

**POLICY & RESOURCES COMMITTEE – 20 JUNE 2017**

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**Policy & Resources Committee**

**Tuesday 20 June 2017 at 3pm**

**Present:** Councillors Ahlfeld, Clocherty, Crowther (for MacLeod), McCabe, McCormick, C McEleny, McVey, Moran, Rebecchi, Robertson and Wilson.

**Chair:** Councillor McCabe presided.

**In attendance:** Chief Executive, Corporate Director Education, Communities & Organisational Development, Corporate Director Environment, Regeneration & Resources, Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership, Head of Legal & Property Services, Ms R McGhee (Legal & Property Services), Chief Financial Officer, Head of Organisational Development, Human Resources & Communications, Service Manager Inequalities, Migration & Strategic Housing, ICT Service Manager, Corporate Policy & Partnership Manager, Ms K Barclay (Inclusive Education, Culture & Corporate Policy), Corporate Procurement Manager and Corporate Communications Manager.

**The following paragraphs are submitted for information only, having been dealt with under the powers delegated to the Committee.**

**330      Apologies, Substitutions and Declarations of Interest      330**

An apology for absence was intimated on behalf of Councillor MacLeod, with Councillor Crowther substituting.

No declarations of interest were intimated.

**331      Policy & Resources Capital Programme 2016/2020 – Progress Report      331**

There was submitted a report by the Chief Financial Officer and the Corporate Director Environment, Regeneration & Resources (1) providing an update on the status of the projects within the Policy & Resources Capital Programme and (2) highlighting the overall financial position.

**Decided:** that the Committee note the current position of the 2016/2020 Capital Programme, the reported slippage for 2016/17 and the progress on the specific projects detailed in the report and Appendix 1.

**332      2016/20 Capital Programme      332**

There was submitted a report by the Chief Financial Officer on the latest position of the 2016/20 Capital Programme.

(Councillor C McEleny entered the meeting during consideration of this item of business).

**Decided:** that the Committee note the current position of the 2016/20 Capital Programme and welcome the net advancement of £2.59m in 2016/17.

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- 333 Policy & Resources Committee 2016/17 Revenue Budget – Probable Outturn 2016/17 333**
- There was submitted a report by the Chief Executive, the Corporate Director Education, Communities & Organisational Development, the Corporate Director Environment, Regeneration & Resources and the Chief Financial Officer on the 2016/17 probable outturn for the Policy & Resources Committee to 31 March 2017.
- Decided:** that the Committee note the 2016/17 probable outturn of an underspend of £618,000 for the Policy & Resources Committee as at 31 March 2017.
- 334 2016/17 General Fund Revenue Budget as at 31 March 2017 334**
- There was submitted a report by the Chief Financial Officer (1) on the position of the General Fund Revenue Budget as at 31 March 2017 and (2) providing an update on the position of the General Fund Reserves and Earmarked Reserves.
- Decided:**
- (1) that the Committee note the latest position of the 2016/17 Revenue Budget and General Fund Reserves; and
  - (2) that the use of any Free Reserves be considered as part of the review of the Council's Earmarked Reserves recommended as part of the recent Best Value Audit.
- 335 2018/20 Revenue Budget - Update 335**
- There was submitted a report by the Chief Financial Officer (1) updating the Committee in respect of the latest position of the 2018/20 Revenue Budget and (2) seeking confirmation of the key aspects of the Budget Strategy.
- Decided:**
- (1) that the Committee note the current approved Budget Strategy including the current action being taken by officers to develop saving proposals and the timescale for communication to Elected Members;
  - (2) that the Committee note the comments in the recent Best Value Audit supporting the continuation of the Members' Budget Working Group as the vehicle for collectively considering budgetary issues including the consideration of savings and note that a decision on this matter is sought later on the agenda;
  - (3) that the Committee confirm the intention of the Council to set a two year Revenue Budget in February 2018 covering 2018/20;
  - (4) that the Committee agree that a detailed review of the Council's Reserves be undertaken as part of the 2018/20 Budget and reported to the Committee;
  - (5) that a more detailed timescale covering the 2018/20 Revenue Budget process be submitted to a future Committee for consideration; and
  - (6) that an update report on equal pay claims be submitted to the August meeting of the Committee.
- 336 Welfare Reforms Update 336**
- There was submitted a report by the Chief Financial Officer and the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership providing an update on the impact on the Council of the ongoing Welfare Reform changes.

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**Decided:**

- (1) that the Committee note the ongoing impacts and actions being taken by officers in respect of the implementation of Welfare Reforms within Inverclyde;
- (2) that the Committee approve the use of the Anti-Poverty Fund to create a short term, affordable loans fund to be operated by Scotcash subject to successful conclusion of the various contractual documents;
- (3) that the Committee otherwise note the contents of the report; and
- (4) that regular update reports on the I:DEAS project be submitted to the appropriate Committee.

