

POLICY & RESOURCES COMMITTEE – 6 FEBRUARY 2018

Policy & Resources Committee

Tuesday 6 February 2018 at 3pm

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

Chair: Councillor McCabe presided.

In attendance: Chief Executive, Corporate Director Education, Communities & Organisational Development, Head of Education, Corporate Director Environment, Regeneration & Resources, Ms A Hunter (for Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership), Head of Legal & Property Services, Ms S Lang (Legal & Property Services), Chief Financial Officer, Head of Organisational Development, Human Resources & Communications, HR Manager (Operations), Acting Head of Safer & Inclusive Communities, Corporate Procurement Manager, ICT Service Manager, Community Learning & Development Manager, Ms K Barclay and Ms K McCready (Inclusive Education, Culture & Corporate Policy) and Corporate Communications Manager.

In attendance also: Mr T Yule, Audit Scotland.

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

84 Apologies, Substitutions and Declarations of Interest 84

Apologies for absence were intimated on behalf of Councillor MacLeod, with Councillor Curley substituting, and Councillor Wilson, with Councillor Brooks substituting.

No declarations of interest were intimated.

85 Policy & Resources Capital Programme 2017 – Progress Report 85

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 of the specific projects detailed in the report and Appendix 1.

86 Capital Programme 2017/20 86

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

Decided:

(1) that the Committee note the current position of the 2017/20 Capital Programme; and

(2) that the Committee note that Officers are developing a 2018/21 Capital Programme for consideration as part of the budget process.

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87 Policy & Resources Committee Revenue Budget 2017/18 - Period 8 to 30 November 2017 87

There was submitted a report by the Chief Executive, the Corporate Director Environment, Regeneration & Resources, the Corporate Director Education, Communities & Organisational Development and the Chief Financial Officer on the 2017/18 projected outturn for the Policy & Resources Committee as at Period 8 to 30 November 2017.

Decided:

- (1) that the Committee note the 2017/18 projected underspend of £827,000 for the Policy & Resources Committee as at Period 8 to 30 November 2017; and
- (2) that the Committee note the projected fund balance of £10,050 for the Common Good Fund and that action was agreed as part of the 2017/18 budget to begin increasing the fund balance to its recommended level.

88 General Fund Revenue Budget 2017/18 as at 30 November 2017 88

There was submitted a report by the Chief Financial Officer (1) on the position of the General Fund Revenue Budget as at 30 November 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 the General Fund Reserves; and
- (2) that the Committee note that the use of any Free Reserves will be considered as part of the 2018/20 Budget on 15 March 2018.

89 ICT Services Performance Update 89

There was submitted a report by the Chief Financial Officer providing an update on the Digital and ICT Strategies and associated issues.

Decided:

- (1) that the Committee note the Performance Statistics Report and Action Plan updates for the Digital and ICT Strategies; and
- (2) that the Committee note the conclusions of the Channel Shift Mobile App and Web Review and the contents of the update on the Scottish Public Sector Cyber Resilience Action Plan.

90 Welfare Reform Update 90

There was submitted a report by the Chief Financial Officer and the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership (1) on the latest position in respect of the Council's response to ongoing Welfare Reform changes and (2) seeking approval for further time limited investment in projects.

Decided:

- (1) that the Committee note the latest developments in respect of Welfare Reform and the Council's response;
- (2) that the Committee approve the proposals to continue investment in IHAF, IHeat, Starter Packs and an independent review of Advice Services as detailed in Section 8 of the report;
- (3) that the next update report include information on local Registered Social

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Landlord (RSL) arrears and the processes operated by RSLs in this regard; and
 (4) that it be agreed that proposals for increasing the uptake of Credit Union accounts in schools be included in the report to be submitted to the Committee, as detailed in paragraph 8.3.

91 Inverclyde’s Best Value Assurance Report Improvement Plan Progress Report 91

There was submitted a report by the Chief Executive providing an update on the Inverclyde Best Value Assurance Report (BVAR) Improvement Plan for Inverclyde Council.

Decided:

- (1) that the Committee note the progress made in relation to the BVAR Improvement actions set out in Appendix 1 to the report; and
- (2) that it be agreed that a progress report be submitted to the Committee every six months.

92 Corporate Services Progress Report 2017/18 92

There was submitted a report by the Head of Inclusive Education, Culture & Corporate Policy providing an update on the achievement of key objectives during 2017/18 by the Council’s Corporate Services, as detailed in the Education, Communities & Organisational Development and Environmental, Regeneration & Resources Corporate Directorate Improvement Plans (CDIPs) for 2016/19, focusing on improvement actions in (a) Finance and ICT, (b) Legal & Property Services, (c) Procurement, (d) Corporate Policy and (e) Organisational Development, Human Resources & Communications.

