

POLICY & RESOURCES COMMITTEE - 19 JUNE 2012

Policy & Resources Committee

Tuesday 19 June 2012 at 3 pm

Present: Provost Moran, Councillors Brooks, Clocherty, MacLeod, McCabe, McColgan (for McCormick), McIlwee, Nelson, Rebecchi and Wilson.

Chair: Councillor McCabe presided.

In attendance: Corporate Director Education, Communities & Organisational Development, Corporate Director Environment, Regeneration & Resources, Corporate Director Inverclyde Community Health & Care Partnership, Head of Legal & Democratic Services, Chief Financial Officer, Head of ICT, Mr A Wilson (for Head of Organisational Development, HR & Communications), Finance Manager, Revenues & Customer Services Manager, Ms A Edmiston (Finance Services), Business/Democratic Services Manager, Corporate Procurement Manager, Corporate Policy & Partnership Manager and Mr M Bingham (Corporate Communications & Public Affairs).

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

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| 361 | Apologies, Substitutions and Declarations of Interest | 361 |
| | <p>Apologies for absence were intimated on behalf of Councillors McCormick and Loughran with Councillor McColgan substituting for Councillor McCormick.</p> <p>No declarations of interest were intimated.</p> | |
| 362 | Benefits Service - Audit Scotland Risk Assessment | 362 |
| | <p>There was submitted a report by the Chief Financial Officer on the recent Benefits Service Performance Audit/Risk Assessment conducted by Audit Scotland, together with a copy of Audit Scotland's final report.</p> <p>Ms Anne Cairns, Benefits Manager, Audit Scotland was present and spoke on the Risk Assessment. She then answered a number of questions from Members.</p> <p>Decided:</p> <p>(1) that the Committee welcome the positive findings of the Audit Scotland Risk Assessment report in that no risks have been identified in the key areas of speed of processing, accuracy and counter fraud and note Audit Scotland's reference to the fact that in June 2011 Inverclyde Council's Benefits Service was placed fourth and second out of the 32 Scottish Councils in the Department for Work and Pensions (DWP) published performance for new claims and changes of circumstances respectively;</p> <p>(2) that the Committee recognise the high standards of performance achieved by the Benefits Team and the importance of this given the welfare reform agenda; and</p> <p>(3) that the Committee note the content of the action plan and subsequent approval from Audit Scotland.</p> <p>Ms Cairns left the meeting at this point.</p> | |

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- 363 Policy & Resources Capital Programme - 2012/13 - 14/15 - Progress Report 363**
- There was submitted a report by the Corporate Director Environment, Regeneration & Resources and the Chief Financial Officer (1) providing an update on the status of the projects forming the Policy & Resources Capital Programme 2012/13-14/15 and (2) highlighting actual spend as at 30 April 2012.
- Noted**
- 364 Capital Programme 2012/15 364**
- There was submitted a report by the Chief Financial Officer on the latest position of the 2012/15 Capital Programme.
- Noted**
- 365 General Fund Revenue Budget 2012/13 365**
- There was submitted a report by the Chief Financial Officer (1) on the initial position of the 2012/13 General Fund Revenue Budget and (2) updating the Committee in respect of earmarked reserves and workstream savings.
- Decided:**
- (1) that the Committee note the initial position of the 2012/13 General Fund Revenue Budget and General Fund Reserve;
- (2) that the Committee note the latest position in respect of the saving workstreams; and
- (3) that it be noted a report will be submitted to the next meeting of the Policy & Resources Committee on the Budget Strategy 2013/15.
- 366 Procurement - Update 366**
- There was submitted a report by the Chief Financial Officer on the progress being made with procurement since the last report to the Committee in February 2012. Officers were asked whether the full year savings for the new scrap metal contract as set out in appendix 2 to the report were achievable and this was confirmed on the assumption that the tonnages of scrap metal remained at the same levels as in previous years.
- Decided:**
- (1) that the Committee note progress on the Strategic Procurement Framework;
- (2) that the Committee note the progress made in savings delivery; and
- (3) that the Committee approve in principle the use of e-tendering as an option in future Council tenders and note that an amendment to the Council's Standing Orders relating to Contracts will require to be approved by The Inverclyde Council.
- 367 Policy & Resources Performance Report 367**
- There was submitted a report by the Corporate Director Education, Communities & Organisational Development and the Corporate Director Environment, Regeneration & Resources providing an update on the progress made by the Council's corporate services towards achieving their key objectives and meeting performance targets, as detailed in their respective Directorate Plans for 2011/12.

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Decided:

(1) that the Committee note that, in order to reflect the new Corporate Management structure, the report focuses on the performance of the Council's corporate services and replaces the former Organisational Improvement & Resources and Regeneration & Environment Directorate Performance reports which would normally be reported separately to the Committee;

(2) that the Committee endorse the performance information contained in the report;

(3) that it be noted each new Directorate will produce a Corporate Directorate Improvement Plan, which will be submitted to Committee after the summer recess; and

(4) that a detailed report on corporate absence be submitted to the next meeting of the Committee.

