

# CORPORATE RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 5 April 2006

**Chair:**

Councillor Gerry Docherty (Depute)

**Councillors Present:**

David Baillie, Pam Clearie, Stewart Crawford, Gerry Docherty, Bev Gauld, Tommy Gilligan, Liz Handibode, Davy Keirs, Brian McCaig, Michael McCann, John McGuinness, Ian McInnes, Denis McKenna, Mary McNeill, John Ormiston, Patricia Osborne, Betty Rush, Graham Scott, David Shearer, May Smith, Jim Wardhaugh

**Councillors' Apologies:**

Archie Buchanan, Jim Daisley, Jim Docherty, Carol Hughes, Edward McAvoy, Billy McCaig, David McLachlan, Henry Mitchell, William Ross (Senior Depute), Pat Watters (Chair)

**Attending:**

**Corporate Resources**

R McIlwain, Executive Director; R Lake, Administration Manager; A Wilson, Employee Relations and Involvement Manager; D Wilson, Head of Administration Services

**Finance and Information Technology Resources**

A Murray, Assistant Finance Manager (Accounting and Budgeting)

---

## 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 8 February 2006 were submitted for approval as a correct record.

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

---

## 3 Revenue Budget Monitoring 2005/2006 - Corporate Resources

---

A joint report dated 7 March 2006 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was submitted comparing actual expenditure at 24 February 2006 against budgeted expenditure for 2005/2006 for Corporate Resources.

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

*[Reference: Minutes of 8 February 2006 (Paragraph 4)]*

*Councillors Gilligan, McCann and May Smith entered the meeting during this item of business*

---

#### **4 Capital Budget Monitoring 2005/2006 - Corporate Resources**

---

A joint report dated 7 March 2006 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was submitted advising of progress on Corporate Resources' capital programme for 2005/2006 and summarising the expenditure position at 24 February 2006.

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

*[Reference: Minutes of 8 February 2006 (Paragraph 5)]*

---

#### **5 Corporate Resources' Workforce Monitoring - January and February 2006**

---

A report dated 10 March 2006 by the Executive Director (Corporate Resources) was submitted on the following employee information for Corporate Resources for January and February 2006:-

- ◆ 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 8 February 2006 (Paragraph 6)]*

---

#### **6 Council-wide Workforce Monitoring – January and February 2006**

---

A report dated 10 March 2006 by the Executive Director (Corporate Resources) was submitted on the following Council-wide employee information for the period January and February 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

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

*[Reference: Minutes of 8 February 2006 (Paragraph 7)]*

---

#### **7 Corporate Resources - Resource Plan 2006/2007**

---

A report dated 15 March 2006 by the Executive Director (Corporate Resources) was submitted on the Corporate Resources' Resource Plan for 2006/2007. Details were provided on:-

- ◆ key achievements within the Resource during 2005/2006
- ◆ the headline programmes and priority projects contained within the Resource Plan for 2006/2007

A 6 monthly interim progress report would be submitted to a future meeting of the Committee.

**The Committee recommended to the Executive Committee:** that the Corporate Resources' Resource Plan for 2006/2007 be approved.

---

## 8 Employee Code of Conduct

---

A report dated 10 March 2006 by the Executive Director (Corporate Resources) was submitted on a revised Code of Conduct for Employees. The revisions had been made to reflect changes in legislation and to update and clarify some of the sections within the Code. The main changes were summarised and included:-

- ◆ information about the Council's Code of Corporate Governance
- ◆ the requirement for employees to notify their manager of any criminal charges pending
- ◆ clarification on dress requirements including reference to corporate wear and personal protective equipment
- ◆ clarification on requirements for authorisation of paid employment outside the Council particularly where circumstances changed
- ◆ updating the section on the register of gifts, hospitality and services and increasing the value to £25

**The Committee recommended to the Executive Committee:** that the revised Code of Conduct for Employees, as detailed in the appendix to the report, be approved.

*[Reference: Minutes of 17 October 2001 (Paragraph 8)]*

---

## 9 Appeals Panel

---

The minutes of the meetings of the Appeals Panel held on 26 and 30 January and 27 February 2006 were submitted for approval as a correct record.

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

---

## 10 Recruitment Panel

---

The minutes of the meeting of the Recruitment Panel held on 28 February 2006 were submitted for approval as a correct record.

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

---

## 11 Urgent Business

---

There were no items of urgent business.