Decided:

- (1) that the Committee note the progress made by the Council’s Corporate Services during 2017/18 in delivering the two year improvement actions outlined in their respective CDIPs for 2016/19; and
- (2) that it be agreed to consider a third progress report at the meeting on 22 May 2018.

93 Results from the Citizens’ Panel Summer 2017 Survey 93

There was submitted a report by the Head of Inclusive Education, Culture & Corporate Policy advising the Committee of the headline results from the Citizens’ Panel Summer 2017 Survey.

Decided:

- (1) that the Committee note the main findings from the Citizens’ Panel Summer 2017 Survey; and
- (2) that it be agreed to take account of the results of the survey when reviewing service delivery.

94 Common Good Budget 2018/19 94

There was submitted a report by the Chief Financial Officer seeking approval for the 2018/19 Common Good Budget.

Decided: that approval be given to the 2018/19 Common Good Budget as set out in Appendix 1 to the report and that it be noted that updates on the budget will be reported to each cycle of the Committee during 2018/19.

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| 95 | Welfare Reform Budget | 95 |
| | <p>There was submitted a report by the Chief Financial Officer and the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership providing information on the Welfare Reforms recurring budget and earmarked reserves and the implications of the £266,000 saving proposed as part of the 2018/20 Revenue Budget.</p> <p>Decided: that, in light of the challenging financial position faced by the Council, the Committee approve the saving proposal, in principle, prior to its submission to the Council as part of the budget setting process.</p> | |
| 96 | Reduction in Revenue Implications of the Capital Programme Budget | 96 |
| | <p>There was submitted a report by the Chief Financial Officer seeking approval of the proposal to reduce the revenue implications of the Capital Programme budget by £87,000 as part of the 2018/20 Budget.</p> <p>Decided:</p> <p>(1) that the Committee approve the saving proposal, in principle, prior to its consideration by the Council as part of the budget setting process; and</p> <p>(2) that it be noted that Officers have developed a 3G Pitch Asset Management Plan in order that an appropriate allowance can be built into the Capital Programme proposals from 2019/20.</p> | |
| 97 | Review of Discretionary NDR Relief Policy | 97 |
| | <p>There was submitted a report by the Chief Financial Officer seeking approval of the Non-Domestic Rates (NDR) Discretionary Relief Policy in order to deliver a proposed saving as part of the 2018/20 Revenue Budget, prior to the proposals being considered by the Council.</p> <p>Decided: that approval be given to the changes to the Discretionary NDR Relief Policy detailed in the report prior to submission of the associated saving to the Council as part of the 2018/20 Budget.</p> | |
| 98 | Inverclyde Council Corporate Statement 2018/22 | 98 |
| | <p>There was submitted a report by the Head of Inclusive Education, Culture & Corporate Policy providing a timeline for the development of a new Inverclyde Council Corporate Statement 2018/22.</p> <p>Decided:</p> <p>(1) that the Committee note the timeline for the development of a new Inverclyde Council Corporate Statement 2018/22 as set out in Appendix 1 to the report; and</p> <p>(2) that it be noted that the new Corporate Statement 2018/22 will be submitted for approval and adoption to the meeting of the Inverclyde Council on 7 June 2018.</p> | |
| 99 | Accounts Commission Report - Local Government Financial Overview 2016/17 | 99 |
| | <p>There was submitted a report by the Chief Financial Officer (1) on the main issues raised in the recent Local Government Financial Overview report by the Accounts Commission and (2) highlighting actions proposed by Officers.</p> <p>Decided: that the Committee note the contents of the Accounts Commission report and approve the Action Plan set out in Appendix 1.</p> | |

