

COMMUNITY SERVICES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 4 June 2013

Chair:

Councillor Hamish Stewart

Councillors Present:

John Anderson, Ed Archer, Walter Brogan (*substitute for Councillor Carmichael*), John Cairney, Russell Clearie, Gerry Convery, Peter Craig, Angela Crawley, Isobel Dorman, Allan Falconer, George Greenshields (Depute), Bill Holman, Joe Lowe, Catherine McClymont (*substitute for Councillor Killen*), Davie McLachlan (*substitute for Councillor P Clearie*), John McNamee, Anne Maggs, John Menzies, Alice Marie Mitchell (*substitute for Councillor Dunsmuir*), David Watson

Councillors' Apologies:

Lynn Adams, Andy Carmichael, Pam Clearie, Hugh Dunsmuir, Jim Handibode, Gerard Killen, Pat Lee, Edward McAvoy (ex-officio), Alex McInnes

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

Education Resources

J McCormick, Early Years Co-ordinator

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 March 2013 were submitted for approval as a correct record.

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

3 Community Services - Workforce Monitoring - February and March 2013

A joint report dated 9 May 2013 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 February and March 2013:-

- ◆ 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 March 2013

The Committee decided: that the report be noted.

[Reference: Minutes of 19 March 2013 (Paragraph 6)]

4 Community and Enterprise Resources' Resource Plan 2013/2014

A report dated 13 May 2013 by the Executive Director (Community and Enterprise Resources) was submitted on the Community and Enterprise Resources' Resource Plan for 2013/2014. Details were provided on:-

- ◆ Resource achievements and performance during 2012/2013
- ◆ Resource objectives and actions for 2013/2014
- ◆ capital and revenue resources for 2013/2014
- ◆ the organisational structure of the Resource

The Resource Plan would also require to be considered by the Enterprise Services Committee prior to being referred to the Executive Committee for formal approval.

In line with the Council's revised performance management arrangements, a mid year progress report on actions identified in the 2013/2014 Resource Plan would be submitted to future meetings of this Committee and the Enterprise Services Committee.

The Committee decided: that the Community and Enterprise Resources' Resource Plan for 2013/2014 be endorsed and referred to the Enterprise Services Committee for its consideration.

5 Fleet Services Establishment Changes - Fuel Efficiency and Pool Car Administration Workshop Management

A joint report dated 20 May 2013 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resource) was submitted on proposed establishment changes within Fleet and Environmental Services.

In order to meet increased demands as a result of the introduction of Pool Cars, it was proposed that the following posts be added to the staffing establishment within Fleet and Environmental Services:-

- ◆ 1 post of Fuel Efficiency Officer on Grade 3, Level 2 - 8, SCP 55-80 (£25,421 to £36,918)
- ◆ 3 posts of Clerical Assistant on Grade 1, Level 4, SCP 28-31 (£17,008 to £17,793)
- ◆ 1 post of Nightshift Team Leader on Grade 3, Level 2, SCP 55-65 (£25,421 to £29,527)

It was also proposed that 1 post of Chargehand Mechanic on Grade 2, Level 4, SCP 50-57 (£23,614 to £26,187) be deleted from the staffing establishment within Fleet and Environmental Services.

The costs associated with the above posts would be met from fuel efficiency savings and existing revenue budget.

The Committee decided: that the changes to the staffing establishment within Fleet and Environmental Services, as detailed above, be approved.

6 Early Years Collaborative Update

A report dated 15 May 2013 by the Executive Director (Education Resources) was submitted on the Early Years' Collaborative (EYC).

The EYC had been launched by the Scottish Government in October 2012 and built on existing work relating to Early Years together with an agenda on how to effect change. Central to the Collaborative was Improvement Science, an evidence based approach to facilitating change. The focus was on learning from improvement in a systematic process of Plan, Do, Study, Act (PDSA).

The EYC would operate under the "Getting it Right For Every Child in South Lanarkshire" Strategy. Its approach would be linked to the Single Outcome Agreement (SOA) and would be accompanied by a detailed outcomes' framework spread across 3 age related work streams which covered:-

- ◆ conception to 1 year
- ◆ 1 year to 30 months
- ◆ 30 months to starting primary school

The framework had a clear set of outcomes and indicators which would be used to measure success and those were detailed in an appendix to the report. The 3 "stretch aims", which had been agreed nationally as the focus for the Collaborative, were also detailed.

The Collaborative involved a number of learning sessions to support partnerships across Scotland. The first of those was held on 24 and 25 January 2013 and involved a range of Community Planning partners. At the session, partners were provided with an introduction to Improvement Science, its methodologies and some examples of the difference it had made to outcomes, particularly for patients of the NHS where it had been implemented in some sectors.

An Early Years' Champion had been appointed and the Education Resources Committee, at its meeting on 7 May 2013, had agreed that a post of Programme Manager be established on a temporary basis from April 2013 to March 2016.

The Getting it Right for Every Child in South Lanarkshire Steering Group would be responsible for progressing the Collaborative and an officer group, comprising of both Children's Services and Finance officers, would consider the Early Years' Change Fund and the way in which the total resources for early years' service provision would be invested.

The Committee decided:

- (1) that the progress in initiating the Early Years' Collaborative be noted; and
- (2) that the proposed actions to support the Early Years' Collaborative, as outlined in the report, be supported.

[Reference: Minutes of Executive Committee of 13 February 2013 (Paragraph 13) and Education Resources Committee of 7 May 2013 (Paragraph 6)]

7 Community Services - Notification of Contracts Awarded - 1 October 2012 to 31 March 2013

A report dated 9 May 2013 by the Executive Director (Community and Enterprise Resources) was submitted on contracts awarded by Community Services in the period 1 October 2012 to 31 March 2013.

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.

8 Urgent Business

There were no items of urgent business.