

THE POLICY & RESOURCES COMMITTEE

TUESDAY 7 JUNE 2011

NOTICE IS HEREBY GIVEN that a Meeting of THE POLICY & RESOURCES COMMITTEE is to be held within the Council Chambers, Council Office, High Street, Elgin on TUESDAY 7 JUNE 2011 at 9.30am.

BUSINESS

1. **Business**
2. Declaration of Group Decisions and Members Interest*
3. Resolutions
 - *That under Section 505A(4) and (5) of the Local Government (Scotland) Act 1973, as amended, the public and media representatives be excluded from the meeting for items 18-21 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. **Local Economic Partnership Action Plan Consultation Report** - Report by Head of Development Services
6. **Local Economic Partnership Action Plan Consultation Report** - Report by Corporate Director (Strategic Planning and Governance)
7. **The Money Council Finance Strategy - Progress Report** - Report by Head of Property
8. **Community Engagement and Change Panel** - Report by Corporate Director (Strategic Planning and Governance)
9. **Local Media for All Project** - Report by Corporate Director (Strategic Planning and Governance)

PERFORMANCE

10. **Revenue Budget Monitoring as at 31 March 2011** - Report by Corporate Director (Corporate Services)
11. **Capital Plan 2010/11** - Report by Corporate Director (Corporate Services)
12. **Financial Management Performance - Monitoring Report for 2010/11** - Report by Corporate Director (Corporate Services)
13. **Customer and Client Experience Survey - Quarter 4 January to March 2011** - Report by Corporate Director (Corporate Services)
14. **Performance Analysis - Quarter 4 January to March 2011** - Report by Corporate Director (Strategic Planning and Governance)
15. **Business Services Performance Report - Quarter 4 January to March 2011** - Report by Head of Housing and Property

OTHER MATTERS

16. **Small Grants Budget Director 2011 - Application for Financial Assistance - Money Retention Book Report** - Report by Corporate Director (Corporate Services)
- 16(a) **Small Grants Budget Director 2011 - Application for Financial Assistance - Royal Naval Association** - Report by Corporate Director (Corporate Services)
17. 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

18. **Money Economic Partnership Money Council Support Group Plan of Conditions** - Report by Head of Development Services (Para 1)
- 18(a) **Community Care Redesign: Detailed Business Case & Implementation Plan** - Report by Corporate Director (Education and Social Care) (Para 1 & 11)

OTHER MATTERS

19. **Financial Controls Governance Board Report** - Report by Head of Housing and Property (Para 9)
20. **Business Services Performance Report - Quarter 4 January to March 2011** - Report by Head of Housing and Property (Para 12)
21. **Debt and Substantial Financial Claims** - Report by Corporate Director (Corporate Services) (Para 6 & 9)

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 institutions to whom 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 organisational, 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 Money Council Administrative Scheme.

GUIDANCE NOTES

- * Declaration of Group Decisions and Members Interest - 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 terms. A prior decision shall be one that the individual or the group members shall 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 may put one written question about any relevant and complete business within the qualified limits not already on the agenda, to the Chair provided it is received by the Proper Officer or Committee Services by 12 noon ten 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 (Items 1 & 6 Item 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.

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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. LEADBETTER
- COUNCILLOR G. McDONALD
- COUNCILLOR E. MCGILLVRAIT
- COUNCILLOR P. PAUL
- COUNCILLOR J. RUSSELL
- COUNCILLOR M. SHAND
- COUNCILLOR S. SHEPHERD
- COUNCILLOR D. STEWART

Tel: 01343 863014

CLERK TO THE COMMITTEE - MR D WESTMACOTT

No. 113

Room