

COMMUNITY SERVICES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 1 April 2014

Chair:

Councillor Hamish Stewart

Councillors Present:

Lynn Adams, John Anderson, Ed Archer, Andy Carmichael, Russell Clearie, Gerry Convery, Peter Craig, Angela Crawley, Isobel Dorman, Hugh Dunsmuir, Allan Falconer, George Greenshields (Depute), Jim Handibode, Bill Holman, Gerard Killen, Pat Lee, Joe Lowe, Alex McInnes, John McNamee, John Menzies, Alice Marie Mitchell (*substitute for Councillor Cairney*), Bert Thomson, David Watson

Councillors' Apologies:

John Cairney, Pam Clearie, Edward McAvoy (ex officio)

Attending:**Community and Enterprise Resources**

C McDowall, Executive Director; S Clelland, Head of Fleet and Environmental Services; 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 4 February 2014 were submitted for approval as a correct record.

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

3 Minutes of Special Meeting

The minutes of the special meeting of the Community Services Committee held on 5 February 2014 were submitted for approval as a correct record.

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

4 Community Services - Revenue Budget Monitoring 2013/2014

A joint report dated 24 February 2014 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted comparing actual expenditure at 7 February 2014 against budgeted expenditure for 2013/2014 for Community Services.

The Committee decided: that the underspend on the Community Services' revenue budget of £0.799 million and the forecast to 31 March 2014 of an underspend of £0.837 million be noted.

[Reference: Minutes of 4 February 2014 (Paragraph 3)]

5 Community Services - Capital Budget Monitoring 2013/2014

A joint report dated 24 February 2014 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 7 February 2014.

The Committee decided: that the report be noted.

[Reference: Minutes of 4 February 2014 (Paragraph 4)]

6 Community Services - Workforce Monitoring - December 2013 and January 2014

A joint report dated 27 February 2014 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 December 2013 and January 2014:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers
- ◆ Joint Staffing Watch as at 14 December 2013

The Committee decided: that the report be noted.

[Reference: Minutes of 4 February 2014 (Paragraph 5)]

7 Temporary Landscape Development Officer

A joint report dated 28 February 2014 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the extension of the temporary contract of the post of Landscape Development Officer within Grounds Services.

Due to the volume of work within the Landscape Design Section of Grounds Services, it was proposed that the temporary contract of the post of Landscape Development Officer on Grade 3, Level 2, SCP 55-56 (£25,676 to £29,819) be extended for a period of 2 years until March 2016.

The costs associated with the extension of this post would be met through additional income from design fees.

The Committee decided: that the temporary contract of the post of Landscape Development Officer within Grounds Services, on Grade 3, Level 2, SCP 55-56 (£25,676 to £29,819) be extended for a period of 2 years until March 2016.

[Reference: Minutes of 19 March 2013 (Paragraph 7)]

8 Implementation of a Memorial Mason Registration Scheme

A report dated 4 March 2014 by the Executive Director (Community and Enterprise Resources) was submitted on the proposed implementation of a Memorial Mason Registration Scheme for South Lanarkshire Cemeteries.

A Memorial Mason Registration Scheme would provide the Council with a management tool that would regulate any memorial headstone installed in a Council cemetery and establish a uniform standard of workmanship and working practice.

The scheme would address the standards required for the installation, repair and maintenance of headstone memorials, both new and existing, with a view to producing a common approach at every cemetery and churchyard under the Council's management and responsibility.

Details of the Operational Management of a Memorial Mason Registration Scheme were provided in an appendix to the report.

The Committee recommended to the Executive Committee: that a Memorial Mason Registration Scheme, as detailed in the Appendix to the report, be approved.

9 Urgent Business

There were no items of urgent business.