

## **CORPORATE RESOURCES COMMITTEE**

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 10 December 2008

**Chair:**

Councillor Denis McKenna

**Councillors Present:**

Alex Allison, David Baillie, Graeme Campbell, Pam Clearie, Jim Docherty, Bev Gauld, Bill Holman, Anne Maggs, James Malloy, Lesley McDonald, Brian McKenna, Davie McLachlan, John Murray, Richard Tullett, Jim Wardhaugh, Pat Watters (Depute)

**Councillors' Apologies:**

Jim Handibode, Graeme Horne, Edward McAvoy, John McNamee, Danny Meikle, Bert Thomson, Sheena Wardhaugh

**Attending:**

**Corporate Resources**

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

**Finance and Information Technology Resources**

A Murray, Assistant Finance Manager (Accounting and Budgeting)

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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 1 October 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 10 November 2008 by the Executive Directors (Finance and Information Technology Resources) and (Corporate Resources) was submitted comparing actual expenditure at 31 October 2008 against budgeted expenditure for 2008/2009 for Corporate Resources.

**The Committee decided:**

- (1) that the underspend on Corporate Resources' revenue budget of £0.049 million (0.4%), 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 1 October 2008 (Paragraph 3)]*

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

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A joint report dated 10 November 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 31 October 2008.

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

*[Reference: Minutes of 1 October 2008 (Paragraph 4)]*

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#### **5 Corporate Resources - Workforce Monitoring - September and October 2008**

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A report dated 7 November 2008 by the Executive Director (Corporate Resources) was submitted on the following employee information for Corporate Resources for the period September and October 2008:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers
- ◆ Joint Staffing Watch as at 13 September 2008

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

*[Reference: Minutes of 1 October 2008 (Paragraph 5)]*

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#### **6 Council-wide Workforce Monitoring - September and October 2008**

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A report dated 7 November 2008 by the Executive Director (Corporate Resources) was submitted on the following Council-wide employee information for the period September and October 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 13 September 2008

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

*[Reference: Minutes of 1 October 2008 (Paragraph 6)]*

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#### **7 Corporate Resources' Statutory Performance Indicators - 5 Year Comparison 2003/2004 to 2007/2008**

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A joint report dated 5 November 2008 by the Executive Directors (Finance and Information Technology Resources) and (Corporate Resources) was submitted on Corporate Resources' Statutory Performance Indicators for the financial year 2007/2008. Comparisons and explanations, where appropriate, were provided for the 5 year period covering 2003/2004 to 2007/2008.

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

*[Reference: Minutes of 28 November 2007 (Paragraph 8) and Executive Committee of 5 November 2008 (Paragraph 7)]*

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## **8 Corporate Resources' Resource Plan 2008/2009 - Quarter 2 Progress Report**

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A report dated 18 November 2008 by the Executive Director (Corporate Resources) was submitted on the Corporate Resources' Resource Plan 2008/2009. Details were provided on progress made at the end of quarter 2, covering the period 1 April to 30 September 2008, in implementing the priority projects identified in the Resource Plan.

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

*[Reference: Minutes of 2 July 2008 (Paragraph 7) and Executive Committee of 5 November 2008 (Paragraph 7)]*

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## **9 Race Equality Scheme 2009**

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A report dated 24 November 2008 by the Executive Director (Corporate Resources) was submitted on:-

- ♦ the Council's Race Equality Scheme for 2009
- ♦ proposals to integrate race equality into a Single Equality Scheme in 2009

The Council was required to review and publish its arrangements for meeting the specific duties under the Race Relations (Amendment) Act 2000 every 3 years. However, in June 2008, the Government Equality Office had published the document "Framework for a Fairer Future – The Equality Bill" which proposed to place a new equality duty on public bodies bringing together the duties on race, gender and disability and to extend those duties to gender reassignment, age, sexual orientation and religion and belief. It was anticipated that those new duties would be in place by 2010/2011.

In anticipation of the introduction of the Equality Bill, it was proposed to move to a Single Equality Scheme in 2009 which would integrate the Council's response to both general and specific duties in relation to the Race Relations (Amendment) Act 2000, Disability Discrimination Act 1995 and Sex Discrimination Act 1975.

In the meantime, the Council required to produce a Race Equality Scheme reviewing progress over the last 3 years. The Race Equality Scheme 2009, attached as an appendix to the report, reflected the Council's progress in relation to:-

- ♦ eliminating unlawful discrimination
- ♦ promoting equality of opportunity
- ♦ promoting good race relations

**The Committee decided:**

- (1) that the Race Equality Scheme 2009 be approved; and
- (2) that a Single Equality Scheme be produced in 2009.

