

THE MORAY COUNCIL

MINUTE OF MEETING OF THE POLICY & RESOURCES COMMITTEE

TUESDAY 27 APRIL 2010

COUNCIL OFFICE, ELGIN

PRESENT

Councillors A. Wright (Chair), G. McIntyre (Deputy Chair), L. Bell, J.S. Cree, B. Jarvis, G. Leadbitter, G. McDonald, E. McGillivray, P. Paul, J. Russell, M. Shand, R. Shepherd and D. Stewart

IN ATTENDANCE

Chief Executive, Chief Financial Officer, Chief Legal Officer, Chief Housing Officer, Director of Educational Services, Head of Development Services, Head of ICT Services (in respect of Item 5), Corporate Policy Unit Manager, Mr K. Hamilton, NHS (in respect of Item 10), Mr C. McKerron, Service Manager (in respect of Item 10), Mr A Burrell, Estates Surveyor and Mrs C. Carswell, Committee Services Officer as Clerk of the meeting.

1. ORDER OF BUSINESS

The meeting agreed to take Item 10 on the agenda "Delayed Discharge Funding" as the first item of business to allow Officers to leave the meeting on conclusion of the item.

2. DECLARATION OF GROUP DECISIONS AND MEMBERS INTERESTS

In terms of Standing Order 20 and the Councillors' Code of Conduct, the meeting noted that Councillor Cree declared a non-financial interest in Item 13 "Small Grants Budget (Section 20) Application for Financial Assistance – Victim Support Moray" as the local authority appointed representative and Councillor Paul declared an interest in Item 17 "Elgin Flood Alleviation Scheme – Travis Perkins Relocation" as she is related to an employee of the company.

There were no further declarations from group leaders or spokespersons in regard to any prior decisions taken on how members will vote on any item on the agenda nor any declarations of member interest in respect of any item on the agenda.

3. EXEMPT INFORMATION

The meeting resolved that in terms of Section 50A(4) and (5) of the Local Government (Scotland) Act 1973, as amended, the public and media representatives be excluded from the meeting during consideration of the items of business appearing at the relevant paragraphs of this minute as specified below, so as to avoid disclosure of exempt information of the class described in the appropriate paragraphs of Part 1 of Schedule 7A of the Act.

<u>Para. No. of Minute</u>	<u>Para. No. of Schedule 7A</u>
16	9
17	9

4. WRITTEN QUESTIONS

The committee noted that there were no written questions submitted.

5. DELAYED DISCHARGE FUNDING

There was submitted a report by the Director of Community Services presenting a report which was requested to be presented at this committee by the Health & Social Care Committee on 31 March 2010 (para 7 of the minute refers) asking the committee to approve the changes made to Delayed Discharge Funding for current and future use.

Following consideration, the committee agreed to:-

- (i) the changes made to Delayed Discharge Funding for 2009/10 and 2010/11;
- (ii) approve the outline funding for delayed discharges to be paid to NHS Grampian as detailed in paragraph 4.1 of £30,000 for 2009/10 and Appendix 1 of £295,000 for 2010/11; and
- (iii) approve the development of the Joint Equipment Store, as detailed in paragraph 5 of the report and remit the detailed staffing arrangements to the Director of Community Services and Head of Personnel Services.

6. ICT STRATEGY 2010-2013 AND ACTION PLAN 2010-11

There was submitted a report by the Chief Financial Officer seeking approval for the Corporate ICT Strategy for 2010-13, the Action Plan for 2010-11 and the associated Capital budget allocations.

Following lengthy discussion, during the course of which officers responded to a range of questions from Members, the meeting noted:-

- (i) that the council would, by 2011, meet the national standard of 1:5 pc's in secondary schools and 1:7.5 in primary schools as set by the Scottish Government;
- (ii) the majority of the ICT revenue budget was for staffing and members would be provided by the Chief Financial Officer with information on what the rest of the ICT revenue budget comprised of;
- (iii) the costs of licences for the "Citrix" and "Thin" Clients systems would be provided to Councillor Shand by the Head of ICT

Following consideration, the committee agreed to:-

- (i) approve the ICT Strategy for 2010-13 (subject to references to demographics and public sector reform being added and the reference to the green agenda being strengthened) and Action Plan for 2010-11 including capital allocations detailed in the Appendices; and
- (ii) note the ICT Action Plan for 2010-11 was heavily influenced by the implementation of DBS and no new developments were being undertaken that are not directly connected with DBS.

