

CORPORATE RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 7 May 2008

Chair:

Councillor Pat Watters (Depute)

Councillors Present:

Alex Allison, David Baillie, Graeme Campbell, Pam Clearie, Jim Docherty, Jim Handibode, Bill Holman, Joe Lowe, James Malloy, Lesley McDonald, Brian McKenna, Davie McLachlan, John McNamee, Danny Meikle, John Murray, Bert Thomson, Richard Tullett, Jim Wardhaugh

Councillors' Apologies:

Bev Gauld, Graeme Horne, Edward McAvoy, Denis McKenna (Chair), Sheena Wardhaugh

Attending:

Corporate Resources

R McIlwain, Executive Director; G McCann, Head of Legal Services; S McLeod, Administration Officer; K McVeigh, Head of Personnel Services

Finance and Information Technology Resources

L O'Hagan, Finance Manager (Accounting and Budgeting)

Chair's Opening Remarks

The Chair extended a welcome to Geraldine McCann and congratulated her on her recent appointment to the post of Head of Legal Services.

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 20 February 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 2007/2008 - Corporate Resources

A joint report dated 7 April 2008 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was submitted comparing actual expenditure at 21 March 2008 against budgeted expenditure for 2007/2008 for Corporate Resources.

The Committee decided: that the underspend on Corporate Resources' revenue budget of £0.033 million (0.17%), as detailed in Appendix A to the report, and the forecast to 31 March 2008 of a breakeven position be noted.

[Reference: Minutes of 20 February 2008 (Paragraph 4)]

4 Capital Budget Monitoring 2007/2008 - Corporate Resources

A joint report dated 7 April 2008 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was submitted advising of progress on Corporate Resources' capital programme for 2007/2008 and summarising the expenditure position at 21 March 2008.

The Committee decided: that the report be noted.

[Reference: Minutes of 20 February 2008 (Paragraph 5)]

5 Corporate Resources' Workforce Monitoring – January to March 2008

A report dated 11 April 2008 by the Executive Director (Corporate Resources) was submitted on the following employee information for Corporate Resources for the period January to March 2008:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers

The Committee decided: that the report be noted.

[Reference: Minutes of 20 February 2008 (Paragraph 6)]

6 Council-wide Workforce Monitoring – January to March 2008

A report dated 11 April 2008 by the Executive Director (Corporate Resources) was submitted on the following Council-wide employee information for the period January to March 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

The Committee decided: that the report be noted.

[Reference: Minutes of 20 February 2008 (Paragraph 7)]

7 Human Resources Self-Service Business Case

A joint report dated 18 April 2008 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was submitted on a proposal to implement the Oracle Human Resources Management System (HRMS) Self-service.

Successful implementation of the Oracle HR Self-service would offer an opportunity to accelerate the transition from a traditional Personnel Service delivery to a more service based approach through a reduction in manual based systems and the introduction of standardised, streamlined and automated processes that were devolved to employees and managers.

Oracle HRMS was the delivery mechanism used by the Council for payroll and personnel. However, an internal self assessment had confirmed that the Council did not have sufficiently developed mechanisms to support and deliver personnel transactions effectively. Following a Return on Investment (ROI) exercise in relation to the proposed implementation of HR Self-service, core data was used to produce potential ROI figures which indicated a potential saving of £3,144,751 over 5 years. However, as a minimum, there were projected savings in relation to payslips of £179,351 each year which equated to £832,247 over the 5 year period, depending on the timing of access arrangements.

There would be a requirement in 2010/2011 to upgrade the HR/Payroll system which provided an 18 month window in the Oracle HRMS upgrade cycle to complete this HR Self-service project.

The implementation programme and the strategic objectives of the project were detailed. Following consultation with Oracle, and a number of organisations which had implemented self-service, it was proposed that self-service would be rolled out in 3 phases as follows:-

- Phase 1:** Payslip view; view and maintain personal details
- Phase 2:** Request/authorise leave; submit/approve expenses claim form; update and maintain bank details
- Phase 3:** Processes to support the Performance Development Review (PDR) process; process a new start, promotion, leaver; sign-up to corporate benefits

To ensure implementation of the project was achieved within the timeframe available, it was proposed that a dedicated team be established. Part of this team would be resourced from existing positions but there would be a requirement for 5.5 additional temporary posts for a 22 month period as follows:-

- ◆ 1 post of Business Systems Team Leader on Grade 3, Level 8 (£31,936 to £34,381)
- ◆ 1 post of Business Systems Engineer on Grade 3, Level 1-4 (£20,731 to £31,461)
- ◆ 1 post of Business Change Engineer on Grade 3, Level 1-4 (£20,731 to £31,461)
- ◆ 1 post of Finance Officer on Grade 3, Level 1-4 (£20,731 to £31,461)
- ◆ 0.5 FTE post of Finance Assistant on Grade 2, Level 1-4 (£7,811 to £12,209)
- ◆ 1 post of Personnel Officer on Grade 3, Level 1-4 (£20,731 to £31,461)

As self-service was rolled out, employees and managers would require to be supported through the change process with tailored training and ongoing access to advice. A programme to encourage employees to improve their information technology literacy would run alongside the rollout of self-service. This would be particularly important in those areas where employees were not office based and where alternative access arrangements would need to be developed.