*[Reference: Minutes of 16 November 2005 (Paragraph 9)]*

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## **10 Staffing Arrangements - Supported Employment Team and European Social Fund (ESF) Funded Projects**

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A report dated 24 November 2008 by the Executive Director (Corporate Resources) was submitted on proposals to:-

- ◆ make permanent the existing temporary staffing arrangements within the Council's Supported Employment Team
- ◆ appoint a further 6 temporary employees to carry out projects resulting from recent successful European Social Fund (ESF) funding bids

The Supported Employment Initiative was operated by the corporate Supported Employment Team which comprised 4 employees from Corporate Resources and Social Work Resources on temporary secondment. In view of the level of demand for the Initiative and the impact it had on the lives of both the individuals and families involved, it was proposed that the 4 posts be made permanent on the Corporate Resources' establishment as follows:-

- ◆ 1 post of Supported Employment Team Leader, Grade 3 Level 1-8, SCP 46-80 (£25,188 to £41,773)
- ◆ 3 posts of Supported Employment Co-ordinator, Grade 2 Level 1-4, SCP 27-57 (£15,621 to £29,667)

In addition, the Council had obtained £368,000 of ESF funding to provide support to the following groups:-

- ◆ adults with learning disabilities for whom a vocational route had been difficult to identify
- ◆ mainstream school pupils for whom an academic route was not appropriate and where a vocational development route was the appropriate option

It was, therefore, proposed to establish 6 temporary posts as follows:-

- ◆ 3 temporary posts of Supported Employment Assistant, Grade 2 Level 1-4, SCP 27-57 (£15,621 to £29,667)
- ◆ 3 temporary posts of Vocational Development Assistant, Grade 2 Level 1-4, SCP 27-57 (£15,621 to £29,667)

The funding for the above temporary posts would be available until March 2010 which matched the temporary contract period. Costs associated with the 4 permanent posts would be met from existing budgets within Corporate Resources and Social Work Resources.

### **The Committee decided:**

- (1) that a permanent corporate Supported Employment Team be established, as detailed above, from the existing 4 temporary seconded employees; and
- (2) that 6 temporary employees be appointed, as detailed above, to carry out ESF funded projects in supported employment and vocational development.

*[Reference: Minutes of 7 May 2008 (Paragraph 13)]*

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## **11 Appeals Panel**

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The minutes of the meetings of the Appeals Panels held on 14, 16 and 27 October and 14 November 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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## 12 Equal Pay Review

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A report dated 19 November 2008 by the Executive Director (Corporate Resources) was submitted on the results of the Council's equal pay review.

An equal pay review had been undertaken in 2004 which had resulted in the development of the positive action programme entitled "Delivering a Fairer Future". This had subsequently been included in the Council's Gender Equality Scheme published in June 2007.

The Council's second equal pay review had now been completed. It had been undertaken in the following 3 "streams" in line with equal pay review guidance issued by the former Equal Opportunities Commission which had been renamed the Equalities and Human Rights Commission (EHRC):-

- ◆ Stream 1 – analysis of gender balance at middle senior management level
- ◆ Stream 2 – analysis of gender balance by Service and pay grade
- ◆ Stream 3 – analysis within pay grades/significant pay gaps

The analysis had identified that the Council workforce was 67% female and 33% male with the percentage of female employees who were employees in each grade as follows:-

Grade 1 80%	Grade 2 55%	Grade 3 52%	Grade 4 40%	Grade 5 39%	Grade 6 40%
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Details of the review, comparisons with the first review reported in 2006 and positive action measures which had been undertaken to address the horizontal occupational segregation within the Council were provided.

**The Committee decided:** that the results of the equal pay review be noted.

*[Reference: Minutes of 13 December 2006 (Paragraph 7)]*

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

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## 13 Disability Equality Scheme - Annual Update 2008

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A report dated 19 November 2008 by the Executive Director (Corporate Resources) was submitted on progress made by the Council in implementing its Disability Equality Scheme.

The Disability Discrimination Act 2005 (DDA) had introduced new duties on public bodies to promote equality for disabled people. Central to the legislation was the requirement to produce and publish a Disability Equality Scheme every 3 years with an annual report each year.

The Council had published its first Disability Equality Scheme by the due date of 4 December 2006. The annual progress report would be published in December 2008 and a summary was attached as an appendix to the report. The report highlighted progress made in 2008 and priorities and actions for 2009 which included the need to:-

- ◆ work with and encourage all employees to 'self declare' so as to remove the stigma of disability and ensure that the Council was meeting the needs of its employees
- ◆ consult and involve members of disability groups in the development of the Council's Single Equality Scheme
- ◆ develop a comprehensive work plan with the South Lanarkshire Access Panel to visit and review Council buildings to ensure accessibility needs were met

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

*[Reference: Minutes of 20 February 2008 (Paragraph 13)]*

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## **14 Vocational Development Programme Update**

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A report dated 19 November 2008 by the Executive Director (Corporate Resources) was submitted on the Council's Vocational Development Programme, "What's with Work".

