

**POLICY & RESOURCES COMMITTEE - 26 MARCH 2013**

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**Policy & Resources Committee**

**Tuesday 26 March 2013 at 3 pm**

**Present:** Provost Moran, Councillors Brooks, Clocherty, Loughran, MacLeod, McCabe, McCormick, McIlwee, Nelson, Rebecchi and Wilson.

**Chair:** Councillor McCabe presided.

**In attendance:** Chief Executive, Corporate Director Environment, Regeneration & Resources, Corporate Director Education, Communities & Organisational Development, Corporate Director Inverclyde Community Health & Care Partnership, Head of Legal & Democratic Services, Interim Head of ICT, Chief Financial Officer, Head of Organisational Development, HR & Communications, Business/Democratic Services Manager, Finance Manager, Revenue & Customer Services Manager, Service Manager Health Improvement, Inequalities & Personalisation, Corporate Communications Manager and Corporate Policy & Partnership Manager.

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

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|------------|---|------------|
| <b>220</b> | <b>Apologies, Substitutions and Declarations of Interest</b>  | <b>220</b> |
|            | <p>No apologies for absence were intimated.<br/>         Councillor Wilson declared non-financial interests in agenda item 25 (Beacon Arts Centre) as a member of the Board of Greenock Arts Guild and agenda item 26 (Disposal of Land - Lower Mary Street, Port Glasgow: Remit from Environment &amp; Regeneration Committee), as a Director of Link Housing Association.</p> |            |
| <b>221</b> | <b>Policy &amp; Resources Capital Programme - 2012/13 - 15/16 - Progress</b>  | <b>221</b> |
|            | <p>There was submitted a report by the Corporate Director Environment, Regeneration &amp; Resources and the Chief Financial Officer (1) providing an update on the status of the projects forming the Policy &amp; Resources Capital Programme 2012/13 - 15/16 and (2) highlighting the actual spend as at 31 January 2013.<br/> <b>Noted</b></p>                               |            |
| <b>222</b> | <b>Capital Programme 2012/16</b>  | <b>222</b> |
|            | <p>There was submitted a report by the Chief Financial Officer on the latest position of the 2012/16 Capital Programme.<br/> <b>Noted</b></p>   |            |
| <b>223</b> | <b>Policy &amp; Resources Committee 2012/13 Revenue Budget - Period 10</b>  | <b>223</b> |
|            | <p>There was submitted a report by the Chief Executive, the Corporate Director Environment, Regeneration &amp; Resources, the Corporate Director Education, Communities &amp; Organisational Development and the Chief Financial Officer on the 2012/13 projected out-turn for the Policy &amp; Resources Committee as at Period 10 (31 January 2013).</p>                      |            |

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**Decided:** that the Committee note the projected underspend of £1,030,000 for the Policy & Resources Committee Revenue Budget as at Period 10.

- 224 General Fund Revenue Budget 2012/13 - Period 10 224**
- There was submitted a report by the Chief Financial Officer (1) on the position of the General Fund Revenue Budget as at 31 January 2013 and (2) providing an update in respect of the Reserves and Workstream Savings.
- Decided:**
- (1) that the Committee note the latest position in respect of the 2012/13 Revenue Budget and the General Fund Reserve;
  - (2) that the Committee note that the Workstream Savings for 2012/13 have been fully delivered; and
  - (3) that the use of any surplus Reserves in the General Fund be considered after the Audit of the 2012/13 Annual Accounts.
- 225 Insurance Fund - Result of Actuarial Review 225**
- There was submitted a report by the Chief Financial Officer (1) advising the Committee of the results of the recent Actuarial Review of the Council's Insurance Fund and (2) seeking approval to increase internal contributions to the Fund.
- Decided:**
- (1) that the Committee note the outcome of the Actuarial Review, the issues raised by the Actuary and the Council's response to the recommendations contained in appendix 2; and
  - (2) that approval be given to the increase in contributions to the Insurance Fund by £100,000 per year from October 2012 onwards with the increase being funded from the Inflation Contingency.
- 226 Audit Scotland Report - "Managing Performance: Are You Getting it Right?" 226**
- There was submitted a report by the Corporate Director Education, Communities & Organisational Development (1) on the Audit Scotland report "Managing Performance: Are You Getting it Right?", (2) setting out how Inverclyde Council is performing in regard to the key recommendations and (3) highlighting any areas of improvement required to meet the standards set out in the report.
- Decided:**
- (1) that the Committee note the content of the report;
  - (2) that agreement be given to the improvement actions set out in paragraph 2.4 of the report; and
  - (3) that agreement be given to a programme of improvement work in response to the actions set out in paragraph 2.4.
- 227 Environment, Regeneration & Resources Directorate Performance Report 227**
- There was submitted a report by the Corporate Director Environment, Regeneration & Resources on the progress made by the former Regeneration & Environment Directorate in achieving its key objectives as set out in its Directorate Plan for 2011/12 and performance in relation to key performance indicators.

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**Decided:**

- (1) that the Committee endorse the performance information contained in the report; and
- (2) that it be noted that further reports on performance will be submitted to future meetings of the Committee.

