

**POLICY & RESOURCES COMMITTEE – 15 NOVEMBER 2016**

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**Policy & Resources Committee**

**Tuesday 15 November 2016 at 3pm**

**Present:** Councillors Ahlfeld, Clocherty, McCabe, McCormick, McEleny, Brennan (for McIlwee), Nelson, Loughran and Rebecchi.

**Chair:** Councillor McCabe presided.

**In attendance:** Chief Executive, Corporate Director Education, Communities & Organisational Development, Head of Legal & Property Services, Ms R McGhee (Legal & Property Services), Chief Financial Officer, Finance Manager (Education & Exchequer), Finance Manager (Environment & Technical), Head of Organisational Development, Human Resources & Communications, Ms P Ramsay and Ms C Craig-McDonald (Organisational Development, Human Resources & Communications), Head of Planning, Health Improvement & Commissioning, Head of Regeneration & Planning, Ms K Barclay (Inclusive Education, Culture & Corporate Policy), Corporate Procurement Manager and Corporate Communications Manager.

**In attendance also:** Mr A McKenzie and Ms R Iqbal, Audit Scotland.

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

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| <b>681</b> | <b>Apologies, Substitutions and Declarations of Interest</b>  | <b>681</b> |
|            | Apologies for absence were intimated on behalf of Councillor McIlwee, with Councillor Brennan substituting, and Councillor MacLeod.   |            |
|            | Councillors Ahlfeld, Brennan, Clocherty, McCabe and Rebecchi declared an interest in Agenda Item 9 (Annual Update in respect of Governance of External Organisations).  |            |
| <b>682</b> | <b>Policy &amp; Resources Capital Programme 2016/18 – Progress Report</b>   | <b>682</b> |
|            | There was submitted a report by the Chief Financial Officer and the Corporate Director Environment, Regeneration & Resources (1) providing an update on the status of the projects within the Policy & Resources Capital Programme and (2) highlighting the overall financial position. |            |
|            | <b>Decided:</b> that the Committee note the current position of the 2016/18 Capital Programme, the reported slippage and the progress on the specific projects detailed in the report and appendix 1.   |            |
| <b>683</b> | <b>Capital Programme 2016/18</b>  | <b>683</b> |
|            | There was submitted a report by the Chief Financial Officer on the latest position of the 2016/18 Capital Programme.  |            |
|            | <b>Decided:</b>   |            |
|            | (1) that the Committee note the current position of the 2016/18 Capital Programme; and  |            |
|            | (2) that the Committee note that Officers are developing a 2017/20 Capital Programme for consideration as part of the budget process.   |            |

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**684 Policy & Resources Committee Revenue Budget 2016/17 – Period 6 to 30 September 2016 684**

There was submitted a report by the Chief Executive, Corporate Director Education, Communities & Organisational Development and Chief Financial Officer on the 2016/17 projected outturn for the Policy & Resources Committee as at Period 6 to 30 September 2016.

**Decided:**

- (1) that the Committee note the 2016/17 projected underspend of £87,000 for the Policy & Resources Committee as at Period 6 to 30 September 2016; and
- (2) that the Committee note the projected fund balance of £15,330 for the Common Good Fund and that a full review of the Common Good budget is being undertaken.

**685 General Fund Revenue Budget 2016/17 as at 30 September 2016 685**

There was submitted a report by the Chief Financial Officer (1) on the position of the General Fund Revenue Budget 2016/17 as at 30 September 2016 and (2) providing an update on the position of the General Fund Reserves and Earmarked Reserves.

**Decided:**

- (1) that the Committee note the latest position of the 2016/17 Revenue Budget and General Fund Reserves;
- (2) that the Committee note that at the meeting on 20 September 2016, consideration of the use of Free Reserves had been deferred until considering the 2017/18 budget in February 2017;
- (3) that the Council implement the new UK Living Wage rate of £8.45 per hour with effect from 31 October 2016, the associated costs to be met from the projected underspend set out in the report; and
- (4) that the hourly rates paid to apprentices be reviewed as part of the 2017/18 budget.

**686 Welfare Reforms Update 686**

There was submitted a report by the Chief Financial Officer and the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership providing an update on the impact on the Council of the ongoing Welfare Reform changes.

