

## **CORPORATE RESOURCES COMMITTEE**

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 20 February 2008

### **Chair:**

Councillor Denis McKenna

### **Councillors Present:**

Alex Allison, Graeme Campbell, Pam Clearie, Jim Docherty, Bev Gault, Jim Handibode, Bill Holman, Graeme Horne, 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, Edward McAvoy, Jim Wardhaugh

### **Attending:**

#### **Corporate Resources**

R McIlwain, Executive Director; G Bhatti, Employee Development and Diversity Manager; S Dickson, Head of Legal Services; D King, Head of Corporate Communications and Public Affairs; 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)

## **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 28 November 2007 were submitted for approval as a correct record.

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

## **3 Minutes of Special Meeting**

The minutes of the special meeting of the Corporate Resources Committee held on 31 January 2008 were submitted for approval as a correct record.

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

## **4 Revenue Budget Monitoring 2007/2008 - Corporate Resources**

A joint report dated 28 January 2008 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was submitted comparing actual expenditure at 28 December 2007 against budgeted expenditure for 2007/2008 for Corporate Resources.

**The Committee decided:** that the underspend on Corporate Resources' revenue budget of £0.047 million (0.3%), as detailed in Appendix A to the report, and the forecast to 31 March 2008 of a breakeven position be noted.

*[Reference: Minutes of 28 November 2007 (Paragraph 3)]*

## **5 Capital Budget Monitoring 2007/2008 - Corporate Resources**

A joint report dated 28 January 2008 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 28 December 2007.

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

*[Reference: Minutes of 28 November 2007 (Paragraph 4)]*

## **6 Corporate Resources' Workforce Monitoring - October to December 2007**

A report dated 24 January 2008 by the Executive Director (Corporate Resources) was submitted on the following employee information for Corporate Resources for the period October to December 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 December 2007

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

*[Reference: Minutes of 28 November 2007 (Paragraph 5)]*

*Councillor McLachlan entered the meeting during consideration of the above item*

## **7 Council-wide Workforce Monitoring - October to December 2007**

A report dated 24 January 2008 by the Executive Director (Corporate Resources) was submitted on the following Council-wide employee information for the period October to December 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 December 2007

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

*[Reference: Minutes of 28 November 2007 (Paragraph 6)]*

## 8 Teachers, etc Pay Agreement 2008 to 2011

A report dated 25 January 2008 by the Executive Director (Corporate Resources) was submitted on:-

- ♦ action taken to implement the supplemental pay increase, effective from 1 December 2007, for Teachers, Music Instructors, Educational Instructors, Educational Psychologists, Quality Improvement Officers and Education Support Officers
- ♦ the agreed pay award for 2008 to 2011 for Teachers, Music Instructors, Educational Instructors, Educational Psychologists, Quality Improvement Officers and Education Support Officers with effect from 1 April 2008

Notification had been received from the Scottish Negotiating Committee for Teachers on an agreed supplemental pay increase effective from 1 December 2007 and the pay award for the period 1 April 2008 to 31 March 2011.

The supplemental pay increase of 0.5% was in accordance with the terms of SNCT/33, Salaries Agreement 2004 to 2008, for teachers and associated professionals and was to cover the period from 1 December 2007 to 31 March 2008.

The pay agreement for 2008 to 2011 was as follows:-

<b>Effective Date</b>	<b>Increase</b>
1 April 2008	2.25%
1 April 2009	2.5%
1 April 2010	2.4%

The Scottish Government had agreed to fund the supplemental pay increase and funding was available in the 2008/2009 budget to meet the pay increase for that financial year.

In view of the requirement to make the necessary arrangements to progress adjustments and in terms of Standing Order No 36(c), the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources), in consultation with the Chair and an ex officio member, had approved implementation of the supplemental pay increase for Teachers, Music Instructors, Educational Instructors, Educational Psychologists, Quality Improvement Officers and Education Support Officers for the period 1 December 2007 to 31 March 2008.

### **The Committee decided:**

- (1) that the action taken, in terms of Standing Order No 36(c), by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources), in consultation with the Chair and an ex officio member, to approve the implementation of the agreed supplemental pay increase effective from 1 December 2007 for Teachers, Music Instructors, Educational Instructors, Educational Psychologists, Quality Improvement Officers and Education Support Officers, be noted; and
- (2) that the agreed pay award for 2008 to 2011 for Teachers, Music Instructors, Educational Instructors, Educational Psychologists, Quality Improvement Officers and Education Support Officers be implemented with effect from 1 April 2008.

