

CORPORATE RESOURCES COMMITTEE

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

Chair:

Councillor Denis McKenna

Councillors Present:

Alex Allison, Graeme Campbell, Pam Clearie, Jim Handibode, Bill Holman, Graeme Horne, James Malloy, Lesley McDonald, Brian McKenna, Davie McLachlan, John McNamee, Danny Meikle, John Murray, Bert Thomson, Richard Tullett, Jim Wardhaugh, Pat Watters (Depute)

Councillors' Apologies:

David Baillie, Jim Docherty, Bev Gault, Joe Lowe, Edward McAvoy, Sheena Wardhaugh

Attending:**Corporate Resources**

R McIlwain, Executive Director; G Bhatti, Employee Development and Diversity Manager; G McCann, Head of Legal Services; S McLeod, Administration Officer; K McVeigh, Head of Personnel Services

Finance and Information Technology Resources

A Murray, Assistant Finance Manager (Accounting and Budgeting)

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Corporate Resources Committee held on 2 July 2008 were submitted for approval as a correct record.

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

3 Revenue Budget Monitoring 2008/2009 - Corporate Resources

A joint report dated 19 August 2008 by the Executive Directors (Finance and Information Technology Resources) and (Corporate Resources) was submitted comparing actual expenditure at 8 August 2008 against budgeted expenditure for 2008/2009 for Corporate Resources.

The Committee decided:

- (1) that the underspend on Corporate Resources' revenue budget of £0.03million (0.5%), 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 2 July 2008 (Paragraph 3)]

4 Capital Budget Monitoring 2008/2009 – Corporate Resources

A joint report dated 19 August 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 8 August 2008.

The Committee decided: that the report be noted.

[Reference: Minutes of 2 July 2008 (Paragraph 4)]

5 Corporate Resources' Workforce Monitoring - June to August 2008

A report dated 9 September 2008 by the Executive Director (Corporate Resources) was submitted on the following employee information for Corporate Resources for the period June to August 2008:-

- ♦ attendance statistics
- ♦ occupational health
- ♦ accident/incident statistics
- ♦ disciplinary hearings, grievances and Dignity at Work cases
- ♦ analysis of leavers
- ♦ Joint Staffing Watch as at 14 June 2008

The Committee decided: that the report be noted.

[Reference: Minutes of 2 July 2008 (Paragraph 5)]

6 Council-wide Workforce Monitoring - June to August 2008

A report dated 9 September 2008 by the Executive Director (Corporate Resources) was submitted on the following Council-wide employee information for the period June to August 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 14 June 2008

The Committee decided: that the report be noted.

[Reference: Minutes of 2 July 2008 (Paragraph 6)]

7 Best Value Review - Recruitment Administration

A report dated 18 August 2008 by the Executive Director (Corporate Resources) was submitted on the outcome of the Best Value Review of recruitment administration.

Details were provided on the methodology adopted by the Group undertaking the review and the options considered. Following an analysis of all the options, it had been identified that the centralisation of recruitment administration provided the most efficient option and discussions had been held with Housing and Technical Resources regarding the involvement of the Customer Contact Centre in the work and co-location of a centralised Recruitment Administration Team. In addition, an Improvement Plan had been developed to take forward the recommendations of the Review Group.

A number of other changes were proposed in the Plan which would achieve sustainable efficiency savings in relation to printing, paper transactions, postage and advertising costs as well as reducing administrative workload.

Centralising the Recruitment Administration Team would require the establishment of a dedicated team with 1 Team Leader. This Team would be drawn from the existing establishment and comprise the following posts:-

- ◆ 14 Clerical Assistants, Grade 1, Level 1-4, SCP 1-28 (£10,603 to £15,858)
- ◆ 6 Personnel Assistants, Grade 2, Level 1-4, SCP 27-57 (£15,621 to £24,417)
- ◆ 1 Personnel Officer, Grade 3, Level 1-8, SCP 46-80 (£20,731 to £34,381)

The projected savings which would result from centralising the Recruitment Administration Team, developing job pools and introducing online shortlisting totalled £56,912. Non cashable benefits had also been identified which would result in:-

- ◆ 1.5 Personnel Officers being released from recruitment administration to deliver in other areas
- ◆ managers being able to spend more time focusing on front-line services

The Committee decided:

- (1) that recruitment administration be centralised;
- (2) that the structure for the centralised Recruitment Administration Team, as detailed above, be approved; and
- (3) that the Improvement Plan for recruitment administration, as detailed in the appendix to the report, be approved.

8 Equality and Diversity Strategy Action Plan

A report dated 26 August 2008 by the Executive Director (Corporate Resources) was submitted on the development of an Action Plan to provide an overarching framework for the new Equality and Diversity Strategy.

The Action Plan, detailed in the appendix to the report, covered the period 2008 to 2011 and would be reviewed at the end of this period. It had been developed in consultation with all Resources and would be linked to individual Resource and Service Plans as well as other key corporate Strategies.

In the development of the Plan, there had been minor amendments to the Strategy document to account for changes which had included amalgamating a distinct Education Resources' section into the existing 5 policy commitment areas.

