

# COMMUNITY SERVICES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 17 January 2017

## **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, Susan Kerr, Gerard Killen, Pat Lee, Joe Lowe, Alex McInnes, Anne Maggs (*substitute for Councillor Watson*), John Menzies, Mo Razzaq, John Ross, Bert Thomson

## **Councillors' Apologies:**

Gerry Convery, Edward McAvoy (*ex officio*), John McNamee, David Watson

## **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**

C Adams, Assistant Finance Manager; L Allison, Finance Manager; J McDonald, Administration Adviser; E McPake, Human Resources Business Partner

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## **1 Declaration of Interests**

No interests were declared.

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## **2 Minutes of Previous Meeting**

The minutes of the meeting of the Community Services Committee held on 11 October 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 2016/2017**

A joint report dated 15 December 2016 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted comparing actual expenditure at 11 November 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 £0.106 million 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, D and F of the report, be approved.

*[Reference: Minutes of 11 October 2016 (Paragraph 3)]*

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

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A joint report dated 14 December 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 2016/2017 and summarising the expenditure position at 11 November 2016.

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

*[Reference: Minutes of 11 October 2016 (Paragraph 4)]*

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#### **5 Community Services - Workforce Monitoring - September and October 2016**

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A joint report dated 30 November 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 September and October 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 10 September 2016

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

*[Reference: Minutes of 11 October 2016 (Paragraph 5)]*

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#### **6 Community and Enterprise Resources' Resource Plan - Quarter 2 Progress Report 2016/2017 - 1 April to 30 September 2016**

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A report dated 9 December 2016 by the Executive Director (Community and Enterprise Resources) was submitted on the Community and Enterprise Resources' Resource Plan 2016/2017 in relation to actions and measures falling within the remit of the Community Services Committee and the Resource directorate.

Details were provided on progress made at the end of quarter 2, covering the period April to September 2016, in implementing the actions and measures identified in the Resource Plan.

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

*[Reference: Minutes of 12 July 2016 (Paragraph 6) and Minutes of the Executive Committee of 7 September 2016 (Paragraph 15)]*

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## **7 Review of Official Food and Feed Controls During 2015/2016**

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A report dated 9 December 2016 by the Executive Director (Community and Enterprise Resources) was submitted on the:-

- ◆ official food and feed law controls delivered during 2015/2016
- ◆ Food Standards Scotland's approach to local authority audits

In April 2015, Food Standards Scotland (FSS) was established and replaced the Food Standards Agency as the Central Competent Authority for Scotland. FSS had issued a new Food Law Code of Practice and a Food and Feed Law Codes of Practice which required performance to be reported in relation to food and feed official control delivery and to conduct a performance review of the previous year's activity.

A summary of the performance review of the delivery of official food and feed controls in 2015/2016 was provided in Appendix 1 to the report and it was proposed that it be reported to Committee on an annual basis.

### **The Committee decided:**

- (1) that the content of the performance review on the delivery of official food and feed controls in 2015/2016 be noted; and
- (2) that a report on food and feed law control be submitted to Committee on an annual basis.

*[Reference: Minutes of 30 June 2015 (Paragraph 8)]*

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## **8 Community Services - Notification of Contracts Awarded - 1 April to 30 September 2016**

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A report dated 25 November 2016 by the Executive Director (Community and Enterprise Resources) was submitted on contracts awarded by Community Services in the period 1 April to 30 September 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 of 17 May 2016 (Paragraph 7)]*

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## **9 Urgent Business**

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There were no items of urgent business.