

**POLICY & RESOURCES COMMITTEE - 24 SEPTEMBER 2013**

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**Policy & Resources Committee**

**Tuesday 24 September 2013 at 3 pm**

**Present:** Provost Moran, Councillors Clocherty, Loughran, Campbell-Sturgess (for MacLeod), McCabe, McCormick, McEleny, McIlwee, Nelson, Rebecchi and Ahlfeld (for Wilson).

**Chair:** Councillor McCabe presided.

**In attendance:** Chief Executive, Corporate Director Education, Communities & Organisational Development, Corporate Director Inverclyde Community Health & Care Partnership, Head of Legal & Democratic Services, Chief Financial Officer, Ms B McQuarrie and Mr A Wilson (for Head of Organisational Development, HR & Communications), Finance Manager, Corporate Procurement Manager, Head of Inclusive Education, Culture & Corporate Policy, Corporate Policy & Partnership Manager, Business/Democratic Services Manager and Corporate Communications 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>570</b> | <b>Apologies, Substitutions and Declarations of Interest</b>  | <b>570</b> |
|            | <p>Apologies for absence were intimated on behalf of Councillor MacLeod, with Councillor Campbell-Sturgess substituting and Councillor Wilson, with Councillor Ahlfeld substituting.</p> <p>Declarations of interest were intimated as follows:-</p> <p>Agenda Item 9 (Welfare Reform Update) - Councillors Ahlfeld, McCabe, McEleny and McIlwee.</p> <p>Agenda Item 11 (Revised Disciplinary Policy and Procedure) - Provost Moran, Councillors Loughran, McCabe, McEleny and McIlwee.</p> <p>Agenda Item 12 (Voluntary Severance Policy: Update on Various Issues and Audit Scotland Report: Early Departures) - Provost Moran, Councillors Loughran, McCabe, McEleny and McIlwee.</p> <p>Agenda Item 14 (Riverside Inverclyde Midterm Review - Update) - Councillors Clocherty and McCabe.</p> |            |
| <b>571</b> | <b>Policy &amp; Resources Capital Programme - 2013/14 - 15/16 - Progress</b>  | <b>571</b> |
|            | <p>There was submitted a report by the Corporate Director Environment, Regeneration &amp; Resources and Chief Financial Officer (1) providing an update on the status of the projects forming the Policy &amp; Resources Capital Programme 2013/14 - 15/16 and (2) highlighting the overall financial position.</p> <p><b>Decided:</b> that the Committee note the current position of the 2013/16 Capital Programme and the progress of the specific projects detailed in appendix 1.</p>  |            |
| <b>572</b> | <b>Capital Programme 2013/16</b>  | <b>572</b> |
|            | <p>There was submitted a report by the Chief Financial Officer on the latest position of the 2013/16 Capital Programme.</p>   |            |

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**Decided:**

- (1) that the Committee note the current position of the 2013/16 Capital Programme; and
- (2) that the Committee note the return of the underspend on the Kylemore Children's Home project to the overall Capital Programme, reducing the estimated shortfall in resources to £1,639,000 or 1.5% of projected spend.

**573 Policy & Resources Committee 2013/14 Revenue Budget - Period 4 to 31 July 2013 573**

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 2012/13 Revenue Budget out-turn and the 2013/14 projected out-turn for the Policy & Resources Committee as at Period 4 (31 July 2013).

**Decided:**

- (1) that the Committee note the 2012/13 Revenue Budget out-turn and the 2013/14 projected underspend of £40,000 for the Policy & Resources Committee as at Period 4;
- (2) that the projected Fund balance of £142,860 for the Common Good Fund be noted; and
- (3) that approval be given to the allocation of £50,000 from the Modernisation Earmarked Reserve to fund the CHCP back scanning/storage project.

**574 General Fund Revenue Budget 2013/14 as at 31 July 2013 574**

There was submitted a report by the Chief Financial Officer (1) on the position of the General Fund Revenue Budget as at 31 July 2013 and (2) providing an update on the position of (a) the General Fund Reserves, which shows that the projected balance at 31 March 2014 is £5.5m, £1.5m greater than the minimum recommended balance of £4m, and (b) Workstream Savings.

