

POLICY & RESOURCES COMMITTEE - 15 NOVEMBER 2011

Policy & Resources Committee

Tuesday 15 November 2011 at 3.10 pm

Present: Councillors Blair, Clocherty, McCabe, McIlwee, Loughran, MacLeod, Moran, Nelson, Wilson and White.

Chair: Councillor McCabe presided.

In attendance: Chief Executive, Corporate Director Education & Communities, Corporate Director Regeneration & Environment, Head of Legal & Democratic Services, Chief Financial Officer, Head of Organisational Development, HR & Performance, Head of Planning, Health Improvement & Commissioning, Head of Mental Health, Addictions & Homelessness Services, Finance Manager, Ms A Edmiston (Finance Services), Corporate Policy & Partnership Manager, Corporate Procurement Manager, Libraries Manager, Corporate Communications Manager and Business Manager.

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

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| 753 | Apologies, Substitutions and Declarations of Interest | 753 |
| | <p>Apologies for absence were intimated on behalf of Councillors Brooks and McKenzie with Councillor Loughran substituting for Councillor McKenzie.</p> <p>Councillors Blair, Loughran, McCabe, Nelson, White and Wilson declared interests in Agenda Item 12 (Consultation on the Future of the Greenock Renfrewshire Valuation Joint Board Office).</p> <p>Councillors Clocherty, Loughran, Nelson and Wilson declared interests in Agenda Item 13 (Proposed Review of Council Tax Discount on Empty Homes).</p> <p>Councillor Loughran declared an interest in Agenda Item 27 (Lease of Premises: Madeira Street, Greenock - Remit from Regeneration Committee).</p> | |
| 754 | Policy & Resources Committee 2011/12 Revenue Budget - Period 6 | 754 |
| | <p>There was submitted a report by the Chief Executive, Corporate Director Regeneration & Environment and Chief Financial Officer on the position of the 2011/12 Revenue Budget as at Period 6 (30 September 2011) which currently projected an underspend of £1,015,000 excluding earmarked reserves.</p> <p>(Councillor MacLeod entered the meeting during consideration of this item of business).</p> <p>Noted</p> | |
| 755 | General Fund Revenue Budget 2011/12 - Period 6 | 755 |
| | <p>There was submitted a report by the Chief Financial Officer on the projected position of the 2011/12 General Fund Revenue Budget as at Period 6 (30 September 2011) which currently projected an underspend of £2,300,000.</p> <p>Noted</p> | |
| 756 | Policy & Resources Capital Programme - 2011/12 - 13/14 - Progress Report | 756 |
| | <p>There was submitted a report by the Chief Financial Officer (1) providing an update on</p> | |

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the status of the projects forming the Policy & Resources Capital Programme 2011/12 - 13/14 and (2) highlighting actual spend as at 30 September 2011.

Noted

757 Capital Programme 2011/14 757

There was submitted a report by the Chief Financial Officer on the latest position of the 2011/14 Capital Programme.

Noted

758 ICT Capital Programme Review 758

There was submitted a report by the Chief Financial Officer (1) providing an update on the changes to the ICT Capital Programme commencing 2012/13 and (2) seeking approval for the proposals.

Decided:

- (1) that the Committee agree to the revised ICT Capital Programme as detailed in the report; and
- (2) that agreement be given to the capital spend on the existing data centre and server virtualisation.

759 Treasury Management - Mid-Year Review Report 2011/12 759

There was submitted a report by the Chief Financial Officer on the operation of the treasury function and its activities at the mid-year of 2011/12 in compliance with the revised CIPFA Code of Practice on Treasury Management.

Decided:

- (1) that the contents of the Mid-Year Review Report on Treasury Management for 2011/12 be noted and that the exceeding of Council limits as detailed in paragraph 4.13 of the report be homologated; and
- (2) that the Mid-Year Review Report be remitted to The Inverclyde Council for approval.

760 Procurement - Update 760

There was submitted a report by the Chief Financial Officer (1) on the progress being made with procurement since the last report to the Committee in September 2011 and (2) requesting approval to replace the current Strategic Procurement Framework with a refreshed strategy for 2012/14 and for the Council to sign up to the Scottish Government Suppliers Charter.

Decided:

- (1) that the Committee note the progress made since the last report in September 2011;
- (2) that the new Strategic Procurement Framework as detailed in Appendix 2 to the report be approved; and
- (3) that the Council adopt the Scottish Government Suppliers Charter as set out in Appendix 3 to the report.

