

THE POLICY & RESOURCES COMMITTEE

TUESDAY 10 MAY 2011

NOTICE IS HERBY GIVEN that a Meeting of **THE POLICY & RESOURCES COMMITTEE** is to be held within the Council Chambers, Council Office, High Street, Elgin on TUESDAY 10 MAY 2011 at 9.30am

BUSINESS

1. [Sederunt](#)
2. Declaration of Group Decisions and Members Interests*
3. Resolution

Consider, and if so decide, adopt the following resolution:-

"That under Section 50A(4) and (5) of the Local Government (Scotland) Act 1973, as amended, the public and media representatives be excluded from the meeting for Items 14-16 of business on the grounds that they involve the likely disclosure of exempt information of the class described in the relevant Paragraphs of Part 1 of Schedule 7A of the Act", as shown against each Item.

4. Written Questions**

Consider any written questions on matters relating to the Council Budget, Modernising Government, Integrated and Shared Services, Public Performance Reporting and Communications, Service Standards, Procurement and Budget Monitoring.

STRATEGY/POLICY MATTERS

5. [Corporate Asset Management Plan Appendix 1. Appendix 2. Appendix 3](#) – Report by Corporate Director (Corporate Services)

PERFORMANCE

6. [Designing Better Services Programme Phase 3 \(Implementation\): Programme Progress Up-Date Appendix1. Appendix 2. Appendix 3](#) – Report by Corporate Director (Corporate Services)
7. [Audit Scotland Report – Improving Energy Efficiency: A Follow-Up Report Appendix](#) – Report by Head of Housing and Property and Head of Development Services

8. [Office of Surveillance Commissioners Annual Report to the Prime Minister and Scottish Ministers: Statistical Data](#) – Report by Chief Legal Officer
9. [Assessment of Pool Car Pilot](#) – Report by Corporate Director (Corporate Services)

OTHER MATTERS

10. [Government Funding for Curriculum for Excellence](#) – Report by Corporate Director (Education and Social Care)
11. [Housing Support Service, Tomnabat Court, Tomintoul](#) – Report by Corporate Director (Education and Social Care)
- 11(a) [Small Grants Budget \(Section 20\) – Application for Financial Assistance – Volunteer Week](#) – [Appendix](#) Report by Corporate Director (Strategic Planning and Governance)
12. Question Time***

Consider any oral questions on matters relating to the Council Budget, Modernising Government, Integrated and Shared Services, Public Performance Reporting and Communications, Service Standards, Procurement and Budget Monitoring.

Items which the Committee may wish to consider with the Press and Public excluded

STRATEGY / POLICY MATTERS

13. [Community Wardens – Transfer of Wardens from Grampian Police to Moray Council](#) – Report by Chief Executive (Para 1)
14. [Review of Loan Agreement](#) – Report by Corporate Director (Corporate Services) (Paras 6 & 9)
- 14(a) [Car Park Staffing](#) – Report by Head of Direct Services

PERFORMANCE

15. [Equal Pay](#) – Report by Corporate Director (Corporate Services) (Para 12)

OTHER MATTERS

16. [Forres \(Burn Of Mosset\) Flood Alleviation Scheme - Compensation Claim](#) – Report by Head of Housing and Property (Para 9)
18. [Landfill Tax](#) – Report by Direct Services

NB	Para 1	Information relating to staffing matters
	Para 6	Information relating to the financial or business affairs of any particular person(s)
	Para 9	Information on terms proposed or to be proposed by or to the Authority.
	Para 12	Information relating to instructions to counsel and any opinion of counsel and any advice received, information obtained or action to be taken in connection with any legal proceedings

Summary of Committee Functions

To regulate, manage and monitor the finances of the Council both capital and revenue; to deal with staffing policies and practices other than for teaching staff; to deal with equal opportunities policies and practices; to deal with procurement policies and priorities; to deal with all matters relating to the Council's duty to initiate, maintain and facilitate Community Planning; to ensure that the organisation, administrative and management processes of the Council are designed to make the most effective contribution to achieving the Council's objectives; to provide all central support services; to exercise the functions of the Council in connection with the Registration of Births, Deaths and Marriages; to deal with valuation and electoral registration matters

A full description of the delegated functions of the Policy and Resources Committee can be found in The Moray Council Administrative Scheme.

GUIDANCE NOTES

* **Declaration of Group Decisions and Members Interests** - The Chair of the meeting shall seek declarations from any individual or political group at the beginning of a meeting whether any prior decision has been reached on how the individual or members of the group will vote on any item(s) of business on the Agenda, and if so on which item(s). A prior decision shall be one that the individual or the group deems to be mandatory on the individual or the group members such that the individual or the group members will be subject to sanctions should they not vote in accordance with the prior decision. Any such prior decisions will be recorded in the Minute of the meeting.

** **Written Questions** - Any Member can put one written question about any relevant and competent business within the specified remits not already on the agenda, to the Chair provided it is received by the Proper Officer or Committee Services by 12 noon two working days prior to the day of the meeting. A copy of any written answer provided by the Chair will be tabled at the start of the relevant section of the meeting. The Member who has put the question may, after the answer has been given, ask one supplementary question directly related to the subject matter, but no discussion will be allowed.

No supplementary question can be put or answered more than 10 minutes after the Council has started on the relevant item of business, except with the consent of the Chair. If a Member does not have the opportunity to put a supplementary question because no time remains, then he or she can submit it in writing to the Proper Officer who will arrange for a written answer to be provided within 7 working days.

*** **Question Time** - At each ordinary meeting of the Committee ten minutes will be allowed for Members questions in each section of the Agenda (Remit 1 & Remit 2) when any Member of the Committee can put a question to the Joint Chair on any business within the remit of that Section of the Committee. The Member who has put the question may, after the answer has been given, ask one supplementary question directly related to the subject matter, but no discussion will be allowed.

No supplementary question can be put or answered more than ten minutes after the Committee has started on the relevant item of business, except with the consent of the Chair. If a Member does not have the opportunity to put a supplementary question because no time remains, then he/she can submit it in writing to the proper officer who will arrange for a written answer to be provided within seven working days.

CONTACT PERSON:	Darren Westmacott
Tel. No.	01343 563014
Room No.	113

POLICY & RESOURCES COMMITTEE

SEDERUNT

COUNCILLOR A. WRIGHT(Chair)
COUNCILLOR G. MCINTYRE (Deputy Chair)
COUNCILLOR L. BELL
COUNCILLOR J. S. CREE
COUNCILLOR B. JARVIS
COUNCILLOR G. LEADBITTER
COUNCILLOR G. MCDONALD
COUNCILLOR E. MCGILLIVRAY
COUNCILLOR P. PAUL
COUNCILLOR J. RUSSELL
COUNCILLOR M. SHAND
COUNCILLOR R. SHEPHERD
COUNCILLOR D. STEWART

CLERK TO THE COMMITTEE – MR D WESTMACOTT
Tel. 01343

563014

oom No. 113

R