

## **CORPORATE RESOURCES COMMITTEE**

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 21 September 2005

### **Chair:**

Councillor William Ross (Senior Depute)

### **Councillors Present:**

David Baillie, Archie Buchanan, Pam Clearie, Jim Docherty, Bev Gauld, Tommy Gilligan, Liz Handibode, Carol Hughes, Hector Macdonald, Billy McCaig, Brian McCaig, Michael McCann, John McGuinness, Ian McInnes, Denis McKenna, David McLachlan, Mary McNeill, Patricia Osborne, Graham Scott, May Smith, Jim Wardhaugh

### **Councillors' Apologies:**

Stewart Crawford, Jim Daisley, Gerry Docherty (Depute), Davy Keirs, Edward McAvoy, Henry Mitchell, John Ormiston, Betty Rush, David Shearer, Pat Watters (Chair)

### **Attending:**

#### **Corporate Resources**

A Cuthbertson, Executive Director; G Killin, Head of Personnel Services; S McLeod, Administration Officer

#### **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 29 June 2005 were submitted for approval as a correct record.

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

## **3 Revenue Budget Monitoring 2005/2006 - Corporate Resources**

A joint report dated 25 August 2005 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was submitted comparing actual expenditure at 12 August 2005 against budgeted expenditure for 2005/2006 for Corporate Resources.

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

*[Reference: Minutes of 29 June 2005 (Paragraph 3)]*

## **4 Capital Budget Monitoring 2005/2006 - Corporate Resources**

A joint report dated 30 August 2005 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was submitted advising of progress on Corporate Resources' capital programme for 2005/2006 and summarising the expenditure position at 12 August 2005.

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

*[Reference: Minutes of 29 June 2005 (Paragraph 4)]*

## **5 Corporate Resources' Workforce Monitoring - June and July 2005**

A report dated 26 August 2005 by the Executive Director (Corporate Resources) was submitted on the following employee information for Corporate Resources for the period June and July 2005:-

- ♦ attendance statistics
- ♦ occupational health statistics
- ♦ accident/incident statistics
- ♦ disciplinary hearings, grievances and Dignity at Work cases
- ♦ analysis of leavers
- ♦ Joint Staffing Watch as at 11 June 2005

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

*[Reference: Minutes of 29 June 2005 (Paragraph 5)]*

## **6 Council-wide Workforce Monitoring - June and July 2005**

A report dated 29 August 2005 by the Executive Director (Corporate Resources) was submitted on the following Council-wide employee information for the period June and July 2005:-

- ♦ attendance statistics
- ♦ occupational health statistics
- ♦ accident/incident statistics
- ♦ disciplinary hearings, grievances and Dignity at Work cases
- ♦ analysis of leavers
- ♦ labour turnover
- ♦ recruitment monitoring
- ♦ Joint Staffing Watch as at 11 June 2005

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

*[Reference: Minutes of 29 June 2005 (Paragraph 6)]*

## **7 Corporate Resources' Resource Plan 2005/2006 Update**

A report dated 18 August 2005 by the Executive Director (Corporate Resources) was submitted on the progress of the Corporate Resources' Resource Plan for 2005/2006. Updated information was provided on each of the 20 headline priorities identified in the Resource Plan.

**The Committee decided:** that the progress made in implementing the headline priorities of the Corporate Resources' Resource Plan for 2005/2006 be noted.

*[Reference: Minutes of 4 May 2005 (Paragraph 5)]*

## **8 Clyde Valley Efficient Government Bid**

A report dated 2 September 2005 by the Executive Director (Corporate Resource) was submitted on the progress of the Clyde Valley Training bid to the Efficient Government Fund.

