

## COMMUNITY SERVICES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 17 May 2016

**Chair:**

Councillor Hamish Stewart

**Councillors Present:**

John Anderson, John Cairney, Stephanie Callaghan, Andy Carmichael, Pam Clearie, Russell Clearie, Peter Craig, Isobel Dorman, Hugh Dunsmuir, Allan Falconer, George Greenshields (Depute), Bill Holman, Gerard Killen, Joe Lowe, Alex McInnes, John McNamee, Anne Maggs (*substitute for Councillor Menzies*), John Ross, Bert Thomson, David Watson

**Councillors' Apologies:**

Gerry Convery, Susan Kerr, Pat Lee, Edward McAvoy (ex officio), John Menzies, Mo Razzaq

**Attending:****Community and Enterprise Resources**

M McGlynn, Executive Director; S Clelland, Head of Fleet and Environmental Services; C Fergusson, Finance Manager; S Kelly, Head of Facilities, Waste and Ground Services

**Finance and Corporate Resources**

N Docherty, Administration Assistant; J McDonald, Administration Adviser; A Murray, Assistant Finance Manager (Accounting and Budgeting)

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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 1 March 2016 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 13 April 2016 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted comparing actual expenditure at 4 March 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 £0.300 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 Appendix D of the report, be approved.

*[Reference: Minutes of 1 March 2016 (Paragraph 3)]*

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

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A joint report dated 13 April 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 4 March 2016.

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

*[Reference: Minutes of 1 March 2016 (Paragraph 4)]*

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#### **5 Community Services - Workforce Monitoring - January to March 2016**

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A joint report dated 19 April 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 January to March 2016:-

- ◆ 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 1 March 2016 (Paragraph 5)]*

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#### **6 New Household Recycling Charter and Code of Practice**

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A report dated 4 May 2016 by the Executive Director (Community and Enterprise Resources) was submitted on the Scottish Government's new Household Recycling Charter and associated Code of Practice.

In 2014, a Zero Waste Taskforce had been established to review the management of public sector waste. A key recommendation from the Taskforce was that local authorities should be empowered and enabled to move towards consistent recycling collection schemes. This approach was detailed in a new Charter for Household Recycling and associated Code of Practice, the objectives of which were to improve recycling performances and develop a consistent national system of collection.

The Scottish Government had requested that local authorities commit to the implementation of the Charter and Code of Practice. Signing up to the Charter and Code of Practice was voluntary.

It was proposed that the Council support, in principle, the Charter and Code of Practice on the understanding that it would only introduce change to its waste collection service when it made business sense to do so. A further report would be submitted to a future meeting of the Committee detailing the costs associated with implementing changes to the current waste collection service.

**The Committee decided:**

- (1) that, in principle, the Household Recycling Charter and associated Code of Practice be supported; and
- (2) that a report be submitted to a future meeting of the Committee detailing the implications, timescales and resources required to comply with the Charter and Code of Practice.

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## **7 Community Services - Notification of Contracts Awarded - 1 October 2015 to 31 March 2016**

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A report dated 21 April 2016 by the Executive Director (Community and Enterprise Resources) was submitted on the contracts awarded by Community Services in the period 1 October 2015 to 31 March 2016.

In terms of Standing Order No 22.8 of the Standing Orders on Contracts, Resources were required to notify the relevant Committee of contracts awarded. Details of the contracts awarded by Community Services were provided in the appendix to the report.

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

*[Reference: Minutes 8 December 2015 (Paragraph 9)]*

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## **8 Urgent Business**

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There were no items of urgent business.

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## **9 Exclusion of Press and Public**

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**The Committee decided:** that, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, the press and public be excluded from the meeting for the following item(s) of business on the grounds that it was likely that there would be disclosure of exempt information in terms of Paragraph(s) 8, 9 and 10 of Part I of Schedule 7 A of the Act.

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## **10 Procurement of the Contracts for the Processing of Recyclable and Compostable Waste**

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A report dated 26 February 2016 by the Executive Director (Community and Enterprise Resources) was submitted on action taken, in terms of Standing Order No 36(c), in view of the timescales involved, by the Executive Director (Community and Enterprise Resources), in consultation with the Chair and an ex officio member, to award the contracts for the processing of the Council's recyclable and compostable waste using the negotiated procedure and Voluntary Ex Ante Transparency (VEAT) process.

**The Committee decided:**

that the action taken, in terms of Standing Order No 36(c), by the Executive Director (Community and Enterprise Resources), in consultation with the Chair and an ex officio member, to award the contracts for the processing of the Council's recyclable and compostable waste using the negotiated procedure and Voluntary Ex Ante Transparency (VEAT) process, be noted.

*[Reference: Minutes of the Executive Committee of 11 February 2015 (Paragraph 11)]*

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**Chair's Remarks**

The Chair advised that this would be the last meeting that Stephen Kelly, Head of Facilities, Waste and Ground Services would be attending as he was retiring. The Chair, on behalf of the Members of the Committee, thanked Mr Kelly for his help and hard work over the years and wished him a long and happy retirement.