There were 861 S3 and S4 pupils from all 17 South Lanarkshire secondary schools participating in the academic year 2008/2009 which was an 8.3% increase from the previous year. The full list of activities was:-

- ◆ construction, early years care, hairdressing, hospitality, manufacturing, administration, finance and rural skills
- ◆ looked after and accommodated young people's course
- ◆ young people with social, emotional and behavioural difficulties course
- ◆ winter leavers' programme

An engineering course for S3 pupils and fashion branding courses for S6 pupils were also being piloted during 2008/2009.

The programmes for administration and finance would be withdrawn in the academic year 2009/2010 due to a lack of interest and because they were covered in the school curriculum. It was intended to include course options in uniformed services, motor vehicle mechanics and sports and leisure in future years.

A summary of the evaluation of the Programme was included in the report.

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

*[Reference: Minutes of 7 May 2008 (Paragraph 13)]*

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## **15 Early Retirement and Redeployment**

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A joint report dated 13 November 2008 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was submitted on early and flexible retirements, re-employment of early retirees and the redeployment exercise for the period 1 April to 30 September 2008.

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

*[Reference: Minutes of 7 May 2008 (Paragraph 12)]*

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## **16 Review of Polling Districts and Polling Places**

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A report dated 10 November 2008 by the Executive Director (Corporate Resources) was submitted on the outcome of the review of polling districts and polling places which had commenced in 2007.

In terms of the Electoral Administration Act 2006, councils were required to review their polling districts and polling places every 4 years. The aim of the review of polling districts and polling places in South Lanarkshire had been to ensure that all electors had reasonable facilities for voting and that, so far as was reasonable and practicable, the polling places were accessible to all electors, including those who were disabled.

Details of the polling districts and polling places designated/proposed for future elections were provided in the appendix to the report and would be published on the Council's website.

Polling districts and polling places would be kept under review between major reviews.

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

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## **17 Community Council Elections 2008 - Update**

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A report dated 2 December 2008 by the Executive Director (Corporate Resources) was submitted on the outcome of the 2008 Community Council elections held in South Lanarkshire.

In terms of the South Lanarkshire Council Scheme for the Establishment of Community Councils, Community Council elections required to be held every 3 years on the last Tuesday of October. 33 of the 34 existing Community Councils had attracted sufficient valid nominations to allow them to re-establish without the requirement for an election and, therefore, all of the nominated candidates had been declared elected on 28 October 2008. In the case of the Royal Burgh of Lanark Community Council, more nominations than places to be filled in both Divisions had been received and, therefore, an election had been held on 28 October 2008.

Community Councils currently operating within South Lanarkshire were listed in the appendix to the report. Arrangements were also being made to hold a good practice briefing session for Community Council office bearers on 27 January 2009.

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

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## **18 Pay Award for Local Government Employees 2008/2009 and 2009/2010 and Chief Officials 2008/2009 to 2010/2011**

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A joint report dated 2 December 2008 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was submitted on the implementation of the salaries agreement for local government employees, effective from 1 April 2008 until 31 March 2010 and for Chief Officials, effective from 1 April 2008 until 31 March 2011.

Notification had been received from the:-

- ♦ Head of the Employers' Organisation on agreed salary increases for the period 1 April 2008 to 31 March 2010 for local government employees. Funding was available in the 2008/2009 budget to meet the salary increase for this year and would be included in the 2009/2010 budget exercise
- ♦ Scottish Joint Negotiating Committee for Local Authorities Services (Chief Officials) on agreed salary increases for the period 1 April 2008 to 31 March 2011. Funding was available in the 2008/2009 budget to meet the salary increase for this year and would be included in the 2009/2010 and 2010/2011 budget exercises

In view of the requirement to make the necessary arrangements to progress adjustments and in terms of Standing Order No 36(c), the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources), in consultation with the Chair and an ex officio member, had implemented the salaries agreement for local government employees for the period 1 April 2008 to 31 March 2010 and for Chief Officials for the period 1 April 2008 to 31 March 2011.

**The Committee decided:**

that the action taken, in terms of Standing Order No 36(c), by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources), in consultation with the Chair and an ex officio member, to implement the salaries agreement for local government employees, effective from 1 April 2008 until 31 March 2010 and for Chief Officials, effective from 1 April 2008 until 31 March 2011, be noted.

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**19 Urgent Business**

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There were no items of urgent business