

**POLICY & RESOURCES COMMITTEE – 13 NOVEMBER 2018**

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**Policy & Resources Committee**

**Tuesday, 13 November 2018 at 3pm**

**Present:** Councillors Ahlfeld, Clocherty, 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), Service Manager (Inequalities, Migration & Strategic Housing), Head of Legal & Property Services, Ms S Lang and Ms C Craig–McDonald (Legal & Property Services), Chief Financial Officer, Head of Organisational Development, Policy & Communications, Ms A Rainey (Organisational Development, Policy & Communications), Corporate Policy, Performance and Partnership Manager, ICT Service Manager, Ms M Tait (ICT Services), Mr D Hall (for Head of Environmental & Public Protection) and Mr M Bingham (Corporate Communications).

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

**653      Apologies, Substitutions and Declarations of Interest      653**

No apologies for absence were intimated.

Councillors Ahlfeld, Clocherty, MacLeod, Robertson and Wilson declared interests in Agenda Item 10 (Governance of External Organisations – Annual Update).

Councillors Clocherty, McVey, Moran and Robertson declared interests in Agenda Item 21 (Review of Pay and Grading Model and Impact of Living Wage).

**654      Policy & Resources Capital Programme 2018/21 – Progress Report      654**

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

**Decided:** that the current position of the 2018/21 Capital Programme, the reported net slippage and the progress of the specific projects detailed in the report and Appendix 1 be noted.

**655      2018/21 Capital Programme      655**

There was submitted a report by the Chief Financial Officer on the latest position of the 2018/21 Capital Programme.

**Decided:** that it be agreed to note the current position of the 2018/21 Capital Programme and that officers are examining ways to reduce the current slippage.

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**656 Policy & Resources Committee 2018/19 Revenue Budget – Period 6 to 30 September 2018 656**

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 2018/19 projected outturn for the Policy & Resources Committee as at Period 6 to 30 September 2018.

**Decided:**

- (1) that the 2018/19 projected underspend of £827,000 for the Policy & Resources Committee as at Period 6 to 30 September 2018 be noted; and
- (2) that it be agreed to note the projected 2018/19 surplus of £16,640 for the Common Good Fund and that action was agreed as part of the 2018/19 budget to begin increasing the fund balance to its recommended level.

**657 2018/19 General Fund Revenue Budget as at 30 September 2018 657**

There was submitted a report by the Chief Financial Officer (1) on the position of the General Fund Revenue Budget as at 30 September 2018 and (2) providing an update on the position of the General Fund Reserves and Earmarked Reserves.

**Decided:**

- (1) that the latest position of the 2018/19 Revenue Budget and General Fund Reserves be noted; and
- (2) that it be noted that the use of any Free Reserves will be considered as part of the 2019/20 budget process.

**658 Welfare Reforms Update 658**

There was submitted a report by the Chief Financial Officer providing an update on the impacts of the UK Government's Welfare Reforms and recent developments in respect of Universal Credit and specific projects.

**Decided:**

- (1) that it be agreed to note the various matters highlighted in the report and that a further update will be provided to the February 2019 meeting of the Committee;
- (2) that it be agreed that a letter be sent to the Secretary of State for Work & Pensions (copied to the Secretary of State for Scotland and the local MP) expressing concern at the transfer of Universal Support to the Citizens' Advice network and the need for clarity as a matter of urgency as to how the service will be delivered locally from 1 April 2019; and
- (3) that a report be submitted to the Committee on any information available on the effect of Welfare Reforms on arrears, evictions and homelessness in Inverclyde.

**659 Insurance Fund Position as at 30 September 2018 659**

There was submitted a report by the Chief Financial Officer (1) on the position of the Council's Insurance Fund as at 30 September 2018 and (2) highlighting relevant issues.

**Decided:** that the contents of the report and the Insurance Fund position as at 30 September 2018 be noted.

## POLICY &amp; RESOURCES COMMITTEE – 13 NOVEMBER 2018

**660 Treasury Management – Mid-Year Report 2018/19****660**

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 2018/19 as required under the terms of Treasury Management Practice 6 ('TMP6') on 'Reporting Requirements and Management Information Arrangements'.