**Decided:**

- (1) that the Committee note the latest position of the 2013/14 Revenue Budget and General Fund Reserves and 2013/16 Workstream Savings; and
- (2) that it be agreed to utilise £1.5m of the Reserves for the following projects:

HEALTH & SOCIAL CAREJoint Equipment Store (£50,000)

Additional funding for a range of items of equipment (eg bed hoists, specialist chairs, bath lifts, tracking hoists, stair climbers) to support more people to live at home and meet the emerging demand linked to increasing frailty of older people and increased incidence of dementia.

Support for Young Carers (£65,000)

Funding for an 18 month period to enable the implementation of a family pathway approach to young carers, which will aim to develop a sustainable service to young carers and their families.

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Extend Hillend Respite Provision (£80,000)

Funding to extend the short break respite unit at Hillend House to increase the number of beds available from 3 to 4 to meet demand.

ENVIRONMENT & REGENERATIONEmployability Initiatives (£150,000)

Funding to develop additional targeted employability initiatives. Proposals to be subject of a specific report to Committee.

Greenock Municipal Buildings Tourism Initiative (£150,000)

Funding to open up access to the Victoria Tower, helping to improve the 'offer' available to visitors and tourists.

Play Areas (£200,000)

Additional funding for the Council's popular play area investment strategy. Proposals to be the subject of a specific report to Committee.

Improvements in Parks and Cemeteries (£100,000)

Funding to be used to carry out repairs to roadways and footways in public parks, cemeteries and open spaces.

Shop Front Improvements Grants (£50,000)

Additional funding to provide up to 100% grant support for improved shop fronts and signage in targeted areas.

EDUCATION & COMMUNITIESAids and Adaptations (£100,000)

Additional funding for major aids and adaptations to support more people to remain in their own homes.

Contribution to Match Funding for Second I Youth Zone (£75,000)

A contribution to support a bid to Big Lottery for funding to expand youth work provision in Port Glasgow and create an I Youth Zone for the area.

Expansion of Summer Playschemes (£30,000)

Funding to undertake a review of the provision of summer holiday services and activities and to fund an expansion of provision, where appropriate.

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Regeneration of Clune Park Area (£200,000)

Additional funding for the purchase of property to enable selective demolition prior to the regeneration of the area.

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Discretionary Housing Payments/Welfare Reform (£250,000)

Additional funding to support those affected by the 'bedroom tax' and other aspects of Welfare Reform.

**575 Corporate Performance Report - Statutory Performance Indicators 2012/13 575**

There was submitted a report by the Corporate Director Education, Communities & Organisational Development appending the Corporate Performance Report including the Council's Statutory Performance Indicator (SPI) return.

**Decided:**

- (1) that the Committee note the Council's performance in relation to Statutory Performance Indicators and Key Performance Indicators (KPIs) for reporting year 2012/13;
- (2) that the Committee note that the Council's performance information in relation to the SPIs will be published nationally by Audit Scotland early next year;
- (3) that it be noted that the prescribed SPIs will be replaced by the SOLACE Benchmarking Indicators for reporting year 2013/14;
- (4) that the Committee note that a follow up report and details of benchmarking activity on the SOLACE Benchmarking Indicators will be submitted by the relevant services to Committee before the end of the year; and
- (5) that it be agreed that the performance report set out in appendix 1 which provides a commentary on performance for both the SPIs and KPIs will be placed on the Council's website as part of the Council's public performance reporting arrangements.

**576 Debt Recovery Performance 2012/13 576**

There was submitted a report by the Chief Financial Officer advising the Committee of the Council's debt recovery performance during 2012/13 and of plans for 2013/14.

**Decided:**

- (1) that the Committee note the Council's continued good performance in the area of debt recovery in 2012/13; and
- (2) that the Committee's appreciation be extended to relevant employees for the performance achieved.

**577 Procurement Update 577**

There was submitted a report by the Chief Financial Officer providing an update on the progress being made with procurement since the last report in May 2013.

**Decided:**

- (1) that the Committee note the progress made on the Strategic Procurement Framework;
- (2) that the Committee note the progress made in savings delivery; and

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(3) that the Committee note the progress being made on paying Inverclyde suppliers.

**578 Welfare Reform Update**

**578**

There was submitted a report by the Chief Financial Officer and Corporate Director Inverclyde Community Health & Care Partnership providing an update in respect of various items relating to the Welfare Reform agenda.