7. REVISED POLICY FOR THE REGULATION OF INVESTIGATORY POWERS (SCOTLAND) ACT 2000

There was submitted a report by the Chief Legal Officer inviting the Committee to consider and approve a revised policy to extend the number of Council officers with the authority to authorise surveillance activities in terms of the Regulation of Investigatory Powers Act 2000 ("RIPA") and the Regulation of Investigatory Powers (Scotland) Act 2000 ("RIPSA").

The meeting noted RIPSA is part of a legal framework both for authorising covert surveillance and covert human intelligence sources ("undercover" officers or informants) by public authorities.

Following consideration the Committee agreed:-

- (i) the revised Policy to enable relevant Heads of Service as listed on Appendix 1 to the report to act as Authorising Officers where it is necessary for Council employees, in the course of their duties, to make observations of a person or persons in a covert manner i.e. without that person's knowledge or to instruct third parties to do so on the Council's behalf.

- (ii) as surveillance is such a sensitive issue the Chief Legal Officer submit an annual report to the Policy and Resources Committee on the use of covert surveillance by Council employees in the course of their duties.

8. SINGLE EQUALITY SCHEME

There was submitted a report by the Chief Executive asking Committee to approve the draft Single Equality Scheme produced to meet the Council's obligations in terms of the Equality Act (which had recently received Royal Assent) for consultation purposes and the funding of research to prioritise the actions in support of the Scheme.

During discussion, the meeting noted:-

- (i) that the majority of the Act's provisions would come into force in October 2010;
- (ii) the completion of equality impact assessments by Council departments and services was a continuous process without a particular end date.
- (iii) there had been a lot of work done by the Chief Executive's Office with departments to improve the scheduling and completion of equality impact assessments;
- (iv) the templates being used in these assessments had been reviewed and a process put in place for assessments to be scrutinised by the Equality Forum.
- (v) more local representatives of equality groups were required for the Forum so that the Council can endeavour to ensure that the needs of all Moray's small groups of ethnic minorities were incorporated into the Council's approach to equalities and duly met.

Following lengthy discussion, the committee agreed to:-

- (i) approve the draft Single Equality Scheme for consultation purposes; and
- (ii) the allocation of £10,000 to fund research to prioritise the actions to support the Scheme.

9. PROJECTS & INITIATIVES - APPROVAL PROCESS

There was submitted a report by the Corporate Policy Unit Manager asking the Committee to approve the process for approving new initiatives to be undertaken by Council services.

The meeting noted as the Council enters an extended period of diminishing resources it will be important that the resources the Council does have are directed to the delivery of Council priorities. The aim of this process was to ensure that every initiative or project which appears in the Single Outcome Agreement, Corporate Development Plan or Service Improvement Plans had been through a process of review by elected members.

Following discussion, the meeting noted that regular reports would be brought to the Policy & Resources Committee on all projects and initiatives as they came forward to allow members to agree on how to deal with them, or otherwise. It would also be for the Committee to decide whether they were considered a statutory requirement, a high priority of the Council or whether it was discretionary and it would be for members to decide whether to spend resources on projects or initiatives which were discretionary at this time.

Thereafter the committee agreed to approve the process for approving new initiatives to be undertaken by Council services subject to the wording within the project mandate form appended to the report being amended by the substitution of the words 'Customer Outcomes' for 'Customer Objectives.'

10. CHIEF EXECUTIVE'S SERVICE IMPROVEMENT PLAN (SIP)

There was submitted a report by the Chief Executive on the updated actions within the Chief Executive's Service Improvement Plan for 2010-11.

The meeting noted that quarterly monitoring reports on progress of the plan would be presented to future meetings of this Committee.

