

**CORPORATE RESOURCES COMMITTEE**

Minutes of meeting held in the Council Offices, Hamilton on 20 October 2004

**Chair:**

Councillor Pat Watters

**Councillors Present:**

David Baillie	John McGuinness	William Ross (Snr Depute)
Stewart Crawford	Ian McInnes	Betty Rush
Rev Bev Gauld	Denis McKenna	Graham Scott
Liz Handibode	David McLachlan	David Shearer
Davy Keirs	Henry Mitchell	May Smith
Billy McCaig	John Ormiston	Jim Wardhaugh
Hector Macdonald	Patricia Osborne	

**Councillors' Apologies:**

Archie Buchanan	Jim Docherty	Brian McCaig
Pam Clearie	Tommy Gilligan	Michael McCann
Jim Daisley	Carol Hughes	Mary McNeill
Gerry Docherty (Depute)	Edward McAvoy	

**Attending:****Corporate Resources**

A Cuthbertson, Executive Director; S McLeod, Administration Officer and A Wilson, Employee Relations and Involvement Manager

**Finance and Information Technology Resources**

A Murray, Assistant Finance Manager (Accounting and Budgeting)

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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 25 August 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 Revenue Budget Monitoring 2004/2005 – Corporate Resources**

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A joint report dated 29 September 2004 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was submitted comparing actual expenditure at 17 September 2004 against budgeted expenditure for 2004/2005 for Corporate Resources.

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

*[Reference: Minutes of 25 August 2004 (Paragraph 3)]*

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

A joint report dated 29 September 2004 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 17 September 2004.

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

*[Reference: Minutes of 25 August 2004 (Paragraph 4)]*

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#### **5 Workforce Monitoring – August 2004**

A report dated 12 August 2004 by the Executive Director (Corporate Resources) was submitted on the following employee information for Corporate Resources for August 2004:-

- ◆ attendance statistics
- ◆ analysis of leavers
- ◆ accident/incident statistics
- ◆ occupational health
- ◆ disciplinary hearings, grievances and Dignity at Work cases

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

*[Reference: Minutes of 25 August 2004 (Paragraph 5)]*

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#### **6 Council-wide Workforce Monitoring Report – August 2004**

A report dated 6 October 2004 by the Executive Director (Corporate Resources) was submitted on the following Council-wide employee information for August 2004:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers
- ◆ labour turnover
- ◆ recruitment monitoring

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

*[Reference: Minutes of 25 August 2004 (Paragraph 6)]*

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#### **7 Review of Race Equality Schemes**

A report dated 28 September 2004 by the Executive Director (Corporate Resources) was submitted on proposals for the 3 yearly review of the Council's Corporate Race Equality Scheme and the Race Equality Scheme for Education Resources.

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The Race Relations (Amendment) Act 2000 had placed a requirement on public bodies to publish Race Equality Schemes by November 2002. The Schemes detailed how the Council would meet its duties to promote race equality in education, employment and on a corporate basis.

The Council was required to review and republish both its Race Equality Schemes by November 2005. A timetable had been drafted (attached as an appendix to the report) which would enable the Council to meet the publication deadline.

It was proposed that both Schemes be developed in tandem. The review of the Corporate Race Equality Scheme would be carried out by the Corporate Equalities Working Group while the Executive Director (Education Resources) would be responsible for the review of the Race Equality Scheme for Education Resources.

**The Committee decided:** that the proposals for the review of the Corporate Race Equality Scheme and the Race Equality Scheme for Education Resources be approved.

*[Reference: Minutes of 13 November 2002 (Paragraph 5)]*

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## 8 Corporate Wear

A report dated 23 September 2004 by the Executive Director (Corporate Resources) was submitted on the provision of corporate wear for employees of the Council.

The contract with William Sugdens for the supply of corporate wear expired on 30 June 2004. The tendering process for a new contract had been abandoned due to quality issues, technical construction issues and failure to meet the Council's specification.

Contact was made with the Office of Government Commerce (OGC), a procurement consortium established by the Government for the public sector. The OGC had only 1 supplier for Corporate Wear, Burlington Uniforms Limited. To contract with Burlington Uniforms Limited, the Council would not require to go through the normal competitive tendering process as this had already been carried out by the OGC. It was proposed that a service agreement be drawn up between the Council and Burlington Uniforms Limited under the general framework agreement between OGC and Burlington Uniforms Limited, with the addition of specifics such as price discounts, compliance with race relations issues and within the overall umbrella of Scots Law.

