

THE POLICY & RESOURCES COMMITTEE

TUESDAY 5 JULY 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 5 JULY 2011 at 9.30am.

BUSINESS

- 1. Business
2. Declaration of Group Decisions and Members Interest*
3. Resolutions
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 25-31 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. Service Improvement Plan, Appendix - Report by Corporate Director (Strategic Planning and Governance)
6. Service Improvement Plan 2011/12 - Corporate Services Appendix - Report by Corporate Director (Corporate Services)
7. Efficiency Improvement for 2011/11 Appendix - Report by Corporate Director (Corporate Services)
8. Total Facility - Summary Report for 2011/11 and Operational Income for 2011/12 Appendix 1 Appendix 2 - Report by Corporate Director (Corporate Services)
9. Current Asset Profile - Summary Report for 2011/11 and Operational Income for 2011/12 Appendix 1 Appendix 2 - Report by Corporate Director (Corporate Services)
10. Demographic Characteristics Appendix - Report by Chief Financial Officer
11. Single Skills Process Appendix - Report by Corporate Director (Corporate Services)
12. Equality Impact Assessment Appendix - Report by Acting Chief Executive
13. Social Media for the Council - Report by Acting Chief Executive
14. Child Protection On-Accessed List - Report by Corporate Director (Education and Social Care)
15. Culture, Tourism Initiatives Appendix - Report by Corporate Director (Education and Social Care)

PERFORMANCE

- 16. Performance Report (Human Resources, Legal and Committee Services) - Quarter 4 - January to March 2011 - Report by Corporate Director (Corporate Services)
17. Designing Better Services Programme Phase 2 Implementation Programme Progress Update Appendix 1 Appendix 2 Appendix 3 - Report by Corporate Director (Corporate Services)
18. Single Outcome Agreement - Quarter 4 Monitoring Summary Appendix - Report by Acting Chief Executive
19. Health and Safety Annual Report 2010-11 Appendix 1 Appendix 2 - Report by Corporate Director (Corporate Services)
20. Community Engagement Strategy - Report by Acting Chief Executive

OTHER MATTERS

- 21. Additional Government Funding to Support Curriculum for Excellence Appendix 1 - Report by Corporate Director (Education & Social Care)
22. Update on Progress Towards Service Integration Appendix 1 Appendix 2 - Report by Corporate Director (Education and Social Care)
23. Local Election Results - Report by Head of Housing and Property and Head of Development Services
24. Local Councils Budget Director 20 - Information for Financial Authorities - Taken from the Council of Scottish Councils Appendix - Report by Corporate Director (Corporate Services)
25. 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

- 26. Building Standards Budget - Report by Building Standards Manager (Para 1)
27. Finance Services - Part of Temporary Services - Report by Head of Housing and Property (Para 8)

OTHER MATTERS

- 28. Clackmannanshire Hill, Clackmannanshire (Para 8&9)
29. Access Track to the Base of Cross Street and Church Street, Dufftown - Report by Head of Housing and Property (Para 12)
30. Local Election Results - Local Councils Report - Report by Head of Housing and Property (Para 9)
31. News and Events Team - Feedback, Feedback - Report by Head of Housing and Property (Para 8&9)
32. Information and Feedback - Report by Head of Housing and Property and Acting Chief Executive (Para 8&9)
33. Dumfries & Galloway Community Trust - Report by Corporate Director (Corporate Services) (Para 8, 9 & 9)

Table with 2 columns: Para and Information. Rows include Para 1, Para 5, Para 8, Para 8&9, Para 9, and Para 12.

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 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 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 completed business within the specified limits not already on the agenda, to the Chair provided it is received by the Proper Officer or Committee Services by 12 noon less 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 (Para 1 & Para 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.

Table with 2 columns: CONTACT PERSON and TEL NO. Rows include COUNCIL SECRETARY and CHIEF FINANCIAL OFFICER.

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. McEILFRAY
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

No. 113

Room