## 9 Review of Charges 2008/2009 - Corporate Resources

A report dated 22 January 2008 by the Executive Director (Corporate Resources) was submitted requesting approval for the implementation of revised charges for 2008/2009 for:-

- ◆ archives
- ◆ marriage accommodation
- ◆ civic licensing fees
- ◆ legal charges
- ◆ housing legislation
- ◆ commercial leases
- ◆ miscellaneous charges

Corporate Resources had undertaken a review of service charges and it was proposed that an increase in line with inflation of 2.5% be applied with effect from 1 April 2008. This would generate an additional £10,981 in the revenue budget for 2008/2009.

**The Committee decided:** that the charges for the Corporate Resources' services, as detailed in the report, be increased by 2.5% with effect from 1 April 2008.

*[Reference: Minutes of 21 February 2007 (Paragraph 8)]*

## **10 Lottery Funding - Establishment of Voluntary Sector Production Unit in Corporate Communications and Public Affairs**

A report dated 29 January 2008 by the Executive Director (Corporate Resources) was submitted:-

- ◆ advising that Lottery funding had been secured to establish a Voluntary Sector Production Unit within Corporate Communications and Public Affairs (CCPA)
- ◆ requesting approval to establish 2 temporary posts of Broadcasting Assistant, for a period of 3 years, using the Lottery funding

The Production Unit, when established, would work with local organisations to produce programmes for South Lanarkshire Television's voluntary sector channel. The proposals would have wide ranging benefits for a significant number of disadvantaged people as 100 new programmes would be produced each year on recruitment and volunteering opportunities as well as features on specific agencies, issues or areas of interest.

It was expected that, by the end of the 3<sup>rd</sup> year, up to 60 voluntary sector representatives would be able to work independently as programme makers.

To reflect the increased remit and responsibilities of the Resource in taking forward this project, it was proposed that 2 temporary posts of Broadcasting Assistant be created on Grade 2, Level 1 (£15,621 to £17,099) within CCPA for the period from 1 April 2008 to 31 March 2011. The proposed posts had been evaluated in line with the Council's competence initiative scheme.

The cost of the proposals would be fully funded by the Lottery award.

**The Committee decided:** that 2 temporary posts of Broadcasting Assistant on Grade 2, Level 1 (£15,621 to £17,099) be established for a 3 year period effective from 1 April 2008.

## **11 Appeals Panel**

The minutes of the meetings of the Appeals Panel held on 20, 21 and 22 November and 18 and 20 December 2007 were submitted for approval as a correct record.

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

## **12 Recruitment Committee**

The minutes of the meetings of the Recruitment Committee held on 16 January and 1 February 2008 were submitted for approval as a correct record.

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

## **13 Disability Equality Scheme - One Year On**

A report dated 4 February 2008 by the Executive Director (Corporate Resources) was submitted on progress made by the Council in implementing its Disability Equality Scheme.

The Disability Discrimination Act 2005 (DDA) introduced new duties on public bodies to promote equality for disabled people. Central to the legislation was the requirement to produce and publish a Disability Equality Scheme every 3 years with an annual report each year.

The Council had published its first Disability Equality Scheme by the due date of 4 December 2006. The annual progress report had been published in December 2007 and a copy was attached as an appendix to the report. The report highlighted progress made in 2007 and priorities and actions for 2008 which included:-

- ◆ the development of a new good practice guide for organisations with whom the Council had a Service Level Agreement to ensure that equalities issues were monitored
- ◆ a review of issues for young people with disabilities and their families in accessing Council services
- ◆ proposals to produce a comprehensive local accessible information strategy
- ◆ the development of a customer survey for all households in South Lanarkshire which would ask for disability related information to establish a clearer picture of the make-up of the community

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

*[Reference: Minutes of 18 October 2006 (Paragraph 10)]*

## **14 Urgent Business**

There were no items of urgent business.

## **Chair's Closing Remarks – Retiral of S Dickson, Head of Legal Services**

The Chair, on behalf of the members of the Committee, thanked Sandra Dickson, Head of Legal Services for her many years of dedication to the Council and wished her a long and happy retirement.