

## COMMUNITY SERVICES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 19 June 2012

### Chair:

Councillor George Greenshields (Depute)

### Councillors Present:

Lynn Adams, John Anderson, Ed Archer, Andy Carmichael, Pam Clearie, Russell Clearie, Gerry Convery, Peter Craig, Angela Crawley, Isobel Dorman, Hugh Dunsmuir, Jim Handibode, Graeme Horne, Joe Lowe, Lesley McDonald (*Substitute for Bill Holman*), Jim McGuigan (*Substitute for David Watson*), Alex McInnes, Davie McLachlan (*Substitute for Allan Falconer*), John McNamee, Anne Maggs, John Menzies

### Councillors' Apologies:

Allan Falconer, Bill Holman, Anne Kegg (*Substitute for Hamish Stewart*), Edward McAvoy, Hamish Stewart (Chair), David Watson

### Attending:

#### Community and Enterprise Resources

C McDowall, Executive Director; D Gibson, Fleet Manager; G Mackay, Head of Roads and Transportation Services; J McCaffer, Head of Regeneration; M McGlynn, Head of Planning and Building Standards Services; A McKinnon, Head of Support Services; J Stirling, Environmental Services Manager

#### Finance and Corporate Resources

G Booth, Accountant; N Docherty, Administration Assistant; J McDonald, Administration Adviser; L O'Hagan, Accounting and Budgeting Manager

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### Chair's Opening Remarks

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The Chair welcomed returning members and new members to the Committee.

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### 1 Declaration of Interests

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No interests were declared.

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### 2 Community and Enterprise Resources - Revenue Budget Monitoring 2012/2013

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A joint report dated 22 May 2012 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted comparing actual expenditure at 11 May 2012 against budgeted expenditure for 2012/2013 for Community and Enterprise Resources.

#### The Committee decided:

- (1) that the breakeven position on the Community and Enterprise Resources' revenue budget and the forecast to 31 March 2013 of a breakeven position be noted; and
- (2) that the budget virements, as detailed in the appendices to the report, be approved.

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### **3 Community and Enterprise Resources - Capital Budget Monitoring 2012/2013**

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A joint report dated 23 May 2012 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted advising of progress on the Community and Enterprise Resources' capital programme 2012/2013 and summarising the expenditure position at 11 May 2012.

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

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### **4 Community and Enterprise Resources - Workforce Monitoring - April 2012**

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A joint report dated 25 May 2012 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the following employee information for Community and Enterprise Resources for April 2012:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers
- ◆ Joint Staffing Watch as at 10 March 2012

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

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### **5 Review of Environmental Services**

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A report dated 8 June 2012 by the Executive Director (Community and Enterprise Resources) was submitted on the review of Environmental Services.

Environmental Services had been subject to a series of changes over recent years and, as a consequence of the merger of Community Resources and Enterprise Resources into 1 Resource, a review of the current Services had been undertaken.

As a result of the review, it was proposed that the management structure within Environmental Services be reduced from 5 to 4 teams and the overall staffing establishment be reduced by 1 post of Divisional Officer.

**The Committee decided:**

- (1) that the management structure of Environmental Services be reduced from 5 to 4 teams, as detailed in the appendix to the report; and
- (2) that the reduction in the staffing establishment by 1 post of Divisional Officer be approved.

*[Reference: Minutes of 31 March 2009 (Paragraph 7)]*

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### **6 Community Services - Notification of Contracts Awarded - 8 December 2011 to 31 March 2012**

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A joint report dated 29 May 2012 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on contracts awarded by Community Services in the period 8 December 2011 to 31 March 2012.

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.

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## **7 Urgent Business**

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There were no items of urgent business.