**Decided:**

- (1) that the Committee approve the use of up to £15,000 from the Welfare Reform Earmarked Reserves to support the submission and potential implementation of the Big Lottery/ESF Funding Bid;
- (2) that the Committee otherwise note the contents of the report; and
- (3) that the Leader of the Council write to the Minister for Welfare Reform on the concerns raised by Members during discussion, including claimants' difficulties in contacting DWP offices outwith Inverclyde and obtaining information from the DWP, and requesting that ATOS reconsider using premises at Duff Street, Greenock for assessments to save clients travelling to Glasgow and that the Council publicise the availability of home consultations.

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**687 Treasury Management – Mid-Year Report 2016/17****687**

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 2016/17 as required under the terms of Treasury Management Practice 6 (“TMP6”) on “Reporting Requirements and Management Information Arrangements”.

**Decided:**

- (1) that the Committee note the contents of the Mid-Year Report on Treasury Management for 2016/17 and the ongoing work to ensure the delivery of financial benefits for the Council; and
- (2) that the Mid-Year Report be submitted to the Inverclyde Council for approval.

**688 Insurance Fund Position as at 30 September 2016****688**

There was submitted a report by the Chief Financial Officer (1) on the position of the Council’s Insurance Fund as at 30 September 2016 and (2) highlighting any relevant issues.

**Decided:** that the Committee note the contents of the report and the Insurance Fund position as at 30 September 2016.

**689 Annual Update in respect of Governance of External Organisations****689**

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

The following Members declared a non-financial interest in this item:-

Councillor Ahlfeld as a Board Member of Inverclyde Community Development Trust, Inverclyde Leisure and River Clyde Homes;

Councillor Brennan as a Board Member of Sir Gabriel Wood’s Mariners’ Home;

Councillor Clocherty as a Board Member of Inverclyde Community Development Trust, Inverclyde Leisure and Riverside Inverclyde;

Councillor McCabe as a Board Member of Greenock Arts Guild, River Clyde Homes and Riverside Inverclyde; and

Councillor Rebecchi as a Board Member of Inverclyde Community Development Trust.

All of the 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 the Committee note the last 12 months’ performance in respect of the governance of external organisations as shown in appendix 1 to the report and that any outstanding issues will be addressed at the next cycle of Committees;
- (2) that the Committee approve the scoring matrix and governance requirements set out in appendix 2;
- (3) that the Committee approve the list of external organisations that will form part of the framework for the period October 2016 – September 2017 as shown in appendix 3; and
- (4) that, over the next 12 months and where appropriate, Service Level Agreements (SLAs) be developed with those organisations with no SLA currently in place.

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**690 SPSO Statistics 2015/16**

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There was submitted a report by the Head of Organisational Development, Human Resources & Communications on the Scottish Public Services Ombudsman (SPSO) and Inverclyde Council's complaint handling annual statistical return for 2015/16.

**Decided:**

- (1) that the Committee note the contents of the complaints statistical annual return contained in appendices 1 and 2 to the report and that these be published on the Council's website as part of the Council's duty to report complaints data to the public; and
- (2) that the Committee note the content of the report and the development actions undertaken and ongoing to strengthen 2016/17 reporting and improved complaint handling across Inverclyde Council.

**691 Statutory and Key Performance Indicators Annual Report 2015/16**

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There was submitted a report by the Head of Inclusive Education, Culture & Corporate Policy on the Council's Statutory and Key Performance Indicators Annual Report 2015/16 which details progress made in the last year towards achievement of performance indicator targets.

**Decided:**

- (1) that the Committee note the performance information outlined in the report;
- (2) that it be noted a separate report will be prepared in 2017 when the 2015/16 Local Government Benchmarking Framework 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 performance information in the appendices to the report be used to update the performance pages on the Council's website.

**692 Council Tax Reforms Post April 2017**

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There was submitted a report by the Chief Financial Officer highlighting changes to Council Tax due to come into effect from April 2017.

**Decided:**

- (1) that the Committee note the implications of the proposed changes to Council Tax due to be implemented from April 2017;
- (2) that it be agreed that, subject to the legislation on second homes being passed, the Council no longer give a 10% discount on Council Tax from 2017/18;
- (3) that it be agreed that appropriate communication take place with those Council Tax payers potentially impacted by these changes and that Officers progress this once details are fully clarified; and
- (4) that the Committee note a report will be submitted to the Education & Communities Committee on the Council's share and utilisation of the increased schools funding once details are known.

