

## **CORPORATE RESOURCES COMMITTEE**

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 7 July 2009

**Chair:**

Councillor Denis McKenna

**Councillors Present:**

Alex Allison, David Baillie, Pam Clearie, Jim Docherty, Bev Gauld, Jim Handibode, Bill Holman, Anne Maggs, James Malloy, Jim McGuigan, Davie McLachlan, John Murray, Richard Tullett, Jim Wardhaugh, Sheena Wardhaugh, Pat Watters (Depute)

**Councillors' Apologies:**

Graeme Campbell, Graeme Horne, Edward McAvoy, Lesley McDonald, Brian McKenna, Danny Meikle, Bert Thomson

**Attending:**

**Corporate Resources**

V Aitken, Corporate Personnel Manager; S McLeod, Administration Officer; K McVeigh, Head of Personnel Services; N Reid, Research Adviser

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### **1 Declaration of Interests**

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No interests were declared.

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### **2 Minutes of Previous Meeting**

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The minutes of the meeting of the Corporate Resources Committee held on 20 May 2009 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 Corporate Resources - Workforce Monitoring - April and May 2009**

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A report dated 16 June 2009 by the Executive Director (Corporate Resources) was submitted on the following employee information for Corporate Resources for the period April and May 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 8 March 2009

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

*[Reference: Minutes of 20 May 2009 (Paragraph 5)]*

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#### **4 Council-wide Workforce Monitoring - April and May 2009**

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A report dated 20 May 2009 by the Executive Director (Corporate Resources) was submitted on the following Council-wide employee information for the period April and May 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 8 March 2009

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

*[Reference: Minutes of 20 May 2009 (Paragraph 6)]*

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#### **5 Corporate Resources' Resource Plan 2009/2010**

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A report dated 26 May 2009 by the Executive Director (Corporate Resources) was submitted on the Corporate Resources' Resource Plan for 2009/2010. Details were provided on:-

- ◆ Resource achievements and service performance during 2008/2009
- ◆ Resource objectives and actions for 2009/2010
- ◆ capital and revenue resources for 2009/2010
- ◆ the organisational structure of the Resource

In line with the Council's revised performance management arrangements, a mid year progress report on actions identified in the 2009/2010 Resource Plan would be submitted to a future meeting of the Committee.

**The Committee recommended to the Executive Committee:** that the Corporate Resources' Resource Plan for 2009/2010 be approved.

*[Reference: Minutes of 10 December 2008 (Paragraph 8)]*

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#### **6 Code of Conduct for Employees**

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A report dated 16 June 2009 by the Executive Director (Corporate Resources) was submitted on a revised Code of Conduct for Employees. The revisions had been made to reflect the outcomes from working groups and changes in legislation and Council policies/procedures. A summary of the main changes was provided and included:-

- ◆ the new Code of Good Governance
- ◆ clarification on an employee's personal conduct during and outside of working hours
- ◆ the requirement for those working in a care position, either with children or vulnerable adults, and whose name was placed on either list held by the Scottish Government, to notify their Executive Director immediately
- ◆ an update to reflect the position regarding the IT Acceptable Use Policy and Employee Acceptable Use Handbook
- ◆ an update to the section on the Register of Gifts, Hospitality and Services to advise that information contained within the Register might be released to other parties through Freedom of Information in line with the principles of the Data Protection Act
- ◆ a revision to the section on confidential procedures for reporting concerns at work

Details were provided on how the revised Code would be communicated to both existing and new employees. The requirement for employees to sign that they had received a copy would be considered as part of the communication process.

**The Committee recommended to the Executive Committee:** that the revised Code of Conduct for Employees, as detailed in the appendix to the report, be approved.

*Reference: Minutes of 5 April 2006 (Paragraph 8)]*

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## **7 Control of Asbestos Policy**

A report dated 17 June 2009 by the Executive Director (Corporate Resources) was submitted on the development of a Control of Asbestos Policy to ensure a high standard of competence in the management of asbestos in Council properties.

The Control of Asbestos Regulations 2006 (CAR06) revoked and replaced the Control of Asbestos at Work Regulations 2002. The duties under CAR06 were largely the same as those under the previous legislation, in particular Regulation 4, the duty to manage. This required anyone with responsibility for the management, maintenance and repair of non-domestic properties and common areas of domestic properties to take active steps to identify, record and manage any asbestos that might be present.

