

COMMUNITY AND ENTERPRISE RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 12 November 2019

Chair:

Councillor John Anderson

Councillors Present:

Councillor Alex Allison (*substitute for Councillor Lynne Nailon*), Councillor John Bradley, Councillor Maureen Chalmers, Councillor Gerry Convery, Councillor Peter Craig, Councillor Isobel Dorman (Depute), Councillor Joe Fagan, Councillor Mark Horsham (*substitute for Councillor Graeme Horne*), Councillor Martin Grant Hose, Councillor Ann Le Blond, Councillor Hugh Macdonald, Councillor Ian McAllan, Councillor Catherine McClymont, Councillor Kenny McCreary, Councillor Mark McGeever, Councillor Davie McLachlan, Councillor Richard Nelson, Councillor Graham Scott, Councillor Collette Stevenson, Councillor Margaret B Walker, Councillor Josh Wilson

Councillors' Apologies:

Councillor Margaret Cooper, Councillor Graeme Horne, Councillor Monique McAdams, Councillor Lynne Nailon, Councillor John Ross, Councillor David Watson

Attending:

Community and Enterprise Resources

M McGlynn, Executive Director; S Clelland, Head of Fleet and Environmental Services; P Elliott, Head of Planning and Economic Development; G Mackay, Head of Roads and Transportation Services; A McKinnon, Head of Facilities, Waste and Ground Services

Finance and Corporate Resources

N Docherty, Administration Assistant; L Harvey, Finance Manager; H Lawson, Legal Services Manager; J McDonald, Administration Adviser; E McPake, Human Resources Business Partner; L O'Hagan, Finance Manager (Strategy)

Chair's Opening Remarks

The Chair advised that, due to the decision taken by the Executive Committee at its meeting on 6 November 2019 in relation to charges, it was proposed that item 10 on this agenda be withdrawn.

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Community and Enterprise Resources Committee held on 3 September 2019 were submitted for approval as a correct record.

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

3 Community and Enterprise Resources - Revenue Budget Monitoring 2019/2020

A joint report dated 9 October 2019 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted comparing actual expenditure at 13 September 2019 against budgeted expenditure for 2019/2020 for Community and Enterprise Resources.

Details were provided on proposed budget virements in respect of Community and Enterprise Resources to realign budgets.

Discussion took place in relation to various aspects of the report, including the costs associated with a food safety case, and it was proposed that the Executive Director (Community and Enterprise Resources) be authorised to write to Food Standards Scotland and the appropriate Member of the Scottish Parliament in relation to this case.

The Committee decided:

- (1) that the overspend of £0.170 million on the Community and Enterprise Resources' revenue budget and the forecast to 31 March 2020 of a breakeven position be noted;
- (2) that the budget virements, as detailed in Appendices B to F of the report, be approved; and
- (3) that the Executive Director (Community and Enterprise Resources) be authorised to write to Food Standards Scotland in relation to the costs associated with the food safety case and the Member of the Scottish Parliament who had been involved in this case seeking an update on food safety cases that raised national issues and how those would be managed in the future.

[Reference: Minutes of 3 September 2019 (Paragraph 4)]

4 Community and Enterprise Resources - Capital Budget Monitoring 2019/2020

A joint report dated 23 October 2019 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted advising of progress on the Community and Enterprise Resources' capital programme 2019/2020 and summarising the expenditure position at 13 September 2019.

The Committee decided: that the report be noted.

[Reference: Minutes of 3 September 2019 (Paragraph 5)]

5 Community and Enterprise Resources - Workforce Monitoring – July to September 2019

A joint report dated 14 October 2019 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the following employee information for Community and Enterprise Resources for the period July to September 2019:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers

The Committee decided: that the report be noted.

[Reference: Minutes of 4 June 2019 (Paragraph 6)]

6 Community and Enterprise Resource Plan 2019/2020 – Quarter 2 Progress Report

A report dated 15 October 2019 by the Executive Director (Community and Enterprise Resources) was submitted on the Community and Enterprise Resource Plan 2019/2020 in relation to the actions and measures within the Resource.

