe, Edward McAvoy (ex officio), John Menzies

Attending:

Community and Enterprise Resources

S Clelland, Head of Fleet and Environmental Services; S Kelly, Head of Facilities, Waste and Ground Services; A McKinnon, Head of Support Services

Finance and Corporate Resources

N Docherty, Administration Assistant; J McDonald, Administration Adviser; M Ward, Accountant

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Community Services Committee held on 5 May 2015 were submitted for approval as a correct record.

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

3 Community Services - Revenue Budget Monitoring 2015/2016

A joint report dated 24 June 2015 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted comparing actual expenditure at 1 May 2015 against budgeted expenditure for 2015/2016 for Community Services.

Details were provided on proposed budget virements in respect of Community Services to realign budgets.

The Committee decided:

- (1) that the underspend on the Community Services' revenue budget of £0.001 million and the forecast to 31 March 2016 of a breakeven position be noted; and
- (2) that the budget virements in respect of Community Services, as detailed in Appendix B and E to the report, be approved.

4 Community Services - Capital Budget Monitoring 2015/2016

A joint report dated 10 June 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 2015/2016 and summarising the expenditure position at 1 May 2015.

The Committee decided: that the report be noted.

5 Community Services - Workforce Monitoring - March and April 2015

A joint report dated 28 May 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 March and April 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 14 March 2015

The Committee decided: that the report be noted.

[Reference: Minutes of 5 May 2015 (Paragraph 5)]

Councillor Dorman entered the meeting during this item of business

6 Community and Enterprise Resources' Resource Plan - Quarter 4 Progress Report 2014/2015 and Resource Plan 2015/2016

A report dated 4 June 2015 by the Executive Director (Community and Enterprise Resources) was submitted on the Community and Enterprise Resources' Resource Plans 2014/2015 and 2015/2016.

Details were provided on:-

- ◆ progress made in implementing the priority projects identified in the Resource Plan 2014/2015, as detailed in the Quarter 4 Progress Report, relating to the remit of Community Services and Support Services, attached as Appendices 1 and 2 to the report
- ◆ the Resource Plan for 2015/2016, attached as Appendix 3 to the report, which outlined the:-
 - ◆ objectives and actions for 2015/2016
 - ◆ capital and revenue resources for 2015/2016
 - ◆ organisational structure of the Resource

The Resource Plan 2015/2016 would also require to be considered by the Enterprise Services Committee prior to being referred to the Executive Committee for formal approval.

In line with the Council's performance management arrangements, a mid-year progress report on actions identified in the 2015/2016 Resource Plan would be submitted to future meetings of this Committee and the Enterprise Services Committee.

The Committee decided:

- (1) that the Quarter 4 Progress Report for 2014/2015, attached as Appendices 1 and 2 to the report, together with the achievements made by Community Services and Support Services during 2014/2015, be noted; and
- (2) that the Community and Enterprise Resources' Resource Plan for 2015/2016 be endorsed and referred to the Enterprise Services Committee for its consideration.

[Reference: Minutes of the Executive Committee of 10 September 2014 (Paragraph 12)]

7 Enforcement Improvements - Campaign Update

A report dated 29 May 2015 by the Executive Director (Community and Enterprise Resources) was submitted on the activities and improvements which had been undertaken in relation to the 'Wanted' style Campaign to enforce the legislation associated with litter and, in particular, dog fouling.

The Committee had approved the introduction of a 'Wanted' style campaign to target areas where there had been a high incidence of dog fouling. The campaign would consist of the following 3 stages:-

Stage 1	Signs put up in an area encouraging members of the public to report dog fouling
Stage 2	Patrolling the campaign area regularly for a few weeks
Stage 3	Replacing the first signs with 'Thank You' signs, thanking the public for their assistance in tackling dog fouling

The aim of the campaign was to have an enhanced and visible presence in an area for a few weeks and to change the behaviour of irresponsible dog owners. Details of the number of patrols which had been undertaken in the 4 year period from 2011/2012 to 2014/2015 together with the level of Fixed Penalty Notices that had been issued were provided in the report.

In addition, the litter enforcement team had also engaged with community groups and several localised initiatives to undertake extra patrols.

The Committee decided: that the report be noted.

[Reference: Minutes of 3 September 2013 (Paragraph 6)]

8 Review of Official Food and Feed Controls During 2014/2015

A report dated 16 June 2015 by the Executive Director (Community and Enterprise Resources) was submitted on the:-

- ◆ official food and feed law controls delivered during 2014/2015
- ◆ Food Standards Agency audit of official control delivery at dairy establishments

The Food Standards Agency Framework Agreement on Official Feed and Food Controls required all local authorities to produce an annual Service Plan for food and feed services and to conduct a performance review of the previous year's activity. The performance review of the 2014/2015 Service Plan was detailed in Appendix 1 to the report.

The Food Standards Agency had undertaken an audit of official control delivery at dairy establishments within the local authority area to ensure that controls were being implemented in approved milk and dairy establishments. An action plan to address the recommendations identified during the audit had been prepared and was attached as Appendix 2 to the report.

The Committee decided:

- (1) that the content of the performance review of the 2014/2015 Service Plan for food and feed services be noted; and
- (2) that the content of the Food Standards Agency's Audit report on official control delivery at dairy establishments be noted.

[Reference: Minutes of 4 February 2014 (Paragraph 9)]

9 Community Services - Notification of Contracts Awarded - 1 October 2014 to 31 March 2015.

A report dated 2 June 2015 by the Executive Director (Community and Enterprise Resources) was submitted on contracts awarded by Community Services in the period 1 October 2014 to 31 March 2015.

In terms of Standing Order No 22.8 of the Standing Orders on Contracts, Resources were required to notify the relevant Committee of contracts awarded. Details of the contracts awarded by Community Services were provided in the appendix to the report.

The Committee decided: that the report be noted.

[Reference: Minutes of 25 November 2014 (Paragraph 9)]

10 Urgent Business

There were no items of urgent business.