**337 Procurement Update****337**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources providing an update on the latest developments within Procurement.

**Decided:** that the Committee note progress on the Procurement Strategy and that the 2016/18 savings target has now been achieved.

**338 Treasury Management – Annual Report 2016/17****338**

There was submitted a report by the Chief Financial Officer on the operation of the treasury function and its activities for 2016/17 as required under the terms of Treasury Management Practice 6 (“TMP6”) on “Reporting Requirements and Management Information Arrangements”.

**Decided:**

- (1) that the Committee note the contents of the annual report on Treasury Management for 2016/17 and the ongoing work to seek to ensure the delivery of financial benefits for the Council during the current uncertainty and beyond;
- (2) that the annual report be remitted to the Inverclyde Council for approval; and
- (3) that the Committee note that training on Treasury matters will be provided to all Members over the summer.

**339 Corporate Services Progress Report 2016/17****339**

There was submitted a report by the Head of Inclusive Education, Culture & Corporate Policy updating the Committee on the achievement of key objectives during 2016/17 by the Council’s Corporate Services, as detailed in the Education, Communities & Organisational Development Corporate Directorate Improvement Plan (CDIP) 2016/19 and the Environment, Regeneration & Resources CDIP 2016/19.

**Decided:**

- (1) that the Committee note the progress made by Corporate Services during 2016/17 in delivering the year 1 improvement actions outlined in their respective CDIPs 2016/19;
- (2) that the first Corporate Services progress report on the year 2 improvement actions be considered by the Committee at its second meeting following the summer 2017 recess; and
- (3) that an update report on the implementation of the Community Empowerment (Scotland) Act 2015 be submitted to the Committee.

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- 340 Corporate Annual Performance Report 2016/17 340**
- There was submitted a report by the Corporate Director Education, Communities & Organisational Development updating the Committee on the achievement of the Council's wellbeing outcomes through the key objectives, as detailed in the Education, Communities & Organisational Development Corporate Directorate Improvement Plan (CDIP) 2016/19 and the Environment, Regeneration & Resources CDIP 2016/19, over the course of 2016/17.
- Decided:**
- (1) that the Committee note the performance information outlined in the report; and
  - (2) that the report form part of the Council's public performance reporting and be published on the performance page of the Council's website.
- 341 2016/17 Efficiency Performance 341**
- There was submitted a report by the Chief Financial Officer (1) on the level of efficiencies achieved by the Council in 2016/17 and (2) requesting the Committee to approve the annual return which requires to be submitted to COSLA by 18 August 2017.
- Decided:** that the Committee note the achievement of £2.550m recurring efficiency savings in 2016/17 and approve the submission of the annual return to COSLA by 18 August 2017.
- 342 Education, Communities & Organisational Development and Environment, Regeneration & Resources Corporate Directorate Improvement Plans - Refresh 342**
- There was submitted a report by the Corporate Director Education, Communities & Organisational Development on the Education, Communities & Organisational Development and Environment, Regeneration & Resources Corporate Directorate Improvement Plans (CDIPs) year 2 refresh, drawing attention to the corporate elements of the Plans.
- Decided:**
- (1) that the Committee approve the Education, Communities & Organisational Development CDIP refresh;
  - (2) that the Committee approve the Environment, Regeneration & Resources CDIP refresh; and
  - (3) that performance reports on the corporate elements of these Plans be made to every second meeting of the Committee.
- 343 ICT Strategy 2017/20 343**
- There was submitted a report by the Chief Financial Officer seeking approval of the ICT Strategy for 2017/20, a copy of which was appended to the report.
- Decided:** that approval be given to the ICT Strategy 2017/20 and associated action plan.