**693 Budget Consultation and Communications Plan**

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There was submitted a report by the Head of Organisational Development, Human Resources & Communications on proposals for consultation and communications on the Council's budget.

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**Decided:** that the Committee approve the consultation objectives, audiences, key mechanisms, questionnaire and timescales outlined in the report.

**694 Implications of Brexit 694**

There was submitted a report by the Chief Executive on the potential implications of the decision by the United Kingdom to leave the European Union following the Referendum on 23 June 2016.

**Decided:**

- (1) that the Committee note the report; and
- (2) that regular updates on Brexit as the situation unfolds be submitted to the Committee, including information on how much European funding Inverclyde has received to support employability pipeline activities.

**695 Information Governance and Management Update 695**

There was submitted a report by the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership updating the Committee on information governance and the Records Management Improvement Plan.

**Decided:**

- (1) that the Committee note progress is being made on the Council and Licensing Board's Records Management Improvement Plans;
- (2) that it be noted the Council and Licensing Board will be invited to submit an annual update of their Records Management Plan and that the Keeper of Records (Scotland) will write to the Chief Executive with his findings; and
- (3) that annual update reports on Information Governance and Management be submitted to the Committee.

**696 Corporate Health and Safety Plan 696**

There was submitted a report by the Head of Organisational Development, Human Resources & Communications seeking approval of (1) a new Corporate Health & Safety Plan and (2) the Corporate Health & Safety report for 2015/16, copies of which were attached to the report.

**Decided:**

- (1) that the Committee approve the Corporate Health & Safety Plan and report; and
- (2) that the plan be supported by the active promotion and support of health and safety.

**697 Moving and Handling Policy 697**

There was submitted a report by the Head of Organisational Development, Human Resources & Communications seeking approval of a new Moving and Handling Policy, a copy of which was appended to the report.

**Decided:**

- (1) that the Committee approve the Moving and Handling Policy; and
- (2) that the policy be supported by the active promotion of health and safety.

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- 698 First Aid at Work Policy 698**
- There was submitted a report by the Head of Organisational Development, Human Resources & Communications seeking approval of a new First Aid at Work Policy, a copy of which was appended to the report.
- Decided:**
- (1) that the Committee approve the First Aid at Work Policy; and
  - (2) that the policy be supported by the active promotion of health and safety.
- 699 Contract Awards – 1 April 2016 to 30 September 2016 699**
- 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 execution of works during the period 1 April 2016 to 30 September 2016.
- Decided:** that the Committee note the contracts awarded by the Council during the period 1 April 2016 to 30 September 2016.
- 700 Sustainable Procurement Policy – Supporting the Local Economy and SMEs: Remit from Environment & Regeneration Committee 700**
- There was submitted a report by the Corporate Director Environment, Regeneration & Resources requesting the Committee to consider a remit from the Environment & Regeneration Committee of 27 October 2016 on the proposal to implement the Sustainable Procurement Policy, a copy of which was attached to the report to the Environment & Regeneration Committee, and increase the percentage weighting attributed to Community Benefits in a future tender exercise.
- Decided:** that the Committee approve the Sustainable Procurement Policy and the proposal to complete a pilot exercise using a 10% weighting for Community Benefits.
- 701 Commercial and Industrial Property Improvements: Remit from Environment & Regeneration Committee 701**
- There was submitted a report by the Corporate Director Environment, Regeneration & Resources on a remit from the Environment & Regeneration Committee of 27 October 2016 seeking authority to change part of the 2016/17 earmarked reserve for economic development from grant to direct intervention to facilitate lease opportunities and shop front improvements as set out in the report to the Environment & Regeneration Committee in relation to the two properties within the Common Good Fund.
- Decided:** that approval be given to the proposals in relation to the two properties within the Common Good Fund.
- 702 Gourock Highland Games: Remit from Education & Communities Committee 702**
- There was submitted a report by the Corporate Director Environment, Regeneration & Resources on a remit from the Education & Communities Committee of 1 November 2016 requesting the Committee to consider making appropriate one-off funding available to continue with Gourock Highland Games week, in consultation with Gourock Regeneration Forum.

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**Decided:** that the balance of the £10,000 funding approved by the Committee in March 2016 and the monies spent to date be made available over the next 2 years to support activities associated with Gourock Highland Games week, in consultation with the Gourock Regeneration Forum, subject to the governance arrangements currently in place.