There would be an increase in costs for most garments in the proposed ranges of corporate wear. This was due to the prices being compared to 1999 prices and reflected the improvement in design and material. The prices also included an allowance for the Council logo tabs.

Each Resource would be delegated responsibility for purchasing corporate wear and orders would be placed dependent on budgetary provision.

**The Committee decided:** that the signing of a service agreement between South Lanarkshire Council and Burlington Uniforms Limited for the supply of corporate wear for the period October 2004 to November 2005 (and possibly beyond depending upon any contract extension between Burlington Uniforms Limited and the OGC) be approved.

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## 9 Return to Learn IT Initiative

A report dated 6 October 2004 by the Executive Director (Corporate Resources) was submitted on the Return to Learn IT Initiative.

The Initiative had been developed in partnership with Unison and was launched in 2002. It provided the opportunity for employees who had no previous experience of using computers to develop skills. 2 groups, of 20 employees, had participated in the Initiative. Course 1 ran from January to March 2002 and Course 2 from March to May 2004. Participants, who attended on 10 half days, comprised of employees from Community, Education, Enterprise, Housing and Technical and Social Work Resources. 17 and 19 students completed their studies. As well as providing the opportunity to gain new skills, the students had commented on the many additional benefits being back in a supported learning environment created. Many had continued their learning and 5 had embarked on their European Computer Driving Licence.

It was proposed that the Council, in partnership with Unison, develop a further Return to Learn Initiative to run from November 2004 to April 2005. This programme would be available to all employees with a development need in this area, whether Unison members or not. Those employees who had previously expressed an interest would be given priority.

It was proposed that 3 groups of 10 employees be established as this would allow all those employees who had expressed an interest to be offered a place on 1 of the courses. In addition to the tutorial support provided through the Initiative, it was proposed that participants be given additional support such as:-

- ◆ encouragement from Line Manager
- ◆ access to training and learning resources such as the Council's Learning Resource Centre
- ◆ recognition of effort and achievement at the end of the course

The cost for 30 employees to take part would be £5,100. In addition, £5,000 was required for work replacement costs. The cost of teaching support for the duration of the projects would be equally met by Unison and the Council. Work replacement costs would be met from within existing budgets.

### **The Committee decided:**

- (1) that the progress of the Return to Learn Initiative be noted;
- (2) that a further Return to Learn Initiative, as detailed in the report, be approved; and
- (3) that a further report be submitted to the Committee advising of progress.

*[Reference: Minutes of 26 June 2002 (Paragraph 4)]*

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## 10 Skillseeker/Apprentice Intake 2004

A report dated 29 September 2004 by the Executive Director (Corporate Resources) was submitted on:-

- ◆ the 2004 intake of Skillseekers and Apprentices to the Council
- ◆ arrangements for Careers Connections 2005

60 young people had been successfully recruited and had commenced their training programmes. Details were given on the breakdown of skillseekers and apprentices.

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In support of the Council's commitment to equal opportunities, 1 young person with a disability and 1 young person from an ethnic minority background had been recruited. 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.

There were 173 skillseekers and apprentices currently at different stages of their programmes. A total of 146 had employed status and 27 remained as trainees.

It was proposed that a Careers Connections event be again hosted in the Council Offices, Hamilton on 9 and 10 February 2005.

**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 2005 be organised for 9 and 10 February 2005 in the Council Offices, Almada Street, Hamilton.

*[Reference: Minutes of 11 February 2004 (Paragraph 13)]*

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## **11 Appeals Panel**

The minutes of the meetings of the Appeals Panel held on 8 and 23 September 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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## **12 Corporate Resources' Resource Plan 2004/2005 - Update**

A report dated 6 October 2004 by the Executive Director (Corporate Resources) was submitted on the progress of the Corporate Resources' Resource Plan for 2004/2005. Updated information was provided on each of the 14 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 2004/2005 be noted.

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

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## **13 Notification of Contracts Awarded**

A report dated 28 September 2004 by the Executive Director (Corporate Resources) was submitted on contracts awarded by Corporate Resources in the period 1 April 2004 to 30 September 2004.

