

**POLICY & RESOURCES COMMITTEE – 31 JANUARY 2017**

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**Policy & Resources Committee**

**Tuesday 31 January 2017 at 3pm**

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

**Chair:** Councillor McCabe presided.

**In attendance:** Chief Executive, Corporate Director Environment, Regeneration & Resources, Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership, Head of Legal & Property Services, Ms R McGhee (Legal & Property Services), Chief Financial Officer, Ms A Edmiston (Social Care Finance Manager), Head of Organisational Development, Human Resources & Communications, HR Manager (Operations), Head of Community Care & Health, ICT Service Manager, Ms K Barclay (Inclusive Education, Culture & Corporate Policy), Corporate Policy & Partnership Manager, Corporate Procurement Manager and Corporate Communications Manager.

**In attendance also:** Mr T Yule, Audit Scotland.

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

**64 Apologies, Substitutions and Declarations of Interest 64**

Apologies for absence were intimated on behalf of Councillors Loughran, with Councillor Brennan substituting, MacLeod, McIlwee, with Provost Moran substituting, Nelson and Wilson.

Councillor McEleny declared an interest in agenda item 18 (Defence Employer Recognition Scheme).

**65 Policy & Resources Capital Programme 2016/18 – Progress Report 65**

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.

**Decided:**

- (1) 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;
- (2) that the Committee approve the virement of £50,000 from the Rolling Replacement of PCs to the Modernisation Fund to meet the continued costs of digitisation of Council Services; and
- (3) that the Committee approve the allocation of £20,000 from the Modernisation Fund for the upgrade of the Council's Income Management System.

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| <b>66</b> | <b>Capital Programme 2016/18</b>   | <b>66</b> |
|           | <p>There was submitted a report by the Chief Financial Officer on the latest position of the 2016/18 Capital Programme.</p> <p><b>Decided:</b></p> <p>(1) that the Committee note the current position of the 2016/18 Capital Programme; and</p> <p>(2) that the Committee note that Officers are developing a 2017/20 Capital Programme for consideration as part of the Budget Process.</p>  |           |
| <b>67</b> | <b>Policy &amp; Resources Committee Revenue Budget 2016/17 - Period 8 to 30 November 2016</b>  | <b>67</b> |
|           | <p>There was submitted a report by the Chief Executive, Corporate Director Education, Communities &amp; Organisational Development and Chief Financial Officer on the 2016/17 projected out-turn for the Policy &amp; Resources Committee as at Period 8 to 30 November 2016.</p> <p><b>Decided:</b></p> <p>(1) that the Committee note the 2016/17 projected underspend of £56,000 for the Policy &amp; Resources Committee as at period 8 to 30 November 2016; and</p> <p>(2) that the Committee note the projected fund balance of £2,930 for the Common Good Fund and that a 2017/18 Common Good budget will be presented to the Council in February 2017.</p> |           |
| <b>68</b> | <b>General Fund Revenue Budget 2016/17 as at 30 November 2016</b>  | <b>68</b> |
|           | <p>There was submitted a report by the Chief Financial Officer (1) on the position of the General Fund Revenue Budget as at 30 November 2016 and (2) providing an update on the position of the General Fund Reserves and Earmarked Reserves.</p> <p><b>Decided:</b></p> <p>(1) that the Committee note the latest position of the 2016/17 Revenue Budget and General Fund Reserves; and</p> <p>(2) that the Committee note that at the meeting on 20 September 2016 consideration of the use of Free Reserves was deferred until considering the 2017/18 budget in February 2017.</p>   |           |
| <b>69</b> | <b>ICT Services Performance Update</b>   | <b>69</b> |
|           | <p>There was submitted a report by the Chief Financial Officer (1) on the performance of ICT Services and (2) providing updates on a number of projects.</p> <p><b>Decided:</b> that the Committee note the performance detailed in the report and supporting appendices.</p>  |           |
| <b>70</b> | <b>Procurement Update</b>  | <b>70</b> |
|           | <p>There was submitted a report by the Corporate Director Environment, Regeneration &amp; Resources providing an update on the latest developments within Procurement.</p> <p><b>Decided:</b></p> <p>(1) that the Committee note progress on the Procurement Strategy and that the 2016/18 savings target has now been achieved; and</p>   |           |

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(2) that the Committee note the Procurement and Commercial Improvement Programme (PCIP) score of 66%.

**71 Welfare Reforms Update**

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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.

(Councillor Brennan entered the meeting during consideration of this item of business).

