

THE POLICY & RESOURCES COMMITTEE

TUESDAY 6 DECEMBER 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 6 NOVEMBER 2011 at 9.30am

BUSINESS

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

4. [Review of Financial Regulations and Authorisation Policy Appendix 1 Appendix 2](#) – Report by Corporate Director (Corporate Services)
5. [Best Value Audit – Customer Responsiveness](#) – Report by Acting Chief Executive
6. [Consultation on Long Term Empty Properties Appendix](#) – Report by Corporate Director (Corporate Services)
7. [Reform of the Crown Estate – Joint Submission to Scottish Affairs Committee Appendix 1 Appendix 2](#) – Report by Acting Chief Executive

PERFORMANCE MONITORING

8. [Revenue Budget – 2011/12 and Future Years Appendix 1 Appendix 2 Appendix 3 Appendix 4a Appendix 4b Appendix 4c](#) – Report by Corporate Director (Corporate Services)
9. [Corporate Services Performance Report – Quarter 2 July to September 2011](#) – Report by Corporate Director (Corporate Services)
10. [Housing and Property Service – Estates Performance Report Q2 – July to September 2011](#) – Report by Corporate Director (Environmental Services)

OTHER MATTERS

11. [Small Grants Budget \(Section 20\) – Application for Financial Assistance – Kennieshillock Farm, Lhanbryde \(British Charolais Cattle Society\) Appendix](#) – Report by Corporate Director (Corporate Services)
12. [Highlanders Museum](#) – Corporate Director (Environmental Services)
13. 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.

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
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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
Room No. 113