

THE MORAY COUNCIL
MINUTE OF MEETING OF THE POLICY & RESOURCES COMMITTEE

TUESDAY 22 JUNE 2010

COUNCIL OFFICE, ELGIN

PRESENT

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

APOLOGIES

Apologies for absence was intimated on behalf of Councillor E. McGillivray

ALSO IN ATTENDANCE

Councillor Ross (in respect of Item 4)

IN ATTENDANCE

Chief Executive, Chief Financial Officer, Chief Legal Officer, Director of Environmental Services, Director of Educational Services, Director of Community Services, Community Planning & Development Manager (in respect of Item 6), Fairer Scotland Manager (in respect of Item 6), Educational Resources Manager (in respect of Item 7), Libraries and Museums Manager (in respect of Item 9), Energy Officer (in respect of Item 12), Acting Head of Estates Services (in respect of Items 12 and 19), Corporate Policy Unit Manager (in respect of Items 11 and 16), Head of Personnel Services (in respect of Item 21), Chief Housing Officer (in respect of Item 20) and Mrs C. Carswell, Committee Services Officer as Clerk to the meeting.

1. ORDER OF BUSINESS

Councillor Wright advised the committee that Item 22 “Land at Bogton Road, Forres” had been withdrawn as the independent valuation expert was unable to attend this meeting. Consideration of the report would be deferred until the meeting of this committee on 3rd August 2010.

In terms of Standing Order 28, the meeting also agreed to take Item 21 “Proposed Demolition of Vacant Buildings, Hamilton Drive, Elgin” before Items 19 “Designing Better Services – Property Asset Management” and Item 20 “Voluntary Early Retirements”.

2. DECLARATION OF GROUP DECISIONS AND MEMBERS INTERESTS

In terms of Standing Order 20 and the Councillors’ Code of Conduct, Councillor G. McDonald declared an interest, as Chair of the Buckie Regeneration Forum, in Item 7 “Buckie Town House: Buckie Area Forum Lease” on the Agenda. Thereafter the

meeting noted there were no further declarations from group leaders or spokespersons in regard to any prior decisions taken on how members would 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>
17	4
18	9
19	1
20	9

4. WRITTEN QUESTIONS

The meeting noted the following written question submitted by Councillor Ross and the Council's response thereto:

To ask what progress has been made regarding the proposal to introduce car parking charges in the staff and members car parks at Moray Council Headquarters?

Council Response

The analysis of income likely to be generated and infrastructure required to operate the charging has been undertaken. This has been conducted on the basis of three car parks being covered by this proposal, namely the staff car park off Greyfriars Street, the Members car park off Glover Street and the proposed staff / public car park forming part of the former supermarket complex.

The operational arrangements for the new car park are still under consideration by the "Designing Better Services" (DBS) Property Theme Board, and once finalised comprehensive operational arrangements will be submitted to members for consideration.

As a supplementary question, Councillor Ross asked whether the Council had to wait until the operational arrangements for the new car park are considered or could the Council look at charging in existing Council car parks as soon as possible and then further consider the new car park at a later date?

In response the Director of Environmental Services advised that the Councillors could claim for any car park charges and it would require to be looked at how monies

could be collected without being too bureaucratic. The Greyfriars Street car park and the new car park raised a similar question and he would advise that these be addressed together. This was noted.

Councillor Ross left the meeting at this juncture.

5. SIGNIFICANT TRADING OPERATIONS

There was submitted a report by the Chief Financial Officer on a review of the Council's Services to be accounted for as Significant Trading Operations in terms of the Local Government Governance in Scotland 2003 and requiring to break even over a 3 year rolling period. The meeting noted the detailed findings of the review had been posted on the Members Portal.

In response to a point raised by Members about finding documents on the Portal, the Chief Financial Officer advised that he would investigate the structure of how documents were filed and remedy this. He also advised that he would investigate where Portal items can be linked with Committee reports available on the Council website to ensure that these documents were made available to the public.

Thereafter, the committee agreed that Statutory Trading Accounts be maintained for the services detailed in Appendix 1 of the report namely Ground Maintenance; Road Maintenance; Fleet Services Workshop and Building Services.

6. "FAIRER SCOTLAND" FUND

There was submitted a report by the Chief Executive asking committee to consider the Fairer Scotland Fund's contribution to be spread over the three years of the scheme.

Councillor Wright welcomed Susan Eddie, the new "Fairer Scotland" Manager to the meeting.

Prior to discussion, Councillor Wright advised that the report referred to the Moray Assisted Recruitment Scheme and therefore the recommendation should be amended to read "the Fairer Scotland Fund's contribution to be spread over the three financial years of the Moray Assisted Recruitment Scheme (MARS).

