

CORPORATE RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 28 October 2009

Chair:

Councillor Denis McKenna

Councillors Present:

David Baillie, Graeme Campbell, Pam Clearie, Jim Docherty, Jim Handibode, Bill Holman, Graeme Horne, James Malloy, Lesley McDonald, Jim McGuigan, Brian McKenna, Danny Meikle, John Murray, Richard Tullett, Jim Wardhaugh, Sheena Wardhaugh

Councillors' Apologies:

Alex Allison, Bev Gauld, Anne Maggs, Edward McAvoy, Davie McLachlan, Bert Thomson, Pat Watters (Depute)

Attending:**Corporate Resources**

R McIlwain, Executive Director; G McCann, Head of Legal Services; S McLeod, Administration Officer; K McVeigh, Head of Personnel Services

Finance and Information Technology Resources

A Murray, Assistant Finance Manager

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 7 July 2009 were submitted for approval as a correct record.

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

3 Revenue Budget Monitoring 2009/2010 - Corporate Resources

A joint report dated 16 September 2009 by the Executive Directors (Finance and Information Technology Resources) and (Corporate Resources) was submitted comparing actual expenditure at 4 September 2009 against budgeted expenditure for 2009/2010 for Corporate Resources.

The Committee decided: that the underspend on Corporate Resources' revenue budget of £0.079 million (0.9%), as detailed in Appendix A to the report, and the forecast to 31 March 2010 of a breakeven position be noted.

[Reference: Minutes of 20 May 2009 (Paragraph 3)]

4 Capital Budget Monitoring 2009/2010 - Corporate Resources

A joint report dated 16 September 2009 by the Executive Directors (Finance and Information Technology Resources) and (Corporate Resources) was submitted advising of progress on Corporate Resources' capital programme for 2009/2010 and summarising the expenditure position at 4 September 2009.

The Committee decided: that the report be noted.

[Reference: Minutes of 20 May 2009 (Paragraph 4)]

5 Corporate Resources - Workforce Monitoring - June to August 2009

A report dated 7 October 2009 by the Executive Director (Corporate Resources) was submitted on the following employee information for Corporate Resources for the period June to August 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 June 2009

The Committee decided: that the report be noted.

[Reference: Minutes of 7 July 2009 (Paragraph 3)]

6 Council-wide Workforce Monitoring - June to August 2009

A report dated 7 October 2009 by the Executive Director (Corporate Resources) was submitted on the following Council-wide employee information for the period June to August 2009:-

- ♦ 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 13 June 2009

The Committee decided: that the report be noted.

[Reference: Minutes of 7 July 2009 (Paragraph 4)]

7 Statutory Performance Indicators - 5 Year Comparison 2004/2005 to 2008/2009

A joint report dated 24 September 2009 by the Executive Directors (Finance and Information Technology Resources) and (Corporate Resources) was submitted on Corporate Resources' Statutory Performance Indicators for the financial year 2008/2009. Comparisons and explanations, where appropriate, were provided for the 5 year period covering 2004/2005 to 2008/2009.

The Committee decided: that the report be noted.

[Reference: Minutes of Executive Committee of 7 October 2009 (Paragraph 7)]

8 Dignity at Work Policy

A report dated 15 September 2009 by the Executive Director (Corporate Resources) was submitted on the revised Dignity at Work Policy.

The Council's Dignity at Work Policy provided guidance on preventing behaviour and actions that could be viewed as harassment, bullying, discrimination or victimisation in the workplace.

The Policy had been reviewed to reflect changes in legislation and a number of changes had been included following consultation with the Lanarkshire Black and Minority Ethnic Employee Forum and the Disabled Employees' Forum. A copy of the revised Dignity at Work Policy was attached as an appendix to the report.

The Committee recommended to the Executive Committee: that the revised Dignity at Work Policy be approved.

[Reference: Minutes of 17 October 2001 (Paragraph 7)]

9 Byelaws Prohibiting the Consumption of Alcohol in Designated Public Places

A report dated 22 September 2009 by the Executive Director (Corporate Resources) was submitted on:-

- ◆ the proposed extension of existing byelaws prohibiting the consumption of alcohol in designated public areas within South Lanarkshire to areas not previously covered by the byelaws
- ◆ the introduction of a byelaw prohibiting the possession of an open container of alcohol in a designated public place
- ◆ the requirement to consult with Scottish Ministers on the draft byelaws

At its meeting held on 1 October 2008, this Committee had agreed to commence a consultation process on extending the byelaws prohibiting the consumption of alcohol in designated public areas in South Lanarkshire. Part of this process involved asking Strathclyde Police and Community Wardens to provide information showing incidents that involved alcohol related disorder and violence in South Lanarkshire. This information had been used to prepare plans extending the effect of the byelaws prohibiting the consumption of alcohol in designated public areas to areas of new or proposed development and to communities not presently covered by the byelaws.

When preparing the plans for the proposed extended byelaws, the following had been taken into account:-

- ◆ all areas with a history of disorder
- ◆ actual or potential displacement from areas covered by the existing or new byelaws to adjoining areas
- ◆ all boundaries of designated areas wherever possible to follow a geographical marker rather than the line of manmade structures, such as rear fences, in order to provide clarity of the extent and perimeter of such designated places
- ◆ consolidation of some areas which were treated separately in the existing byelaws, and where there was a risk of displacement, into 1 new area

The areas covered by the plans were detailed in the report.

Before any byelaws took effect, they required to be approved by the Scottish Ministers. To avoid any issues when seeking approval, the Scottish Ministers recommended prior consultation with them on any draft byelaws before the formal making and advertisement of any byelaws for public comment. When the byelaws had been agreed in principle with the Scottish Ministers, approval of the Executive Committee would be required in relation to the Council formally making the byelaws.

