

# **CORPORATE RESOURCES COMMITTEE**

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 2 July 2008

**Chair:**

Councillor Denis McKenna

**Councillors Present:**

Alex Allison, David Baillie, Pam Clearie, Jim Docherty, Bev Gauld, Jim Handibode, James Malloy, Lesley McDonald, Brian McKenna, Davie McLachlan, John McNamee, John Murray, Richard Tullett, Jim Wardhaugh, Sheena Wardhaugh, Pat Watters (Depute)

**Councillors' Apologies:**

Graeme Campbell, Bill Holman, Graeme Horne, Joe Lowe, Edward McAvoy, Danny Meikle, Bert Thomson

**Attending:**

**Corporate Resources**

R McIlwain, Executive Director; G Bhatti, Employee Development and Diversity Manager; D King, Head of Corporate Communications and Public Affairs; S McLeod, Administration Officer; K McVeigh, Head of Personnel Services; D Wilson, Head of Administration Services

**Finance and Information Technology Resources**

C Adams, Assistant Finance Manager

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## **1 Declaration of Interests**

No interests were declared.

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## **2 Minutes of Previous Meeting**

The minutes of the meeting of the Corporate Resources Committee held on 7 May 2008 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 2008/2009 - Corporate Resources**

A joint report dated 9 June 2008 by the Executive Directors (Finance and Information Technology Resources) and (Corporate Resources) was submitted comparing actual expenditure at 16 May 2008 against budgeted expenditure for 2008/2009 for Corporate Resources.

**The Committee decided:**

- (1) that the underspend on Corporate Resources' revenue budget of £0.007million (0.2%), as detailed in Appendix A to the report, and the forecast to 31 March 2009 of a breakeven position be noted; and
- (2) that the budget virement between Services, as detailed in the appendices to the report, be approved.

*[Reference: Minutes of 7 May 2008 (Paragraph 3)]*

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#### **4 Capital Budget Monitoring 2008/2009 - Corporate Resources**

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A joint report dated 9 June 2008 by the Executive Directors (Finance and Information Technology Resources) and (Corporate Resources) was submitted advising of progress on Corporate Resources' capital programme for 2008/2009 and summarising the expenditure position at 16 May 2008.

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

*[Reference: Minutes of 7 May 2008 (Paragraph 4)]*

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#### **5 Corporate Resources' Workforce Monitoring - April and May 2008**

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A report dated 10 June 2008 by the Executive Director (Corporate Resources) was submitted on the following employee information for Corporate Resources for the period April and May 2008:-

- ♦ attendance statistics
- ♦ occupational health
- ♦ accident/incident statistics
- ♦ disciplinary hearings, grievances and Dignity at Work cases
- ♦ analysis of leavers
- ♦ recruitment monitoring
- ♦ Joint Staffing Watch as at 8 March 2008

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

*[Reference: Minutes of 7 May 2008 (Paragraph 5)]*

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#### **6 Council-wide Workforce Monitoring - April and May 2008**

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A report dated 10 June 2008 by the Executive Director (Corporate Resources) was submitted on the following Council-wide employee information for the period April and May 2008:-

- ♦ 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 2008

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

*[Reference: Minutes of 7 May 2008 (Paragraph 6)]*

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## **7 Corporate Resources' Resource Plan 2008/2009**

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A report dated 25 June 2008 by the Executive Director (Corporate Resources) was submitted on the Corporate Resources' Resource Plan 2008/2009. Details were provided on:-

- ◆ Resource achievements and service performance during 2007/2008
- ◆ Resource objectives and actions for 2008/2009
- ◆ capital and revenue resources for 2008/2009
- ◆ 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 2008/2009 Resource Plan would be submitted to a future meeting of the Committee.

**The Committee recommended** that the Corporate Resources' Resource Plan for  
**to the Executive Committee:** 2008/2009 be approved.

*[Reference: Minutes of 28 November 2007 (Paragraph 7)]*

*Councillor P Clearie left the meeting during this item of business*

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## **8 Equality and Diversity Policy and Equality and Diversity Strategy**

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A report dated 6 June 2008 by the Executive Director (Corporate Resources) was submitted on the Equality and Diversity Policy and Equality and Diversity Strategy.

The Council's current Equal Opportunities Policy had operated since 2003 covering both employment and service delivery. However, there had been a number of changes in relation to equalities legislation and monitoring arrangements which had prompted a review of the Equal Opportunities Policy.

Legislative changes included the establishment of the new Equality and Human Rights Commission (EHRC) and the introduction of the:-

- ◆ Disability Discrimination Act 1995 (as amended) 2005
- ◆ Employment Equality (Age) Regulations 2006
- ◆ Employment Equality (Sexual Orientation) Regulations 2003

The new Policy took account of the general and specific duties that had been placed upon all public bodies and of the action plans contained within the Council's Race, Disability and Gender Equality Schemes.

