

CORPORATE RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 15 June 2011

Chair:

Councillor Hugh Dunsmuir

Councillors Present:

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

Councillors' Apologies:

Graeme Campbell, Jim Docherty, Edward McAvoy, Anne Maggs, Danny Meikle

Attending:**Corporate Resources**

R McIlwain, Executive Director; S Abbott, Administration Assistant; R Lake, Administration Manager, G McCann, Head of Legal Services; S McLeod, Administration Officer; K McVeigh, Head of Personnel Services

Finance and Information Technology Resources

A Murray, Finance Adviser

1 Declaration of Interests

There were no items of urgent business.

2 Minutes of Previous Meeting

The minutes of the meeting of the Corporate Resources Committee held on 30 March 2011 were submitted for approval as a correct record.

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

3 Corporate Resources - Workforce Monitoring - February to April 2011

A report dated 19 May 2011 by the Executive Director (Corporate Resources) was submitted on the following employee information for Corporate Resources for the period February to April 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 12 March 2011

The Committee decided: that the report be noted.

[Reference: Minutes of 30 March 2011 (Paragraph 5)]

Councillor McLachlan entered the meeting during this item of business

4 Council-wide Workforce Monitoring - February to April 2011

A report dated 19 May 2011 by the Executive Director (Corporate Resources) was submitted on the following Council-wide employee information for the period February to April 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 12 March 2011

The Committee decided: that the report be noted.

[Reference: Minutes of 30 March 2011 (Paragraph 6)]

Councillor Gauld entered the meeting during this item of business

5 Corporate Resources' Resource Plan 2011/2012

A report dated 26 May 2011 by the Executive Director (Corporate Resources) was submitted on the Corporate Resources' Resource Plan for 2011/2012. Details were provided on:-

- ◆ Resource achievements and performance during 2010/2011
- ◆ Resource objectives and actions for 2011/2012
- ◆ capital and revenue resources for 2011/2012
- ◆ the organisational structure of the Resource

In line with the Council's performance management arrangements, a mid year progress report on actions identified in the 2011/2012 Resource Plan would be submitted to a future meeting of the Committee.

The Committee recommended to the Executive Committee: that the Corporate Resources' Resource Plan for 2011/2012 be approved.

[Reference: Minutes of 10 November 2010 (Paragraph 6)]

6 Removal of the Default Retirement Age

A report dated 25 March 2011 by the Executive Director (Corporate Resources) was submitted on the removal of the Default Retirement Age (DRA).

The Employment Equality (Age) Regulations introduced in October 2006 allowed for the provision of a National Default Retirement Age (NDRA), set at age 65, and introduced the right to request to work beyond the retirement age set by the employer. However, this provision had now been removed and, from 1 October 2011, there would be no NDRA in the UK.

In 2006, the Council introduced a revised retirement age of 70 years, allowing employees to work up to this age without having to request permission to do so. In line with the new legislation, the Council's retirement age of 70 years would be removed. The Conditions of Service and associated policies would be amended, as appropriate, with immediate effect.

This would enable employees to retire at an age and date of their choosing, reflecting their own personal circumstances and choices, without the need to request permission. The removal of the retirement age would be communicated to all employees via The Works magazine, a Management Bulletin and Personnel Circular.

The removal of the DRA would have no direct impact on the State Pension Age or the Occupational Pension Scheme arrangements.

The Committee decided:

- (1) that the Council's default retirement age of 70 be removed; and
- (2) that the appropriate changes to the Conditions of Service and associated policies be made with immediate effect.

[Reference: Minutes of 23 August 2006 (Paragraph 7)]

7 Revised Policy on Support for Employees Experiencing Domestic Abuse

A report dated 23 May 2011 by the Executive Director (Corporate Resources) was submitted on revisions to the Policy on Support for Employees Experiencing Domestic Abuse.

The current Policy provided guidance for managers and employees in relation to domestic abuse and included information on the support available and relevant procedures. The Policy consisted of 2 documents, the Policy Document and an employee information leaflet.

The revised Policy comprised a single comprehensive document which avoided duplication. Key updates and revisions to the Policy were detailed in the report and a copy of the revised Policy was attached as an appendix to the report. The revised Policy would be communicated to all employees via The Works magazine, a Management Bulletin and Personnel Circular and would be available on the intranet.

The Committee recommended to the Executive Committee: that the revised Policy on Support for Employees Experiencing Domestic Abuse be approved.

[Reference: Minutes of 2 July 2003 (Paragraph 8)]

8 Tell Us Once Programme - Change of Circumstance Notification

A report dated 17 May 2011 by the Executive Director (Corporate Resources) was submitted on the:-

- ◆ introduction of the Tell Us Once programme into South Lanarkshire
- ◆ intention to use the power to advance wellbeing in terms of Section 20(3) of the Local Government in Scotland Act 2003

The Tell Us Once programme provided people with an alternative method of notifying Central and Local Government of a change of circumstance, eg a birth or a death. The change of circumstance would be notified to a single point of contact and then shared with the relevant local authority services and external agencies. This service would be delivered in partnership with the Department for Work and Pensions.

South Lanarkshire Council was running a pilot for birth notifications and other local authorities were running pilots for death notifications. It was anticipated that the programme would go live towards the end of June 2011.

The service was only available to South Lanarkshire residents who chose to register an event in South Lanarkshire. However, as more authorities throughout Scotland introduced the programme, residents of those areas would be able to register events within South Lanarkshire.

The Chief Executive and Head of Legal Services had determined that it would be appropriate to use the power to advance wellbeing in terms of Section 20(3) of the Local Government in Scotland Act 2003 to implement the programme as it would reduce the bureaucracy of notifying events in what were often stressful circumstances.

The Committee decided: that the Chief Executive and the Head of Legal Services be authorised to use the power of wellbeing in terms of Section 20(3) of the Local Government in Scotland Act 2003 to implement the Tell Us Once programme throughout South Lanarkshire.

9 Early Retirement, Voluntary Severance and Redeployment

A joint report dated 3 May 2011 by the Chief Executive and Executive Director (Corporate Resources) was submitted on early and flexible retirements, voluntary severances, re-employment of early retirees and the redeployment exercise for the period 1 October 2010 to 31 March 2011.

The Committee decided: that the report be noted.

[Reference: Minutes of 10 November 2010 (Paragraph 13)]

10 Urgent Business

There were no items of urgent business.