

## CORPORATE RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 21 February 2007

**Chair:**

Councillor Pat Watters

**Councillors Present:**

Pam Clearie, Stewart Crawford, Jim Docherty, Billy McCaig, Brian McCaig, Michael McCann, John McGuinness, Denis McKenna, John Ormiston, Patricia Osborne, William Ross (Senior Depute), Betty Rush, David Shearer, May Smith

**Councillors' Apologies:**

David Baillie, Archie Buchanan, Jim Daisley, Gerry Docherty (Depute), Bev Gauld, Tommy Gilligan, Liz Handibode, Stan Hogarth, Carol Hughes, Davy Keirs, Edward McAvoy, Ian McInnes, David McLachlan, Mary McNeill, Henry Mitchell, Graham Scott, Jim Wardhaugh

**Attending:**

**Corporate Resources**

R McIlwain, Executive Director; G Killin, Head of Personnel Services; S McLeod, Administration Officer; T Stone, District Court, Licensing and Registration Manager; D Wilson, Head of Administration Services

**Finance and Information Technology Resources**

C Clelland, Trainee Accountant; 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 13 December 2006 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 Minutes of Special Meeting

The minutes of the special meeting of the Corporate Resources Committee held on 24 January 2007 were submitted for approval as a correct record.

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

*Councillor Ormiston entered the meeting during this item of business*

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#### **4 Revenue Budget Monitoring 2006/2007 - Corporate Resources**

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A joint report dated 30 January 2007 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was submitted comparing actual expenditure at 29 December 2006 against budgeted expenditure for 2006/2007 for Corporate Resources.

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

*[Reference: Minutes of 13 December 2006 (Paragraph 3)]*

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#### **5 Capital Budget Monitoring 2006/2007 - Corporate Resources**

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A joint report dated 30 January 2007 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was submitted advising of progress on Corporate Resources' capital programme for 2006/2007 and summarising the expenditure position at 29 December 2006.

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

*[Reference: Minutes of 13 December 2006 (Paragraph 4)]*

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#### **6 Corporate Resources' Workforce Monitoring - November and December 2006**

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A report dated 26 January 2007 by the Executive Director (Corporate Resources) was submitted on the following employee information for Corporate Resources for November and December 2006:-

- ◆ 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 December 2006

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

*[Reference: Minutes of 13 December 2006 (Paragraph 5)]*

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#### **7 Council-wide Workforce Monitoring - November and December 2006**

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A report dated 26 January 2007 by the Executive Director (Corporate Resources) was submitted on the following Council-wide employee information for November and December 2006:-

- ◆ 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 9 December 2006

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

*[Reference: Minutes of 13 December 2006 (Paragraph 5)]*

*Councillor Crawford entered the meeting and Councillor J Docherty left the meeting during this item of business*

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## **8 Review of Charges 2007/2008 - Corporate Resources**

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A report dated 29 January 2007 by the Executive Director (Corporate Resources) was submitted requesting approval for the implementation of revised charges for 2007/2008 for:-

- ◆ archives
- ◆ civic licensing fees
- ◆ housing legislation
- ◆ commercial leases
- ◆ miscellaneous charges

Corporate Resources had undertaken a review of service charges and it was proposed that an inflation increase of 2.5% be applied with effect from 1 April 2007. This would generate an additional £7,900 in the revenue budget for 2007/2008.

**The Committee decided:** that the charges for the Corporate Resources' services, as detailed in the report, be increased by 2.5% with effect from 1 April 2007.

*[Reference: Minutes of 8 February 2006 (Paragraph 10)]*

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## **9 Marches and Parades - Police, Public Order and Criminal Justice (Scotland) Act 2006**

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A report dated 29 January 2007 by the Executive Director (Corporate Resources) was submitted on the key legislative changes to the law governing marches and parades being introduced by the Police, Public Order and Criminal Justice (Scotland) Act 2006 which would come into force on 1 April 2007.

