

# **CORPORATE RESOURCES COMMITTEE**

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 9 March 2005

**Chair:**

Councillor Pat Watters

**Councillors Present:**

Tommy Gilligan, Carol Hughes, Davy Keirs, Billy McCaig, Brian McCaig, Michael McCann, John McGuinness, Ian McInnes, Denis McKenna, Mary McNeill, John Ormiston, Patricia Osborne, William Ross (Snr Depute), Betty Rush, David Shearer, Jim Wardhaugh

**Councillors' Apologies:**

David Baillie, Archie Buchanan, Pam Clearie, Stewart Crawford, Jim Daisley, Gerry Docherty (Depute), Jim Docherty, Bev Gauld, Liz Handibode, Hector Macdonald, Edward McAvoy, David McLachlan, Henry Mitchell, Graham Scott, May Smith

**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)

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## **1 Declaration of Interests**

No interests were declared.

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## **2 Minutes of Previous Meeting**

The minutes of the meeting of the Corporate Resources Committee held on 15 December 2004 were submitted for approval as a correct record.

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

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## **3 Minutes of Special Meeting**

The minutes of the special meeting of the Corporate Resources Committee held on 26 January 2005 were submitted for approval as a correct record.

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

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## **4 Revenue Budget Monitoring 2004/2005 – Corporate Resources**

A joint report dated 15 February 2005 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was submitted comparing actual expenditure at 4 February 2005 against budgeted expenditure for 2004/2005 for Corporate Resources.

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

*[Reference: Minutes of 15 December 2004 (Paragraph 3)]*

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## **5 Capital Budget Monitoring 2004/2005 – Corporate Resources**

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A joint report dated 15 February 2005 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was submitted advising of progress on Corporate Resources' capital programme for 2004/2005 and summarising the expenditure position at 4 February 2005.

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

*[Reference: Minutes of 15 December 2004 (Paragraph 4)]*

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## **6 Corporate Resources - Workforce Monitoring - November 2004 to January 2005**

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A report dated 10 February 2005 by the Executive Director (Corporate Resources) was submitted on the following employee information for Corporate Resources for the period November 2004 to January 2005:-

- ♦ attendance statistics
- ♦ occupational health
- ♦ accident/incident statistics
- ♦ disciplinary hearings, grievances and Dignity at Work cases
- ♦ analysis of leavers
- ♦ Joint Staffing Watch as at 11 December 2004

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

*[Reference: Minutes of 15 December 2004 (Paragraph 5)]*

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## **7 Council-wide Workforce Monitoring Report - November 2004 to January 2005**

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A report dated 10 February 2005 by the Executive Director (Corporate Resources) was submitted on the following Council-wide employee information for the period November 2004 to January 2005:-

- ♦ attendance statistics
- ♦ occupational health
- ♦ accident/incident statistics
- ♦ disciplinary hearings, grievances and Dignity at Work cases
- ♦ analysis of leavers
- ♦ labour turnover
- ♦ recruitment monitoring
- ♦ Joint Staffing Watch as at 11 December 2004

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

*[Reference: Minutes of 15 December 2004 (Paragraph 6)]*

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## 8 Review of Charges 2005/2006 – Corporate Resources

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A report dated 11 February 2005 by the Executive Director (Corporate Resources) was submitted on the annual review of charges for:-

- ◆ archives
- ◆ civil marriage ceremony accommodation fees
- ◆ civic licensing fees
- ◆ legal charges

It was proposed that an inflation increase of 2.5% be applied with effect from 1 April 2005. This would generate an additional £7,500 in the revenue budget for 2005/2006.

**The Committee decided:** that the charges for the Corporate Resources services referred to above be increased by 2.5% with effect from 1 April 2005.

*[Reference: Minutes of 11 February 2004 (Paragraph 7)]*

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## 9 Alignment of Holiday Play Club Charges to Child Care Voucher Scheme

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A report dated 3 February 2005 by the Executive Director (Corporate Resources) was submitted on the alignment of Holiday Play Club charges to the Child Care Voucher Scheme.

The Holiday Play Club charges had not been reviewed since their inception in 1996 with the intention that this would be done following the introduction of the Child Care Voucher Scheme. The Council now had an Inland Revenue approved scheme administered through Busy Bees.

New exemptions being introduced by the Government, effective from 6 April 2005, would mean that the first £50 per week of the cost of providing the vouchers to each employee would be free from both tax and national insurance contributions. The new exemptions would enable the Council to re-align the Holiday Play Club charges to take advantage of the benefits offered by the Child Care Voucher Scheme without employees suffering detriment.

