

THE POLICY & RESOURCES COMMITTEE

TUESDAY 8 NOVEMBER 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 8 NOVEMBER 2011 at 2.00pm

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 17-19 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. [Staff Supervision Policy](#) [Appendix](#) – Report by Corporate Director (Education and Social Care)
6. [Service User Engagement Strategy](#) [Appendix](#) – Report by Corporate Director (Education and Social Care)
7. [Adult Transitions Policy](#) [Appendix 1](#) [Appendix 2](#) – Report by Corporate Director (Education and Social Care)
8. [Ordinary Residence Policy](#) [Appendix](#) – Report by Corporate Director (Education and Social Care)

- 9 [Employee Engagement Programme – Response to Employee Survey 2011 Appendix A Appendix B Appendix C](#) – Report by Corporate Director (Corporate Services)
- 10 [Former Cabrach Primary School](#) – Report by Acting Chief Executive
- 10(a) [Car Parking Charges Elgin](#) – Report by Corporate Director (Environmental Services)
- 10(b) [Flood Risk Management \(Scotland\) Act 2009: Lead Authorities Appendix](#) – Report by Corporate Director (Environmental Services)

PERFORMANCE

11. [Revenue Budget Monitoring to 30 September 2011 Appendix 1 Appendix 2 Appendix 3](#) – Report by Corporate Director (Corporate Services)
12. [Capital Plan 2011/12 Monitoring to 30 September 2011 Appendix](#) – Report by Corporate Director (Corporate Services)
13. [Capital Investment and Treasury Management Performance Indicators](#) – Report by Corporate Director (Corporate Services)
14. [Designing Better Services Programme Phase 3 \(Implementation\): Programme Progress Update Appendix](#) – Report by Corporate Director (Corporate Services)
15. [Risk Management / Corporate Risk Register Updates Appendix](#) – Report by Corporate Director (Corporate Resources)
- 15(a) [Moray Leader Programme Transnational Projects Link With Upplandsbygd Lag, Sweden](#) – Report by Head of Development Services
16. 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

- 17 [Response to Consultation on Proposed Increase to Employee Contribution Increases for Teachers Pension Scheme](#) – Report by Corporate Director (Corporate Services) [Para 9]

OTHER MATTERS

18. [Former Gasworks Site](#) – Report by Corporate Director (Environmental Services) [Paras 8 & 12]
19. [Voluntary Early Retirement Application – Mailroom Supervisor](#) (Financial Services) [Para 1]
20. [Moray Leisure Limited](#) - Report by Corporate Director (Education & Social Care) (Para 6)

NB	Paras 8 & 12	Information on the amount of any expenditure proposed to be incurred by the Authority and information relating to instructions to counsel any opinion of counsel and any advice received, information obtained or action to be taken in connection with any legal proceedings.
	Para 9	Information on terms proposed or to be proposed by or to the Authority.
	Para 6	Information relating to the financial or business affairs of any particular person(s) or organisation.

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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