Details were provided on progress made at the end of quarter 2, covering the period 1 April to 30 September 2019, in implementing the actions and measures identified in the Resource Plan.

The Committee decided: that the report be noted.

[Reference: Minutes of the Executive Committee of 21 November 2018 (Paragraph 19)]

7 Good Food Strategy

A joint report dated 24 October 2019 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the:-

- ◆ development of a Good Food Strategy for the period 2020 to 2025
- ◆ launch and implementation of the Good Food Strategy
- ◆ temporary post of Policy Officer (Food Development) within Community and Enterprise Resources

Part 9 of the Community Empowerment (Scotland) Act 2015 placed new duties and responsibilities on local authorities in relation to the provision of allotments and food growing opportunities. In addition, the Act required local authorities to prepare local food strategies to support the process of transition towards more sustainable food systems to tackle health, social, economic and environmental challenges related to food.

At its meeting on 3 September 2019, the Committee had approved the development of a Good Food Strategy for the period 2020 to 2025 which would include a vision for a sustainable food system for the Council, its partners and its communities. The Strategy would detail the approach to address food related challenges, needs and demands and provide a commitment to address food poverty and food related health issues and to ensure the sustainability of the food system.

Initial proposals for the vision and objectives of the Good Food Strategy had been developed and, following a consultation exercise with relevant stakeholders, the vision and objectives had been reviewed to reflect the responses received to the consultation. The reviewed vision and objectives of the Good Food Strategy for the period 2020 to 2025 were provided in the report.

The Head of Facilities, Waste and Grounds Services had requested that, in addition to the vision and objectives contained in the Strategy document, an additional objective 'to work towards the Sustainable Food Places awards as a catalyst for positive changes and recognition of the success of the Good Food Strategy' be included in the proposed Strategy document, attached as an appendix to the report. Following approval, the Good Food Strategy would be launched in 2020 and implemented with effect from 1 April 2020.

Given the complex and varied work identified within the draft Good Food Strategy, it was proposed that the temporary post of 1 Full Time Equivalent (FTE) Policy Officer (Food Development) within Community and Enterprise Resources on Grade 3, Level 2 to 4 (£32,027 to £37,647) be made permanent.

The costs associated with the establishment of the above post on a permanent basis would be met from existing budgets within Community and Enterprise Resources.

The Committee decided:

- (1) that the Good Food Strategy for the period 2020 to 2025, attached as an appendix to the report, be endorsed, subject to the inclusion of an additional objective as outlined above;
- (2) that, following approval by the Executive Committee, the Good Food Strategy for the period 2020 to 2025 be launched in 2020 and implemented with effect from 1 April 2020; and
- (3) that the temporary post of 1 FTE Policy Officer (Food Development) on Grade 3, Level 2 to 4 (£32,027 to £37,647) within Community and Enterprise Resources be made permanent.

The Committee recommended to the Executive Committee: that the Good Food Strategy for the period 2020 to 2025 be approved.

[Reference: Minutes of 3 September 2019 (Paragraph 9)]

8 Cambuslang Town Centre Strategy and Action Plan

A report dated 22 October 2019 by the Executive Director (Community and Enterprise Resources) was submitted on the Cambuslang Town Centre Strategy and Action Plan.

The Cambuslang Town Centre Strategy consultative draft, which had been prepared in consultation with Cambuslang Community Council and key stakeholders, had been issued for consultation for a period of 8 weeks.

The main feedback received from the consultation was summarised in the report and the full consultation response was detailed in Appendix 2 to the report. Following the consultation exercise, the Cambuslang Town Centre Strategy and Action Plan, attached as Appendix 1 to the report, had been amended to reflect the key findings and it was proposed that the Strategy and Action Plan be approved.

In addition, it was also proposed that the established steering group oversee the implementation of the Strategy.

