

# ENTERPRISE SERVICES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 19 June 2012

## **Chair:**

Councillor Chris Thompson

## **Councillors Present:**

Lynn Adams, John Anderson, Ralph Barker, Walter Brogan, Robert Brown, John Cairney, Peter Craig, Angela Crawley, Christine Deanie, Isobel Dorman, George Greenshields, Anne Higgins, Graeme Horne, Denis McKenna, Davie McLachlan, John McNamee, John Menzies, Alice Marie Mitchell, Graham Simpson, Richard Tullett, Jim Wardhaugh

## **Councillors' Apologies:**

Joe Lowe, Edward McAvoy

## **Attending:**

### **Community and Enterprise Resources**

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

### **Finance and Corporate Resources**

G Booth, Accountant; N Docherty, Administration Assistant; J McDonald, Administration Adviser; L O'Hagan, Accounting and Budgeting Manager

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## **Chair's Opening Remarks**

The Chair welcomed returning members and new members to the Committee.

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## **1 Declaration of Interests**

No interests were declared.

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## **2 Community and Enterprise Resources - Revenue Budget Monitoring 2012/2013**

A joint report dated 22 May 2012 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted comparing actual expenditure at 11 May 2012 against budgeted expenditure for 2012/2013 for Community and Enterprise Resources.

### **The Committee decided:**

- (1) that the breakeven position on the Community and Enterprise Resources' revenue budget and the forecast to 31 March 2013 of a breakeven position be noted; and
- (2) that the budget virements, as detailed in the appendices to the report, be approved.

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### **3 Community and Enterprise Resources - Capital Budget Monitoring 2012/2013**

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A joint report dated 23 May 2012 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted advising of progress on the Community and Enterprise Resources' capital programme 2012/2013 and summarising the expenditure position at 11 May 2012.

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

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### **4 Community and Enterprise Resources - Workforce Monitoring - April 2012**

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A joint report dated 25 May 2012 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the following employee information for Community and Enterprise Resources for April 2012:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers
- ◆ Joint Staffing Watch as at 10 March 2012

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

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### **5 Hamilton Town Centre Business Improvement District (BID)**

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A report dated 29 May 2012 by the Executive Director (Community and Enterprise Resources) was submitted on the business proposal which had been prepared by the Hamilton Business Improvement District (BID) Steering Group for Hamilton Town Centre.

The Lanarkshire Chamber of Commerce had secured £20,000 of funding from the Scottish Government towards developing a BID for Hamilton Town Centre. A BID was a precisely defined geographical area within which businesses had voted to invest collectively to improve their trading environment. In order to progress the BID proposal, the Council had agreed to support the Lanarkshire Chamber of Commerce and the business community in Hamilton to establish whether support existed for a BID and provide funding of £45,000 to help establish the BID.

Following a consultation exercise, a business proposal and business plan, as detailed in the appendix to the report, had been prepared and those would form the basis of the strategy of the BID for the next 5 years.

It was proposed that the Council support the BID on the basis of the proposals detailed in the report in order to provide financial and organisational stability to the BID.

The costs associated with the proposals would be met from within existing budgets.

**The Committee decided:**

- (1) that the business proposal prepared by the Hamilton Business Improvement District (BID) Steering Group for Hamilton Town Centre, as detailed in the appendix to the report, be approved;
- (2) that the Council support the BID on the basis of the proposals detailed in the report; and

- (3) that the Executive Director (Community and Enterprise Resources), in consultation with the Head of Legal Services, be authorised to conclude the operating agreement between the Council and the BID company, in the best interests of the Council.

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## **6 Routes to Inclusion - Delivering the Council's Jobs Access and Employability Services**

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A report dated 12 June 2012 by the Executive Director (Community and Enterprise Resources) was submitted on the:-

- ◆ key elements of the Routes to Inclusion activity undertaken during 2011/2012
- ◆ programme being developed to respond to priorities in the period 2012/2013

Details of the range of interventions and activities developed at a programme level for the Routes to Inclusion Programme for 2011 to 2013 were detailed in the report. On the basis of the "Teckal" exemption, it was proposed that a further £150,000 be added to the contract to deliver additional places under the General Jobs Fund.

The total funding required to support employability services for 2012/2013 was £2,813,000 with Community and Enterprise Resources' contribution of £983,000 being met from existing budgets.

### **The Committee decided:**

- (1) that the key Routes to Inclusion activity detailed in the report and expenditure of £2,813,000, including the contribution of £983,000 from Community and Enterprise Resources for the period 2012/2013, be approved; and
- (2) that a further £150,000 be allocated to Routes to Work South Job Brokerage contract to deliver additional places under the General Jobs Fund.

*[Reference: Minutes of 15 February 2012 (Paragraph 11)]*

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## **7 Proposed Business Support Programmes 2012/2013**

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A report dated 7 June 2012 by the Executive Director (Community and Enterprise Resources) was submitted on:-

- ◆ business support activity undertaken by the Council in 2011/2012
- ◆ a range of business and sector development programmes and initiatives offered by the Council for 2012/2013

To secure continuity of delivery, an overall programme of business support for 2012/2013 was proposed as follows:-

| <b>Programme 2012/2013</b>                         | <b>Budget</b>   |
|--|-----------------|
| Lanarkshire Business Support Initiative - Training | £ 50,000        |
| Business Support Fund                              | £180,000        |
| Supplier Development Programme                     | £ 15,000        |
| Tourism Sector Support                             | £ 67,000        |
| Business Support Initiatives                       | £ 61,000        |
| <b>Sub Total (Business Development)</b>            | <b>£373,000</b> |

Rural Capital Grants Scheme (funded through LEADER Programme) £172,000

**Overall Total £545,000**

The proposed expenditure of £545,000 for the business support programmes would be met from existing resources within Community and Enterprise Resources' revenue budgets for 2012/2013.

**The Committee decided:**

- (1) that the business development programmes and initiatives for 2012/2013 amounting to £545,000, as detailed above, be approved; and
- (2) that the outcomes of the Council's programmes to support local companies during 2011/2012 be noted.

*[Reference: Minutes of 15 June 2011 (Paragraph 8)]*

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## **8 Parking Service - Partnership Contract**

A report dated 29 May 2012 by the Executive Director (Community and Enterprise Resources) was submitted on the provision of parking administration services in partnership with Imperial Civil Enforcement Solutions (ICES).

The Council introduced decriminalised parking enforcement (DPE) some 7 years ago and had worked with ICES who provided the hardware and software which allowed the Council to deliver the services using an in-house team.

Other local authorities were now at various stages of introducing DPE and were assessing options for the delivery of the necessary services. In many cases, councils were looking at options for outsourcing the back office functions.

It was proposed to enter into a contract with ICES who would contract direct with client authorities and sub-contract the administrative support to this Council.

It was estimated that the proposal would generate income of £38,588 per annum.

Any future additional staffing requirements would be reported to a future meeting.

**The Committee decided:** that the Executive Director (Community and Enterprise Resources), in consultation with the Head of Legal Services, be authorised to enter into a contract with ICES for the provision of parking administration services, subject to terms and conditions acceptable to the Council being agreed.

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## **9 Enterprise Services - Notification of Contracts Awarded - 1 October 2011 to 31 March 2012**

A joint report dated 28 May 2012 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on contracts awarded by Enterprise Services in the period 1 October 2011 to 31 March 2012.

In terms of Standing Order No 22.8 of the Standing Orders on Contracts, Resources were required to notify the relevant Committee of contracts awarded. Details of the contracts awarded by Enterprise Services were provided in the appendix to the report.

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

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**10 Urgent Business**

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There were no items of urgent business.