**228 SOLACE - Improving Scottish Local Government Benchmarking 228**

There was submitted a report by the Chief Executive (1) providing the Committee with an overview of the Society of Local Authorities Chief Executives (SOLACE) Local Government Benchmarking Project and (2) giving an update on the latest Statutory Performance Indicator (SPI) direction.

**Decided:** that the Committee note:

- (1) that the SOLACE Benchmarking Indicators for all Scottish Councils were published on 7 March 2013;
- (2) that variations in performance amongst Councils do not necessarily reflect better or worse service providers but may reflect differences in policies and priorities, demographic, social and economic conditions;
- (3) that the service areas that relate to the Benchmarking Indicators have carried out an initial review of performance and over the coming months, services will assess performance in relation to their comparator authorities, share and learn from best practice and use the data as a tool to drive improvement;
- (4) that the SOLACE Benchmarking Indicators will replace the existing Audit Scotland set of Statutory Performance Indicators (SPIs) by reporting year 2013/14; and
- (5) that a follow-up report regarding progress and benchmarking activity will be submitted to a future meeting of the Committee.

**229 Treasury Management Strategy Statement and Annual Investment Strategy 2013/14 - 2015/16 229**

There was submitted a report by the Chief Financial Officer on the Treasury Management Strategy Statement and Annual Investment Strategy for 2013/16, Treasury Policy Limits, the Council's Prudential and Treasury Management Indicators for the next three years and the List of Permitted Investments.

**Decided:**

- (1) that the Treasury Management Strategy, Annual Investment Strategy, Treasury Policy Limits, Prudential Indicators, Treasury Management Indicators and List of Permitted Investments (including those for the Common Good Fund) be remitted to the Inverclyde Council for approval; and
- (2) that approval be given to the extension of the £70m counterparty limit with the Bank of Scotland from the end of April 2013 until the end of June 2014.

**230 Scottish Government Consultation: A Consultation on Tax Management 230**

There was submitted a report by the Chief Financial Officer seeking approval of a response on behalf of the Inverclyde Council in respect of the Scottish Government Consultation on Tax Management.

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**Decided:**

- (1) that the Committee approve the consultation response to the Scottish Government as detailed in the report;
- (2) that the Committee note the nomination of the Chief Financial Officer to sit on the Revenue Scotland Administration Programme Board;
- (3) that the Committee note that reports will be submitted to the Committee as matters become clearer as proposals develop; and
- (4) that the Committee note that the capacity within the current management structure to deal with consultations is limited.

**231 Scottish Index of Multiple Deprivation (SIMD) 2012 231**

There was submitted a report by the Corporate Director Education, Communities & Organisational Development providing the Committee with an overview of the results from the Scottish Index of Multiple Deprivation (SIMD) 2012.

**Noted**

**232 Welfare Reform Update 232**

There was submitted a report by the Chief Financial Officer (1) providing an update on the Council's preparations for the imminent introduction of the major Welfare Reforms and (2) seeking approval of action in this regard.

**Decided:**

- (1) that the Committee note the significant progress achieved by officers in preparing for the implementation of Welfare Reform changes in April 2013 and extend its appreciation to all those involved;
- (2) that it be noted that a report elsewhere on the agenda seeks Committee approval for the Discretionary Housing Payments priorities;
- (3) that approval be given to the proposals for the Scottish Welfare Fund implementation as set out in appendices 1 and 2 to the report and agree that the Council will, as a minimum, make payments to all high priority cases;
- (4) that the Committee agree that an out of hours service not be provided for the Scottish Welfare Fund but note that the situation will be kept under review; and
- (5) that it be noted that reports in respect of the implementation of Welfare Reforms will continue to be submitted to each meeting of the Committee until further notice.

**233 Discretionary Housing Payments 233**

There was submitted a report by the Chief Financial Officer (1) advising the Committee of the allocation of Discretionary Housing Payments funding from the Department for Works and Pensions and (2) seeking approval for prioritisation proposals.

**Decided:**

- (1) that the Committee note the increased Discretionary Housing Payment budget allocation to £212,068 for 2013/14;
- (2) that approval be given to the Discretionary Housing Payment priorities and review process detailed in appendices 1 and 2 to the report;
- (3) that it be noted that overall Discretionary Housing Payments should not exceed the available budget and that progress on the allocation of the budget will be reported to the May meeting of the Committee; and

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(4) that approval be given to the Council's approach to assessing the number of bedrooms in a property as outlined in Section 7.

**234 Welfare Reform - Advice Services Provision**

**234**

There was submitted a report by the Corporate Director Inverclyde Community Health & Care Partnership (1) providing an update on the short-term scoping exercise undertaken to identify the impact of Welfare Reform on financial advice services and (2) seeking approval of the recurring financial allocation.

**Decided:**

- (1) that the Committee note the content of the report;
- (2) that approval be given to the Phase 1 proposals which include funding of staff and other 2013/14 expenditure and it be noted that a report will be submitted to the Committee detailing the use of the balance of funding; and
- (3) that the Committee continue to review the impact of Welfare Reform on advice services.