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| 100 | <p>Advice Provision in Inverclyde</p> <p>There was submitted a report by the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership providing the Committee with an overview of current advice provision within Inverclyde including the recently commissioned I:DEAS programme.</p> <p>Decided:</p> <p>(1) that the Committee note the current advice provision within Inverclyde; and</p> <p>(2) that the Committee note the commencement of the I:DEAS contract in Inverclyde.</p> | 100 |
| 101 | <p>Update on the Public Service Improvement Framework (PSIF)</p> <p>There was submitted a report by the Head of Inclusive Education, Culture & Corporate Policy providing an update on the Council's Public Service Improvement Framework (PSIF) programme.</p> <p>Decided:</p> <p>(1) that the Committee note that the Council's 2017 PSIF programme is now complete and that each Service has produced an Improvement Plan; and</p> <p>(2) that the Committee note the new programme of PSIF assessments which are scheduled to take place in 2018.</p> | 101 |
| 102 | <p>People and Organisational Development Strategy 2017-2020 - Update</p> <p>There was submitted a report by the Head of Organisational Development, Human Resources & Communications (1) providing an update on the key actions completed during 2017 and (2) setting out targets for 2018 to support the Council's People and Organisational Development Strategy 2017-2020.</p> <p>Decided: that the Committee note the key workforce planning actions outlined in Section 5 of the report which will support the Council to manage the workforce implications required to address the projected funding gap and also to support the Council's employees through the next period of significant change.</p> | 102 |
| 103 | <p>Dignity and Respect at Work and Equality and Diversity Policies</p> <p>There was submitted a report by the Head of Organisational Development, Human Resources & Communications seeking approval to introduce a Dignity and Respect at Work Policy and an Equality and Diversity Policy.</p> <p>Decided:</p> <p>(1) that the Committee approve the Dignity and Respect at Work and Equality and Diversity Policies attached at Appendices 1 and 2 respectively;</p> <p>(2) that the Committee note that the policy statements will be kept under review and revised as and when necessary to reflect any changes in regulations or policy and also note that procedural guidelines on the application of the policy will be available for employees and managers;</p> <p>(3) that the Committee note that awareness training will also be arranged for employees and Elected Members; and</p> <p>(4) that the Committee approve extending the number of internal trained mediators involving employees from other areas of the Council.</p> | 103 |

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| 104 | Committee Agenda Process | 104 |
| | <p>There was submitted a report by the Head of Legal & Property Services outlining changes to the Committee agenda process in order to (1) achieve a savings target of £10,000 in printing and stationery and (2) prepare for future modernisation and streamlining to paperless meetings.</p> <p>Decided: that the Committee approve the printing and circulation scheme set out in Section 5 of the report for implementation from the April 2018 cycle of meetings onwards.</p> | |
| 105 | Procurement Update and Working with Local Suppliers | 105 |
| | <p>There was submitted a report by the Corporate Director Environment, Regeneration & Resources (1) updating the Committee on the latest developments within Procurement and (2) providing details on how the Council's policies can be used and changed in relation to enabling more business to be awarded to local suppliers.</p> <p>Decided:</p> <p>(1) that the Committee note the progress on the Procurement Strategy and the policies and procedures in place in support of local suppliers and approve the increase in the percentage weighting used to assess Community Benefits from 5% to 10% for all construction contracts over £1m; and</p> <p>(2) that a report be submitted to the next meeting of the Committee providing benchmarking information in respect of other local authorities' use of Community Benefit weightings.</p> | |
| 106 | Great Place Scheme HLF Bid | 106 |
| | <p>There was submitted a report by the Corporate Director Education, Communities & Organisational Development advising the Committee of the successful outcome of the Great Place Scheme Heritage Lottery Fund (HLF) bid submitted in September 2017 and the creation of a Heritage Outreach worker post funded by the HLF to support the delivery of the programme.</p> <p>Decided: that the Committee note the successful outcome of the funding bid and extend its appreciation to all staff involved in the submission of the bid.</p> | |
| 107 | Year of Young People 2018 – Inverclyde Plan | 107 |
| | <p>There was submitted a report by the Corporate Director Education, Communities & Organisational Development (1) on the work being undertaken to plan Inverclyde's contribution to the 2018 themed year, the Year of Young People and (2) seeking approval of the recommendation of the Education & Communities Committee to provide £20,000 additional funding to enhance the programme.</p> <p>Decided:</p> <p>(1) that the Committee note the requirement of the Council to develop a plan for the Year of Young People 2018; and</p> <p>(2) that agreement be given to funding of £20,000 to enhance Inverclyde's Year of Young People 2018 plan, as recommended by the Education & Communities Committee.</p> | |

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 ground that the business involved the likely disclosure of exempt information as defined in paragraph 12 of Part I of Schedule 7(A) of the Act.

108 Equal Pay Update

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There was submitted a report by the Head of Organisational Development, Human Resources & Communications providing an update on the current position in relation to equal pay claims against the Council.

Decided:

- (1) that the Committee note the current position in relation to equal pay claims against the Council which are considered invalid;
- (2) that the Committee note that Officers will continue to seek external legal advice in order to address the outstanding claims; and
- (3) that an update report be submitted to the meeting of the Committee on 22 May 2018.