

COMMUNITY SERVICES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 12 July 2016

Chair:

Councillor Hamish Stewart

Councillors Present:

John Anderson, John Cairney, Andy Carmichael, Pam Clearie, Russell Clearie, Hugh Dunsmuir, Allan Falconer, George Greenshields (Depute), Bill Holman, Susan Kerr, Gerard Killen, Pat Lee, Joe Lowe, Clare McColl (*substitute for Councillor Dorman*), Alex McInnes, John McNamee, Anne Maggs (*substitute for Councillor Craig*), John Menzies, John Ross, Bert Thomson, David Watson

Councillors' Apologies:

Stephanie Callaghan, Gerry Convery, Peter Craig, Isobel Dorman, Edward McAvoy (*ex officio*), Mo Razzaq

Attending:

Community and Enterprise Resources

M McGlynn, Executive Director; S Clelland, Head of Fleet and Environmental Services; A McKinnon, Head of Support Services

Finance and Corporate Resources

L Allison, Finance Manager; N Docherty, Administration Assistant; J McDonald, Administration Adviser; A Murray, Assistant Finance Manager (Accounting and Budgeting)

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 17 May 2016 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 2016/2017

A joint report dated 6 June 2016 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted comparing actual expenditure at 27 May 2016 against budgeted expenditure for 2016/2017 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 £0.028 million at 27 May 2016 and the forecast to 31 March 2017 of a breakeven position be noted; and

- (2) that the budget virements in respect of Community Services, as detailed in Appendices B and C of the report, be approved.

4 Community Services - Capital Budget Monitoring 2016/2017

A joint report dated 15 June 2016 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted advising of progress on the Community Services' capital programme 2016/2017 and summarising the expenditure position at 27 May 2016.

The Committee decided: that the report be noted.

5 Community Services - Workforce Monitoring - April and May 2016

A joint report dated 10 June 2016 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted on the following employee information for Community Services for the period April and May 2016:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers
- ◆ Joint Staffing Watch as at 12 March 2016

The Committee decided: that the report be noted.

[Reference: Minutes of 17 May 2016 (Paragraph 5)]

6 Community and Enterprise Resources' Resource Plan - Quarter 4 Progress Report 2015/2016 and Resource Plan 2016/2017

A report dated 17 June 2016 by the Executive Director (Community and Enterprise Resources) was submitted on the Community and Enterprise Resources' Resource Plans 2015/2016 and 2016/2017.

Details were provided on:-

- ◆ progress made in implementing the priority projects identified in the Resource Plan 2015/2016, as detailed in the Quarter 4 Progress Report, relating to the remit of Community Services and the Resource directorate, attached as Appendices 1 and 2 to the report
- ◆ the Resource Plan for 2016/2017, attached as Appendix 3 to the report, which outlined the:-
 - ◆ objectives and actions for 2016/2017
 - ◆ capital and revenue resources for 2016/2017
 - ◆ organisational structure of the Resource

The Resource Plan 2016/2017 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 2016/2017 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 2015/2016, attached as Appendices 1 and 2 to the report, together with the achievements made by Community Services and the Resource directorate during 2015/2016, be noted; and
- (2) that the Community and Enterprise Resources' Resource Plan for 2016/2017 be endorsed and referred to the Enterprise Services Committee for its consideration.

[Reference: Minutes of the Executive Committee of 26 August 2015 (Paragraph 15)]

7 Annual Report on Mainstreaming Equalities and Diversity - Community and Enterprise Resources

A report dated 22 June 2016 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 | ◆ access to information |
| ◆ recruitment | ◆ delivering services |
| ◆ supporting front line employees | ◆ areas for improvement |

The Committee decided: that the report be noted.

[Reference: Minutes of the Equal Opportunities Forum of 7 June 2016 (Paragraph 3)]

8 Urgent Business

There were no items of urgent business.