

**POLICY & RESOURCES COMMITTEE – 14 NOVEMBER 2017**

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**Policy & Resources Committee**

**Tuesday 14 November 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, Ms H Watson (for Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership), Head of Legal & Property Services, Ms R McGhee (Legal & Property Services), Chief Financial Officer, Education & Exchequer Finance Manager, Revenues & Customer Services Manager, Ms T Bunton (Finance Services), Head of Organisational Development, Human Resources & Communications, Mr A Hughes and Ms P Ramsay (Organisational Development, Human Resources & Communications), Service Manager Inequalities, Migration & Strategic Housing, Ms K Barclay and Ms K McCready (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.**

**615 Apologies, Substitutions and Declarations of Interest 615**

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

Councillors Ahlfeld, Clocherty, McCabe, McVey, Robertson and Wilson declared an interest in Agenda Item 9 (Annual Update in respect of Governance of External Organisations).

**616 Policy & Resources Capital Programme 2017/2020 – Progress Report 616**

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 2017/20 Capital Programme, the reported advancement and the progress on the specific projects detailed in the report and Appendix 1.

**617 Capital Programme 2017/20 617**

There was submitted a report by the Chief Financial Officer on the latest position of the 2017/20 Capital Programme.

**Decided:** that the Committee note the current position of the 2017/20 Capital Programme and confirm that projects should continue as planned despite the increase in advancement.

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**618 Policy & Resources Committee Revenue Budget 2017/18 - Period 6 to 30 September 2017 618**

There was submitted a report by the Chief Executive, Corporate Director Environment, Regeneration & Resources, Corporate Director Education, Communities & Organisational Development and Chief Financial Officer on the 2017/18 projected out-turn for the Policy & Resources Committee as at Period 6 to 30 September 2017.

**Decided:**

- (1) that the Committee note the projected underspend of £623,000 for the Policy & Resources Committee as at Period 6 to 30 September 2017;
- (2) that the Committee note the projected fund balance of £15,210 for the Common Good Fund and that action was agreed as part of the 2017/18 budget to begin to increase the fund balance to its recommended level; and
- (3) that the Committee approve the virement totalling £14,340 as detailed in paragraph 6.1 and Appendix 6.

**619 General Fund Revenue Budget 2017/18 as at 30 September 2017 619**

There was submitted a replacement report by the Chief Financial Officer (1) on the position of the General Fund Revenue Budget as at 30 September 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 2017/18 Revenue Budget and General Fund Reserves; and
- (2) that the Committee note that the use of any free reserves will be considered as part of the review of the Council's Earmarked Reserves currently being undertaken by officers.

**620 Welfare Reforms Update 620**

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.

**Decided:**

- (1) that the Committee note the ongoing impact and actions being taken by officers in respect of the implementation of Welfare Reforms within Inverclyde; and
- (2) that a report on the Council led programme funded by Big Lottery and European Social Fund to increase the financial capacity and improve the social inclusion of the most disadvantaged individuals and households in Inverclyde, including information on the range of services and support provided, be submitted to a future meeting of the Committee.

**621 Treasury Management – Mid-Year Report 2017/18 621**

There was submitted a report by the Chief Financial Officer on the operation of the treasury function and its activities for the first six months of 2017/18 as required under the terms of Treasury Management Practice 6 ("TMP6") on "Reporting Requirements and Management Information Arrangements".

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**Decided:**

- (1) that the contents of the Mid-Year Report on Treasury Management for 2017/18 and the ongoing work to ensure the delivery of financial benefits for the Council be noted;
- (2) that decisions in relation to MIFID II on whether to elect to be a “professional” client for individual banks/financial organisations be delegated to the Chief Financial Officer;
- (3) that the Mid-Year Report be remitted to the Inverclyde Council for approval; and
- (4) that the proposal that the Finance Manager (Social Care), Finance Manager (Education & Exchequer) and the Finance Manager (Environment & Technical) each be authorised to exercise powers delegated to the Chief Financial Officer in relation to Treasury Management issues where the Chief Financial Officer is absent be remitted to the Inverclyde Council for approval.

