

ANGUS COUNCIL

MINUTE of MEETING of the **CONTRACT SERVICES COMMITTEE** held in the Town and County Hall, Forfar on Tuesday 19 November 2002 at 4.00 pm.

Present: Councillors BILL CROWE, IAN ANGUS, FRANK ELLIS, JOY MOWATT, GEORGE NORRIE MBE, BILL ROBERTON and RICHARD SPEIRS.

Councillor CROWE, Convener, in the Chair.

1. MINUTE OF PREVIOUS MEETING

The [minute of meeting of this Committee of 8 October 2002](#) was approved as a correct record and signed by the Convener.

2. FINANCIAL PERFORMANCE - JULY TO SEPTEMBER 2002

With reference to Article 4 of the minute of meeting of this Committee of 8 October 2002, there was submitted [Joint Report No 1340/02](#) by the Contract Services Manager and the Director of Finance informing the Committee of the financial performance of Contract Services from 1 July to 30 September 2002.

The Report advised that the financial performance for the last period indicated that the target surplus of £427,000 should be achievable but that the position would be constantly monitored in conjunction with the Finance Department.

The Committee agreed to note the contents of the Report.

3. SICKNESS ABSENCE – JULY TO SEPTEMBER 2002

With reference to Article 7 of the minute of meeting of this Committee of 20 August 2002, there was submitted [Report No 1341/02](#) by the Contract Services Manager which detailed sickness absence within Contract Services for the period July to September 2002, compared with the same period in 2001.

The Committee agreed to note the contents of the Report.

4. ACCIDENT STATISTICS – APRIL TO SEPTEMBER 2002

With reference to Article 7 of the minute of meeting of this Committee of 4 June 2002, there was submitted [Report No 1342/02](#) by the Contract Services Manager which detailed the level of accidents involving both employees and users of Council facilities for the period April to September 2002, compared with the same period in 2001.

The Committee agreed to note the contents of the Report.

5. PUBLIC HOLIDAYS 2003

With reference to Article 8 of the minute of meeting of this Committee of 13 November 2001, there was submitted and noted [Report No 1343/02](#) by the Contract Services Manager on the arrangements for the public holidays in 2003 within Contract Services, which had been the subject of negotiations with the trades unions and which were detailed in the Appendix to the Report.

6. HAND ARM VIBRATION SYNDROME

With reference to Article 3 of the minute of meeting of this Committee of 13 November 2001, there was submitted [Report No 1344/02](#) by the Contract Services Manager informing the Committee of the ongoing progress in assessing and minimising the risk of Hand/Arm Vibration Syndrome (HAVS) to Contract Services and Leisure Services employees.

The Report concluded that the service provided by the City of Sunderland Occupational Health Service had proved to be effective in providing an early warning of, and hence minimising, the potential problems associated with HAVS. To ensure continuity in approach and hence surveillance history, the City of Sunderland Health Service would again be asked to carry out health assessments for 2003. These would be reported to the relevant Committees, when available.

The Committee, for its interest, agreed to note and approve the contents of the Report.

7. LEISURE FACILITIES USER FIGURES – APRIL TO SEPTEMBER 2002

With reference to Article 13 of the minute of meeting of this Committee of 20 August 2002, there was submitted [Joint Report No 1345/02](#) by the Director of Leisure Services and Contract Services Manager informing the Committee of the current usage levels within the various leisure facilities and caravan parks operated by Angus Council for the period April to September 2002. The Report also gave details of comparative figures for 2001.

The Committee, for its interest, agreed to note the contents of the Report.

8. 2002/2006 FINANCIAL PLAN AND 2003/2004 CAPITAL BUDGET

There was submitted [Report No 1346/02](#) by the Director of Finance advising the Committee of the latest position with regard to the preparation of the 2002/2006 Financial Plan (incorporating the 2003/2004 Capital Budget) for the Contract Services department, together with the departmental Financial Plan submissions for 2002/2006 as returned to the Director of Finance and subsequently reviewed by the Capital Budget Sub-Group.

The Committee agreed:-

- (i) to note the contents of the Report for its interest at this stage in the Financial Plan process; and
- (ii) to note that more detailed Reports, with specific recommendations, would be brought forward later in the Financial Plan cycle.