761 Insurance Fund Position as at 30 September 2011 761

There was submitted a report by the Chief Financial Officer (1) advising the Committee

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of the position of the Council's Insurance Fund as at 30 September 2011 and (2) highlighting a number of relevant issues.

Decided: that the Committee note the contents of the report and the continued financial benefits which the Council is achieving from the current Insurance Strategy.

762 Corporate Performance Report - Statutory Performance Indicators (SPIs) 2010/11 762

There was submitted a report by the Head of Organisational Development, HR & Performance and the Chief Financial Officer on the corporate performance report, including the Statutory Performance Indicators (SPIs) for 2010/11.

Decided:

- (1) that the Committee note the change in the way in which the SPIs are monitored and reported;
- (2) that support be given to the roll out of "Inverclyde Performs"; and
- (3) that support be given to a dialogue with Services on the refinement of realistic targets and alarms to ensure that a realistic picture of performance can be portrayed for the year ahead.

763 Gourock Highland Games 2011 - Request for Additional Funding 763

There was submitted a report by the Corporate Director Education & Communities (1) advising the Committee of a £16,890 overspend in the 2011 Gourock Highland Games and (2) seeking approval for a virement of £16,890 from the general contingency to fund the overspend.

Decided:

- (1) that the Committee note the report and the reasons for the overspend in the 2011 Gourock Highland Games; and
- (2) that approval be given to a virement of £16,890 from the general contingency to fund the overspend.

764 Consultation on the Future of the Greenock Renfrewshire Valuation Joint Board Office 764

There was submitted a report by the Chief Financial Officer and the Corporate Director Regeneration & Environment (1) on the ongoing consultation being undertaken by the Renfrewshire Valuation Joint Board relating to the potential closure of the Cathcart Street office and (2) advising of a future option for the delivery of the Renfrewshire Valuation Joint Board Services within Inverclyde.

Councillors Blair, Loughran, Nelson and Wilson declared non-financial interests in this item as Members of the Renfrewshire Valuation Joint Board and Councillors McCabe and White declared non-financial interests as substitute Members of the Board. They also 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 ongoing consultation being undertaken by the Renfrewshire Valuation Joint Board;
- (2) that it be agreed that the proposal contained within the report to incorporate the Renfrewshire Valuation Joint Board Service for Inverclyde within the new Customer Service Centre should continue to be pursued by officers; and
- (3) that delegated authority be granted to the Corporate Director Regeneration &

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Environment to negotiate with Renfrewshire Valuation Joint Board the terms of any early termination of the Cathcart Street property lease and to report thereon to the Regeneration Committee.

765 Proposed Review of Council Tax Discount on Empty Homes

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There was submitted a report by the Corporate Director Education & Communities and the Chief Financial Officer seeking approval to alter the levels of Council Tax discount granted on long term empty properties with a view to generating increased revenue to support housing projects in the Inverclyde Council area.

Councillors Clocherty, Loughran and Nelson declared non-financial interests in this item as Members of the Board of River Clyde Homes and Councillor Wilson declared a non-financial interest as a Director of Link Housing Association. They also 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 agreement be given to alter Council Tax discount levels as set out in paragraph 5.1 of the report;
- (2) that it be agreed that additional revenues generated by the above decision be used to fund housing projects which will be the subject of specific reports to the relevant Committees; and
- (3) that the Committee note the current Scottish Government consultation which is underway in relation to proposals for Council Tax on long term empty properties and the Housing Support Grant which will be the subject of a future report to Committee.

766 Royal Diamond Jubilee - 5 June 2012

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There was submitted a report by the Head of Organisational Development, HR & Performance (1) advising the Committee that the UK and Scottish Governments have announced that there will be an additional one-off holiday on Tuesday 5 June 2012 to celebrate the Queen's Diamond Jubilee and (2) requesting the Committee to decide whether the Council should recognise the Royal Diamond Jubilee Day on 5 June and to consider whether to make Monday 4 June a compulsory annual leave day so that the celebrations can be over a long weekend.

Decided: that it be agreed to celebrate the Queen's Diamond Jubilee on Tuesday 5 June 2012 and to make Monday 4 June 2012 a compulsory annual leave day subject to the exigencies of the service, as outlined in paragraph 5.1 of the report.

767 Revised Voluntary Severance Policy

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There was submitted a report by the Head of Organisational Development, HR & Performance proposing a revised Voluntary Severance Policy which covers all employees and in this regard making proposals in respect of the discretionary added years awarded to employees and the introduction of an employee severance selection matrix.