Following consideration the Committee agreed to:-

- (i) approve the update action within the Chief Executive's SIP for 2010-11; and
- (ii) note that quarterly monitoring reports would be presented to future meetings

11. TREASURY MANAGEMENT - MONITORING REPORT FOR THE PERIOD 1 JANUARY 2010 TO 31 MARCH 2010

There was submitted and noted a report by the Chief Financial Officer advising committee on matters relating to the Treasury Management function for the fourth quarter of the 2009/10 financial year.

12. PERFORMANCE MANAGEMENT - QUARTERLY MONITORING DOCUMENT

There was submitted a report by the Chief Executive asking the committee to approve the development of a single quarterly monitoring document which will provide all the supporting background information for the Council's Performance Management Framework.

It was noted that the document would be instead of the current arrangements of providing a plethora of separate quarterly reports to committees of the Council and the Community Planning strategic theme groups. It was further noted the document would provide a more efficient and effective system for reporting of performance information as it would:

- (i) reduce the duration of the reporting cycle from its current 18 weeks from start to finish;
- (ii) avoid duplication and triplication of reports and thereby produce financial savings;
- (iii) provide a readily available overview of performance across all Council services.

Following consideration, the committee approved the development of a single quarterly monitoring document, to be available on the Council website and in hard copy on request.

13. SMALL GRANTS BUDGET (SECTION 20) - APPLICATION FOR FINANCIAL ASSISTANCE - VICTIM SUPPORT MORAY

There was submitted a report by the Chief Legal Officer inviting Committee to consider a request for financial assistance from Victim Support Moray.

Following consideration, the committee agreed to approve the application for a Section 20 grant of £200 for Victim Support Moray for their 20th anniversary celebrations and that the monies would be paid from the 2010/11 budget.

14. SMALL GRANTS BUDGET (SECTION 20) - APPLICATION FOR FINANCIAL ASSISTANCE - GRAMPIAN RACIAL EQUALITY COUNCIL

There was submitted a report by the Chief Legal Officer inviting Committee to consider a request for Section 20 grant assistance for 2010/2011 for Grampian Racial Equality Council.

The Chair stated that, in his opinion, the small grants budget should not be for core annual funding which the Grampian Racial Equality Council were looking for. If the work of this nature was deemed important within a department or service then the departmental budget should meet the cost.

During discussion, members raised concerns regarding the work the Grampian Racial Equality Council were doing on behalf of the Council, the Chief Executive and Chief Legal Officer agreed to bring back a report on the work.

Following consideration, the Committee agreed:-

- (i) not to award a grant of £2600 as requested from the Small Grants Budget;
- (ii) that a report be brought back to the Policy & Resources Committee giving further information on the services provided in Moray by Grampian Racial Equality Council; and
- (iii) that the Council's representative on the Grampian Racial Equality Council, Councillor A McKay, be invited to attend the committee.

15. QUESTION TIME

The committee noted that no questions were raised.

16. PROJECT MANAGER - APPOINTMENT REVIEW [Para 9]

There was submitted and approved a report by the Chief Financial Officer seeking approval for the post of Project Manager to be made permanent.

17. ELGIN FLOOD ALLEVIATION SCHEME – TRAVIS PERKINS RELOCATION (Para 9)

There was submitted a report by the Head of Estates Services and Consultancy Manager asking the committee to approve the provisional terms agreed with Travis Perkins plc and their nominated developer Robertson's Ltd for the development of a new depot at the Council's Chanonry Industrial Estate with a view to assisting their removal from their Grampian Road, Elgin depot prior to commencement of the Elgin Flood Alleviation Scheme.

Following consideration, the committee agreed to:-

- (i) approve the grant of a lease to Robertson's Ltd of a site at 9 Chanonry Road South, Elgin as shown hatched on Appendix 1 of the report for the purpose of constructing a replacement depot for Travis Perkins plc on the terms detailed in Section 5.4 of the report;
- (ii) authorise the Consultancy Manager to undertake site levelling works at Chanonry and Woodside, Elgin as shown outlined and shown hatched on Appendix 2 of the report, in advance of the Flood Prevention Order; and
- (iii) agree in principle to meet Travis Perkins' abortive costs and acquire its depot if the Flood Prevention Order is not granted.