**Decided:**

- (1) that the contents of the Mid-Year Report on Treasury Management for 2018/19 and the ongoing work to ensure the delivery of financial benefits for the Council be noted; and
- (2) that the Mid-Year Report be remitted to the Inverclyde Council for approval.

**661 ICT Services Performance Update****661**

There was submitted a report by the Chief Financial Officer providing an update on the Council's Digital and ICT Strategies for 2017-2020.

**Decided:**

- (1) that the Performance Statistics Report and Action Plan updates for the Digital and ICT strategies be noted; and
- (2) that approval be given to the project to develop the provision of Wireless infrastructure around the Corporate Campus, funded from the AMP and Modernisation EMR.

**662 Governance of External Organisations – Annual Update****662**

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

The following Members declared non-financial interests in this item:

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

Councillor Clocherty as a Board Member of Greenock Arts Guild, Inverclyde Leisure and Riverside Inverclyde;

Councillor MacLeod as a Non-Executive Director of Parklea Branching Out;

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

All 4 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.

Councillor Robertson declared a non-financial interest as a Board Member of Inverclyde Community Development Trust and Greenock Arts Guild and a financial interest as a consultant for Stepwell Consulting Ltd. As a result of this last interest, she left the meeting prior to consideration of the item.

**Decided:**

- (1) that the last 12 months performance in respect of the governance of external organisations as shown in Appendix 1 to the report be noted and it also be noted that any outstanding issues will be addressed during the next cycle of Committees; and
- (2) that approval be given to the list of external organisations which will form part of the framework for the period October 2018 to September 2019 as set out in Appendix 3.

Councillor Robertson returned to the meeting at this juncture.

## POLICY &amp; RESOURCES COMMITTEE – 13 NOVEMBER 2018

- 663 Statutory and Key Performance Indicators Annual Report 2017/18 663**
- There was submitted a report by the Head of Organisational Development, Policy & Communications appending the Statutory and Key Performance Indicators Annual Report 2017/18 which details progress made in the last year towards achievement of the Council's performance indicator targets.
- Decided:**
- (1) that the performance information outlined in the report be noted;
  - (2) that it be noted that a separate report will be prepared in 2019 when the 2017/18 Local Government Benchmarking Framework (LGBF) 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 appropriate information within the Appendix be used to update the performance pages on the Council's website.
- 664 HSCP Advice Service Biennial Report 2016-18 664**
- There was submitted a report by the Corporate Director (Chief Officer) Inverclyde Health & Social Care Partnership (1) providing an update on the activities of Inverclyde HSCP Advice Service and (2) highlighting the different ways in which social security benefit, money and debt advice and assistance have been provided to the citizens of Inverclyde.
- Decided:**
- (1) that the contents of the Biennial Report for 2016/18 be noted; and
  - (2) that the Committee's appreciation be conveyed to all relevant staff for the results achieved in the reporting period.
- 665 Cyber Resilience – Annual Report 2017/18 665**
- There was submitted a report by the Corporate Director (Chief Officer) Inverclyde Health & Social Care Partnership providing an update on the cyber resilience activities within the Council for 2017/18.
- Decided:** that the contents of the report and activities in place to prevent cyber security incidents be noted.
- 666 Delivering Differently in Inverclyde - Update 666**
- There was submitted a report by the Chief Executive providing an update on the Delivering Differently programme.
- Decided:**
- (1) that the progress made to date in the Delivering Differently programme be noted; and
  - (2) that delegated authority be granted to the Chief Executive to conduct voluntary early release trawls where required for those unshaded projects in the Appendix but on the proviso that a report be submitted to the relevant Committee before any decisions are taken.