**Decided:**

(1) that the Committee welcome the successful bid by the Health & Social Care Partnership team on behalf of the Financial Inclusion Partnership and note the contract start date of February 2017;

(2) that the Committee agree that any Discretionary Housing Payments overspend in 2016/17 be met from the Welfare Reform Earmarked Reserve;

(3) that the Committee endorse the contents of the letter sent by the Convener to Lord Freud, a copy of which was attached to the report;

(4) that the Committee otherwise note the contents of the report; and

(5) that the Leader of the Council write to the Minister for Welfare Reform making representations in respect of (a) the proposal to close Port Glasgow Job Centre, expressing concern that this would result in a diminution in service to clients residing in Port Glasgow, Kilmacolm, Quarriers Village and the east end of Greenock and requesting the Minister to consider any opportunities for retaining the Job Centre in Port Glasgow such as colocation and (b) the future of Greenock Job Centre including any potential for colocation

**72 Corporate Services Performance Report**

72

There was submitted a report by the Head of Inclusive Education, Culture & Corporate Policy providing an update on the achievement of key objectives by the Council's Corporate Services as detailed in the Education, Communities & Organisational Development Corporate Directorate Improvement Plan (CDIP) 2016/19 and the Environment, Regeneration & Resources CDIP 2016/19.

**Decided:**

(1) that the progress made by Corporate Services in delivering the improvement actions outlined in the Education, Communities & Organisational Development and Environment, Regeneration & Resources CDIPs 2016/19 be noted;

(2) that a third progress report be considered by the Committee at its meeting on 20 June 2017; and

(3) that a progress report on the Community Empowerment (Scotland) Act 2015 be submitted to the next meeting of the Committee.

**73 Membership of the Members' Budget Working Group**

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There was submitted a report by the Head of Legal & Property Services asking the Committee to note the continuation of the Members' Budget Working Group following the withdrawal of the SNP Group representation.

**Decided:** that the Committee note the terms of the report.

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- 74      2017/18 Funding Settlement 74**
- There was submitted a report by the Chief Financial Officer (1) advising the Committee of the detail of the Council's draft Funding Settlement for 2017/18 and (2) highlighting the implications to be considered by the Council at the meeting on 16 February 2017.
- Decided:**
- (1) that the Committee note the draft Funding Settlement received from the Scottish Government for 2017/18 and that the Council will decide at its meeting on 16 February 2017 whether to accept the offer from the Scottish Government; and
- (2) that the Committee note that a detailed report on the latest position of the Revenue and Capital Budgets will be presented to the Council meeting on 16 February.
- 75      Local Government in Scotland – Financial Overview 2015/16 75**
- There was submitted a report by the Chief Financial Officer (1) on the Accounts Commission report "Local Government in Scotland – Financial Overview 2015/16" which was issued at the end of November 2016 and (2) asking the Committee to consider the matters raised in appendix 2.
- Decided:**
- (1) that the Committee note the contents of the Accounts Commission report "Local Government in Scotland – Financial Overview 2015/16"; and
- (2) that the Committee approve the assessment contained in appendix 2 to the report and note that Officers will progress any actions identified as part of improving the Council's approach to financial management and financial planning.
- 76      Audit Scotland Reports on Angus, Falkirk and East Dunbartonshire Councils and Recommendations for Inverclyde Council 76**
- There was submitted a report by the Head of Inclusive Education, Culture & Corporate Policy providing a summary of Audit Scotland's reports on the 2016 Best Value Audits on Angus, Falkirk and East Dunbartonshire Councils.
- Decided:**
- (1) that the Committee note the content of Audit Scotland's Best Value Audit reports on Angus, Falkirk and East Dunbartonshire Councils; and
- (2) that the proposed improvement actions outlined in the report be implemented.
- 77      Delivering Differently in Inverclyde 77**
- There was submitted a report by the Chief Executive providing an overview of how Inverclyde has in the past sought, and continues to seek, to transform and modernise its services.
- Decided:**
- (1) that the Committee note the progress made to date on the development and delivery of transformation and modernisation of services; and
- (2) that it be agreed that the Change Management Programme "Delivering Differently in Inverclyde", as outlined in paragraph 6 of the report, continues to be developed alongside the budget workplan for consideration by the new Council after the Local Government Elections in May 2017.

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**78 Glasgow City Region - Regional Economic Strategy 2017-2035 78**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources seeking endorsement of the Glasgow City Region – Regional Economic Strategy 2017-2035 and associated Action Plan, copies of which were attached to the report.

**Decided:**

- (1) that the Committee note the progress being made in collaborative working across the City Region; and
- (2) that the Committee endorse the Glasgow City Region – Regional Economic Strategy 2017-2035 and associated Action Plan.

**79 People and Organisational Development Strategy 2017-2020 - Update 79**

There was submitted a report by the Head of Organisational Development, Human Resources & Communications providing an update on the key actions planned over the next few months to support the Council's People and Organisational Development Strategy 2017-2020.

**Decided:**

- (1) that the Committee note the key workforce planning actions outlined in section 5 of the report which will support the Council to manage the workforce implications required to address the projected funding gap and to support Council employees through the next period of significant change; and
- (2) that the Committee note the intention to undertake a "soft" voluntary severance trawl in key targeted areas where there may be potential for workforce reductions.

