ENTERPRISE SERVICES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 8 December 2015

Chair:
Councillor Chris Thompson

Councillors Present:
John Anderson, Ralph Barker, Walter Brogan, Robert Brown, John Cairney, Peter Craig, Isobel Dorman, George Greenshields, Graeme Horne, Gerard Killen, Joe Lowe, Lesley McDonald, Denis McKenna, Davie McLachlan, John McNamee, John Menzies, Alice Marie Mitchell, John Ross *(substitute for Councillor Maggs)*, Bert Thomson, Richard Tullett, Jim Wardhaugh

Councillors' Apologies:
Eileen Logan, Edward McAvoy (ex officio), Anne Maggs, Graham Simpson (Depute)

Attending:
Community and Enterprise Resources
M McGlynn, Executive Director; J McCaffer, Head of Regeneration Services; A McKinnon, Head of Support Services; G Wells, Roads Maintenance Manager
Finance and Corporate Resources
N Docherty, Administration Assistant; L Paterson, Administration Officer; M Ward, Accountant

1 Declaration of Interests
No interests were declared.

2 Minutes of Previous Meeting
The minutes of the meeting of the Enterprise Services Committee held on 29 September 2015 were submitted for approval as a correct record.

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

3 Enterprise Services - Revenue Budget Monitoring 2015/2016
A joint report dated 30 October 2015 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted comparing actual expenditure at 16 October 2015 against budgeted expenditure for 2015/2016 for Enterprise Services.

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

The Committee decided:

(1)   that the underspend on the Enterprise Services' revenue budget of £0.009 million and the forecast to 31 March 2016 of a breakeven position be noted; and

(2)   that the budget virements in respect of Enterprise Services, as detailed in Appendix D to the report, be approved.

[Reference: Minutes of 29 September 2015 (Paragraph 3)]

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4   Enterprise Services - Capital Budget Monitoring 2015/2016

A joint report dated 30 October 2015 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted advising of progress on the Enterprise Services' capital programme 2015/2016 and summarising the expenditure position at 16 October 2015.

The Committee decided: that the report be noted.

[Reference: Minutes of 29 September 2015 (Paragraph 4)]

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5   Enterprise Services - Workforce Monitoring - August and September 2015

A joint report dated 10 November 2015 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the following employee information for Enterprise Services for the period August and September 2015:-

♦   attendance statistics
♦   occupational health statistics
♦   accident/incident statistics
♦   disciplinary hearings, grievances and Dignity at Work cases
♦   analysis of leavers
♦   Joint Staffing Watch as at 12 September 2015

The Committee decided: that the report be noted.

[Reference: Minutes of 29 September 2015 (Paragraph 5)]

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6   Community and Enterprise Resources' Resource Plan 2015/2016 - Enterprise Services' Quarter 2 Progress Report

A report dated 2 November 2015 by the Executive Director (Community and Enterprise Resources) was submitted on the Community and Enterprise Resources' Resource Plan 2015/2016 in relation to the actions and measures falling within the remit of the Enterprise Services Committee.

Details were provided on progress made at the end of quarter 2, covering the period April to September 2015, in implementing the actions and measures identified in the Resource Plan.

The Committee decided: that the report be noted.

[Reference: Minutes of 30 June 2015 (Paragraph 6) and Minutes of the Executive Committee of 26 August 2015 (Paragraph 15)]

7 Routes to Inclusion - Delivering the Council's Jobs Access and Employability Services

A report dated 18 November 2015 by the Executive Director (Community and Enterprise Resources) was submitted on the delivery of the Routes to Inclusion Employability Programme for 2015/2016.

Details of the range of programme interventions and activities developed for the Routes to Inclusion Programme for 2015/2016 were detailed in the report.

To support the implementation of the Council's employability programme in 2015/2016, a potential budget of £3,699,802 had been identified, subject to confirmation of the level of funding from the Scottish Government to support it.

The Committee decided: that the Routes to Inclusion Programme activity detailed in the report and the proposed expenditure of £3,699,802 for the period 2015/2016 be noted.

[Reference: Minutes of 16 September 2014 (Paragraph 6)]

8 Update on the Community and Enterprise Resources' Risk Register and Risk Control Action Plan

A report dated 18 November 2015 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 25 November 2014 (Paragraph 15)]

9 Enterprise Services - Notification of Contracts Awarded - 1 April to 30 September 2015

A report dated 10 November 2015 by the Executive Director (Community and Enterprise Resources) was submitted on contracts awarded by Enterprise Services in the period 1 April to 30 September 2015.

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 Enterprise Services were provided in the appendix to the report.

The Committee decided: that the report be noted.

[Reference: Minutes of 30 June 2015 (Paragraph 10)]

10 Urgent Business

There were no items of urgent business.