The revised Policy and Strategy, both attached as appendices to the report, reflected the values underpinning 'Connect', the Council Plan 2007/2011, and the Community Plan. They also set out a framework to ensure that equality and diversity issues would be considered for all aspects of the Council's work.

A copy of the Summary of the Equality and Diversity Policy was also provided in an appendix to the report.

Consultation on the Policy and Strategy commitments had been undertaken with Resources, the trade unions and with the community through the Citizens Panel.

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

- (1) that the Equality and Diversity Policy be approved; and
- (2) that the Equality and Diversity Strategy be approved.

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

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## **9 The Council's People Strategy - 'Connecting Through People'**

A report dated 9 June 2008 by the Executive Director (Corporate Resources) was submitted on the development of the Council's People Strategy, 'Connecting through People'.

The Strategy outlined how the Council delivered services through its employees and demonstrated the links to the values of 'Connect', the Council Plan 2007/2011. It included a number of actions which would be incorporated into Resource and Service Plans. A copy of the Strategy was provided as an appendix to the report.

Information was provided on the current population statistics and the projected figures to 2031 together with an analysis of the workforce in terms of gender and age. Reassurances with regard to the available future workforce were provided and the steps being taken to prepare for the impact of specific services for older people were detailed.

**The Committee recommended to the Executive Committee:** that the Council's People Strategy be approved.

**The Committee decided:** that the outcome of the workforce monitoring exercise be noted.

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## **10 Corporate Learning and Development Strategic Framework**

A report dated 12 May 2008 by the Executive Director (Corporate Resources) was submitted on the Corporate Learning and Development Strategic Framework.

The Learning and Development Strategic Framework, attached as an appendix to the report, set out the roles and responsibilities for those involved in the learning and development process within the Council. It also set out the Council-wide objectives and values which acted as a guide on how to prioritise learning and development in the years ahead. This would help to ensure that learning and development provided by the Council and undertaken by Council employees would be focussed on organisational objectives, in line with Investor's in People (IiP) standards.

Monitoring the implementation of the Strategic Framework would be the responsibility of the Corporate Learning and Development Board.

**The Committee recommended to the Executive Committee:** that the Corporate Learning and Development Strategic Framework be approved.

**The Committee decided:** that the application of the Strategic Framework be monitored by the Corporate Learning and Development Board.

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## **11 Summary Justice Reform - Courts Unification**

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A report dated 20 June 2008 by the Executive Director (Corporate Resources) was submitted on the consultation document published by the Scottish Court Service entitled "Summary Justice Reform – Delivering a Unified Courts Administration Sheriffdom of Glasgow and Strathkelvin".

The Summary Justice Reform programme included the unification of the administration of the Sheriff and Justice of the Peace Courts under the control of the Scottish Court Service. As a result, the Rutherglen District Court, which was within the Sheriffdom of Glasgow and Strathkelvin, would transfer to the Scottish Court Service in December 2008.

After carrying out various scoping exercises, the Scottish Court Service had prepared a consultative document which proposed to cease operation of the District Court in Rutherglen from December 2008 and transfer all of its business to the new Justice of the Peace Court in Glasgow.

It was considered that the Rutherglen Court provided a local justice service with Justices who had a better understanding of the local area. To ensure this element of local knowledge continued, it was proposed that the Council's response to the Scottish Courts Service reflect the opinion that the Rutherglen Court service be retained in Rutherglen.

**The Committee decided:** that the Council's response to the consultation document entitled "Summary Justice Reform – Delivering a Unified Courts Administration Sheriffdom of Glasgow and Strathkelvin" reflect the opinion that a Justice of the Peace Court be retained in Rutherglen.

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## **12 Archives and Records Management Service**

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A report dated 12 June 2008 by the Executive Director (Corporate Resources) was submitted:-

- ◆ providing an update on the Archives and Information Management Service (AIMS) including the recent extension to the Records Centre at Hawbank Road, East Kilbride
- ◆ requesting approval for the establishment of an additional post of Records Assistant to support the work of the Service

AIMS was responsible for the provision of advice, guidance and assistance to all Council services on the management of the Council's records and archives.

Due to a number of factors, the demand for records management had been increasing steadily year on year and the opportunity had been taken to lease another industrial unit located next to the current storage facility to increase storage capacity. A smaller storage unit located at 7 Peel Park Place, East Kilbride was no longer required and this lease had been terminated.

Statistical information confirming the increased activity was provided. The general workload was also increasing significantly and with the Records Centre now doubling in capacity, the requirement for an additional Records Assistant, Grade 2, Level 2, SCP 33-40 (£17,099 to £18,961) had been identified.

The operating costs, including the additional post of Records Assistant, would be met from existing resources within Corporate Resources and from cross-Resource contributions.