**622 Insurance Fund Position as at 30 September 2017****622**

There was submitted a report by the Chief Financial Officer (1) on the position of the Council’s Insurance Fund as at 30 September 2017, (2) highlighting any relevant issues and (3) requesting that authority be delegated to the Head of Legal & Property Services to accept tenders to procure insurance and claims handling services.

**Decided:**

- (1) that the Committee note the contents of the report and the Insurance Fund position as at 30 September 2017;
- (2) that approval be given to the issuing of tenders to procure insurance and claims handling services for the period from 1 October 2018 to 30 September 2023, the basis of the contract being determined in discussion with the Council’s Insurance Brokers; and
- (3) that authority be delegated to the Head of Legal & Property Services to accept the tenders as set out in Contract Standing Order 17.3(ii).

**623 Annual Update in respect of Governance of External Organisations****623**

There was submitted a report by the Chief Financial Officer providing the annual update in respect of the governance of external organisations.

The following Members declared a non-financial interest in this item:

Councillor Ahlfeld as a Board Member of Inverclyde Community Development Trust and Inverclyde Leisure;

Councillor Clocherty as a Board Member of Inverclyde Leisure;

Councillor McCabe as a Board Member of Greenock Arts Guild, Kilmacolm Community Centre Co Ltd and River Clyde Homes;

Councillor McVey as a Board Member of River Clyde Homes;

Councillor Robertson as a Board Member of Greenock Arts Guild and Inverclyde Community Development Trust; and

Councillor Wilson as a Board Member of Kilmacolm Community Centre Co Ltd.

All of the Members formed the view that the nature of their interests and of the item of business did not preclude their continued presence in the Chamber or their participation in the decision making process.

**Decided:**

- (1) that the Committee note the last 12 months good performance in respect of the governance of external organisations as shown in Appendix 1 to the report and that any outstanding issues will be addressed at the next cycle of Committees; and

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(2) that the Committee approve the list of external organisations that will form part of this framework for the period October 2017 – September 2018 as shown in Appendix 3.

**624 Annual SPSO Statistical Return April 2016 – March 2017 624**

There was submitted a report by the Head of Organisational Development, Human Resources & Communications on the Council's complaint handling performance for the year 1 April 2016 – 31 March 2017, with the exception of the Health & Social Care Partnership which is supported separately.

**Decided:**

(1) that the Committee note the local authority complaints handling procedure performance indicators annual update from April 2016 to March 2017, the Service Improvement Register CMT Update and the Scottish Public Services Ombudsman (SPSO) Annual Statistics for Inverclyde Council contained in Appendices 1, 2 and 3 of the report; and

(2) that the Committee note that the arms-length external organisations Inverclyde Leisure and Riverside Inverclyde are now using the SPSO model complaints handling procedure and that data should be reported in 2018.

**625 Statutory and Key Performance Indicators Annual Report 2016/17 625**

There was submitted a report by the Head of Inclusive Education, Culture & Corporate Policy on the Council's Statutory and Key Performance Indicators Annual Report 2016/17 which details progress made in the last year towards achievement of performance indicator targets.

**Decided:**

(1) that the Committee note the performance information outlined in the report;

(2) that it be noted a separate report will be prepared in 2018 when the 2016/17 Local Government Benchmarking Indicators have been published and analysed and the Council's performance in relation to the other Scottish local authorities is known; and

(3) that it be agreed that the performance information in the appendix be used to update the performance pages on the Council's website.

**626 2018/20 Revenue Budget Update 626**

There was submitted a report by the Chief Financial Officer (1) updating the Committee on the latest position of the 2018/20 Revenue Budget and (2) seeking approval for £1.1m of proposed Efficiency Savings.

**Decided:**

(1) that the Committee agree to the Efficiency Proposals prepared by officers as set out in Appendix 1 to the report and to support the use of Reserves for the one-off investment in relation to LED lighting;

(2) that an All Members' Briefing on the Budget Settlement and latest Budget position be held at 3pm on 20 December 2017; and

(3) that the Committee otherwise note the latest position of the 2018/20 Revenue Budget.

**627 Scottish Index of Multiple Deprivation (SIMD) 2016 627**

There was submitted a report by the Corporate Director Education, Communities & Organisational Development providing information on how the Scottish Index of Multiple

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Deprivation (SIMD) 2016 is used to inform service planning and the role of SIMD in the Scottish Government's grant allocation to Councils.