The total cost involved in implementing Oracle HR Self-service over the 18-month period would be £544,111 and the breakdown of costs was detailed. Those costs would be met from the Information Technology Development Fund and budgets would be reduced from 2011/2012 according to savings realised.

The Committee decided:

- (1) that the Oracle Human Resources Management System (HRMS) Self-service project be approved; and
- (2) that 5.5 additional temporary posts, as detailed above, be established for a 22 month period to ensure implementation of the project within the timeframe available.

8 Staffing Arrangements - Corporate Learning and Development Centre, Atholl House, East Kilbride

A report dated 24 April 2008 by the Executive Director (Corporate Resources) was submitted on proposals to make permanent the temporary employees at the Learning and Development Centre at Atholl House, East Kilbride.

Learning and development courses were delivered by an in-house team of 3 permanent officers and 3 seconded officers. The seconded officers were employees of the Council or the South Lanarkshire Leisure Trust and had been seconded to the Learning and Development Centre on a temporary basis for 2 years.

During this period the volume of training had increased from 18 to 42 programmes per year. In 2007, a total of 747 courses had been attended by 10,402 employees and the volume of training demand was expected to continue for the foreseeable future. To reflect the increasing demand for training, it was proposed that the following 3 seconded officer posts be made permanent with immediate effect:-

- ◆ 2 posts of Personnel Officer on Grade 3, Level 1-8 (£25,188 to £41,773 including on-costs)
- ◆ 1 post of Personnel Assistant on Grade 2, Level 1-4 (£18,890 to £29,667 including on-costs)

The salary costs amounted to £102,753 and would be met from existing budgets.

The Committee decided: that the 3 temporary posts within the Learning and Development Centre, as detailed above, be made permanent with immediate effect.

9 Elected Members' Learning and Development

A report dated 4 April 2008 by the Executive Director (Corporate Resources) was submitted on the:-

- ◆ initial member induction and training programme undertaken in the period immediately following the election in May 2007 to the summer recess
- ◆ range of training and awareness sessions which had been provided or would be arranged during 2008/2009
- ◆ establishment of individual development records for each of the elected members which recorded all training and development undertaken
- ◆ framework for the development of members' learning and development provision
- ◆ framework being developed by the Improvement Service to support the Continuous Professional Development of all councillors in Scotland which was being piloted by Aberdeenshire, Falkirk, South Ayrshire, West Dunbartonshire, Scottish Borders, Fife and East Lothian Councils

- ♦ progress made in the roll-out of the Councillors' Case Management System (CCMS) which had been developed to provide an effective mechanism for logging and tracking councillors' enquiries on behalf of constituents

As part of the framework for the development of members' learning and development provision, it was proposed that:-

- ♦ the role profiles for elected members, approved by the Council in May 2007, be used to assist in the identification of appropriate training and development
- ♦ individual training needs' analysis questionnaires be completed with each elected member on an annual basis and training and development needs discussed on a one to one basis with each elected member
- ♦ a Personal Development Plan be established for each elected member to be reviewed on an annual basis
- ♦ Resources be requested to identify any further key areas to be included in the ongoing programme of briefing sessions

The Committee decided:

- (1) that the progress to date with members' learning and development be noted;
- (2) that arrangements be made to develop members' personal profiles based on the existing role profiles and to undertake training and development needs' discussions with elected members on an annual basis; and
- (3) that progress to date and the proposals for the continued development and roll-out of the Councillors' Case Management System be noted.

10 Appeals Panel

The minutes of the meetings of the Appeals Panel held on 11 and 12 February, 13 and 20 March and 1 April 2008 were submitted for approval as a correct record.

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

11 Equal Pay Update

A report dated 17 April 2008 by the Executive Director (Corporate Resources) was submitted:-

- ♦ advising that, since 2005, 1,568 equal pay claims had been lodged with the Employment Tribunal Service by Stefan Cross, Solicitors, with the majority of those claims coming from Community and Social Work Resources' employees
- ♦ providing an update on the various case management discussions which had taken place which highlighted the potential implications of a recent Court Judgement, the Highland Case, relating to inconsistencies between the comparators listed on the grievances and those on the subsequent employment tribunal claims

The Highland Case judgement was originally scheduled to be heard at an Appeal of the Court of Session in Autumn 2008. It was noted that this might now be rescheduled to May 2008 and the decision reached would inform the next steps in the Council's defence.

As a result of the Highland Case, the Employment Judges had asked all councils to identify those claims that might be affected. A decision was awaited from the Tribunal on how those claims would be managed.