**The Committee decided:**

- (1) that the development of the Council's records management service including the extension to the Records Centre be noted; and
- (2) that an additional post of Records Assistant, Grade 2, Level 2, SCP 33-40 (£17,099 to £18,961) be approved.

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**13 Appeals Panel**

The minutes of the meetings of the Appeals Panel held on 30 May and 16 June 2008 were submitted for approval as a correct record.

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

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**14 Auditing and Improving Public Access to Council Premises - Calculation of SPI 2007/2008**

A joint report dated 18 June 2008 by the Executive Directors (Housing and Technical Resources), (Corporate Resources) and (Finance and Information Technology Resources) was submitted on the:-

- ♦ outcome of the review of the 2007/2008 audit of Council buildings
- ♦ calculation of the Statutory Performance Indicator (SPI) for 2007/2008 prior to the information on the SPI being sent to Audit Scotland
- ♦ arrangements to verify audit results

The SPI, introduced in May 2005, required an assessment of Council buildings from which services to the public were delivered, and the percentage of those in which all public areas were suitable for, and accessible to, disabled people.

Operational managers had been trained to undertake Stage 1 Access Audits using a standard checklist, with a programme of "follow-up" technical audits involving a more detailed assessment, undertaken by Housing and Technical Resources. By 31 March 2007, all of the properties included in the SPI calculation had been subject to a technical audit.

The outcome of the review was provided in an appendix to the report and a comparison of the SPI calculation for 2006/2007 and 2007/2008 was provided.

Details were provided on the 125 properties which were not accessible and where no reasonable service alternative could be identified.

**The Committee decided:**

- (1) that the outcome of the audits of Council buildings be noted and that the information contained in Appendix 1 of the report be forwarded to Audit Scotland; and
- (2) that the arrangements to verify audit results be noted.

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## 15 Gender Equality Scheme Annual Update

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A report dated 3 June 2008 by the Executive Director (Corporate Resources) was submitted 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.

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

*[Reference: Minutes of 27 June 2007 (Paragraph 5)]*

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

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## 16 National Recruitment Portal

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A report dated 12 June 2008 by the Executive Director (Corporate Resources) was submitted on the development of a national local government recruitment portal on the web.

In order to achieve efficiencies in recruitment processes, reduce the administrative burden and improve the candidate's experience when applying for jobs in local government, a national recruitment portal was being developed. The project was being managed by COSLA and was being led by representatives from the Improvement Service with consultants, Catalyst, and a steering group of representatives from the Society of Personnel Directors Scotland and SOLACE. Following a tender process, StepStone had been chosen to provide the technology (I-grasp) for the recruitment portal.

28 Councils and Strathclyde Fire and Rescue had agreed to have mini-sites on the main recruitment portal. Councils would move to the portal on a phased basis between June and September 2008. The Council's contract with "Monster", the current provider of the recruitment website, was due to expire in October 2008 allowing time for a smooth transition.

There would be a national advertising campaign in September 2008 to launch the new portal and the web address would be [www.myjobscotland.gov.uk](http://www.myjobscotland.gov.uk). Each local authority would have its own branded "mini-site" on the portal and South Lanarkshire Council's mini-site would be accessed through the web address [www.southlanarkshire.myjobscotland.gov.uk](http://www.southlanarkshire.myjobscotland.gov.uk).

Relevant employees would be trained in the use of the technology and all changes would be communicated through the normal communication channels.

Costs would be shared amongst all participating councils. The costs to South Lanarkshire Council were estimated to be £30,000 in the first year, followed by £40,000 in the second and third years. Those costs would be offset against the cost of the current provider and anticipated efficiencies.

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

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## **17 Graduate Recruitment**

A report dated 9 June 2008 by the Executive Director (Corporate Resources) was submitted on developments in relation to graduate recruitment programmes.

Graduate recruitment programmes had been developed as part of the Council's overall Recruitment Strategy. A framework had been launched by Corporate Personnel and Resource Personnel teams to promote the Council to graduates as an excellent employer and demonstrate the range of potential career opportunities.

Specific programmes had been developed across key professions including accountants, engineers, surveyors, architects, social workers, planners and solicitors.

During 2006/2007, a rotational graduate programme had been developed across Social Work, Education and Corporate Resources. As a result of this programme, 1 graduate had embarked upon a career in Social Work and had commenced working towards an SVQ Residential Care Managers award.

During 2007, a survey had been completed by 63 graduates already in posts across the range of South Lanarkshire Council graduate programmes, the results of which were detailed in the report.

The graduate intake and placements during 2008 were summarised in an appendix to the report. Details were also provided on a number of actions to develop and raise the profile of the Council's Recruitment Strategy.

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

*[Reference: Minutes of 6 March 2002 (Paragraph 8)]*

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## **18 Urgent Business**

There were no items of urgent business.

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