Decided:

- (1) that approval be given to the revised Voluntary Severance Policy detailed in Appendix 1 to the report;
- (2) that agreement be given to the following reduction in discretionary added years provision:

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Up to 31 March 2013 - up to a maximum of 6 added years

From 1 April 2013 - up to a maximum of 3 added years;

(3) that a selection criteria matrix be used to identify displaced employees only when all other options have been exhausted, that the selection criteria be used from 1 October 2012 and that a restricted interview process be used in the interim period to replace "last in first out" as the selection criterion;

(4) that the selection criteria to be used from October 2012 be (a) disciplinary record; (b) performance appraisal outcome; (c) attendance record; and (d) length of service but that in respect of teaching staff, until such time as it is possible to incorporate performance appraisal, the only criteria to be used be disciplinary record, attendance record and length of service; and

(5) that where all voluntary options have been explored, any decision in respect of further releases of employees be referred back to the Committee for consideration.

768 Attendance Management - Refresh of Strategy

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There was submitted a report by the Head of Organisational Development, HR & Performance proposing a revised absence target for the Council and for further measures to be put in place applicable to all employees designed to assist in reducing absenteeism levels.

Decided:

(1) that a revised absence target of 4.75% be set for the Council;

(2) that all employees who are the subject of disciplinary action relating to absenteeism receive no occupational sick pay in respect of the period of absence which led to formal procedures (i.e. the last period of absence);

(3) that employees on long term sick leave have their contract of employment terminated, if appropriate, at the point of time when it is known there will be no return to work and that all appropriate payments be made to the employee;

(4) that disciplinary action be instigated in all cases where all alternative measures have been exhausted, without discernible improvement;

(5) that Services choose an absence management champion from senior staff to ensure the policy and procedures governing attendance management are strictly adhered to and that the managing of absence is promoted within each Service; and

(6) that employee appeals at all levels against a disciplinary sanction issued on the grounds of poor attendance be considered at officer level for a trial period of one year between January and December 2012.

769 Scotland's Public Finances - Addressing the Challenges

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There was submitted a report by the Chief Financial Officer (1) highlighting the key issues and risks identified in the Audit Scotland report "Scotland's Public Finances - Addressing the Challenges" and (2) providing an assessment of how the Council is placed in respect of the main matters raised in the report.

Decided:

(1) that the Audit Scotland report "Scotland's Public Finances - Addressing the Challenges" be noted; and

(2) that the Committee endorse the Corporate Management Team's assessment of those areas which require further work and agree that officers should continue to progress the development of these through the Organisational Improvement Plan Groups.

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- 770 Proposals for the Establishment of Area Support Teams - Use of Powers Delegated to the Chief Executive 770**
- There was submitted a report by the Corporate Director Regeneration & Environment advising of the use of the powers delegated to the Chief Executive to approve a response to the National Convener's consultation document on proposals for the establishment of Area Support Teams which required to be submitted by 21 October 2011.
- Noted**
- 771 Public Contracts Scotland - Difficulties when the Council Tenders 771**
- There was submitted a report by the Chief Financial Officer (1) on the issues arising following the submission of the Building Services Unit's tender for River Clyde Homes internal refurbishment contract on the Public Contracts Scotland web portal and (2) highlighting circumstances where difficulties could arise in the future.
- Noted**
- 772 Request for Delegated Authority to Accept Banking Services Tender 772**
- There was submitted a report by the Chief Financial Officer requesting that the Head of Legal & Democratic Services be granted delegated authority in terms of Order 9.2(ii) of the Standing Orders relating to Contracts to accept the tender for the Council's banking services.
- Decided:** that delegated authority be granted to the Head of Legal & Democratic Services to accept the most economically advantageous tender for the Council's banking services contract due to commence on 1 April 2012, in terms of Order 9.2(ii) of the Standing Orders relating to Contracts.
- 773 Trial of Electronic Tendering 773**
- There was submitted a report by the Chief Financial Officer seeking approval to suspend Order 6.5 of the Standing Orders relating to Contracts to trial electronic tendering for three contracts as detailed in the report.
- Decided:**
- (1) that approval be given to the suspension of Order 6.5 of the Standing Orders relating to Contracts to trial electronic tendering for:
- Hire of Surfacing Plant - £120,000
 - Dilapidation Surveyors - £230,000
 - Nelson Street Sports Centre Refurbishment Project - £600,000; and
- (2) that it be noted that a report on the outcome of the trial will be submitted to the Committee in due course.
- 774 Gourock Pier and Railhead Development Area - Update: Remit from Regeneration Committee 774**
- There was submitted a report by the Corporate Director Regeneration & Environment on a remit from the Regeneration Committee of 27 October 2011 that the Committee consider the financial implications arising from the revised Development Framework for the Gourock Pier and Railhead Development area which incorporates the one way

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system at Kempock Street.