In terms of Standing Order No 15.6 of the Standing Orders on Contracts, Resources were required to notify the relevant Committee of contracts awarded. Details of the contract awarded by Corporate Resources were provided in the appendix to the report.

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

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## **14 Vocational Development Youth Strategy – Programme for Vulnerable Young People**

A report dated 24 September 2004 by the Executive Director (Corporate Resources) was submitted on the establishment of 3.4 temporary posts within Personnel Services, Corporate Resources to facilitate the Programme for Vulnerable Young People.

At its meeting on 26 May 2004, the Executive Committee endorsed a co-ordinated approach to vocational development and employment. As part of this approach the Vocational Development Youth Strategy was formed to enhance the co-ordination of vocational development opportunities to young people whilst still at school and for school leavers.

The following 3 programmes had been held:-

- ◆ Supported Work Experience and Vocational Profiling
- ◆ Special Education Needs Programme
- ◆ Programme for young people who were looked after/accommodated or supported via Alternatives to Care

Feedback from the schools, partners and the young people involved had been positive, although a more formal evaluation was planned which would also involve feedback from parents. The success of those pilot programmes had enabled further support from City Visions to be secured.

Discussion on the Special Education Needs Programme had taken place involving Careers Scotland and Integrated Children's Services which had focused on:-

- ◆ identifying appropriate vocational choices for young people with learning difficulties
- ◆ providing an appropriate tailored programme of support for those young people as they engaged in work experience and employment options

Funding of £30,000 had been identified from the Children's Change Fund which could be used to provide this intensive support. This additional funding would extend the support provided during the pilot programme in the areas where it was most needed:-

- ◆ the identification of appropriate young people from the 3 special educational needs schools and matching them to a realistic vocational choice
- ◆ providing tailored job coaching during work experience and employment

To take this element of the Vocational Development Youth Strategy forward, it was proposed that:-

- ◆ a similar programme be run over a longer period of time, 12 months instead of 6 months. This would provide more opportunities to test vocational choices, to obtain placements and to identify positive outcomes for young people
- ◆ greater focus be placed on the identification of appropriate young people from special educational needs schools and Alternatives to Care
- ◆ greater focus be placed upon individualised job coaching arrangements which would maximise the success of placements
- ◆ this programme be managed by Corporate Resources, using the experience and resources of Youthstart, Integrated Children's Services and Careers Scotland

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- ♦ the programme's progress would be monitored by the Vocational Development Steering Group, chaired by the Executive Director (Corporate Resources). The membership of this group would be amended to include a representative of Integrated Children's Services

Personnel Services, Corporate Resources would manage the programme. However, to implement the programme 2.4 temporary posts had been created for the duration of the project as follows:-

<b>Post</b>	<b>Grade</b>	<b>Funding Source</b>
1 Temporary Vocational Key Worker	SCP 46-56 (£18,614 to £21,607)	Children's Change Fund
1 Temporary Vocational Key Worker	SCP 46-56 (£18,614 to £21,607)	City Visions
0.4 Temporary Employment Officer	SCP 55-64 (£21,278 to £24,344)	City Visions

One of the Key Worker posts would be located with Youthstart and one with Corporate Resources. Both posts would have space to work with the 3 schools for part of the week. The temporary Employment Officer post would be located with Youthstart.

In addition to the above posts and to assist with the operation of those and other strands of the Vocational Development Programme, City Visions had also agreed to fund a temporary post of Clerical Assistant graded SCP 21-28 (£12,829 to £14,243) to be located within Corporate Resources.

The funding for this extended programme would be provided as follows:-

**Special Education Needs Programme**

Glasgow City Vision	£67,000
Children's Change Fund	£30,000
Total	£97,000

**Looked After/Accommodated/Alternatives to Care**

Glasgow City Vision	£35,600
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In view of the requirement to progress this matter as soon as possible to maximise use of funding from the Children's Change Fund and in terms of Standing Order No 36(c), the Executive Director (Corporate Resources), in consultation with the Chair and an ex officio member, had approved the establishment of the 3.4 temporary posts to facilitate the Programme for Vulnerable Young People.

**The Committee decided:** that the action taken, in terms of Standing Order No 36(c), by the Executive Director (Corporate Resources), in consultation with the Chair and an ex officio member, to approve the establishment of 3.4 temporary posts to facilitate the Programme for Vulnerable Young People, be noted.