368 Using Cost Information to Improve Performance - Audit Scotland Report 368

There was submitted a report by the Chief Financial Officer (1) on the recently published Audit Scotland document 'Using cost information to improve performance: are you getting it right?', a copy of which was attached to the report, and (2) seeking approval as to how the issues raised in the report should be progressed by the Council.

Decided: that the contents of the report and the Audit Scotland report 'Using cost information to improve performance: are you getting it right?' be noted and that it be remitted to the Corporate Director Education, Communities & Organisational Development to progress this as part of the Performance Corporate Improvement Group.

369 Welfare Reform - Impacts on Inverclyde Council 369

There was submitted a report by the Chief Financial Officer updating the Committee on the impacts on Council services and budgets as the result of the ongoing welfare reform agenda.

Decided:

(1) that the Committee note the latest position in respect of operational impacts on the Council of the developing welfare reform agenda; and

(2) that it be noted further reports on the matter will be submitted to the Committee at the appropriate time.

370 Customer Services Update 370

There was submitted a report by the Chief Financial Officer advising the Committee of recent developments in respect of customer services, including the move to the new facilities within the Municipal Buildings.

Decided: that the Committee note the content of the report and approve the proposed developments to the Customer Service Centre due to take place over the summer.

371 Inverclyde Fairtrade Zone Status - Moving Forward 371

There was submitted a report by the Corporate Director Education, Communities & Organisational Development (1) on the actions required to achieve Fairtrade Zone Status for Inverclyde and (2) outlining the way forward.

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Decided:

- (1) that agreement be given to the establishment of a Steering Group to drive forward the strategy and an Operational Group to action and deliver the criteria required for Fairtrade Zone Status comprising relevant Officers and Members to implement this resolution and to work towards achieving Fairtrade Zone Status for Inverclyde as set out in appendix 2 to the report;
- (2) that the Committee note that at the meeting on 17 May 2012, The Inverclyde Council agreed to appoint Provost Moran and Councillor MacLeod to the Steering Group;
- (3) that the Council at the meeting to be held on 28 June be requested to appoint an additional Elected Member to the Steering Group;
- (4) that the use of fairly traded goods, for example products carrying the Fairtrade mark, be encouraged when catering for civic functions, internal and external Council meetings and Council led conferences and events;
- (5) that wherever possible the Council try to include a fairly traded option in relevant tenders; and
- (6) that approval be given to the action plan set out in appendix 1 to the report.

372 Results from Winter 2012 Citizens' Panel Survey**372**

There was submitted a report by the Corporate Director Education, Communities & Organisational Development providing details of the headline results from the Winter 2012 Citizens' Panel Survey.

Decided:

- (1) that the content of the report be noted; and
- (2) that it be agreed that the feedback from the Citizens' Panel be taken on board by the appropriate services and used to improve service delivery.

373 Occupational Health Policy**373**

There was submitted a report by the Head of Organisational Development, HR & Communications seeking approval of an Occupational Health Policy for the Council, a copy of which was appended to the report.

Decided:

- (1) that the Committee approve the Occupational Health Policy; and
- (2) that the Committee support the policy by active promotion of Absence Management and Health and Safety.

374 Request to Proceed to Tender for the Occupational Health Contract**374**

There was submitted a report by the Head of Organisational Development, HR & Communications seeking approval to issue tenders for the provision of an occupational health service for Inverclyde Council for the period January 2013 to January 2015.

Decided: that approval be given to the issuing of tenders in respect of the provision of an occupational health service for the Council.

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375 Permission to Procure Microsoft Licences from the relevant Government Procurement Service Framework 375

There was submitted a report by the Corporate Director Environment, Regeneration & Resources seeking approval, as required in terms of the Council's Financial Regulations, to procure Microsoft licences at a cost in excess of £250,000 from the relevant Government Procurement Service Framework.

Decided: that approval be given to procure Microsoft licences with a total contract value of approximately £600,000 from the relevant Government Procurement Service Framework.

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)
Permission to Accept Tender for Debt Recovery Services	9
Property Assets Management Report: Port Glasgow Road, Greenock - Remit from Environment & Regeneration Committee	2, 6 and 9

376 Permission to Accept Tender for Debt Recovery Services 376

There was submitted a report by the Chief Financial Officer seeking approval for the Head of Legal & Democratic Services to accept the most economically advantageous tender for debt recovery services.

Decided: that authority be delegated to the Head of Legal & Democratic Services to accept the most economically advantageous tender for debt recovery services on behalf of the Council.

377 Property Assets Management Report: Port Glasgow Road, Greenock - Remit from Environment & Regeneration Committee 377

There was submitted a report by the Corporate Director Environment, Regeneration & Resources on a remit from the Environment & Regeneration Committee of 7 June 2012 relative to the disused petrol filling station at 74 Port Glasgow Road, Greenock as it relates to Common Good.

Decided: that the Committee endorse the decisions of the Environment & Regeneration Committee relative to the disused petrol filling station at 74 Port Glasgow Road, Greenock.