A consortium bid, involving 8 local authorities and led by South Lanarkshire Council, was being prepared with the following objectives:-

- ◆ commissioning, developing, delivering and assessing training across the local government workforce
- ◆ standardising quality of training
- ◆ encouraging good practice

The Clyde Valley Training bid had progressed through Stage 1, the expression of interest stage. A formal bid through Stage 2 had been invited and would require submission of a full and robust business case for the project. The Council would take the lead role in the Stage 2 bid with the Clyde Valley Personnel and Training Group involved in its detailed development. The Council would also take the lead role in any subsequent associated implementation of proposals to generate efficiencies in training and development for local government employees.

Given the involvement of 8 local authorities and the requirement for joint decision making, it had been proposed that the Head of Legal Services draft an appropriate governance framework for consideration by the participating authorities.

The Scottish Executive would fund 50% of eligible costs incurred in the development of the Stage 2 bid up to maximum costs of £100,000, that is the maximum contribution would be £50,000. This funding would be divided amongst the 8 participating authorities. The Scottish Executive had also indicated that contributions from the Efficient Government Fund might require to be repaid to the Fund from savings arising from the project.

A further report on the operating arrangements of the project would be submitted to Committee if the bid was successful.

### **The Committee decided:**

- (1) that the progress of the Clyde Valley Training bid to the Efficient Government Fund be noted;
- (2) that the Stage 2 bid be developed according to the draft guidance provided by the Scottish Executive; and
- (3) that the Head of Legal Services be authorised to draft an appropriate partnership governance framework for consideration by the participating 8 local authorities.

## **9 Addiction Policy**

A report dated 21 September 2005 by the Executive Director (Corporate Resources) was submitted on revisions to the Council's Addiction Policy.

The Addiction Policy identified the support that was available to employees experiencing addiction related problems such as alcohol or drug misuse and gambling. The Policy had been reviewed and revisions had been agreed following consultation with the Trade Unions. The main revisions were as follows:-

- ♦ the Policy complemented the Maximising Attendance Policy by adopting a preventative stance, identifying the responsibilities of all concerned when dealing with addiction problems at work and outlining confidential support available
- ♦ education and training to be provided to raise awareness of addiction related problems
- ♦ the Council's Occupational Physician to assess/confirm the nature and extent of the problem and arrange, if indicated, a suitable programme of help and treatment when an addiction problem came to the attention of management via a disciplinary procedure

A copy of the revised Addiction Policy was attached as an appendix to the report.

**The Committee decided:** that the revised Addiction Policy be approved.

*Councillor McCann entered the meeting during consideration of this item of business*

## **10 Skillseeker/Apprentice Intake - 2005**

A report dated 26 August 2005 by the Executive Director (Corporate Resources) was submitted on:-

- ♦ the 2005 intake of Skillseekers and Apprentices to the Council
- ♦ arrangements for Careers Connections 2006

55 young people had been successfully recruited and had commenced their training programmes. Details were given on the breakdown of Skillseekers and Apprentices.

In support of the Council's commitment to equal opportunities, 1 young person with a disability had been recruited. Due to the limited response from ethnic minority groups, positive action in the form of consultation would take place as part of the Council's Race Equality Scheme. All the young people would undertake a structured training programme which would lead to a vocational qualification at SVQ levels 2, 3 or Modern Apprenticeship.

197 Skillseekers and Apprentices were currently at different stages of their programmes. A total of 158 had employed status and 39 remained as trainees.

It was proposed that a Careers Connections event be again hosted in the Council Offices, Hamilton on 24 and 25 January 2006.

**The Committee decided:**

- (1) that the success of the Council's provision of training opportunities for young people, which formed part of the Vocational Youth Development Strategy, be noted; and
- (2) that Careers Connections 2006 be organised for 24 and 25 January 2006 in the Council Offices, Almada Street, Hamilton.

*[Reference: Minutes of 20 October 2004 (Paragraph 10)]*

## **11 Appeals Panel**

The minutes of the meetings of the Appeals Panel held on 20 and 21 July and 29 August 2005 were submitted for approval as a correct record.

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

## **12 Urgent Business**

There were no items of urgent business.