Decided:

- (1) that agreement be given to proceed with the one way system on the basis of the Regeneration Committee report and that the specific funding route be considered as part of the overall 2012/13 budget review exercise; and
- (2) that it be agreed that all future funding allocated for Riverside Inverclyde will be subject to (a) ongoing financial support of a substantial nature from the Scottish Government and/or Scottish Enterprise and (b) Riverside Inverclyde submitting and seeking specific approval from the Council for all future management and operating costs.

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 ground 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)
Care Homes Services for Inverclyde	6, 8 & 9
Budget Reduction Proposals - Organisational Improvement & Resources	1
ICT Revenue Budget Shortfall 2012/13	1
Hydro Electric Schemes: Inverclyde Council	8 & 9
Lease of Premises: Madeira Street, Greenock - Remit from Regeneration Committee	2, 6 & 9
Building Services - Workload and Financial Issues: Remit from Regeneration Committee	1 & 6

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Care Homes Services for Inverclyde

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There was submitted a report by the Corporate Director Community Health & Care Partnership (1) on the current position of the joint tender process for the provision of care homes services and the construction of a residential care and NHS continuing care facility within Inverclyde and (2) recommending that a period of engagement take place prior to conclusion of any contract with the preferred bidder and that a future detailed report be submitted to the Committee in relation to the outcome of that process.

Decided:

- (1) that the Committee note the current stage of the tendering process;
- (2) that it be remitted to the Community Health & Care Partnership, along with Greater Glasgow and Clyde NHS Board, to engage with the preferred bidder in the period of engagement, prior to the conclusion of any contact; and
- (3) that a detailed report be considered by the Committee as soon as practicable after the conclusion of the 12 week engagement period.

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776 Budget Reduction Proposals - Organisational Improvement & Resources 776

There was submitted a report by the Chief Financial Officer seeking approval for a number of savings proposals generated as part of the recent Clyde Valley Shared Service exercise.

Decided: that the Committee approve the savings proposals generated by the Organisational Improvement & Resources Directorate as detailed in the report.

777 ICT Revenue Budget Shortfall 2012/13 777

There was submitted a report by the Chief Financial Officer (1) advising the Committee of the extent of the estimated ICT budget shortfall for 2012/13 and (2) seeking approval for remedial action to close the budget gap.

Decided:

- (1) that the Committee note the projected budget deficit for ICT services in 2012/13; and
- (2) that approval be given to the savings identified in Appendix 3.

778 Hydro Electric Schemes: Inverclyde Council 778

There was submitted a report by the Chief Executive (1) on the results of the Hydro Electric Scheme appraisal of Council-controlled sites and (2) recommending three locations be investigated for both competitive interest and for Community Interest Company involvement.

(Councillor Wilson left the meeting during consideration of this item of business).

Decided:

- (1) that the outcome of the Hydro Electric Scheme appraisal be noted;
- (2) that it be remitted to the Chief Executive to investigate further the options for site development of the three locations indicated in the report as suitable for Hydro Electric projects with detailed consideration of options for competitive tendering and the involvement of any Community Interest Companies; and
- (3) that a report on any proposals for development be submitted to the Committee for future consideration.

779 Lease of Premises: Madeira Street, Greenock - Remit from Regeneration Committee 779

There was submitted a report by the Corporate Director Regeneration & Environment on a remit from the Regeneration Committee of 27 October 2011 seeking approval of the financial implications of the proposed lease agreement with Shed Media in respect of the former Greenock Academy.

Councillor Loughran declared a non-financial interest in this item as the owner of a neighbouring property. He also formed the view that the nature of his interest and of the item of business did not preclude his continued presence in the Chamber or his participation in the decision making process.

Decided: that approval be given to the financial implications of the proposed lease agreement with Shed Media as detailed in the report to the Regeneration Committee and that it be noted that these will be reflected in the updated financial strategy.

780 Building Services - Workload and Financial Issues: Remit from Regeneration Committee 780

There was submitted a report by the Corporate Director Regeneration & Environment on a remit from the Regeneration Committee of 15 November 2011 that the Committee adjust the 2012/13 budget surplus for the Building Services Unit as part of the 2012/13 budget review.

Decided: that it be agreed to adjust the 2012/13 budget surplus for the Building Services Unit as part of the 2012/13 budget review.