

CORPORATE RESOURCES COMMITTEE

Minutes of meeting held in the Council Chamber, Council Offices, Almada Street, Hamilton on 20 May 2009

Chair:

Councillor Denis McKenna

Councillors Present:

Alex Allison, Pam Clearie, Jim Docherty, Bev Gauld, Jim Handibode, Bill Holman, Anne Maggs, James Malloy, Lesley McDonald, Jim McGuigan, Brian McKenna, Danny Meikle, John Murray, Richard Tullett, Jim Wardhaugh, Sheena Wardhaugh

Councillors' Apologies:

David Baillie, Graeme Campbell, Graeme Horne, Edward McAvoy, Davie McLachlan, Bert Thomson, Pat Watters (Depute)

Attending:

Corporate Resources

R McIlwain, Executive Director; S Brown, Personnel Adviser; S McLeod, Administration Officer; K McVeigh, Head of Personnel Services

Finance and Information Technology Resources

A Murray, Assistant Finance Manager

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 4 March 2009 were submitted for approval as a correct record.

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

3 Revenue Budget Monitoring 2008/2009 - Corporate Resources

A joint report dated 6 April 2009 by the Executive Directors (Finance and Information Technology Resources) and (Corporate Resources) was submitted comparing actual expenditure at 20 March 2009 against budgeted expenditure for 2008/2009 for Corporate Resources.

The Committee decided: that the underspend on Corporate Resources' revenue budget of £0.177 million (1.0%), as detailed in Appendix A to the report, and the forecast to 31 March 2009 of a breakeven position be noted.

[Reference: Minutes of 4 March 2009 (Paragraph 4)]

4 Capital Budget Monitoring 2008/2009 - Corporate Resources

A joint report dated 10 April 2009 by the Executive Directors (Finance and Information Technology Resources) and (Corporate Resources) was submitted advising of progress on Corporate Resources' capital programme for 2008/2009 and summarising the expenditure position at 20 March 2009.

The Committee decided: that the report be noted.

[Reference: Minutes of 4 March 2009 (Paragraph 5)]

5 Corporate Resources - Workforce Monitoring - February and March 2009

A report dated 26 April 2009 by the Executive Director (Corporate Resources) was submitted on the following employee information for Corporate Resources for the period February and March 2009:-

- ◆ 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 4 March 2009 (Paragraph 6)]

6 Council-wide Workforce Monitoring - February and March 2009

A report dated 26 April 2009 by the Executive Director (Corporate Resources) was submitted on the following Council-wide employee information for the period February and March 2009:-

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

The Committee decided: that the report be noted.

[Reference: Minutes of 4 March 2009 (Paragraph 7)]

7 Appeals Panel

The minutes of the meetings of the Appeals Panels held on 5, 16, 18 and 30 March 2009 were submitted for approval as a correct record.

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

8 Recruitment Committee

The minutes of the meetings of the Recruitment Committee held on 20 and 27 April 2009 were submitted for approval as a correct record.

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

9 Maximising Attendance Review

A report dated 5 May 2009 by the Executive Director (Corporate Resources) was submitted on the findings from the Maximising Attendance Review.

As part of the Council's Maximising Attendance arrangements, a review of employee support services had been conducted. The review had considered:-

- ◆ existing provisions
- ◆ alternative suppliers
- ◆ potential enhancements to current services

The Council's in-house Occupational Health Service provided employee counselling, physiotherapy, financial advice and support, access to alternative therapies and support provided by the Employee Support Team. The aim of the review had been to ensure access to the best, most cost effective support services for employees to help them maintain their attendance at work.

Details were provided on the methodology used during the review and the resulting employee supports which had been made available.

Training was being piloted in conjunction with NHS Lanarkshire to ensure that managers had an understanding of the supports available to employees and the confidence to be able to talk to their employees if they recognised a potential issue.

Employee supports would be communicated through the Employee Assistance Programme (EAP) which would bring together information on available supports under a single name. This would provide a more effective means of communicating those supports to employees and managers. The EAP would be publicised via the intranet and employee open days.

The Committee decided: that the report be noted.

Councillors Docherty and Meikle left the meeting during this item of business

10 People Connect Progress Report

A report dated 1 May 2009 by the Executive Director (Corporate Resources) was submitted on the progress made in implementing Human Resources Management System (HRMS) Self Service throughout South Lanarkshire Council, Lanarkshire Valuation Joint Board and South Lanarkshire Leisure.

Details were provided on the:-

- ◆ phased roll-out of the project
- ◆ communication strategy
- ◆ benefits that People Connect would provide to employees and managers

- ♦ development of additional functionality which would enable requests for and approvals of leave, travel and subsistence expenses and training to be processed
- ♦ extension of People Connect to other employees who had limited or no access to a computer
- ♦ establishment of a pilot group to extend People Connect to elected members which would enable them to access their personal records

The Committee decided: that the report be noted.

[Reference: Minutes of 7 May 2008 (Paragraph 7)]

11 Urgent Business

There were no items of urgent business.