

## COMMUNITY SERVICES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 25 November 2014

**Chair:**

Councillor Hamish Stewart

**Councillors Present:**

Lynn Adams, John Anderson, Ed Archer, John Cairney, Andy Carmichael, Pam Clearie, Russell Clearie, Gerry Convery, Peter Craig, Angela Crawley, Isobel Dorman, Hugh Dunsmuir, George Greenshields (Depute), Bill Holman, Susan Kerr, Gerard Killen, Joe Lowe, John Menzies, Alice Marie Mitchell (*substitute for Councillor McNamee*), Bert Thomson, David Watson

**Councillors' Apologies:**

Allan Falconer, Jim Handibode, Edward McAvoy (ex officio), Alex McInnes, John McNamee

**Attending:****Community and Enterprise Resources**

C McDowall, Executive Director; S Clelland, Head of Fleet and Environmental Services; S Kelly, Head of Facilities, Waste and Ground Services; A McKinnon, Head of Support Services

**Finance and Corporate Resources**

N Docherty, Administration Assistant; L Paterson, Administration Officer; M Ward, Accountant

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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 Community Services Committee held on 16 September 2014 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 Community Services - Revenue Budget Monitoring 2014/2015**

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A joint report dated 1 October 2014 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted comparing actual expenditure at 19 September 2014 against budgeted expenditure for 2014/2015.

Details were provided on proposed budget virements in respect of Community Services to realign budgets.

**The Committee decided:**

- (1) that the underspend on the Community Services' revenue budget of £0.055 million and the forecast to 31 March 2015 of a breakeven position be noted; and
- (2) that the budget virements in respect of Community Services, as detailed in Appendices B, D and F to the report, be approved.

*[Reference: Minutes of 16 September 2014 (Paragraph 3)]*

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#### **4 Community Services - Capital Budget Monitoring 2014/2015**

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A joint report dated 5 November 2014 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted advising of progress on the Community Services' capital programme 2014/2015 and summarising the expenditure position at 19 September 2014.

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

*{Reference: Minutes of 16 September 2014 (Paragraph 4)}*

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#### **5 Community Services - Workforce Monitoring - August and September 2014**

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A joint report dated 31 October 2014 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the following employee information for Community Services for the period August and September 2014:-

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

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

*[Reference: Minutes of 16 September 2014 (Paragraph 5)]*

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#### **6 Community and Enterprise Resources' Resource Plan 2014/2015 - Community Services' Quarter 2 Progress Report**

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A report dated 21 October 2014 by the Executive Director (Community and Enterprise Resources) was submitted on the Community and Enterprise Resources' Resource Plan 2014/2015 in relation to the actions and measures falling within the remit of the Community Services Committee.

Details were provided on progress made at the end of quarter 2, covering the period April to September 2014, in implementing the actions and measures identified in the Resource Plan.

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

*[Reference: Minutes of 17 June 2014 (Paragraph 6) and Minutes of the Executive Committee of 9 July 2014 (Paragraph 13)]*

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#### **7 Household Recycling**

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A joint report dated 6 November 2014 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted on:-

- ◆ proposed actions to increase household recycling rates in South Lanarkshire
- ◆ the requirements of the Practicality Assessment in terms of SEPA's Thermal Treatment Guidelines

The Council was required to:-

- ◆ demonstrate its commitment to increasing and maintaining recycling rates and capture rates for target materials
- ◆ develop and deliver ongoing education and awareness raising programmes to encourage stakeholders to participate in new and existing recycling schemes
- ◆ prepare a Communications Plan outlining how the Council would engage, on an ongoing basis, with stakeholder groups

To enable Facilities, Waste and Ground Services to meet the requirements outlined above, it was proposed that a post of Recycling Officer, on Grade 3, Level 4, SCP 68-74 (£31,188 to £34,107) be established within Facilities, Waste and Ground Services. The postholder would be responsible for a number of activities related to increasing household recycling rates within South Lanarkshire.

The salary costs for the Recycling Officer would be met from existing resources within Facilities, Waste and Ground Services.

**The Committee decided:** that, to enable the Council to meet its requirement in terms of recycling, a post of Recycling Officer, on Grade 3, Level 4, SCP 68-74 (£31,188 to £34,107), be established within Facilities, Waste and Ground Services.

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## **8 Update on the Community and Enterprise Resources' Risk Register and Risk Control Action Plan**

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A report dated 31 October 2014 by the Executive Director (Community and Enterprise Resources) was submitted on:-

- ◆ systems and controls in place within Community and Enterprise Resources to control and minimise risks
- ◆ details of Community and Enterprise Resources' current Risk Control Register

The Resource had followed Council guidance in developing, monitoring and updating its Risk Control Register on an ongoing basis. The 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 was done) and their residual risk (risk after applying controls).

The Risk Register for the Resource 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 the Corporate Risk Management Figtree computer system and updated by designated officers within Community and Enterprise Resources.

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

*[Reference: Minutes of 12 November 2013 (Paragraph 7)]*

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## **9 Community Services - Notification of Contracts Awarded - 1 April to 30 September 2014**

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A report dated 31 October 2014 by the Executive Director (Community and Enterprise Resources) was submitted on contracts awarded by Community Services in the period 1 April to 30 September 2014.

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 Community Services were provided in the appendix to the report.

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

*[Reference: Minutes of 16 September 2014 (Paragraph 8)]*

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## **10 Urgent Business**

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There were no items of urgent business.