

ENTERPRISE RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 2 February 2011

Chair:

Councillor Chris Thompson

Councillors Present:

John Anderson, Eileen Baxendale, John Cairney, Peter Craig, Jim Docherty, Lynn Filshie, Beith Forrest, Ian Gray, Eileen Logan, Joe Lowe, Denis McKenna, Davie McLachlan, John McNamee, Mary McNeill, Henry Mitchell, John Murray (Depute), Graham Scott, Mary Smith, George Sutherland, Jim Wardhaugh

Councillors' Apologies:

Barry Douglas, Graeme Horne, Edward McAvoy

Attending:**Corporate Resources**

N Docherty, Administration Assistant; J McDonald, Administration Adviser

Enterprise Resources

C McDowall, Executive Director; A Colthart, Head of Support Services; G Mackay, Head of Roads and Transportation Services; J McCaffer, Head of Regeneration

Finance and Information Technology Resources

L Cathcart, Accountant

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Enterprise Resources Committee held on 10 November 2010 were submitted for approval as a correct record.

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

3 Enterprise Resources - Revenue Budget Monitoring 2010/2011

A joint report dated 10 January 2011 by the Chief Executive and the Executive Director (Enterprise Resources) was submitted comparing actual expenditure at 23 December 2010 against budgeted expenditure for 2010/2011 for Enterprise Resources.

Details were provided on proposed budget virements to realign budgets.

The Committee decided:

- (1) that the underspend on the Enterprise Resources' revenue budget of £0.045 million and the forecast to 31 March 2011 of an underspend be noted; and
- (2) that the budget virements, as detailed in the appendices to the report, be approved.

[Reference: Minutes of 10 November 2010 (Paragraph 3)]

4 Enterprise Resources - Capital Budget Monitoring 2010/2011

A joint report dated 10 January 2011 by the Chief Executive and the Executive Director (Enterprise Resources) was submitted advising of progress on the Enterprise Resources' capital programme 2010/2011 and summarising the expenditure position at 23 December 2010.

The Committee decided: that the report be noted.

[Reference: Minutes of 10 November 2010 (Paragraph 4)]

5 Enterprise Resources - Workforce Monitoring - October and November 2010

A joint report dated 6 January 2011 by the Executive Directors (Enterprise Resources) and (Corporate Resources) was submitted on the following employee information for Enterprise Resources for the period October and November 2010:-

- ◆ 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 September 2010

The Committee decided: that the report be noted.

[Reference: Minutes of 10 November 2010 (Paragraph 5)]

6 Delivery of the Work Programme in South Lanarkshire

A report dated 24 December 2010 by the Executive Director (Enterprise Resources) was submitted on:-

- ◆ the development of the Work Programme, the new UK wide employment programme being implemented by the Department for Works and Pensions (DWP)
- ◆ approval to negotiate and agree appropriate arrangements for the Council's role within its delivery

The Council and its partners were committed to promoting employability and access to sustainable employment opportunities, in particular for priority groups, through the implementation of the Routes to Inclusion Policy.

The UK Government, through the DWP, was procuring the services of Prime Contractors (Primes) to manage the delivery of the Work Programme, which would be operational from early summer 2011.

The Prime Contractors, once selected, would require to sub-contract to the existing delivery infrastructure to ensure that sufficient capacity was available to meet anticipated need. In order to achieve this, it was proposed that the Council be the managing agent for much of the activity to be undertaken in South Lanarkshire. It was also proposed that a report on the planned negotiations with the selected Prime Contractors together with finalised implementation arrangements be submitted to a future meeting.

The costs associated with this would be met through existing budgets within Enterprise Resources in 2011/2012.

The Committee decided:

- (1) that the Executive Director (Enterprise Resources) be authorised to enter into negotiations with the selected Prime Contractors to develop a supply chain for the effective delivery of the Work Programme in South Lanarkshire; and
- (2) that a report be submitted to a future meeting on the implementation arrangements.

7 Annual Update on Resource Risk Register and Risk Control Plan

A report dated 6 January 2011 by the Executive Director (Enterprise Resources) was submitted on:-

- ◆ systems and controls in place within Enterprise Resources to control and minimise risks
- ◆ the Enterprise Resources' current Risk Register

The Resource had followed the Council guidance in developing, monitoring and updating their Risk Control Register on an ongoing basis. The Risk Register had been developed to ensure that the Resource was fully aware of the main risks that it had, was able to prioritise those risks and had controls in place to eliminate or minimise the impact of the risk.

The risks were scored in accordance with the Council's scoring mechanism which scored risks based on likelihood and impact of risk. This resulted in risks being scored between 1 to 9 (low to high). Risks were scored on their inherent risk (risk if nothing done) and their residual risk (risk after applying controls).

The Risk Register had been developed and was monitored on a quarterly basis to add new risks and to review the scores of existing risks. The Register was maintained within Internal Audit's Figtree computer system and updated by designated officers within Enterprise Resources.

Details of the main risks for Enterprise Resources were detailed in an appendix to the report.

The Committee decided: that the systems and controls in place to monitor risks within Enterprise Resources be noted.

8 Blacklaw and Whitelees Renewable Energy Fund - Grants Awarded Update

A report dated 18 January 2011 by the Executive Director (Enterprise Resources) was submitted on an update of the grants awarded to date since the inception of the Blacklaw and Whitelees Renewable Energy Funds.

The Blacklaw Renewable Energy Fund had been established in 2004 and the Whitelees Renewable Energy Fund had been established in 2007 both to provide funding to suitable projects providing community benefits in eligible areas.

Details of the grants awarded to date since the inception of both Funds were provided in the appendices to the report.

The Committee decided: that the grants awarded from the Renewable Energy Funds to date, as detailed in the appendices to the report, be noted.

[Reference: Minutes of 20 January 2010 (Paragraphs 9 and 10)]

9 Urgent Business

There were no items of urgent business.