The proposed Control of Asbestos Policy reflected the duties prescribed by CAR06 and the wider responsibilities placed on the Council by the:-

- ◆ Management of Health and Safety at Work Regulations to identify and manage significant risks to its employees and those affected by its actions
- ◆ Construction Design and Management Regulations to ensure the competence of contractors

Details were provided on how the Control of Asbestos Policy would be implemented across the Council including the specific timescales associated with each of the proposed actions. An audit of the implementation of the Policy would be undertaken jointly by Corporate Resources and Housing and Technical Resources by December 2010.

**The Committee recommended to the Executive Committee:**

- (1) that the Control of Asbestos Policy, as detailed in the appendix to the report, be approved; and
- (2) that the proposals for implementation of the Policy across the Council be approved.

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## **8 The Local Government Pension Scheme (Scotland) Regulations 2008**

A joint report dated 1 June 2009 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was submitted on the requirement for the Council to review its published discretions in light of the introduction of the Local Government Pension Scheme (Scotland) Regulations 2008.

All unitary authorities and other employers, whose employees were eligible to join the Strathclyde Pension Scheme, required to publish their position in relation to the discretions available to them as employers within the Regulations.

**The Committee decided:** that the revised published discretions, as detailed in the appendix to the report, be approved.

*[Reference: Minutes of 13 December 2006 (Paragraph 12)]*

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## **9 Appeals Panel**

The minutes of the meetings of the Appeals Panel held on 5, 12 and 15 June 2009 were submitted for approval as a correct record.

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

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## **10 Recruitment Committee**

The minutes of the meeting of the Recruitment Committee held on 22 June 2009, together with the minutes of the meetings of the Recruitment Committee held on 30 June and 6 July 2009 (both tabled), 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 Disciplinary and Grievance Policies - Amendments**

A report dated 2 June 2009 by the Executive Director (Corporate Resources) was submitted on the changes made to the Council's Disciplinary and Grievance Policies and procedures to ensure compliance with the revised Acas Statutory Code of Practice on Discipline and Grievance.

The statutory dispute resolution procedures which had introduced the mandatory 3 step process for dealing with workplace disciplinary and grievance issues had been repealed on 6 April 2009. The principles for handling such situations in the workplace were now set out in the Acas Statutory Code of Practice on Discipline and Grievance.

A short-life working group had reviewed the existing policies to ensure compliance with the revised Code and a summary of the resulting changes to the Disciplinary Policy and Handbook and to the Grievance Policy was provided. The Conditions of Service had been updated to reflect the changes and details were provided on arrangements being made to communicate the changes to employees.

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

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## **12 Early Retirement and Redeployment**

A joint report dated 26 May 2009 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was submitted on early and flexible retirements, re-employment of early retirees and the redeployment exercise for the period 1 October 2008 to 31 March 2009.

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

*[Reference: Minutes of 10 December 2008 (Paragraph 15)]*

*Councillor Docherty left the meeting during this item of business*

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### **13 Employee Travel Plan**

A report dated 1 June 2009 by the Executive Director (Corporate Resources) was submitted on a number of new initiatives in relation to the Employee Travel Plan which had been launched in October 2008 as part of the Council's Sustainable Development priority value.

Details were provided on the:-

- ◆ Employee Connect Bus which would now make 4 journeys each day between Council Headquarters, Hamilton and Atholl House, East Kilbride to link into core training times at the Learning and Development Centre
- ◆ launch of the Journey Share website in August 2009 to facilitate journey sharing for employees
- ◆ facility to record home working requests within the HR and Payroll system which would allow any resulting reduction in CO<sup>2</sup> emissions to be calculated
- ◆ introduction in September 2009 of a salary sacrifice scheme for bus travel

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

*[Reference: Minutes of 1 October 2008 (Paragraph 9)]*

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### **14 Gender Equality Scheme Annual Update 2009**

A report dated 21 May 2009 by the Executive Director (Corporate Resources) was submitted on the 2009 annual update on progress made in relation to the implementation of the Council's Gender Equality Scheme.

The gender equality duty was introduced by the Equality Act 2006 which included a number of specific duties including the requirement to publish a Gender Equality Scheme, report annually on progress and to review the Scheme on a 3 yearly basis.

The Gender Equality Scheme Annual Progress Report, which included a summary of the progress made in relation to the actions identified in the Gender Equality Scheme Action Plan, was attached as an appendix to the report.

In line with the requirement to publish annual reports on progress on the Gender Equality Scheme and Education Resources' Gender Equality Statement of Commitment, arrangements had been made to publish them on the Council's website by 29 June 2009.

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

*[Reference: Minutes of 2 July 2008 (Paragraph 15)]*

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### **15 Urgent Business**

There were no items of urgent business.