

CORPORATE RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 28 November 2007

Chair:

Councillor Denis McKenna

Councillors Present:

Alex Allison, Pam Clearie, Jim Handibode, Bill Holman, Joe Lowe, James Malloy, Lesley McDonald, Brian McKenna, Davie McLachlan, John McNamee, Danny Meikle, John Murray, Bert Thomson, Sheena Wardhaugh, Pat Watters (Depute)

Councillors' Apologies:

David Baillie, Graeme Campbell, Jim Docherty, Bev Gauld, John Higgins, Graeme Horne, Edward McAvoy, Jim Wardhaugh

Attending:

Corporate Resources

R McIlwain, Executive Director; S McLeod, Administration Officer; K McVeigh, Head of Personnel Services; D Wilson, Head of Administration Services

Finance and Information Technology Resources

A Murray, Assistant Finance Manager (Accounting and Budgeting)

Chair's Remarks

The Chair extended a welcome to Kay McVeigh and congratulated her on her appointment as Head of Personnel Services.

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Corporate Resources Committee held on 19 September 2007 were submitted for approval as a correct record.

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

3 Revenue Budget Monitoring 2007/2008 - Corporate Resources

A joint report dated 22 October 2007 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was submitted comparing actual expenditure at 5 October 2007 against budgeted expenditure for 2007/2008 for Corporate Resources.

The Committee decided: that the underspend on Corporate Resources' revenue budget of £0.050 million (0.4%), as detailed in Appendix A to the report, and the forecast to 31 March 2008 of a breakeven position be noted.

[Reference: Minutes of 19 September 2007 (Paragraph 3)]

4 Capital Budget Monitoring 2007/2008 - Corporate Resources

A joint report dated 16 October 2007 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was submitted advising of progress on Corporate Resources' capital programme for 2007/2008 and summarising the expenditure position at 5 October 2007.

The Committee decided: that the report be noted.

[Reference: Minutes of 19 September 2007 (Paragraph 4)]

5 Corporate Resources' Workforce Monitoring - August and September 2007

A report dated 25 October 2007 by the Executive Director (Corporate Resources) was submitted on the following employee information for Corporate Resources for August and September 2007:-

- ♦ attendance statistics
- ♦ occupational health statistics
- ♦ accident/incident statistics
- ♦ disciplinary hearings, grievances and Dignity at Work cases
- ♦ analysis of leavers
- ♦ Joint Staffing Watch as at 8 September 2007

The Committee decided: that the report be noted.

[Reference: Minutes of 19 September 2007 (Paragraph 5)]

6 Council-wide Workforce Monitoring - August and September 2007

A report dated 25 October 2007 by the Executive Director (Corporate Resources) was submitted on the following Council-wide employee information for August and September 2007:-

- ♦ attendance statistics
- ♦ occupational health statistics
- ♦ accident/incident statistics
- ♦ disciplinary hearings, grievances and Dignity at Work cases
- ♦ labour turnover/analysis of leavers and exit interviews
- ♦ recruitment monitoring
- ♦ Joint Staffing Watch as at 8 September 2007

The Committee decided: that the report be noted.

[Reference: Minutes of 19 September 2007 (Paragraph 6)]

Councillor Lowe entered the meeting during this item of business

7 Corporate Resources' Resource Plan 2007/2008 - Mid Year Update

A report dated 5 November 2007 by the Executive Director (Corporate Resources) was submitted on the Corporate Resources' Resource Plan for 2007/2008. Details were provided on progress made in the 6 months from April 2007 in implementing the priority projects identified in the Resource Plan.

The objectives and actions in the Resource Plan had been realigned under the new values, objectives and actions of the Council Plan 2007 to 2011.

The Committee decided: that the report be noted.

[Reference: Minutes of 27 June 2007 (Paragraph 4) and Executive Committee of 11 July 2007 (Paragraph 12)]

8 Corporate Resources' Statutory Performance Indicators - 5 Year Comparison 2002/2003 to 2006/2007

A joint report dated 28 September 2007 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was submitted on Corporate Resources' Statutory Performance Indicators for the financial year 2006/2007. Comparisons and explanations, where appropriate, were provided for the 5 year period covering 2002/2003 to 2006/2007.

The Committee decided: that the report be noted.

[Reference: Minutes of 23 August 2006 (Paragraph 13)]

9 Appeals Panel

The minutes of the meetings of the Appeals Panel held on 21 September, 1 and 26 October and 5 November 2007 were submitted for approval as a correct record.

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

10 Recruitment Committee

The minutes of the meetings of the Recruitment Committee held on 21 and 25 June 2007 were submitted for approval as a correct record.

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

11 Early Retirement and Redeployment

A joint report dated 9 November 2007 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was submitted on early retirements, re-employment of early retirees and the redeployment exercise for the period 1 April to 30 September 2007.

The Committee decided: that the report be noted.

[Reference: Minutes of 27 June 2007 (Paragraph 8)]

12 Urgent Business

There were no items of urgent business.