

## ENTERPRISE SERVICES COMMITTEE

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

**Chair:**

Councillor Chris Thompson

**Councillors Present:**

John Anderson, Ralph Barker, Walter Brogan, Robert Brown, John Cairney, Stephanie Callaghan, Peter Craig, Isobel Dorman, Hugh Dunsmuir (*substitute for Councillor Mitchell*), George Greenshields, Graeme Horne, Gerard Killen, Eileen Logan, Joe Lowe, Jim McGuigan (*substitute for Councillor Maggs*), Denis McKenna, Davie McLachlan, John Menzies, Graham Simpson (Depute), Bert Thomson, Jim Wardhaugh

**Councillors' Apologies:**

Edward McAvoy (ex officio), Lesley McDonald, John McNamee, Anne Maggs, Alice Marie Mitchell, Richard Tullett

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

M McGlynn, Executive Director; P Elliott, Head of Planning and Economic Development; A McKinnon, Head of Facilities, Waste and Ground Services; C Park, Engineering Manager

**Finance and Corporate Resources**

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

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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 Enterprise 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.

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**3 Enterprise Services - Revenue Budget Monitoring 2016/2017**

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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 Enterprise Services.

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

**The Committee decided:**

- (1) that the overspend on the Enterprise Services' revenue budget of £0.072 million and the forecast to 31 March 2017 of a breakeven position be noted; and

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

*[Reference: Minutes of 12 July 2016 (Paragraph 3)]*

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#### **4 Enterprise Services - Capital Budget Monitoring 2016/2017**

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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 Enterprise 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)]*

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#### **5 Enterprise Services - Workforce Monitoring - June to August 2016**

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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 Enterprise 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)]*

*Councillor Callaghan entered the meeting during this item of business*

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#### **6 Clyde Wind Farm Community and Development Fund - Grant Applications**

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A report dated 19 September 2016 by the Executive Director (Community and Enterprise Resources) was submitted on 3 applications to the Clyde Wind Farm Community and Development Fund which had been established to provide funding to suitable projects providing community benefits in eligible areas.

It was proposed that, subject to the applicants providing written confirmation that all other additional funding for the projects had been secured, a grant be awarded of up to a maximum of:-

- ◆ £95,091 towards eligible costs associated with the enhancement to the play park and the creation of a new community garden to Crawfordjohn Play Development Group
- ◆ £30,000 towards eligible costs associated with the Crawfordjohn Hall Improvement Project to Crawfordjohn Public Hall Association
- ◆ £35,000 towards eligible costs associated with the Trinity Chapel Improvement Project to Biggar Museum Trust (Lamington Committee)

**The Committee decided:**

that, subject to the applicants providing written confirmation that all other additional funding for the projects had been secured, a grant be awarded of up to a maximum of:-

- ◆ £95,091 towards eligible costs associated with the enhancement to the play park and the creation of a new community garden to Crawfordjohn Play Development Group
- ◆ £30,000 towards eligible costs associated with the Crawfordjohn Hall Improvement Project to Crawfordjohn Public Hall Association
- ◆ £35,000 towards eligible costs associated with the Trinity Chapel Improvement Project to Biggar Museum Trust (Lamington Committee)

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

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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 8)]*

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## **8 Urgent Business**

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There were no items of urgent business.