

THE POLICY & RESOURCES COMMITTEE

TUESDAY 11 OCTOBER 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 11 OCTOBER 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 Item 12 of business on the grounds that it involves the likely disclosure of exempt information of the class described in Paragraph 8 & 10 of Part 1 of Schedule 7A of the Act".

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. [Recruitment of Senior Staff Appendix](#) – Report by Corporate Director (Corporate Services)
6. [Review of Employment Policies Appendix 1a Appendix 1b Appendix 2a Appendix 2b Appendix 3a Appendix 3b Appendix 4a Appendix 4b Appendix 5a Appendix 5b Appendix 6a Appendix 6b Appendix 7a Appendix 7b Appendix 8a Appendix 8b Appendix 9a Appendix 9b](#) – Report by Corporate Director (Corporate Services)
7. [Corporate Asset Management Plan](#) – Report by Corporate Director (Corporate Services)

- 8 [Property Asset Management Strategy Appendix](#) – Report by Corporate Director (Environmental Services)
- 9 [Equalities Research – Report Findings](#) – Report by Acting Chief Executive
- 10 [Public Sector Equality Duties and Revision to Single Equality Scheme](#) – Report by Acting Chief Executive
- 11 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

OTHER MATTERS

- 12 [Elgin Flood Alleviation Scheme Payment of Advance Compensation](#) – Report by Corporate Director (Environmental Services) [Paras 6&9]

NB	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.

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.

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