



Council Offices, Almada Street  
Hamilton, ML3 0AA

9 February 2012

Dear Councillor

## **Corporate Resources Committee**

The Members listed below are requested to attend a meeting of the above Committee to be held as follows:-

**Date: Wednesday 15 February 2012**

**Time: 2:00pm**

**Venue: Committee Room 1, Council Offices, Almada Street, Hamilton**

The business to be considered at the meeting is listed overleaf.

Yours sincerely

**Lindsay Freeland**  
**Chief Executive**

### **Members**

Alex Allison, David Baillie, Graeme Campbell, Pam Clearie, Jim Docherty, Hugh Dunsmuir, Bev Gauld, Bill Holman, Graeme Horne, Edward McAvoy, Lesley McDonald, Jim McGuigan, Brian McKenna, Denis McKenna, Davie McLachlan, Anne Maggs, James Malloy, Danny Meikle, John Murray, Bert Thomson, Richard Tullett, Jim Wardhaugh, Sheena Wardhaugh, Pat Watters

## BUSINESS

**1 Declaration of Interests**

**2 Minutes of Previous Meeting**

Minutes of meeting of the Corporate Resources Committee held on 23 November 2011 submitted for approval as a correct record. (Copy attached) Page(s) 1 to 4

**3 Minutes of Special Meeting**

Minutes of meeting of the Corporate Resources Committee (Special) held on 2 February 2012 submitted for approval as a correct record. (Copy attached) Page(s) 5 to 6

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### Monitoring Item(s)

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**4 Revenue Budget Monitoring 2011/2012 - Corporate Resources**

Report dated 11 January 2012 by the Executive Director (Finance and Corporate Resources). (Copy attached) Page(s) 7 to 12

**5 Corporate Resources - Workforce Monitoring - October and November 2011**

Report dated 17 January 2012 by the Executive Director (Finance and Corporate Resources). (Copy attached) Page(s) 13 to 18

**6 Council-wide Workforce Monitoring - October and November 2011**

Report dated 17 January 2012 by the Executive Director (Finance and Corporate Resources). (Copy attached) Page(s) 19 to 38

**7 Statutory Performance Indicators 2010-11**

Report dated 12 December 2011 by the Executive Director (Finance and Corporate Resources). (Copy attached) Page(s) 39 to 42

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### Item(s) for Decision

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**8 Legal Services Structure**

Report dated 10 January 2012 by the Executive Director (Finance and Corporate Resources). (Copy attached) Page(s) 43 to 46

**9 Revised Travel and Subsistence Policy**

Report dated 27 January 2012 by the Executive Director (Finance and Corporate Resources). (Copy attached) Page(s) 47 to 60

**10 Appeals Panel**

Minutes of the Appeals Panel held on 1 and 15 December 2011, 19 and 23 January and 1 February 2012 submitted for approval as a correct record. (Copies attached) Page(s) 61 to 70

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### Item(s) for Noting

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**11 Annual Report on Mainstreaming Equalities and Diversity**

Report dated 24 November 2011 by the Executive Director (Finance and Corporate Resources). (Copy attached) Page(s) 71 to 78

- 12 Annual Update on Resource Risk Register**  
Report dated 5 January 2012 by the Executive Director (Finance and Corporate Resources). (Copy attached) Page(s) 79 to 82
- 13 Framework Agreement for the Provision of External Printing and Promotional Printed Products**  
Report dated 30 January 2012 by the Executive Director (Finance and Corporate Resources). (Copy attached) Page(s) 83 to 88
- 14 Support for Help for Heroes Fundraising Dinner**  
Report dated 26 January 2012 by the Executive Director (Finance and Corporate Resources). (Copy attached) Page(s) 89 to End

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### **Urgent Business**

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- 15 Urgent Business**  
Any other items of business which the Chair decides are urgent.

***For further information, please contact:-  
Stuart McLeod on 01698 454815  
stuart.mcleod@southlanarkshire.gov.uk***