

## CORPORATE RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 23 November 2011

### Chair:

Councillor Hugh Dunsmuir

### Councillors Present:

Alex Allison, David Baillie, Graeme Campbell, Jim Docherty, Bev Gauld, Bill Holman, Graeme Horne, Lesley McDonald, Jim McGuigan, Brian McKenna, Denis McKenna, Anne Maggs, James Malloy, John Murray, Bert Thomson, Richard Tullett, Jim Wardhaugh, Sheena Wardhaugh

### Councillors' Apologies:

Pam Clearie, Edward McAvoy, Davie McLachlan, Danny Meikle, Pat Watters (Depute)

### Attending:

#### Finance and Corporate Resources

P Manning, Executive Director; S Abbott, Administration Assistant; R Lake, Head of Administration Services; G McCann, Head of Legal Services; S McLeod, Administration Officer; K McVeigh, Head of Personnel Services; A Murray, Finance Adviser; T Stone, Licensing and Registration Manager

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## 1 Declaration of Interests

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The following interest was declared:-

<i><b>Councillor(s)</b></i>	<i><b>Item(s)</b></i>	<i><b>Nature of Interest(s)</b></i>
B Thomson	Civic Government (Scotland) Act 1982 – Marches and Parades	Prior involvement in consultation exercise

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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 14 September 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 report dated 12 October 2011 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure at 30 September 2011 against budgeted expenditure for 2011/2012 for Corporate Resources.

Details were provided on proposed budget virements to realign budgets.

### The Committee decided:

- (1) that the underspend on Corporate Resources' revenue budget of £0.160 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.

*[Reference: Minutes of 14 September 2011 (Paragraph 3)]*

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#### **4 Corporate Resources - Workforce Monitoring - August and September 2011**

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A report dated 26 October 2011 by the Executive Director (Finance and Corporate Resources) was submitted on the following employee information for Corporate Resources for August and September 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 14 September 2011 (Paragraph 4)]*

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#### **5 Council-wide Workforce Monitoring - August and September 2011**

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A report dated 19 October 2011 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for August and September 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 10 September 2011

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

*[Reference: Minutes of 14 September 2011 (Paragraph 5)]*

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#### **6 Corporate Resources' Resource Plan 2011/2012 - Quarter 2 Progress Report**

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A report dated 20 October 2011 by the Executive Director (Finance and Corporate Resources) was submitted on the Corporate Resources' Resource Plan for 2011/2012. Details were provided on progress made at the end of quarter 2, covering the period 1 April to 30 September 2011, in implementing the priority projects identified in the Resource Plan.

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

*[Reference: Minutes of Executive Committee of 16 November 2011 (Paragraph 12)]*

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## **7 Civic Government (Scotland) Act 1982 - Marches and Parades**

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A report dated 8 November 2011 by the Executive Director (Finance and Corporate Resources) was submitted on the outcomes from a consultation exercise on proposals to review the terms and conditions attached to marches and parades.

Following a request from Strathclyde Police that the Council amend the conditions that were attached to marches and parades, this Committee, at its meeting on 30 March 2011, had agreed to hold a consultation exercise to determine whether the terms and conditions should be amended. Details of the consultation process, which had run from 13 May until 12 August 2011, were provided in the report.

The consultation process had resulted in a total of 333 written responses, with the vast majority against any form of change to the current terms and conditions. The majority of the larger organisations had been in favour of trained stewards attending marches and parades. However, Gala Committees, Community Councils and an MSP had raised concerns that, if implemented, some of the conditions might have an adverse effect on traditional events such as Lanimer Day, Landemer Day and individual gala days.

In addition, an internet petition against the proposals had been set up which contained approximately 1,300 signatures. However, certain issues in relation to the signatories to the petition were highlighted.

Following a detailed evaluation of the outcome of the consultation exercise, it was proposed that:-

- ◆ no changes be made to the current terms and conditions attached to marches and parades
- ◆ the terms and conditions attached to marches and parades be subject to regular review

The Chair and members of the Committee thanked the Head of Legal Services and officers for facilitating the comprehensive consultation process and also all organisations and individuals for their courteous participation and input to the process.

### **The Committee decided:**

- (1) that the current arrangements in relation to the terms and conditions attached to marches and parades be maintained; and
- (2) that the terms and conditions attached to marches and parades be subject to regular review.

*[Reference: Minutes of 30 March 2011 (Paragraph 10)]*

*Councillor B Thomson, having declared an interest in the above item, withdrew from the meeting during its consideration*

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## **8 Appeals Panel**

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The minutes of the meetings of the Appeals Panel held on 30 September, 25 October and 3 and 8 November 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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## **9 Recruitment Committee**

The minutes of the meetings of the Recruitment Committee held on 10 and 24 October 2011 were submitted for noting and the minutes of the meetings held on 31 October and 7 November 2011 were submitted for approval as a correct record.

### **The Committee decided:**

- (1) that the minutes of 10 and 24 October 2011 be noted; and
- (2) that the minutes of 31 October and 7 November 2011 be approved as a correct record.

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## **10 Agency Workers' Regulations 2010**

A report dated 7 October 2011 by the Executive Director (Finance and Corporate Resources) was submitted on the Agency Workers' Regulations 2010 (AWR) which came into force on 1 October 2011.

The Regulations were intended to provide equal treatment for agency workers, following a qualifying period of 12 weeks, in respect of basic employment and working conditions. From the first day of their assignment, agency workers would be entitled to access facilities and information on job vacancies and their contracts would require to be in accordance with the National Procurement Framework.

The Council would continue to use agency workers in exceptional circumstances only and this would continue to be controlled through the Vacancy Vetting Panel, following consultation with the appropriate trades union(s). Where there was a requirement for an agency appointment to last 12 weeks or more, the Council would be required to identify a comparator employee. Pay information, including details of the relevant terms and conditions, would be provided to the agency at the onset of the appointment. The agency would be responsible for ensuring that the agency worker received the appropriate terms and conditions if they completed the 12 week qualifying period.

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

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## **11 Early Retirement, Voluntary Severance and Redeployment**

A report dated 25 October 2011 by the Executive Director (Finance and Corporate Resources) was submitted on early retirements, voluntary severances, re-employment of early retirees and the redeployment exercise for the period 1 April to 30 September 2011.

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

*[Reference: Minutes of 15 June 2011 (Paragraph 9)]*

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## **12 Urgent Business**

There were no items of urgent business.