The Head of Legal Services clarified that the only way in which to obtain a definition of an open container of alcohol would be through case law.

The Committee decided:

- (1) that approval be given for the draft byelaws which:-
 - ♦ extended the byelaws prohibiting the consumption of alcohol in designated public areas within South Lanarkshire
 - ♦ introduced a byelaw prohibiting the possession of an open container of alcohol in a designated public place
- (2) that officers be authorised to consult with the Scottish Ministers on the draft byelaws; and
- (3) that, following the outcome of the consultation with the Scottish Ministers, the byelaws be referred to the Executive Committee for approval.

[Reference: Minutes of 4 March 2009 (Paragraph 9)]

Councillor B McKenna entered the meeting during this item of business

10 Appeals Panel

The minutes of the meetings of the Appeals Panel held on 23 July, 31 August and 2 and 17 September 2009 were submitted for approval as a correct record.

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

11 Recruitment Committee

The minutes of the meeting of the Recruitment Committee held on 13 July 2009 were submitted for approval as a correct record.

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

12 Equal Pay Update

A report dated 24 August 2009 by the Executive Director (Corporate Resources) was submitted:-

- ♦ highlighting that, since 2005, 1,857 equal pay claims had been lodged with the Employment Tribunal Service by Stefan Cross, Solicitors and that no claims had been submitted by the Trades Union

- ◆ providing an update on the various case management discussions which had taken place to date, the issues considered and action being undertaken
- ◆ advising that the Pre-Hearing Review (PHR) would be held over 11 days from September to December 2009 to consider whether the Council's 555 Grading Scheme was suitable to be relied upon under Sections 1(5) and 2A (2A) of the Equal Pay Act 1970
- ◆ advising that the claimants had produced a revised statement of grounds which replaced the grounds submitted in October 2007 and confirming that the Council had reserved the right to object, given the lateness of the application to amend the earlier statement upon which the Council's defence had been prepared
- ◆ advising that, as a result of the revised statement of grounds, additional information had been requested from the Council including:-
 - ◆ details of the job evaluation exercise for all claimant and comparator roles
 - ◆ information relating to the job enrichment process

The Committee decided: that the report be noted.

[Reference: Minutes of 4 March 2009 (Paragraph 12)]

13 Human Resources Management System (HRMS) Self Service - People Connect Progress Report

A report dated 29 September 2009 by the Executive Director (Corporate Resources) was submitted on progress made in implementing Human Resources Management System (HRMS) Self Service throughout South Lanarkshire Council, Lanarkshire Valuation Joint Board and South Lanarkshire Leisure.

Details were provided on the:-

- ◆ phased roll-out of the project
- ◆ communication strategy
- ◆ training strategy
- ◆ training and the roll-out of the project to elected members which would be completed by the end of October 2009
- ◆ pilot held in Calderside Academy, Blantyre in preparation for the roll-out to school employees in October and November 2009
- ◆ wave 2 functionality roll-out to the majority of phase 1 and 2 employees which would enable requests for and approvals of leave, travel and subsistence expenses and training to be processed

The Committee decided: that the report be noted.

[Reference: Minutes of 20 May 2009 (Paragraph 10)]

14 Employee Recognition Awards 2009

A report dated 5 October 2009 by the Executive Director (Corporate Resources) was submitted on the Employee Recognition Awards for 2009 which had culminated with the annual awards ceremony held on 25 August 2009.

The winners of the various categories were as follows:-

Provost's Awards

Local Government Chronicle Awards – Waste Cooking Oil Scheme – Community Resources
Customer Service Excellence – Bereavement Services – Community Resources

Healthy Working Lives - Gold Award – South Lanarkshire Council
Investors in People – Retention – South Lanarkshire Council
COSLA Excellence Awards 2009 – Learning for our Future – Education Resources
Scottish Awards for Quality in Planning – Local Plan Inquiry – Enterprise Resources

Excellence in Customer Service – Individual Award – Diane Smith, Housing and Technical Resources

Excellence in Customer Service – Team Award – School Support Assistants, Robert Smillie Memorial Primary School, Larkhall, Education Resources

Chief Executive's Award for Innovation – Personal Digital Assistant – Ian Gray, Gillian McCusker and Alison Moore, Housing and Technical Resources and Mark Williams, Finance and Information Technology Resources

Chief Executive's Award for Sustainability – Environmental Policy and Action Plan – John Ambrose, George Bleas, Caroline Martin and Carla McCulloch, Community Resources

Young Achiever Award – Jennifer Blackwood, Housing and Technical Resources

Excellence in Promoting Equality of Opportunity

Changing Places Partnership, One Community Initiative – Annette Finnan, Anne Hopkins-Simpson and Anne Marie McConnell, Housing and Technical Resources, Enterprise Resources and Education Resources respectively

The Committee decided: that the contribution and commitment displayed by the employees recognised at the 2009 Employee Recognition Awards ceremony be noted.

[Reference: Minutes of 1 October 2008 (Paragraph 12)]

15 Healthy Working Lives Gold Award

A report dated 7 October 2009 by the Executive Director (Corporate Resources) was submitted on the Council's success in achieving the Healthy Working Lives (HWL) Gold Award.

The Council had produced a 3 year strategy for HWL as well as an action plan detailing how the strategy would be implemented. In addition, the Council had been required to provide evidence of workplace health promotion and how it would impact on the local community.

The Council had been assessed on 23 and 24 June 2009 and was successful in achieving the Gold Award. A formal presentation of the Award was scheduled to take place immediately following this meeting.

The Committee decided: that the report be noted.

[Reference: Minutes of 21 February 2007 (Paragraph 14)]

16 Urgent Business

There were no items of urgent business.