Following consideration, the committee agreed the Fairer Scotland Fund's contribution to be spread over the three financial years of the Moray Assisted Recruitment Scheme (MARS).

7. BUCKIE TOWN HOUSE: BUCKIE AREA FORUM LEASE

There was submitted a report by the Director of Educational Services inviting committee to consider a request from Buckie Area Forum for the use of vacant areas in Buckie Town House.

Councillor Shepherd stated that he agreed with the recommendations and fully supported Buckie Area Forum in setting up a Buckie radio station and wished them every success for the future.

Thereafter, the committee agreed

- (i) to approve the Buckie Area Forum's request to lease the hall and room 4 for the provision of a community radio station and this lease would be for a period of 6 months with an option by the Council to extend it for a further 6 months depending on the outcome of the DBS Out of Elgin Office project; and
- (ii) that Buckie Area Forum would meet any additional costs (energy, cleaning, caretaking etc) associated with their occupation of the rooms, including obtaining any necessary permissions.

8. LOSSIE GREEN AND LOSSIE WYND CAR PARKS – PROPOSED PAY AND DISPLAY

There was submitted a report by the Director of Environmental Services inviting the committee to consider the recommendations from the Economic Development & Infrastructure Services Committee held on 15 June 2010 in regard to introducing pay and display charges at Lossie Green and Lossie Wynd car parks. (para 14 of Minute refers)

Following consideration, the committee agreed to:-

- (i) to note the decision of the Economic Development and Infrastructure Services Committee of 15 June 2010 to introduce pay and display charges at Lossie Green and Lossie Wynd car parks; and
- (ii) that part of the revenue generated from the car parking charges, relating to an area of Public Trust land would be returned to the Elgin Common Good account to assist in the maintenance of the trust land.

9. DUFFTOWN LIBRARY: DISABLED ACCESS

There was submitted a report by the Director of Educational Services asking committee to consider the proposals in respect of the provision of Disabled Access at Dufftown Library.

Following consideration, the committee agreed to approve the provision of a disabled ramp at Dufftown Library at an estimated cost of £10,000 to be met from the approved budget for the Libraries Integration Programme.

10. “DESIGNING BETTER SERVICES” PHASE 3 (IMPLEMENTATION): - VEHICLE, TRANSPORT & PLANT – POOL CAR PROPOSAL AND DBS PROGRAMME UPDATE

There was submitted a report by the Chief Financial Officer seeking approval to implement phase 1 of the pool car recommendations detailed in the business case for the Designing Better Services (DBS) Vehicles theme.

Following discussion, during which the Chief Financial Officer responded to Members' questions, the committee agreed to:-

- (i) approve the pool car business case and gave authorisation to proceed to implement phase 1 of the recommendations;
- (ii) note the progress to date and the risks being managed by the Programme Board namely, (a) the Core Project; (b) Procurement; and (c) Property;
- (iii) note the addition of the Adult Services Community Care Redesign project to the DBS programme of work.

11. GENDER EQUALITY ANNUAL REPORT

There was submitted and approved a report by the Chief Executive asking Committee to consider the Gender Equality Annual Report prior to publication which states what action has been taken and what progress has been made against the Gender Equality Scheme and the Equal Pay Statement.

12. THE MORAY COUNCIL ENERGY STRATEGY – PROGRESS REPORT

There was submitted a report by the Head of Estates Services advising on progress in reducing energy consumption as well as progress and developments on a number of other energy issues.

Following lengthy discussion during the course of which officers responded to Members questions, the committee agreed to:

- (i) note the progress achieved in reducing the Council's energy consumption in non-domestic properties, which was reduced by 4% in 2008/09;
- (ii) appoint the Director of Environmental Services as the “person responsible” within the Council for the Carbon Reduction Commitment Energy Efficiency Scheme;
- (iii) note the achievements of certification under the Carbon Trust Standard in January 2010;
- (iv) approve the updated Energy Policy and Strategy for Non Domestic Properties;

- (v) approve the Energy Officer meeting with all the Council's Departmental Management Teams to assess and agree their energy training requirements and relevant energy saving projects;
- (vi) delegate authority to the Corporate Management Team to instruct implementing appropriate energy saving projects recommended by the Energy Officer;
- (vii) recommend with reference to para 20 below making the Energy Technical Assistant post a permanent position;
- (viii) the Energy Officer issue to all Members of the Council a breakdown of the school and non-school buildings; and
- (ix) commend the report.

13. SINGLE OUTCOME AGREEMENT – QUARTER 4 MONITORING STATEMENTS

There was submitted and noted a report by the Chief Executive asking committee to consider progress against completion of key actions for which the underlying milestones were due to have been completed in quarter 4 that address Single Outcome Agreement local and national outcomes.

