

COMMUNITY SERVICES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 21 August 2012

Chair:

Councillor Hamish Stewart

Councillors Present:

John Anderson, Ed Archer, Walter Brogan (*substitute for Edward McAvoy*), Andy Carmichael, Pam Clearie, Russell Clearie, Gerry Convery, Peter Craig, Angela Crawley, Isobel Dorman, Hugh Dunsmuir, Allan Falconer, George Greenshields (Depute), Bill Holman, Joe Lowe, Lesley McDonald (*substitute for David Watson*), Jim McGuigan (*substitute for Graeme Horne*), Alex McInnes, John McNamee, Anne Maggs, John Menzies, Alice Marie Mitchell (*substitute for Jim Handibode*)

Councillors' Apologies:

Lynn Adams, Jim Handibode, Graeme Horne, Edward McAvoy, David Watson

Attending:**Community and Enterprise Resources**

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

Finance and Corporate Resources

G Booth, Accountant; N Docherty, Administration Assistant; J McDonald, Administration Adviser

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Community Services Committee held on 19 June 2012 were submitted for approval as a correct record.

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

3 Community and Enterprise Resources - Revenue Budget Monitoring 2012/2013

A joint report dated 20 July 2012 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted comparing actual expenditure at 8 June 2012 against budgeted expenditure for 2012/2013 for Community and Enterprise Resources.

Details were provided on proposed budget virements to realign budgets.

The Committee decided:

- (1) that the overspend on Community and Enterprise Resources' revenue budget of £0.027 million and the forecast to 31 March 2013 of a breakeven position be noted;
- (2) that the budget virements, as detailed in the appendices to the report, be approved; and

- (3) that the budget virements in relation to Support Services, as detailed in appendix J of the report, be endorsed and referred to the Enterprise Services Committee for approval.

[Reference: Minutes of 19 June 2012 (Paragraph 2)]

4 Community and Enterprise Resources - Capital Budget Monitoring 2012/2013

A joint report dated 20 July 2012 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted advising of progress on Community and Enterprise Resources' capital programme 2012/2013 and summarising the expenditure position at 8 June 2012.

The Committee decided: that the report be noted.

[Reference: Minutes of 19 June 2012 (Paragraph 3)]

5 Community and Enterprise Resources - Workforce Monitoring - May and June 2012

A joint report dated 1 August 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 the period May and June 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 9 June 2012

The Committee decided: that the report be noted.

[Reference: Minutes of 19 June 2012 (Paragraph 4)]

6 Community and Enterprise Resources' Resource Plan 2012/2013

A report dated 27 July 2012 by the Executive Director (Community and Enterprise Resources) was submitted on Community and Enterprise Resources' Resource Plan for 2012/2013. Details were provided on:-

- ♦ Resource achievements and performance during 2011/2012
- ♦ Resource objectives and actions for 2012/2013
- ♦ capital and revenue resources for 2012/2013
- ♦ 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 2012/2013 Resource Plan would be submitted to a future meeting of the Committee.

The Committee recommended to the Executive Committee: that the Community and Enterprise Resources' Resource Plan for 2012/ 2013 be approved.

7 Urgent Business

There were no items of urgent business.