**80 Recruitment and Selection Policy 80**

There was submitted a report by the Head of Organisational Development, Human Resources & Communications seeking approval of a revised Recruitment and Selection Policy which has been updated in line with legislative changes and best practice.

After discussion, Councillor McCabe moved (1) that, with the exception of the appointment process for the Chief Executive, the Committee approve the revised Recruitment and Selection Policy attached at Appendix 1 to the report; (2) that it be remitted to the Head of Organisational Development, Human Resources & Communications to submit a further report to the Committee on the appointment process for the Chief Executive on the basis of a shortlisting panel of Elected Members, reflecting the political balance of the Council, the appointment to be made by the Inverclyde Council sitting as an Appointment Panel with appointment decisions being based on a majority vote; and (3) that the Committee note that procedural guidelines on the application of the policy will be available for employees and managers.

As an amendment, Councillor McEleny moved (1) that the Committee approve the revised Recruitment and Selection Policy attached at appendix 1 to the report subject to amendment to the appointment process for the Chief Executive, this being on the basis of a shortlisting panel of eight Elected Members, reflecting the political balance of the Council, the appointment to be made by the Inverclyde Council sitting as an Appointment Panel with appointment decisions being based on a majority vote; and (2) that the Committee note that procedural guidelines on the application of the policy will be available for employees and managers.

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On a vote, one Member, Councillor McEleny, voted for the amendment and seven Members, Provost Moran, Councillors Ahlfeld, Brennan, Clocherty, McCabe, McCormick and Rebecchi voted for the motion, which was declared carried.

**Decided:**

- (1) that, with the exception of the appointment process for the Chief Executive, the Committee approve the revised Recruitment and Selection Policy attached at Appendix 1 to the report;
- (2) that it be remitted to the Head of Organisational Development, Human Resources & Communications to submit a further report to the Committee on the appointment process for the Chief Executive on the basis of a shortlisting panel of Elected Members, reflecting the political balance of the Council, the appointment to be made by the Inverclyde Council sitting as an Appointment Panel with appointment decisions being based on a majority vote; and
- (3) that the Committee note that procedural guidelines on the application of the policy will be available for employees and managers.

Councillor Ahlfeld left the meeting at this juncture.

**81 Defence Employer Recognition Scheme**

**81**

There was submitted a report by the Head of Organisational Development, Human Resources & Communications (1) informing Members of work being undertaken by the Council as an employer to support the Armed Forces community and (2) seeking approval to apply for the MoD Employer Recognition Gold Award as set out in appendix 1 to the report.

Councillor McEleny declared a non-financial interest in this item by virtue of employer. 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:**

- (1) that the Committee note the support already provided to the Armed Forces through the Council's employment policies and practices;
- (2) that the Committee approve the inclusion in the Recruitment Procedures of an instruction that Managers give positive consideration to leaving veterans for posts where they meet the essential criteria of the post;
- (3) that Officers apply for the MoD Employer Recognition Gold Award and implement any changes necessary to meet the criteria for receiving this award, subject to such changes not having financial implications that are not contained within existing agreed budgets;
- (4) that the Committee note that publicity material has been developed to raise awareness of the support and services available to defence personnel; and
- (5) that the Committee approve the Reserve Forces Training and Mobilisation Policy attached to the report at appendix 2, which consolidates the current Inverclyde Council terms and conditions and statutory entitlements for reservists.

**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:-**

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Item	Paragraph(s)
<b>Award of Contract for Supply and Delivery of Hire of Surfacing Plant and Roads Related Services</b>	6, 8 and 9
<b>Common Good Public Consultation – Proposed Lease of Site, Lynedoch Street, Greenock</b>	2, 6 and 9
<b>Waste Disposal Budget Pressure – Remit from Environment &amp; Regeneration Committee</b>	6 and 8
<b>82 Award of Contract for Supply and Delivery of Hire of Surfacing Plant and Roads Related Services</b>	<b>82</b>
<p>There was submitted a report by the Corporate Director Environment, Regeneration &amp; Resources seeking approval, as required in terms of the Council's Contract Standing Orders, to award a contract for the supply and delivery of hire of surfacing plant and roads related services contract.</p> <p><b>Decided:</b> that approval be given to award the contract to the suppliers listed in appendix 1 to the report for each of the six lots.</p>	
<b>83 Common Good Public Consultation – Proposed Lease of Site, Lynedoch Street, Greenock</b>	<b>83</b>
<p>It was noted that this item had been withdrawn.</p>	
<b>84 Waste Disposal Budget Pressure – Remit from Environment &amp; Regeneration Committee</b>	<b>84</b>
<p>There was submitted a report by the Corporate Director Environment, Regeneration &amp; Resources requesting the Committee to consider a remit from the Environment &amp; Regeneration Committee of 12 January 2017 relative to budget pressures within the Waste Disposal Budget.</p> <p><b>Decided:</b> that the £76,000 budget pressure balance be remitted to the budget process.</p>	