

COMMUNITY RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Hamilton on 17 January 2012

Chair:

Councillor Gerry Convery

Councillors Present:

John Anderson, Eileen Baxendale, Walter Brogan, Archie Buchanan, Jackie Burns, Andy Carmichael, Gordon Clark, Peter Craig, Hugh Dunsmuir, Allan Falconer, Lynn Filshie, Beith Forrest, Joe Lowe, Brian McCaig, Clare McColl, Alex McInnes, Anne Maggs, David Shearer, Hamish Stewart (Depute), David Watson

Councillors' Apologies:

Graeme Campbell, Russell Clearie, Edward McAvoy

Attending:

Community and Enterprise Resources

C McDowall, Executive Director; N Anderson, Executive Director (Community Resources); S Clelland, Head of Waste and Environmental Services; S Kelly, Head of Facilities, Fleet and Ground Services; A McKinnon, Head of Support Services (Community Resources); J Stirling, Environmental Services Manager

Finance and Corporate Resources

N Docherty, Administration Assistant; P MacRae, Administration Officer; M Simpson, Accountant

Opening Remarks

Councillor Stewart welcomed Councillor Convery back following his absence and thanked Members and officers for the support which he had received in fulfilling the role as Chair. He also welcomed Colin McDowall to his first meeting of the Committee in his capacity as Executive Director (Community and Enterprise Resources).

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Community Resources Committee held on 11 October 2011 were submitted for approval as a correct record.

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

3 Community Resources - Revenue Budget Monitoring 2011/2012

A joint report dated 9 November 2011 by the Executive Directors (Finance and Corporate Resources) and (Community Resources) was submitted comparing actual expenditure at 28 October 2011 against budgeted expenditure for 2011/2012 for the various services within Community Resources.

Details were provided on proposed budget virements to realign budgets.

The Committee decided:

- (1) that the breakeven position on Community Resources' revenue budget, 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.

[Reference: Minutes of 11 October 2011 (Paragraph 3)]

4 Community Resources - Capital Budget Monitoring 2011/2012

A joint report dated 10 November 2011 by the Executive Directors (Finance and Corporate Resources) and (Community Resources) was submitted advising of the progress on Community Resources' capital programme for 2011/2012 and summarising the position at 28 October 2011.

The Committee decided: that the report be noted.

[Reference: Minutes of 11 October 2011 (Paragraph 4)]

5 Community Resources - Workforce Monitoring - September and October 2011

A joint report dated 7 December 2011 by the Executive Directors (Finance and Corporate Resources) and (Community Resources) was submitted on the following employee information for Community Resources for the period September and October 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 10 September 2011

The Committee decided: that the report be noted.

[Reference: Minutes of 11 October 2011 (Paragraph 5)]

6 Community Resources' Resource Plan 2011/2012 - Mid-Year Progress

A report dated 18 October 2011 by the Executive Director (Community Resources) was submitted on Community Resources' Resource Plan 2011/2012. Details were provided on progress made at the end of quarter 2, covering the period April to September 2011, in implementing the priority projects identified in the Resource Plan.

The Committee decided:

- (1) that the report be noted; and
- (2) that a briefing paper on special uplifts would be issued to all members of the Committee.

[Reference: Minutes of 12 July 2011 (Paragraph 6) and Executive Committee of 16 November 2011 (Paragraph 12)]

7 Community Resources - Statutory Performance Indicators 2010/2011

A joint report dated 12 December 2011 by the Executive Directors (Finance and Corporate Resources) and (Community Resources) was submitted on Community Resources' Statutory Performance Indicators for the financial year 2010/2011 and improvement actions identified by the Resource.

The Committee decided: that the report be noted.

[Reference: Minutes of 7 December 2010 (Paragraph 7) and Executive Committee of 14 December 2011 (Paragraph 10)]

8 South Lanarkshire Leisure and Culture Business Plan 2012/2013

A report dated 14 November 2011 by the Executive Director (Community Resources) was submitted on the South Lanarkshire Leisure and Culture Limited Business Plan 2012/2013.

The objectives of South Lanarkshire Leisure and Culture were to:-

- ◆ be a truly inclusive organisation providing quality leisure, cultural and learning opportunities
- ◆ improve continually the services to their customers
- ◆ work in partnership with local and national agencies to promote active participation in leisure, cultural and learning activities
- ◆ maximise resources and operational efficiencies, in view of environmental sustainable issues

The Business Plan identified a funding requirement of £21.253 million for the financial year 2012/2013. Provision for this sum would be made available in the Community Resources' budget for 2012/2013.

The Committee recommended to the Executive Committee: that the South Lanarkshire Leisure and Culture Limited Business Plan 2012/2013 be approved.

[Reference: Minutes of 1 March 2011 (Paragraph 7)]

9 Resource Risk Management

A report dated 7 December 2011 by the Executive Director (Community Resources) was submitted on the:-

- ◆ systems and controls in place within Community Resources to control and minimise risks
- ◆ details of Community 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 done) and their residual risk (risk after applying controls).

The Risk Register 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 Internal Audit's Figtree computer system and updated by designated officers within Community Resources.

The main risks for the Resource were detailed in the appendix to the report.

The Committee decided: that the system and controls in place to monitor risks within Community Resources be noted.

[Reference: Minutes of 7 December 2010 (Paragraph 9)]

10 Community Resources - Notification of Contracts Awarded

A report dated 7 December 2011 by the Executive Director (Community Resources) was submitted on contracts awarded by Community Resources during the period 23 June to 7 December 2011.

In terms of Standing Order No 20.7 of the Standing Orders on Contracts, Resources were required to notify the relevant Committee of contracts awarded. Details of the contracts awarded by Community Resources were provided in the appendix to the report.

The Committee decided: that the report be noted.

[Reference: Minutes of 12 July 2011 (Paragraph 9)]

11 Urgent Business

There were no items of urgent business.

Chair's Closing Remarks

The Chair:-

- ◆ thanked Members and officers for their support and good wishes during his period of absence
- ◆ advised that this would be the last meeting of the Community Resources Committee that Norrie Anderson, Executive Director (Community Resources), would be attending prior to his retirement. On behalf of the members of the Committee, he thanked Mr Anderson for his support and hard work over the years and wished him every success in the future. Mr Anderson responded in suitable terms