

COMMUNITY SERVICES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 12 November 2013

Chair:

Councillor Hamish Stewart

Councillors Present:

John Anderson, Ed Archer, John Cairney, Andy Carmichael, Pam Clearie, Russell Clearie, Gerry Convery, Peter Craig, Angela Crawley, Hugh Dunsmuir, Allan Falconer, George Greenshields (Depute), Bill Holman, Gerard Killen, Pat Lee, Lesley McDonald (*substitute for Councillor Watson*), Alex McInnes, John McNamee, Anne Maggs, John Menzies, Alice Marie Mitchell (*substitute for Councillor Handibode*)

Councillors' Apologies:

Lynn Adams, Isobel Dorman, Jim Handibode, Joe Lowe, Edward McAvoy (ex officio), David Watson

Attending:

Community and Enterprise Resources

C McDowall, Executive Director; C Brown, Environmental Services Manager; S Kelly, Head of Facilities, Waste and Ground Services; A McKinnon, Head of Support Services

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 3 September 2013 were submitted for approval as a correct record.

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

3 Community Services - Revenue Budget Monitoring 2013/2014

A joint report dated 2 October 2013 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted comparing actual expenditure at 20 September 2013 against budgeted expenditure for 2013/2014 for Community Services.

Details were provided on proposed budget virements in respect of Community Services to realign budgets.

The Committee decided:

- (1) that the underspend on the Community Services' revenue budget of £0.021million and the forecast to 31 March 2014 of a breakeven position be noted; and

- (2) that the budget virements in respect of Community Services, as detailed in Appendices B to F to the report, be approved.

[Reference: Minutes of 3 September 2013 (Paragraph 3)]

4 Community Services - Capital Budget Monitoring 2013/2014

A joint report dated 2 October 2013 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted advising of progress on the Community Services' capital programme 2013/2014 and summarising the expenditure position at 20 September 2013.

The Committee decided: that the report be noted.

[Reference: Minutes of 3 September 2013 (Paragraph 4)]

5 Community Services - Workforce Monitoring - July to September 2013

A joint report dated 15 October 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 July to September 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 8 June 2013

The Committee decided: that the report be noted.

[Reference: Minutes of 3 September 2013 (Paragraph 5)]

6 Community and Enterprise Resources' Resource Plan 2013/2014 - Community Services' Quarter 2 Progress Report

A report dated 29 October 2013 by the Executive Director (Community and Enterprise Resources) was submitted on the Community and Enterprise Resources' Resource Plan 2013/2014 in relation to the actions and measures falling within the remit of the Community Services Committee.

Details were provided on progress made at the end of quarter 2, covering the period April to September 2013, in implementing the actions and measures identified in the Resource Plan.

The Committee decided: that the report be noted.

[Reference: Minutes of 4 June 2013 (Paragraph 4) and Minutes of Executive Committee of 26 June 2013 (Paragraph 12)]

7 Annual Update on the Resource Risk Register and Risk Control Plan

A report dated 8 October 2013 by the Executive Director (Community and Enterprise Resources) was submitted on:-

- ◆ systems and controls in place within Community and Enterprise Resources to control and minimise risks
- ◆ details of Community and Enterprise Resources' current Risk Control Register

The Resource had followed Council guidance in developing, monitoring and updating its Risk Control Register on an ongoing basis. The Register had been developed to ensure that the Resource was fully aware of the main risks that it had, was able to prioritise those risks and had controls in place to eliminate or minimise the impact of the risk.

The risks were scored in accordance with the Council's scoring mechanism which scored risks based on likelihood and impact of risk. This resulted in risks being scored between 1 to 9 (low to high). Risks were scored on their inherent risk (risk if nothing was done) and their residual risk (risk after applying controls).

The Risk Register for the Resource had been developed and was monitored on a quarterly basis to add new risks and to review the scores of existing risks. The Register was maintained within the Corporate Risk Management Figtree computer system and updated by designated officers within Community and Enterprise Resources.

The Committee decided: that the systems and controls in place to monitor risks within Community and Enterprise Resources be noted.

[Reference: Minutes of 30 October 2012 (Paragraph 11)]

8 Community Services - Notification of Contracts Awarded - April to September 2013

A report dated 14 October 2013 by the Executive Director (Community and Enterprise Resources) was submitted on contracts awarded by Community Services in the period 1 April to 30 September 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.

9 Urgent Business

There were no items of urgent business.