**235 Organisational Development Strategy 2013-2016**

**235**

There was submitted a report by the Head of Organisational Development, HR & Communications recommending the next stage of the Organisational Development Strategy and associated themes and topics.

**Decided:**

- (1) that the Committee approve (a) that the strategy is re-named Organisational Development Strategy 2013-2016 and (b) the 4 themes of the strategy as set out in paragraph 5.2 of the report;
- (2) that the topics attached to each of the four key themes as outlined in appendix 2 to the report be agreed; and
- (3) that an update be submitted to the Committee on an annual basis on the progress of the Organisational Development Strategy 2013-2016.

**236 Complaints Handling Procedure**

**236**

There was submitted a report by the Head of Organisational Development, HR & Communications proposing a revised Complaints Handling Procedure moving from a three stage to a two stage process in line with the guidance by the Scottish Public Services Ombudsman (SPSO).

**Decided:**

- (1) that the Committee approve the revised Complaints Handling Procedure as set out in appendix 2 to the report; and
- (2) that a report advising of complaints made against the Council be submitted to the Committee on an annual basis.

**237 Managing Contractors (Construction) Policy**

**237**

There was submitted a report by the Head of Organisational Development, HR & Communications requesting the Committee to approve a reviewed Managing Contractors (Construction) Policy for the Council.

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**Decided:**

- (1) that approval be given to the Managing Contractors (Construction) Policy as set out in the appendix to the report;
- (2) that it be noted that a review of the policy will be undertaken in March 2014 and that any changes will be reported back to the Committee; and
- (3) that the Committee support the policy by active promotion of health and safety.

**238 Employee Survey Focus Groups****238**

There was submitted a report by the Head of Organisational Development, HR & Communications highlighting the points which have emerged from focus groups carried out with employees.

**Decided:**

- (1) that the Committee note the feedback given by employees who took part in the focus groups; and
- (2) that the proposals outlined in Sections 5.2, 6.2 and 7.2 of the report relative to communication, performance appraisals and training be implemented.

**239 Use of Powers Delegated to the Chief Executive - Parade by 5<sup>th</sup> Battalion, The Royal Regiment of Scotland (5 SCOTS)****239**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources advising of the use of the powers delegated to the Chief Executive to approve a request submitted by the Argyll & Sutherland Highlanders, now officially known as the 5<sup>th</sup> Battalion, The Royal Regiment of Scotland (5 SCOTS), to parade through Port Glasgow on 11 June 2013.

**Noted****240 ICT Shared Service Update****240**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources informing the Committee of current developments and progress being made with the proposed shared ICT service involving Inverclyde, East Renfrewshire and Renfrewshire Councils.

**Noted****241 Modernisation Programme Update - March 2013****241**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources (1) on the status of the projects involved in the Council's ongoing Modernisation Programme and (2) requesting approval of Human Resources policies on mobile and flexible working.

**Decided:**

- (1) that the Committee note the current position of the projects which form the overall Modernisation Programme for the Council and that a further report will be submitted to a future meeting of the Committee; and
- (2) that approval be given to the Guidance on Mobile, Home and Flexible Working Programmes and the Home Working (Health & Safety) Policy attached as appendices 1 and 2 to the report.

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**242 Hub West Scotland****242**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources requesting approval for the Council to sign up to Hub West Scotland, part of the Hub Initiative set up by the Scottish Government to promote improvement in procurement of construction projects.

**Decided:**

- (1) that it be agreed that Inverclyde Council sign up as a participant in Hub West Scotland; and
- (2) that the Council decline the offer to take up its allocated shareholding in Hub West Scotland.

**243 Severance - Extension to Added Years****243**

The Head of Organisational Development, HR & Performance advised the Committee that this matter was still under consideration and would be the subject of a report to a future meeting of the Committee.

Councillor Wilson left the meeting at this point.

**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.**

Item	Paragraph(s)
Appendices relative to item 23 (Hub West Scotland) providing information on the West Territory Hub Programme	8
Beacon Arts Centre	2, 6 & 9
Disposal of Land - Lower Mary Street, Port Glasgow: Remit from Environment & Regeneration Committee	2, 6 & 9

**244 Appendices relative to item 23 (Hub West Scotland)****244**

There were submitted appendices relative to item 23 (Hub West Scotland) providing information on the West Territory Hub Programme.

**Noted****245 Beacon Arts Centre****245**

There was submitted a report by the Corporate Director Education, Communities & Organisational Development on a proposed change to the funding arrangements relative to the Greenock Arts Guild (Beacon Arts Centre) approved by the Policy & Resources Executive Sub-Committee on 10 January 2013 which was agreed, subject to the suspension of Standing Orders, all as detailed in the appendix.

**246 Disposal of Land - Lower Mary Street, Port Glasgow: Remit from Environment & Regeneration Committee 246**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources on a remit from the Environment & Regeneration Committee of 7 March 2013 requesting the Committee to approve a proposal to dispose of land at Lower Mary Street, Port Glasgow which was agreed, all as detailed in the appendix.