**Decided:** that the Committee note the contents of the report and how SIMD data is used as a tool to help inform service planning.

**628 Delivering Differently in Inverclyde - Update**

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There was submitted a report by the Chief Executive updating the Committee on the Delivering Differently programme with particular focus on developments associated with the Budget.

**Decided:**

- (1) that the Committee note the progress made to date on the development and delivery of transformation and modernisation of services;
- (2) that powers be delegated to the Chief Executive to conduct Voluntary Early Release Trawls where required for those projects in Appendix 2 to the report but on the proviso that no decisions are taken without a report to the relevant Committee; and
- (3) that an annual update on progress of the Delivering Differently programme be submitted to the Committee.

**629 Council Tax Exemption for Care Leavers – Request by Councillor McCabe**

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There was submitted a report by the Corporate Director Environment, Regeneration & Resources on a request from Councillor McCabe that the Committee request officers to submit a report on a proposed Council Tax Exemption Scheme for Care Leavers to the meeting of the Inverclyde Council on 30 November 2017.

**Decided:** that a report on a proposed Council Tax Exemption Scheme for Care Leavers be submitted to the meeting of the Inverclyde Council on 30 November 2017.

**630 Refugee Schemes and Other Migration Issues**

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There was submitted a report by the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership updating the Committee on (1) the current involvement in the two refugee resettlement schemes, the Afghan Scheme and the Syrian Scheme, and (2) the progress regarding involvement with other schemes including the Vulnerable Children's Scheme, the Unaccompanied Asylum Seeking Children's Scheme (UASC) and becoming a dispersal area for newly arrived asylum seekers.

**Decided:**

- (1) that the Committee acknowledge the progress of the Council's commitment to the existing refugee schemes and the success of the resettlement to date;
- (2) that the Committee review participation in the current refugee schemes and commence involvement in the Vulnerable Children's Scheme the numbers being increased incrementally over the next three years to 60 families in total, approximately 12 new families per year;
- (3) that officers from Inverclyde continue discussions with the Home Office, the Scottish Government and CoSLA, along with other local authorities, to secure the most favourable arrangements, including financial, to allow the dispersal of UASC to Scotland; and
- (4) that dialogue continue with the Home Office for Inverclyde to voluntarily become an asylum dispersal area and to consider the potential impact of any dispersal schemes on the local area and community, the agreed numbers to be accepted into the area

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being in the region of 16 to 20, should Inverclyde conclude negotiations with the Home Office satisfactorily.

**631 Community Empowerment Act Implementation 631**

There was submitted a report by the Corporate Director Education, Communities & Organisational Development providing an update on progress towards the implementation of the Community Empowerment (Scotland) Act 2015, including the preparation of Inverclyde Council guidance on Part 3 of the Act “Participation Requests” and Part 5 “Community Asset Transfer”.

**Decided:**

- (1) that the Committee note the progress made in delivering the requirements of the Community Empowerment (Scotland) Act 2015;
- (2) that the Guidance on submitting a Participation Request as set out in Appendix 1 to the report be approved;
- (3) that the Guidance on submitting a request for Community Asset Transfer as set out in Appendix 2 be approved;
- (4) that the Committee note the Community Choices Budgeting Framework set out in Appendix 3; and
- (5) that it be delegated to the Heads of Legal & Property Services and Safer & Inclusive Communities to keep the guidance under review and to make such changes as they, in consultation with the Chief Financial Officer, consider necessary.

**632 National Learn to Teach Programme 632**

There was submitted a report by the Corporate Director Education, Communities & Organisational Development on the Council’s planned participation in the National Learn to Teach Programme delivered by the University of Dundee and funded by the Scottish Government.

**Decided:** that the Committee note Inverclyde Council’s participation in the National Learn to Teach Programme which will commence in January 2018.

**633 Living Wage Update 633**

There was submitted a report by the Head of Organisational Development, Human Resources & Communications (1) advising that the Living Wage Foundation (LWF) announced on 6 November 2017 that the Living Wage rate will increase by 30p from £8.45 to £8.75 per hour and that, as an Accredited Living Wage employer, the Council is obliged to implement the revised rate with effect from 1 April 2018 and (2) asking the Committee to consider whether it would wish to implement the new Living Wage rate from the date of the announcement.