Councillors Ahlfeld, McCabe, McEleny and McIlwee declared non-financial interests in this item as Members of the Board of River Clyde Homes. They also formed the view that the nature of their interest 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 latest position in respect of the Council's response to the Welfare Reform changes and the good progress being made be noted;

(2) that it be agreed that action be taken to block access to payday and short term lending websites on all Council computers including those in all Council buildings, libraries and schools and to encourage Community Planning Partners to do likewise; and

(3) that approval be given to the allocation of the Welfare Reform budget pressure monies as set out in appendix 4 to the report.

**579 Single Outcome Agreement Quality Assurance**

**579**

There was submitted a report by the Chair of the SOA Programme Board updating the Committee on the meeting held regarding the Quality Assurance of the Inverclyde Alliance Single Outcome Agreement (SOA) and the results of that process.

**Decided:** that the Committee note that the Quality Assurance process has led to the agreement of the SOA between Inverclyde Alliance and the Scottish Government.

**580 Revised Disciplinary Policy and Procedures**

**580**

There was submitted a report by the Head of Organisational Development, HR & Communications proposing a revised disciplinary policy and procedures for all employees of the Council.

Provost Moran and Councillors McCabe, McEleny and McIlwee declared non-financial interests in this item as members of Unite the Union and Councillor Loughran declared a non-financial interest as a member of the Educational Institute of Scotland.

All 5 Members were of the view that the nature of their interest and of the item of business did not preclude their continued presence in the Chamber or their participation in the decision making process.

Following discussion, Councillor McCabe moved that the disciplinary policy and associated procedures set out in appendix 1 and appendix 2 to the report be amended to include continuation of the arrangement whereby appeals against dismissal are heard by Elected Members with the exception of all appeals in respect of dismissals on the grounds of attendance which should continue to be heard by Officers.

As an amendment, Councillor McEleny moved that there be no change to the existing policy and procedures and that any changes to the disciplinary policy for teachers should be referred through the correct channel of the formal Local Negotiating Committee for Teachers (LNCT).

On a vote, 4 Members voted for the amendment and 7 for the motion which was declared carried.

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**Decided:**

- (1) that the disciplinary policy and associated procedures set out in appendix 1 and appendix 2 to the report be amended to include continuation of the arrangement whereby appeals against dismissal are heard by Elected Members with the exception of all appeals in respect of dismissals on the grounds of attendance which should continue to be heard by Officers;
- (2) that the disciplinary policy and procedures as amended above be introduced from 1 January 2014; and
- (3) that it be noted that employees who may be involved in the disciplinary process will receive training before January 2014.

**581 Voluntary Severance Policy: Update on Various Issues and Audit Scotland Report: Early Departures 581**

There was submitted a report by the Head of Organisational Development, HR & Communications on (1) Performance Appraisals, (2) changes to the Voluntary Severance Policy and (3) Audit Scotland's report on early departures from the Scottish Public Sector.

Provost Moran and Councillors McCabe, McEleny and McIlwee declared non-financial interests in this item as members of Unite the Union and Councillor Loughran declared a non-financial interest as a member of the Educational Institute of Scotland.

All 5 Members were of the view that the nature of their interest 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 agree that Performance Appraisals for the Redundancy Selection Criteria Matrix be continued as part of the policy but that their re-introduction be considered when a report is submitted, as soon as possible, to the Committee on the introduction of Performance Appraisals for Teachers;
- (2) that the Committee note that the Redundancy Selection Criteria Matrix will not be amended but will be reviewed in 2 years time;
- (3) that it be agreed that the extension for up to 6 added years not be continued after 30 September 2013;
- (4) that agreement be given to changes to the Voluntary Severance Policy including the inclusion of the Re-employment Policy, Early Retirement Consideration Sheet and guidance and changes identified through operational practice; and
- (5) that agreement be given to the amendments proposed to the Council's Early Retirement Consideration Sheet and the introduction of a Re-employment Policy.

**582 Results from Summer 2013 Citizens' Panel Survey 582**

There was submitted a report by the Corporate Director Education, Communities & Organisational Development providing details of the headline results from the Summer 2013 Citizens' Panel Survey.