This would result in changes to charges, effective from the Summer 2005 Holiday Play Club, as follows:-

- ◆ fee per day for first child to be increased from £10 to £13
- ◆ fee per day for second and subsequent children to be increased from £8 to £10.50

**The Committee decided:**

- (1) that Child Care Vouchers be accepted in payment of fees for children attending the Holiday Play Club; and
- (2) that Holiday Play Club charges be increased, with effect from summer 2005, as follows:-
  - ◆ fee per day for first child to be increased from £10 to £13
  - ◆ fee per day for second and subsequent children to be increased from £8 to £10.50

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## **10 Appeals Panel**

The minutes of the meetings of the Appeals Panel held on 21 January and 15 February 2005 were submitted for approval as a correct record.

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

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## **11 Recruitment Panel**

The minutes of the meeting of the Recruitment Panel held on 15 February 2005 were submitted for approval as a correct record.

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

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## **12 Hospitality Committee**

The minutes of the meeting of the Hospitality Committee held on 26 January 2005 were submitted for approval as a correct record.

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

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## **13 Better Government for Older People (BGOP) Mystery Traveller Project**

A report dated 14 February 2005 by the Executive Director (Corporate Resources) was submitted on the outcomes of the Mystery Traveller Project.

The Mystery Traveller Project was community based and had been suggested by older people involved in the Better Government for Older People (BGOP) Transport Task Group. The idea of the Mystery Travellers was to provide better supported evidence for influencing improvements in public transport. Project meetings had been held at the outset with Roads and Transportation Services and officials from Strathclyde Passenger Transport Authority. This had generated awareness of the initiative and gathered information to help guide the work.

The Project involved 59 volunteers undertaking surveys on their daily journeys using buses, trains and taxis. Following initial pilot testing, 567 bus surveys and 135 train surveys had been conducted. A pilot test for taxis had also been carried out.

During the course of the project, a number of talks and presentations had been made by the Project Co-ordinator to older people's groups and voluntary organisations throughout South Lanarkshire.

The outcomes of the surveys were detailed in the appendix to the report. Feedback from the surveys would be provided to Roads and Transportation Services, Strathclyde Passenger Transport Authority and the Older People's Assembly.

A Project Co-ordinator had been seconded from Personnel Services (Corporate Resources) for the duration of the project with the period of secondment ending on 31 January 2005.

Total grant aid funding for the project of £45,016 had been provided by Fresh Futures.

**The Committee decided:**

- (1) that the outcomes of the BGOP Mystery Traveller Project, as detailed in the appendix to the report, be noted; and
- (2) that the intention to pass the findings of the project to the following be noted:-
  - ◆ Older People's Assembly
  - ◆ Roads and Transportation Services
  - ◆ Strathclyde Passenger Transport Authority

*[Reference: Minutes of 13 November 2002 (Paragraph 6)]*

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## **14 Review of Management Grades for Early Years**

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A joint report dated 4 February 2005 by the Executive Directors (Corporate Resources) and (Education Resources) was submitted on the implementation of the agreed salary grades for Early Years Managers with effect from 1 October 2004.

Following the Early Years agreement approved by this Committee on 24 September 2003, it was established that the existing management grades would be subject to review in line with the Council's broad banded grading scheme.

The previous management grades reflected the previous structure arrangements of Pre-5 Units and Day Care Units. In constructing the revised grades, the review considered the management arrangements within the context of each individual establishment, the differing needs reflecting size, location, complexity and number of staff in post and the staff to child ratios associated with each establishment.

By taking those factors into consideration, the following grades had been devised:-

Early Years Head of Integrated Unit	SCP80–84 (£33,606 to £35,670)
Early Years Head	SCP72–77 (£29,825 to £32,140)
Early Years Group Head	SCP72–77 (£29,825 to £32,140)
Head of Support Unit	SCP72–77 (£29,825 to £32,140)
Locality Head	SCP64–70 (£26,487 to £28,956)
Early Years Depute	SCP64–70 (£26,487 to £28,956)

Consultation with Unison had been ongoing and agreement reached to implement the revised grades with effect from 1 October 2004. Implementation arrangements would reflect the principles for Early Years workers and would include an ex gratia payment of up to £1,200.

The cost of implementing the revised grades would be met from existing resources.

In view of the requirement to make the necessary arrangements to progress adjustments as soon as possible and in terms of Standing Order No 36(c), the Executive Directors (Corporate Resources) and (Education Resources), in consultation with the Chair and an ex officio member, had implemented the agreed salary grades for Early Years Managers with effect from 1 October 2004.

**The Committee decided:**

that the action taken, in terms of Standing Order No 36(c), by the Executive Directors (Corporate Resources) and (Education Resources), in consultation with the Chair and an ex officio member, to implement the agreed salary grades for Early Years Managers with effect from 1 October 2004, be noted.

*[Reference: Minutes of 24 September 2003 (Paragraph 13)]*

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**15 Urgent Business**

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There were no items of urgent business.