

COMMUNITY SERVICES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 11 October 2016

Chair:

Councillor Hamish Stewart

Councillors Present:

John Anderson, John Cairney, Stephanie Callaghan, Andy Carmichael, Pam Clearie, Russell Clearie, Gerry Convery, Peter Craig, Isobel Dorman, Hugh Dunsmuir, Allan Falconer, George Greenshields (Depute), Bill Holman, Susan Kerr, Gerard Killen, Pat Lee, Joe Lowe, Alex McInnes, John Menzies, John Ross, Bert Thomson, David Watson

Councillors' Apologies:

Edward McAvoy (ex officio), John McNamee, Mo Razzaq

Attending:**Community and Enterprise Resources**

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

Finance and Corporate Resources

L Allison, Finance Manager; J McDonald, Administration Adviser; E McPake, Human Resources Business Partner; L O'Hagan, Finance Manager (Strategy)

Chair's Remarks

The Chair, on behalf of the Committee, welcomed Councillor Convery back following his recent absence.

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Community Services Committee held on 12 July 2016 were submitted for approval as a correct record.

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

3 Community Services - Revenue Budget Monitoring 2016/2017

A joint report dated 5 September 2016 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted comparing actual expenditure at 19 August 2016 against budgeted expenditure for 2016/2017 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 £0.075 million at 19 August 2016 and the forecast to 31 March 2017 of a breakeven position 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 12 July 2016 (Paragraph 3)]

4 Community Services - Capital Budget Monitoring 2016/2017

A joint report dated 7 September 2016 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted advising of progress on the Community Services' capital programme 2016/2017 and summarising the expenditure position at 19 August 2016.

The Committee decided: that the report be noted.

[Reference: Minutes of 12 July 2016 (Paragraph 4)]

5 Community Services - Workforce Monitoring - June to August 2016

A joint report dated 14 September 2016 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the following employee information for Community Services for the period June to August 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 11 June 2016

The Committee decided: that the report be noted.

[Reference: Minutes of 12 July 2016 (Paragraph 5)]

6 War Memorial - General Provision and Inscription Process

A report dated 28 September 2016 by the Executive Director (Community and Enterprise Resources) was submitted on the:-

- ◆ new war memorial in Bothwell Road Public Park, Hamilton that recognised armed forces personnel who had lost their lives serving their country outwith World Wars 1 and 2
- ◆ proposed revised procedures to authorise any new memorial inscription on the Council's war memorials

In terms of the War Memorials (Local Authorities' Powers) Act 1923, the Council was required to ensure the maintenance, repair and protection of war memorials within its control.

The Council's Bereavement Services was responsible for the maintenance of 44 war memorials, 36 of which were solely dedicated to service personnel who had fallen in World War 1, and the remainder dedicated to service personnel who had fallen in either World War 1 or 2. Currently, there were no War Memorials within South Lanarkshire dedicated to armed forces personnel who had fallen in conflicts outwith World Wars 1 and 2. In recognition of that fact, discussions had taken place with various groups and individuals in relation to the provision of a war memorial for those armed forces personnel who had lost their lives in conflicts other than World Wars 1 and 2.

Following those discussions, arrangements were being made for the installation of a new war memorial to be situated in Bothwell Road Public Park, Hamilton in recognition of those armed forces personnel who had fallen outwith World Wars 1 and 2.

New documentation had been developed, in consultation with The Royal British Legion, to support the process for applications for a memorial inscription. Details of the application process were provided in the report.

The Committee decided:

- (1) that the provision of a new war memorial, situated within Bothwell Road Public Park, Hamilton, in recognition of those armed forces personnel who had lost their lives serving their country outwith World Wars 1 and 2, be noted; and
- (2) that the process for consideration of applications for a Memorial Inscription on the Council's War Memorials, in consultation with The Royal British Legion and as detailed in the report, be approved.

7 Update on the Community and Enterprise Resources' Risk Register and Risk Control Action Plan

A report dated 14 September 2016 by the Executive Director (Community and Enterprise Resources) was submitted on:-

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

The Risk Register for the Resource 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 the Corporate Risk Management Figtree computer system and updated by designated officers within Community and Enterprise Resources.

Details of all risks which had scored 7 to 9 were provided in the appendix to the report.

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

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

8 Urgent Business

There were no items of urgent business.