The Committee decided: that the Equality and Diversity Strategy Action Plan, as detailed in the appendix to the report, be approved.

[Reference: Minutes of Executive Committee of 27 August 2008 (Paragraph 7)]

9 Employee Travel Plan

A report dated 8 August 2008 by the Executive Director (Corporate Resources) was submitted on the development of the Employee Travel Plan.

Information collated from an Employee Travel Survey completed by 3,500 Council employees (over 20% of the workforce) had been used to develop a Travel Plan designed to provide employees with access to more sustainable travel options.

Details of the employee travel survey, the resultant Plan and a strategy for communicating the Plan's content to employees were provided in the report.

The Committee decided:

- (1) that the results of the Employee Travel Survey, as detailed in Appendix B to the report, be noted; and
- (2) that the Employee Travel Plan be approved.

10 Byelaws Prohibiting the Consumption of Alcohol in Public Places

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

- ◆ the extension of existing byelaws prohibiting the consumption of alcohol in designated public places within South Lanarkshire
- ◆ the introduction of a byelaw that prohibited the possession of an open container of alcohol in a public place
- ◆ a proposal to repeal the relaxation of the byelaws which allowed the consumption of alcohol in public places in the town of Lanark on Lanimer Day

In 1996, the Council had made byelaws prohibiting the consumption of alcoholic liquor in public areas in certain settlements. The byelaws covered 33 separate settlements in South Lanarkshire, affecting 90.3% of the population of the area (based on 2001 Census information).

Strathclyde Police had now asked the Council to consider extending the existing byelaws to include the whole of South Lanarkshire and to make it an offence to possess an open container of alcoholic liquor in public places. However, the Scottish Ministers had advised that they were of the view that it was unacceptable to create a general offence of drinking in public and, therefore, it was proposed that the extension of the byelaws to cover further areas of South Lanarkshire be explored with Strathclyde Police.

Due to concerns regarding anti-social behaviour, a separate request had also been made by the Lanimer Committee that the Council repeal the current relaxation of the byelaws that allowed the drinking of alcohol in public places in the town of Lanark on Lanimer Day. On the basis that Strathclyde Police believed that Lanimer Day would be safer if the current relaxation was repealed, it was proposed that a public consultation be undertaken on the proposal to revoke the relaxation of the byelaws.

Details were provided on the consultation to be undertaken and the process involved in gaining the Scottish Ministers' formal approval for the new byelaws.

The Committee decided:

- (1) that, in relation to the byelaws prohibiting the consumption of alcohol in designated public places, the necessary procedures be followed and consultation undertaken to allow the:-
- ♦ extension of existing byelaws prohibiting the consumption of alcohol in designated public places to cover other areas within South Lanarkshire
 - ♦ introduction of a byelaw prohibiting the possession of an open container of alcohol in a public place
 - ♦ revocation of the relaxation of the byelaws which allowed the consumption of alcohol in public places in the town of Lanark on Lanimer Day
- (2) that further reports be submitted to Committee at appropriate stages of the process.

[Reference: Minutes of the Administration and Licensing Committee of 30 October 1996 (Paragraph 5)]

11 Appeals Panel

The minutes of the meetings of the Appeals Panels held on 10 and 11 July, 11 July and 4 September 2008 were submitted for approval as a correct record.

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

12 Employee Recognition Awards 2008

A report dated 11 September 2008 by the Executive Director (Corporate Resources) was submitted on the Employee Recognition Awards for 2008 which had culminated with the annual awards ceremony held on 28 August 2008.

The winners of the various categories were as follows:-

Provost's Awards

Quest Quality Assurance – Low Parks Museum, Community Resources
Public Sector Campaign – Gold Award – Corporate Communications and Public Affairs, Corporate Resources
Customer Service Excellence – Our Lady of Lourdes Primary School, Education Resources and Older People's Residential Services, Social Work Resources
Chartermark – Reception Services, Social Work Resources
COSLA Excellence Award – Lanarkshire Drugs Treatment and Testing Orders, Social Work Resources
Scottish Social Services Council Care Accolade Awards – Developing a Research Culture, Social Work Resources

Excellence in Customer Service – Individual Award – Mathew Hill, Housing and Technical Resources

Excellence in Customer Service – Team Award – Support Services Team from Carnwath Primary School, Education Resources

Chief Executive's Award for Innovation – Activated Restriction Signs – Jennifer Askew, Enterprise Resources

Chief Executive's Award for Sustainability – Waste Cooking Oil Scheme – Anne Goldie and Stephen Nixon, Community Resources

Young Achiever Award – Daniel McGarrell, Community Resources

Excellence in Promoting Equality of Opportunity

Inclusive Design, Promoting Positive Attitudes – Billy Clews and Andrew Meikle, Enterprise Resources

The Committee decided: that the contribution and commitment displayed by the employees recognised at the 2008 Employee Recognition Awards ceremony be noted.

[Reference: Minutes of 19 September 2007 (Paragraph 11)]

13 Urgent Business

There were no items of urgent business.