

**CORPORATE RESOURCES COMMITTEE**

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 14 September 2011

**Chair:**

Councillor Hugh Dunsmuir

**Councillors Present:**

Alex Allison, David Baillie, Pam Clearie, Jim Docherty, Bev Gauld, Bill Holman, Graeme Horne, Lesley McDonald, Denis McKenna, Davie McLachlan, James Malloy, Danny Meikle, John Murray, Richard Tullett, Jim Wardhaugh, Sheena Wardhaugh, Pat Watters (Depute)

**Councillors' Apologies:**

Graeme Campbell, Edward McAvoy, Jim McGuigan, Brian McKenna, Anne Maggs, Bert Thomson

**Attending:****Finance and Corporate Resources**

P Manning, Executive Director; S Abbott, Administration Assistant; S Cameron, Diversity Adviser (Equalities); S McLeod, Administration Officer; K McVeigh, Head of Personnel Services; A Murray, Finance Adviser

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**Chair's Opening Remarks**

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The Chair congratulated Paul Manning on his recent appointment to the post of Executive Director (Finance and Corporate Resources) and welcomed him to his first meeting of the Corporate Resources Committee in that capacity.

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**1 Declaration of Interests**

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No interests were declared.

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**2 Minutes of Previous Meeting**

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The minutes of the meeting of the Corporate Resources Committee held on 15 June 2011 were submitted for approval as a correct record.

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

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

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A joint report dated 17 August 2011 by the Chief Executive and the Executive Director (Corporate Resources) was submitted comparing actual expenditure at 5 August 2011 against budgeted expenditure for 2011/2012 for Corporate Resources.

**The Committee decided:**

- (1) that the underspend on Corporate Resources' revenue budget of £0.109 million (2.40%), as detailed in Appendix A to the report, and the forecast to 31 March 2012 of a breakeven position be noted; and
- (2) that the budget virements, as detailed in the appendices to the report, be approved.

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#### **4 Corporate Resources - Workforce Monitoring - May to July 2011**

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A report dated 19 August 2011 by the Executive Director (Corporate Resources) was submitted on the following employee information for Corporate Resources for the period May to July 2011:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers
- ◆ Joint Staffing Watch as at 11 June 2011

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

*[Reference: Minutes of 15 June 2011 (Paragraph 3)]*

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#### **5 Council-wide Workforce Monitoring - May to July 2011**

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A report dated 19 August 2011 by the Executive Director (Corporate Resources) was submitted on the following Council-wide employee information for the period May to July 2011:-

- ◆ 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
- ◆ Joint Staffing Watch as at 11 June 2011

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

*[Reference: Minutes of 15 June 2011 (Paragraph 4)]*

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#### **6 Criteria and Procedures for Disabled Persons' Parking Bays**

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A joint report dated 22 August 2011 by the Executive Directors (Corporate Resources), (Enterprise Resources) and (Social Work Resources) was submitted on the revised Criteria and Procedures for Disabled Persons' Parking Bays.

The Disabled Persons' Parking Places (Scotland) Act 2009, which came into effect on 1 October 2010, placed a duty on local authorities to make all disabled persons' parking places legally enforceable against misuse by non-Blue Badge holders. The key points of the Act were detailed in the report.

In preparation for the implementation of the Act, the Parking Unit had carried out an audit of on-street and off-street disabled persons' parking bays. All on-street parking bays had now been regulated and all off-street parking bays were in the process of being regulated.

A review of the Council's Criteria and Procedures for Disabled Persons' Parking Bays had been carried out by Enterprise Resources, Social Work Resources and representatives from the South Lanarkshire Access Panel. The revised criteria, attached as an appendix to the report, focused on drivers, however, in exceptional circumstances, consideration would be given to providing parking bays to non-driver Blue Badge holders.

**The Committee decided:** that the revised Criteria and Procedures for Disabled Persons' Parking Bays be approved.

*[Reference: Minutes of Enterprise Resources Committee of 7 July 2009 (Paragraph 6)]*

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## **7 Appeals Panel**

The minutes of the meetings of the Appeals Panel held on 11, 18 and 26 August 2011 were submitted for approval as a correct record.

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

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## **8 Recruitment Committee**

The minutes of the meeting of the Recruitment Committee held on 17 August 2011 were submitted for noting and the minutes of the meetings held on 31 August and 6 September 2011 were submitted for approval as a correct record.

**The Committee decided:**

- (1) that the minutes of 17 August 2011 be noted; and
- (2) that the minutes of 31 August and 6 September 2011 be approved as a correct record.

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## **9 Safety at Sports Grounds**

A report dated 25 August 2011 by the Executive Director (Corporate Resources) was submitted advising on the action taken, in terms of the Scheme of Delegation because of the timescales involved, by the Chief Executive to approve the issue of a Special Safety Certificate for Hamilton Park Racecourse for the purpose of holding concerts on 22 and 23 July 2011.

**The Committee decided:** that the action taken, in terms of the Scheme of Delegation, by the Chief Executive to approve the issue of a Special Safety Certificate to Hamilton Park Racecourse Company Limited for the purpose of holding concerts on 22 and 23 July 2011, be noted.

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## **10 Urgent Business**

There were no items of urgent business.