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- 344 Digital Strategy 2017/20 344**
- There was submitted a report by the Chief Financial Officer seeking approval of the Digital Strategy for 2017/20, a copy of which was appended to the report. (Councillor Wilson left the meeting during consideration of this item of business).
- Decided:**
- (1) that the Committee approve the Digital Strategy 2017/20;
  - (2) that the Committee approve the actions contained in the appendix to the Digital Strategy (Digital Strategy Action Plan); and
  - (3) that the Committee support the Council joining the Local Government Digital Office with effect from 2017/18 and that the membership costs be funded from the Modernisation Earmarked Reserve.
- 345 Results from the Citizens' Panel Autumn 2016 Survey 345**
- There was submitted a report by the Head of Inclusive Education, Culture & Corporate Policy on the headline results from the Citizens' Panel Autumn 2016 Survey. (Councillor Wilson returned to the meeting during consideration of this item of business).
- Decided:**
- (1) that the Committee note the main findings from the Autumn 2016 Citizens' Panel Survey; and
  - (2) that account be taken of the results when reviewing service delivery, as appropriate.
- 346 Freedom of Information Requests 2016 346**
- There was submitted a report by the Corporate Director Environment, Regeneration & Resources providing details of all Freedom of Information requests received by the Council during 2016.
- Decided:** that the Committee note the information provided in relation to Freedom of Information requests received by the Council during 2016.
- 347 NRS Mid-Year Population Estimates for Scotland (Mid-2016) 347**
- There was submitted a report by the Head of Inclusive Education, Culture & Corporate Policy providing details of the 2016 mid-year population estimates which were published by the National Records of Scotland (NRS) on 27 April 2017, including information on the changes in Inverclyde's population in comparison with population changes nationally.
- Decided:**
- (1) that the Committee note the publication of the NRS 2016 Mid-Year Population Estimates Scotland on 27 April 2017 and how the changes in Inverclyde's population compare to population changes nationally;
  - (2) that it be noted that the decline in Inverclyde's population is not as high as previously estimated and has been the result of negative natural change and relatively balanced net migration; and
  - (3) that it be remitted to the Repopulation Outcome Delivery Group (SOA1) to consider these latest population figures and bring forward a new action plan focused on promoting repopulation for Inverclyde.

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- 348 Inverclyde Council: Interim Governance Review 348**
- There was submitted a report by the Head of Legal & Property Services making proposals to update the Council's Governance.
- Decided:**
- (1) that the Committee note the terms of the report and approve the arrangements for the Members' Budget Working Group, with Councillors McCabe, Clocherty, C McEleny, Robertson, Ahlfeld, Wilson and Rebecchi being appointed thereto, and the Strategic Leadership Forum, with Councillors McCabe, Clocherty, C McEleny, McVey, Wilson and Rebecchi being appointed thereto; and
  - (2) that the Inverclyde Council be recommended to approve the arrangements for the Local Review Body and Women's Forum as set out in the report.
- 349 Marriages within Inverclyde Council Premises 349**
- There was submitted a report by the Chief Financial Officer providing an update on proposals regarding the delivery of marriage ceremonies within Council premises.
- Decided:**
- (1) that the Committee note that the District Court will not be available for marriage ceremonies by October 2017 but that officers will submit options for consideration to the September meeting of the Committee; and
  - (2) that it be agreed that the Provost's Room becomes the Council's designated interim marriage facility from October 2017 and that the pricing for the use of the new facility reflects the current charges for the Stewart Suite.
- 350 Acceptable Use of Information Systems Policy 2017 350**
- There was submitted a report by the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership seeking approval of an updated Acceptable Use of Information Systems Policy.
- Decided:**
- (1) that the Committee note the contents of the report; and
  - (2) that approval be given to the revised Acceptable Use of Information Systems Policy as set out in Appendix 1 to the report for implementation.
- 351 Supporting Employee Attendance Policy 351**
- There was submitted a report by the Head of Organisational Development, Human Resources & Communications seeking approval of the refreshed Supporting Employee Attendance Policy which had been updated to reflect legislative changes, best practice and consultation with the trade unions.
- Decided:**
- (1) that approval be given to the refreshed Supporting Employee Attendance Policy attached to the report at Appendix 1; and
  - (2) that it be noted that procedural guidance on the application of the policy will be available for employees and managers.

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**352 Voluntary Severance Policy Update****352**

There was submitted a report by the Head of Organisational Development, Human Resources & Communications seeking approval of an update to the Council's Voluntary Severance Policy in relation to the application of the displacement selection criteria matrix.

The Head of Organisational Development, Human Resources & Communications referred to the "Additional Notes" in appendix 1 to the report and clarified that where there is an equal score (draw) there would not be competitive interview but in that event the length of continuous service will be used to determine who is displaced

**Decided:** that approval be given to the displacement criteria selection matrix attached to the report at Appendix 1 as amended by the clarification relative to any equal score.

**353 Contract Awards – 1 October 2016 to 31 March 2017****353**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources advising the Committee of contracts awarded for the supply of goods or materials, provision of services and execution of works during the period 1 October 2016 to 31 March 2017.

**Decided:** that the Committee note the contracts awarded by the Council during the period 1 October 2016 to 31 March 2017

**It was agreed in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 as amended, that the public and press be excluded from the meeting during consideration of the following item on the grounds that the business involved the likely disclosure of exempt information as defined in paragraphs 2, 6 and 9 of Part I of Schedule 7(A) of the Act.**

**354 Inverkip Community Facility – Lease and Sub-Lease – Remit from Environment & Regeneration Committee****354**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources requesting the Committee to consider a remit from the Environment & Regeneration Committee of 15 June 2017 in relation to the lease and sub-lease of Inverkip Community Facility.

Following consideration, the Committee agreed to ratify the decision of the Environment & Regeneration Committee, all as detailed in the appendix.