## POLICY &amp; RESOURCES COMMITTEE – 13 NOVEMBER 2018

**667 Inverclyde Council Annual Complaint Handling Report 1 April 2017 – 31 March 2018 667**

There was submitted a report by the Head of Legal & Property Services advising the Committee of the annual performance in relation to all complaints received and handled by Inverclyde Council, Inverclyde Health & Social Care Partnership and both Arm's Length Organisations (ALEOS), Inverclyde Leisure and Riverside Inverclyde, between 1 April 2017 and 31 March 2018.

**Decided:** that the annual performance of Inverclyde Council's complaint procedure be noted.

**668 2019/20 Budget Update 668**

There was submitted a report by the Chief Financial Officer (1) advising of recent developments in respect of the 2019/20 Budget and (2) seeking the Committee's approval of associated actions.

**Decided:**

(1) that it be agreed that a letter be sent to the Scottish Government seeking clarification on the implications for the Council were it to increase Council Tax beyond 3% in 2019/20;

(2) that it be agreed to fund the estimated increase in waste disposal costs recently reported to the Environment & Regeneration Committee from the non-pay inflation budget from 2019/20;

(3) that approval be given to the proposals contained in Appendix 1 of the report, subject to the approval of those proposals due to be considered later in the agenda; and

(4) that it be agreed to note the latest position in respect of the 2019/20 Budget and in particular the emerging significant pay pressure and the approach being taken to having a high level review of savings options prior to Christmas 2018.

**669 Contract Awards – 1 April 2018 to 30 September 2018 669**

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 the execution of works during the period 1 April to 30 September 2018.

**Decided:**

(1) that the contracts awarded by the Council during the period 1 April to 30 September 2018 be noted; and

(2) that information on the criteria used for lotting contracts be included in the next Procurement report to the Committee.

**670 Results from the Citizens' Panel Spring 2018 Survey 670**

There was submitted a report by the Head of Organisational Development, Policy & Communications informing the Committee of the headline results from the Citizens' Panel Spring 2018 survey.

**Decided:**

(1) that the main findings from the Spring 2018 Citizens' Panel survey be noted; and

(2) that account be taken of the results when reviewing service delivery, as appropriate.

## POLICY &amp; RESOURCES COMMITTEE – 13 NOVEMBER 2018

**671 British Sign Language Plan 2018/24**

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There was submitted a report by the Head of Organisational Development, Policy & Communications seeking approval of the Council's British Sign Language (BSL) Plan.

**Decided:**

- (1) that the requirement for the Council to develop a BSL Plan 2018/24 be noted;
- (2) that approval be given to the final BSL Plan 2018/24 which has been published on the Council's website; and
- (3) that it be noted that in 2020, the Council will be expected to make a contribution to the Scottish Government's National Progress report on its BSL National Plan 2017/23.

**672 Attendance During Severe Weather Policy**

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There was submitted a report by the Head of Organisational Development, Policy & Communications seeking approval to introduce an updated Attendance During Severe Weather Policy to replace the current guidance document which has been in practice since 2008.

**Decided:**

- (1) that the Attendance During Severe Weather Policy attached as Appendix 1 be agreed; and
- (2) that it be noted that the policy will be kept under review and procedures revised as and when necessary to reflect any changes from subsequent consultations on the development of snow wardens/volunteer force.

**673 Review of Pay and Grading Model and Impact of Living Wage**

673

There was submitted a report by the Head of Organisational Development, Policy & Communications (1) providing an update on work undertaken to redesign the Council pay and grading structure, (2) seeking the agreement of the Committee to implement a revised structure for SJC employees with effect from 1 April 2019, subject to agreement being reached with the recognised trade unions and (3) providing an update on the Chief Officer salary review.