The Committee decided:

- (1) that, following the consultation exercise, the inclusion of the amendments to the Cambuslang Town Centre Strategy, as detailed in the report, be approved; and
- (2) that the Executive Director (Community and Enterprise Resources), in consultation with Cambuslang Community Council and key stakeholders, be authorised to proceed with the implementation of the finalised Strategy.

[Reference: Minutes of 4 June 2019 (Paragraph 9)]

9 National Transport Strategy – Consultation Response

A report dated 8 October 2019 by the Executive Director (Community and Enterprise Resources) was submitted on the response to the Scottish Government's consultation on the National Transport Strategy.

The Scottish Government had issued a consultation on the new draft National Transport Strategy (NTS2) to determine whether the Strategy's vision, priorities and outcomes were suitable for Scotland's transport network for the next 20 years.

The Council's response to the consultation, attached as an appendix to the report, had been submitted by the deadline of 23 October 2019, subject to any further comments from the Committee.

Discussion took place in relation to various aspects of the report, including the provision of services in the rural area and public control of local bus services. Officers responded to members' questions and indicated that the provision of services in the rural area would be included in the response. In relation to public control of local bus services, it was highlighted that this was a matter for the Scottish Government.

Councillor Anderson, seconded by Councillor Dorman, moved that the recommendations contained in the report, subject to the inclusion of reference to bus services providing more support within the rural area, be approved. Councillor Fagan, seconded by Councillor Convery, moved as an amendment that reference to support the public control of local bus services be included in the Council's response.

On a vote being taken by a show of hands, 6 members voted for the amendment and 16 for the motion which was declared carried.

The Committee decided: that the response to the Scottish Government's consultation on the National Transport Strategy, as detailed in Appendix 1, be approved, subject to the inclusion of reference to bus services providing more support within the rural area.

10 Review of Residents' Parking Permit Zones (RPPZ)

A report dated 10 October 2019 by the Executive Director (Community and Enterprise Resources) was submitted on the review of Residents' Parking Permit Zones.

The Chair advised that, due to the decision taken by the Executive Committee at its meeting on 6 November 2019 in relation to charges, it was proposed that this item be withdrawn.

The Committee decided: to withdraw this item of business from the agenda.

[Reference: Minutes of the Executive Committee of 6 November 2019 (Paragraph 6)]

11 Graduate Apprenticeship in Civil Engineering Programme

A joint report dated 7 October 2019 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the staffing requirements to support the increasing workload within Roads and Transportation Services.

It was proposed that 6 Full Time Equivalent (FTE) graduate apprenticeship posts on Grade 2, Level 1 to 4 (£20,876 to £29,658) be added to the Roads and Transportation Services' establishment on a phased basis of 2 FTE per year over a 3 year period commencing 2019.

The costs associated with the establishment of the posts would be met from within existing budgets.

The Committee decided: that the establishment of 6 FTE graduate apprenticeship posts on Grade 2, Level 1 to 4 (£20,876 to £29,658) within Roads and Transportation Services, as detailed above, be approved.

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

A report dated 22 October 2019 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 score of existing risks. The Register was maintained within Internal Audit 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 22 January 2019 (Paragraph 15)]

13 Community and Enterprise Resources – Notification of Contracts Awarded – 1 April to 30 September 2019

A report dated 11 October 2019 by the Executive Director (Community and Enterprise Resources) was submitted on contracts awarded by Community and Enterprise Resources in the period 1 April to 30 September 2019.

In terms of Standing Order Nos 21.8 and 22.5 of the Standing Orders on Contracts, Resources were required to notify the relevant Committee of contracts awarded. Details of the contracts awarded by Community and Enterprise Resources were provided in the appendices to the report.

The Committee decided: that the report be noted.

[Reference: Minutes of 3 September 2019 (Paragraph 19)]

14 Urgent Business

There were no items of urgent business.

Chair's Closing Remarks

The Chair advised that this would be the last meeting that Eileen McPake, Human Resources Business Manager would be attending as she had a new job outwith the Council. The Chair, on behalf of the Committee, thanked Mrs McPake for her help and hard work over the years and wished her every success in the future.