**Decided:** that the Committee note the revised Living Wage Foundation rate of £8.75 per hour and introduce the increased rate with effect from 6 November 2017.

**634 Disability Confident – Level 3 Leader Status 634**

There was submitted a report by the Head of Organisational Development, Human Resources & Communications advising that the Council had been awarded Disability Confident Leader Status.

**Decided:** that the Committee note the contents of the report and support ongoing measures to promote and raise awareness of the Disability Confident Scheme.

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- 635 Gold Award – Defence Employer Recognition Scheme 635**
- There was submitted a report by the Head of Organisational Development, Human Resources & Communications on the Council's ongoing active participation in supporting the Defence Employer Recognition Scheme and advising of the successful receipt of the Gold Award.
- Decided:** that the Committee note the Council's ongoing active participation in supporting the Defence Employer Recognition Scheme and successful receipt of the Gold Award.
- 636 Audit Scotland Report on Equal Pay in Scottish Councils 636**
- There was submitted a report by the Head of Organisational Development, Human Resources & Communications (1) on the publication on 7 September 2017 of the Audit Scotland Report "Equal Pay in Scottish Councils" and (2) providing an overview of the key messages and recommendations raised in the report and how these issues are being addressed by the Council.
- Decided:**
- (1) that the Committee note the content of Audit Scotland's Report on Equal Pay in Scotland; and
- (2) that a report on the outstanding claims lodged against Inverclyde Council which are regarded as invalid, providing information on the categories of these outstanding claims and any potential implications, be submitted to a future meeting of the Committee.
- 637 Corporate Health and Safety Report 637**
- There was submitted a report by the Head of Organisational Development, Human Resources & Communications seeking approval of the Corporate Health & Safety Report for 2016/17, a copy of which was appended to the report. (Councillors Ahlfeld and Wilson left the meeting during consideration of this item of business).
- Decided:**
- (1) that the Committee approve the Corporate Health & Safety Report; and
- (2) that the report be supported by active promotion and support of health and safety.
- 638 Management of Asbestos Policy 638**
- There was submitted a report by the Head of Organisational Development, Human Resources & Communications seeking approval of a reviewed Managing Asbestos Policy, a copy of which was appended to the report.
- Decided:**
- (1) that the Committee approve the Management of Asbestos Policy; and
- (2) that the policy be supported by active promotion of health and safety.
- 639 Smoke Free Policy 639**
- There was submitted a report by the Head of Organisational Development, Human Resources & Communications seeking approval of a reviewed Smoke Free Policy, a

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copy of which was appended to the report.

(Councillors Ahlfeld and Wilson returned to the meeting during consideration of this item of business).

**Decided:**

- (1) that the Committee approve the Smoke Free Policy; and
- (2) that the policy be supported by active promotion and support of the health benefits of not smoking.

**640 Contract Awards – 1 April 2017 to 30 September 2017****640**

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 April 2017 to 30 September 2017.

**Decided:** that the Committee note the contracts awarded by the Council during the period 1 April 2017 to 30 September 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 items on the grounds that the business involved the likely disclosure of exempt information as defined in the respective paragraphs of Part I of Schedule 7(A) of the Act as are set opposite each item:-**

Item	Paragraph(s)
PPP Contract Review	6 and 8
Appendices 1a, 1b and 1c relative to Agenda Item 12 (2018/20 Revenue Budget Update)	1

**641 PPP Contract Review****641**

There was submitted a report by the Chief Financial Officer on a review of the PPP Contract.

(Councillors McEleny and McVey left the meeting during consideration of this item of business).

Following consideration, the Committee agreed to the action recommended, all as detailed in the Appendix.

**642 Appendices 1a, 1b and 1c relative to Agenda Item 12 (2018/20 Revenue Budget Update)****642**

There were submitted Appendices 1a, 1b and 1c relative to Agenda Item 12 (2018/20 Revenue Budget Update) providing information on proposed efficiency savings.

**Decided:** that the information contained in Appendices 1a, 1b and 1c be noted.