In addition, at a fourth case management discussion in March, the Council had been asked by the Judge to:-

- ◆ confirm each claimant's job title, grade and spinal column point placement, including any and all changes since 2000
- ◆ provide details on how the comparators' job titles had changed over the years

The Committee decided: that the report be noted.

Councillor Handibode left the meeting following consideration of this item of business

12 Early Retirement and Redeployment

A joint report dated 10 April 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 October 2007 to 31 March 2008.

The Committee decided: that the report be noted.

[Reference: Minutes of 28 November 2007 (Paragraph 11)]

13 Vocational Development Programme

A report dated 15 April 2008 by the Executive Director (Corporate Resources) was submitted on action taken to make the posts required for the delivery of the Council's Vocational Development Programme (VDP) permanent with effect from 1 April 2008.

The funding provided by the Glasgow City Growth Fund had run out on 31 March 2008 and the temporary contracts of the secondees who delivered the Programme had expired on the same date. However, in light of the Council's decision at its meeting on 14 February 2008 to provide funding for the VDP, the opportunity had been taken to review the staffing arrangements. In order to give the team stability and provide continuity in the delivery of the VDP, it was proposed that the following posts be made permanent with immediate effect:-

- ◆ 2 posts of Vocational Development Officer on Grade 3, Level 2 (£34,289)
- ◆ 1 post of Vocational Development Assistant on Grade 2, Level 4 (£30,424)
- ◆ 1 post of Vocational Development Assistant on Grade 2, Level 3 (£26,627)
- ◆ 2 posts of Vocational Qualification Assessor/Verifier on Grade 2, Level 3 (£26,627)
- ◆ 1 post of Personnel Assistant on Grade 2, Level 3 (£26,627)
- ◆ 2 posts of Clerical Assistant on Grade 1, Level 4 (£19,760)

The salary costs amounted to £245,030 and would be met from existing budgets.

In view of the fact that the temporary contracts expired on 31 March 2008 and in terms of Standing Order No 36(c), the Executive Director (Corporate Resources), in consultation with the Chair and an ex officio member, had agreed that the posts which facilitated the delivery of the VDP be made permanent with effect from 1 April 2008.

The Committee decided: that the action taken, in terms of Standing Order No 36(c), by the Executive Director (Corporate Resources), in consultation with the Chair and an ex officio member, to make the posts which facilitated the delivery of the Vocational Development Programme, as detailed above, permanent with effect from 1 April 2008, be noted.

[Reference: Minutes of South Lanarkshire Council of 14 February 2008 (Paragraph 3)]

14 Safety at Sports Grounds - Amendment to General Safety Certificates - North and West Stands, New Douglas Park, Hamilton

A report dated 14 April 2008 by the Executive Director (Corporate Resources) was submitted on:-

- ◆ amendments to the General Safety Certificates for the North and West Stands, Hamilton Academical Football Club, New Douglas Park, Cadzow Avenue, Hamilton to reflect the increased seating capacity for each stand of 2,259 and 3,274 respectively
- ◆ the erection of a temporary East Stand with 498 seats to allow New Douglas Park to comply with the Scottish Premier League's membership criteria for season 2008/2009
- ◆ the requirement to provide confirmation of the seating capacity of the ground and copies of the relevant safety certificates to the Scottish Premier League Limited by 31 March 2008

Following notification from Hamilton Academical Football Club of alterations to both the North and West Stands at New Douglas Park, the necessary checks were undertaken to ensure that the stands complied with the appropriate legislation. As a result, the maximum attendance limits specified in the General Safety Certificates for the North and West Stands were amended to reflect the revised seating capacity in each stand of 2,259 and 3,274 respectively. In addition, a temporary East Stand containing 498 seats had been constructed to ensure that New Douglas Park complied with the Scottish Premier League's membership criteria for season 2008/2009 which required the ground to provide individually numbered seats in areas under cover of a roof for not less than 6,000 spectators. This membership criteria had to be met by 31 March 2008 and the Scottish Premier League Limited required written confirmation and relevant safety certificates from the local authority.

In view of the requirement to submit the certificates and written confirmation to the Scottish Premier League Limited by 31 March 2008 and in terms of Standing Order No 36(c), the Executive Director (Corporate Resources), in consultation with the Depute and an ex officio member, had approved the amendments to the General Safety Certificates for the North and West Stands at New Douglas Park.

The Committee decided:

- (1) that the action taken, in terms of Standing Order No 36(c), by the Executive Director (Corporate Resources), in consultation with the Depute and an ex officio member, to amend the General Safety Certificates for the North and West Stands, Hamilton Academical Football Club, New Douglas Park, Hamilton to reflect the new maximum attendance limits of 2,259 and 3,274 respectively, be noted; and
- (2) that the erection of the temporary East Stand, with a maximum attendance limit of 498, be noted.

[Reference: Minutes of 22 August 2001 (Paragraph 7)]

15 Urgent Business

There were no items of urgent business.