

# COMMUNITY SERVICES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 1 March 2016

## Chair:

Councillor Hamish Stewart

## Councillors Present:

John Anderson, Walter Brogan (*substitute for Councillor McNamee*), John Cairney, Andy Carmichael, Pam Clearie, Russell Clearie, Peter Craig, Isobel Dorman, Hugh Dunsmuir, Allan Falconer, George Greenshields (Depute), Graeme Horne (*substitute for Councillor Callaghan*), Gerard Killen, Pat Lee, Joe Lowe, Catherine McClymont (*substitute for Councillor Convery*), Anne Maggs (*substitute for Councillor Holman*), John Menzies, Alice Marie Mitchell (*substitute for Councillor McInnes*), Mo Razzaq, John Ross, Bert Thomson, David Watson

## Councillors' Apologies:

Stephanie Callaghan, Gerry Convery, Bill Holman, Susan Kerr, Edward McAvoy (ex officio), Alex McInnes, John McNamee

## Attending:

### Community and Enterprise Resources

M McGlynn, Executive Director; S Clelland, Head of Fleet and Environmental Services; S Kelly, Head of Facilities, Waste and Ground Services; A McKinnon, Head of Support Services

### Finance and Corporate Resources

N Docherty, Administration Assistant; J McDonald, Administration Adviser; M Ward, Accountant

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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 Community Services Committee held on 8 December 2015 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 Community Services - Revenue Budget Monitoring 2015/2016

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A joint report dated 28 January 2016 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted comparing actual expenditure at 8 January 2016 against budgeted expenditure for 2015/2016 for Community Services.

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

### The Committee decided:

- (1) that the underspend on the Community Services' revenue budget of £0.367 million and the forecast to 31 March 2016 of an underspend of £0.312 million be noted; and

- (2) that the budget virements in respect of Community Services, as detailed in Appendices B to F of the report, be approved.

*[Reference: Minutes of 8 December 2015 (Paragraph 3)]*

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#### **4 Community Services - Capital Budget Monitoring 2015/2016**

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A joint report dated 28 January 2016 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted advising of progress on the Community Services' capital programme 2015/2016 and summarising the expenditure position at 8 January 2016.

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

*[Reference: Minutes of 8 December 2015 (Paragraph 4)]*

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#### **5 Community Services - Workforce Monitoring - October to December 2015**

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A joint report dated 26 January 2016 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted on the following employee information for Community Services for the period October to December 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 December 2015

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

*[Reference: Minutes of 8 December 2015 (Paragraph 5)]*

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#### **6 Landscape Development Officer**

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A joint report dated 12 February 2016 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the temporary post of Landscape Development Officer within Grounds Services.

Due to the volume of work within the Landscape Design Section of Grounds Services, it was proposed that the temporary post of Landscape Development Officer on Grade 3, Level 4, SCP 68-74 (£31,662 to £34,618) be made permanent.

The costs associated with this post would be met through existing revenue and additional income from design fees.

**The Committee decided:** that the temporary post of Landscape Development Officer within Grounds Services on Grade 3, Level 4, SCP 68-74 (£31,662 to £34,618) be made permanent.

*[Reference: Minutes of 1 April 2014 (Paragraph 7)]*

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**7 Urgent Business**

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There were no items of urgent business.