The implications of the Act for the Council together with the administrative arrangements that required to be put in place were summarised. In order that the Council was in a position to comply with the terms of the Act, it was proposed that:-

- ◆ the District Court, Licensing and Registration Manager be authorised to draw up "fast track lists", the necessary code of conduct and guidance booklet on how to organise a march or parade for issue to all organisers
- ◆ powers be delegated to the Executive Director (Corporate Resources), in consultation with the Chair and Depute Chair of the Licensing Committee, to determine whether objections were relevant and, if necessary, to impose conditions on the holding of a march or parade

Any hearings required in the period from 1 April 2007 until the elections in May 2007 would be dealt with by the existing Public Processions Panel. In the event that any were required in the period between the election and the statutory meeting of the Council, it was proposed that the Executive Director (Corporate Resources) be authorised to make the necessary arrangements to form a Panel.

**The Committee decided:**

- (1) that the legislative changes being introduced by the Police, Public Order and Criminal Justice (Scotland) Act 2006 and the arrangements required to administer those be noted;
- (2) that the District Court, Licensing and Registration Manager be authorised, in consultation with Strathclyde Police, to draw up “fast track lists”, the necessary code of conduct and a guidance booklet on how to organise a march or parade for issue to all organisers;
- (3) that powers be delegated to the Executive Director (Corporate Resources), in consultation with the Chair or Depute Chair of the Licensing Committee, to determine whether objections were relevant and, if necessary, to impose conditions on the holding of a march or parade; and
- (4) that the Executive Director (Corporate Resources) be authorised to make the necessary arrangements to form a Public Processions Panel in the event that any hearings were required in the period between 3 May 2007 and the statutory meeting of the Council.

*Councillor P Clearie left the meeting during this item of business*

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**10 Recruitment Panel**

The minutes of the meetings of the Recruitment Panel held on 23 January and 7 February 2007 were submitted for approval as a correct record.

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

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**11 Appeals Panel**

The minutes of the meetings of the Appeals Panel held on 6 and 21 December 2006 and 5 February 2007 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 Grievance and Disputes Panel**

The minutes of the meeting of the Grievance and Disputes Panel held on 24 January 2007 were submitted for approval as a correct record.

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

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**13 Information Compliance - Monitoring - Calendar Year 2006**

A report dated 8 February 2007 by the Executive Director (Corporate Resources) was submitted on the Council's performance in handling requests for information during 2006 in terms of the:-

- ◆ Data Protection Act 1998
- ◆ Environmental Information (Scotland) Regulations 2004
- ◆ Freedom of Information (Scotland) Act 2002 (FOISA)

In terms of the Code of Practice issued by the Scottish Ministers, the Council required to monitor the following performance indicators:-

- ♦ the number of requests received
- ♦ the number of requests refused and the reasons for their refusal
- ♦ fees charged under FOISA
- ♦ the number of reviews and their outcomes
- ♦ instances when the time limit for reply had been exceeded and the reasons why

The Council's performance for 2006 compared, where possible, with 2005 was detailed in an appendix to the report.

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

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#### **14 Scotland's Health at Work Silver Award**

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A report dated 29 January 2007 by the Executive Director (Corporate Resources) was submitted on the Council's success in achieving the Scotland's Health at Work (SHAW) Silver Award.

In 2001, the Council had been awarded the SHAW Bronze Award for the whole Council and the SHAW Silver Award for Council Headquarters and David Walker House, all of which it had successfully maintained.

In recent months, the Council's SHAW Group, consisting of representatives from each Resource and the Trade Unions, had been working with representatives from SHAW to prepare the Council's SHAW Silver Award portfolio. The portfolio had been submitted for assessment in November 2006, and the SHAW representatives undertook a formal Council-wide assessment process on 20 December 2006. On completion of the assessment, the SHAW representatives had advised that South Lanarkshire Council would be recommended for Silver Award status, and formal confirmation of this had now been received. This Award would be valid for a period of 3 years and preparations for the formal presentation of the Award were being made.

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

*[Reference: Minutes of 29 June 2005 (Paragraph 8)]*

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#### **15 Urgent Business**

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There were no items of urgent business.

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#### **Chair's Closing Remarks**

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The Chair thanked his Senior Depute, Councillor William Ross, and all other members and officers of the Council for their hard work and support over the past 4 years. He wished those members who were standing for re-election the best of luck and those who were standing down all the very best for the future.