Councillors Clocherty, McVey, Moran and Robertson declared non-financial interests in this item as relatives of Council employees. All 4 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 it be agreed to implement the revised pay and grading structure detailed in Appendix 1 with effect from 1 April 2019, subject to agreement being reached with the recognised trade unions;
- (2) that the Head of Organisational Development, Policy & Communications be authorised to reach agreement with the trade unions on appropriate assimilation arrangements to map employees across to the revised pay and grading structure;
- (3) that the financial implications for the Council outlined in Section 9 of the report be noted;
- (4) that it be noted that an independent Equality Impact Assessment has been undertaken by an equality specialist on the proposed pay and grading structure, as outlined in Section 7 of the report;

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(5) that it be agreed that, subject to approval to implement the revised pay and grading structure, the annual implementation of the revised Living Wage rate be applied from 1 April as outlined in Paragraph 4.4; and

(6) that the outcome of the review of Chief Officer salaries outlined in Section 8 of the report be noted and it be agreed that the Chief Officer salaries remain at their current level.

**674      Review of Vacancies and Voluntary Early Retirement/Redundancy (VER) List 2018/19      674**

There was submitted a report by the Head of Organisational Development, Policy & Communications advising of (1) the outcome of a review of permanent vacancies undertaken by the Corporate Management Team and (2) the list of postholders interested in voluntary early release (VER) identified as part of the 2018/19 budget exercise.

**Decided:**

(1) that the outcome of the review of permanent vacant posts be noted and approval be given to the deletion of the 21 posts (11.01 fte) contained in Appendix 1 of the report; and

(2) that the outcome of the review of the VER list be noted and approval be given to progress voluntary early release of the 3 postholders outlined in Appendix 2 later in the agenda.

**675      Request to Procure a Care & Repair and Small Repairs/Handyman Service      675**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources seeking approval to tender the Care & Repair and Small Repairs/Handyman service.

**Decided:**

(1) that a Lot 2 tender procedure for the Care & Repair and Small Repair/Handyman service be progressed as soon as possible; and

(2) that it be noted that a detailed update report which will consider the options available will be submitted to the next meeting of the Environment & Regeneration Committee.

**676      COSLA – Intended Communication to Teachers and School Leaders      676**

There was submitted a report by the Chief Executive on a request received from COSLA to issue to all teachers and school leaders a briefing note communicating the background to the proposed annual pay award and the restructuring of the main grade. There was also submitted as an addendum, a letter from the Educational Institute of Scotland (EIS) to the Council Leader expressing the union's opposition to the issuing of the communication.

**Decided:** that no action be taken on the request.

**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.**

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Item	Paragraph(s)
Appendix 2 to Agenda Item 16 (2019/20 Budget Update)	1
Appendix 2 relative to Agenda Item 22 (Review of Vacancies and Voluntary Early Retirement/Redundancy (VER) List 2018/19)	1
ESF/Lottery Fund - I:DEAS (Inverclyde Delivering Effective Advice and Support) Programme	6, 8 & 9
677 Appendix 2 to Agenda Item 16 (2019/20 Budget Update)	677
<p>There was submitted Appendix 2 to Agenda Item 16 (2019/20 Budget Update) providing details of a proposal for voluntary early release.  <b>Decided:</b> that the information contained in Appendix 2 be noted.</p>	
678 Appendix 2 relative to Agenda Item 22 (Review of Vacancies and Voluntary Early Retirement/Redundancy (VER) List 2018/19)	678
<p>There was submitted Appendix 2 to Agenda Item 22 providing details of 3 postholders who it is proposed be approved for voluntary early release.  <b>Decided:</b> that the information contained in Appendix 2 be noted.</p>	
679 ESF/Lottery Fund - I:DEAS (Inverclyde Delivering Effective Advice and Support) Programme	679
<p>There was submitted a report by the Corporate Director (Chief Officer) Inverclyde Health &amp; Social Care Partnership (1) on the progress of delivering I:DEAS, the Big Lottery/European Social Fund contract for the delivery of financial inclusion services and (2) highlighting a number of emerging issues.  The Service Manager (Inequalities, Migration &amp; Strategic Housing) provided a verbal update on the approval of the revised Key Performance Indicators (KPIs) and the consequent availability of funding.  <b>Decided:</b> that the approval of the revised KPI's with the consequent availability of funding for the programme be noted.</p>	