**Decided:**

- (1) that the report be noted; and
- (2) that it be agreed that the feedback from the Summer 2013 Citizens' Panel Survey be used to inform the Council's approach to the continued development of the Customer Service Centre and Adult and Child Protection.

**583 Midterm Review of Riverside Inverclyde - Update 583**

There was submitted a report by the Corporate Director Environment, Regeneration &

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Resources (1) advising Members of the response from the Board of Riverside Inverclyde, (2) presenting, for approval, the Final for Publication Midterm Review Report which recognises the comments of the Board and those parties consulted in the preparation of the report, and (3) seeking approval to alter the current Memorandum and Articles of Association and related documents to address the governance issues contained within the Final for Publication Midterm Review.

Councillors Clocherty and McCabe declared non-financial interests in this item as Members of the Board of Riverside Inverclyde. They also formed the view that the nature of their interest 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 approval be given to the Final for Publication Midterm Review and the recommendations as outlined therein;

(2) that it be noted that the Environment & Regeneration Committee previously approved the appointment of New Skills Consulting to prepare the two year joint operating plan as outlined in the Final for Publication Midterm Review and this will be progressed as soon as practicable;

(3) that delegated authority be granted to the Council's Chief Executive to amend Riverside Inverclyde's Memorandum and Articles of Association and related documents to address the governance issues contained within the Final for Publication Midterm Review, including the composition of the Board and Committees as outlined in Paragraph 5.4 of the report; and

(4) that approval be given to additional funding of up to £3,000 for payment to New Skills Consulting as a result of the essential additional work following the leak to the press.

**584 Tourism Related Projects - Remit from Environment & Regeneration Committee**

**584**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources advising that the Environment & Regeneration Committee at its meeting on 5 September 2013 had agreed to contribute £45,000 to the cost of the Waverley, subject to North Ayrshire, South Ayrshire, Argyll and Bute and Glasgow City Councils providing the full financial contribution sought from them, and £28,000 for the illumination of Newark Castle and had remitted it to the Policy & Resources Committee to consider the use of the one-off contingency as a funding source.

**Decided:** that approval be given to the use of the one-off contingency as a funding source for the Council's two key tourism related projects in Inverclyde as set out in the report.

**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.**

<b>Item</b>	<b>Paragraph(s)</b>
<b>Insurance Tender</b>	<b>6, 8 &amp; 9</b>
<b>Amendment to the Current Term Time Calculator</b>	<b>1 &amp; 12</b>
<b>Disposal of Land at Earnhill Road, Greenock - Remit from Environment &amp; Regeneration Committee</b>	<b>2, 6 &amp; 9</b>
<b>Disposal of Land at Garvald Street, Greenock - Remit from Environment &amp; Regeneration Committee</b>	<b>2, 6 &amp; 9</b>

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- 585 Insurance Tender 585**
- There was submitted a report by the Chief Financial Officer advising the Committee of the outcome of the recent insurance tender.
- Decided:** that the Committee note the outcome of the insurance tender as detailed in the report.
- 586 Amendment to the Current Term Time Calculator 586**
- There was submitted a report by the Head of Organisational Development, HR & Communications (1) proposing a change to the current term time calculator and (2) recommending settlement payments to affected employees.
- Decided:**
- (1) that the term time calculator be amended from 1 January 2014;
  - (2) that agreement be given to the settlement payments as shown in appendix 1, that these payments be made to employees in full and that the necessary settlements are obtained from the various employee groups; and
  - (3) that the Committee note the other matters described in paragraph 5.5 of the report and that these be put in place as appropriate.
- 587 Disposal of Land at Earnhill Road, Greenock - Remit from Environment & Regeneration Committee 587**
- There was submitted a report by the Corporate Director Environment, Regeneration & Resources on a remit from the Environment & Regeneration Committee of 5 September 2013 requesting the Committee to approve proposals for the disposal of land at Earnhill Road, Greenock which were agreed, all as detailed in the appendix.
- 588 Disposal of Land at Garvald Street, Greenock - Remit from Environment & Regeneration Committee 588**
- There was submitted a report by the Corporate Director Environment, Regeneration & Resources on a remit from the Environment & Regeneration Committee of 5 September 2013 requesting the Committee to approve proposals for the disposal of land at Garvald Street, Greenock which were agreed, all as detailed in the appendix.