14. SMALL GRANTS BUDGETS (SECTION 20) – APPLICATION FOR FINANCIAL ASSISTANT – FUNDING – PSYBT AND THE ROYAL BANK OF SCOTLAND BUSINESS AWARDS.

There was submitted a report by the Chief Legal Officer inviting the committee to consider a request to sponsor the runner up prize for the Prince's Scottish Youth Business Trust (PSYBT) and the Royal Bank of Scotland Business Awards for young people who started up in business with support from the PSYBT. The committee should also note that the sponsorship would only apply if the award went to Moray.

Following consideration, the committee agreed to:-

- (i) approve the application, in principle, to sponsor the £500 regional runner up prize of the Prince's Scottish Youth Business Trust (PSYBT) and the Royal Bank of Scotland Business Awards for young people who started up in business with support from the PSYBT; and
- (ii) approve that the Convener present the runner up prize on 31 August 2010 if applicable.

15. SMALL GRANTS BUDGET (SECTION 20) – APPLICATION FOR FINANCIAL ASSISTANT – JUNIOR COMMITTEE ARCHIESTOWN VILLAGE COUNCIL

There was submitted a report by the Chief Legal Officer inviting the committee to consider a request for Section 20 grant assistant from the Junior Committee Archiestown Village Council to edit and produce a video of the village for a village trail.

Councillor Paul congratulated the young people and stated that they were a credit to the village who had a large input to the recent celebrations.

Following consideration, the committee agreed to:

- (i) approve the Section 20 grant application for £500 for the editing and production of a video for a village trail from the Junior Committee Archiestown Village Council; and
- (ii) note that the grant would be met from the Small Grants Budget for 2009/10.

16. GRAMPIAN RACIAL EQUALITY COUNCIL

There was submitted a report by the Chief Executive inviting committee to consider a request for Section 20 grant assistance for 2010/11 for Grampian Racial Equality Council.

Councillor Wright moved against the small grants budget being used for fees for an organisation which require the monies for core funding. If the Council wish to support GREC then the monies must come from a department. He further advised that the Principal Committee Services Officer was currently doing a review of all outside agencies which the Council currently support and the future of these with a report forthcoming in due course.

There being no-one otherwise minded, the committee agreed that it was inappropriate for the Grampian Racial Equality Council to be funded from the Small Grants Budget.

17. QUESTION TIME

The committee noted that no questions were raised.

18. DISPOSAL OF SHARES [Para 4]

There was submitted a report by the Chief Financial Officer seeking committee approval to dispose of the Council's shareholding of 15,000 £1.00 Ordinary Shares and 5000 £1.00 Preference shares in Varis Engineering Limited.

Following consideration, the committee instructed the Chief Financial Officer to inform the company that the Council was willing to redeem its shareholding of 15,000 £1 Ordinary shares and 5000 £1 Preference shares in Varis Engineering Limited for the offer price detailed in the report.

19. PROPOSED DEMOLITION OF VACANT BUILDINGS, HAMILTON DRIVE, ELGIN [Para 9]

There was submitted a report by the Head of Estates Services requesting committee consider demolition of all buildings, except the portacabin offices on the Council's site at Hamilton Drive, Elgin as shown outlined and hatched on Appendix 1 of the report.

Following consideration, the committee agreed to authorise officials to proceed with the demolition of the buildings on the Council's site at Hamilton Drive, Elgin as set out in the report, on condition that the costs do not exceed the budget estimates stated in this report and make the necessary arrangements to safeguard reclaimable stone from the buildings.

20. "DESIGNING BETTER SERVICES" – PROPERTY ASSET MANAGEMENT [Para 1]

With reference to para 20 of Minute of this Committee dated 2 March 2010 there was submitted a report by the Director of Community Services presenting final detailed proposals for the integration of the existing house, property and estates services within the Council, following formal consultation carried out in accordance with the Council's Change Management Policy.

Following consideration, the committee agreed to:

- (i) approve the detailed structure for a Housing and Property Service as set out in Section 4 and Appendix I of the report; and
- (ii) approve the existing arrangements for a temporary Estates Surveyor be continued for one year from August 2010 to allow further examination of future workload and potential efficiencies.

21. VOLUNTARY EARLY RETIREMENT APPLICATIONS [Para 9]

There was submitted a report by the Head of Personnel Services asking the Council to consider applications for Voluntary Early Retirement under the terms of the schemes agreed in November 2009.

Following lengthy discussion, the committee approved the applications for Voluntary Early Retirement contained within Appendix A of the report.