



POLICY AND RESOURCES COMMITTEE

TUESDAY, 17 MARCH 2015

ALL OPEN REPORTS ARE AVAILABLE ON THE INTRANET

NOTICE IS HEREY GIVEN THAT at a Meeting of **THE POLICY AND RESOURCES COMMITTEE** will be held within the Council Chambers, Council Office, High Street, Elgin on **TUESDAY, 17 MARCH, 2015 at 9.30 a.m.**

Alasdair McEachan
Acting Head of Legal and Democratic Services

10 March, 2015

BUSINESS

1. [Sederunt](#)
2. Declaration of Group Decisions and Members Interests *
3. [Minute](#) – Meeting of Policy and Resources Committee dated 17 February, 2015.
4. 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 13-17 of business on the grounds that they involve the likely disclosure of exempt information of the class described in Paragraphs 1, 6 and 12 of Part 1 of Schedule 7A of the Act".

5. [Written Questions](#) **

STRATEGY/POLICY

6. [Charging for Services](#) - Report by Corporate Director (Corporate Services). ([Appendix 1](#)).
7. [Procurement Update](#) – Report by Corporate Director (Corporate Services). (Appendices [1](#) and [2](#)).
8. [Small Flood Protection Schemes](#) – Report by Acting Corporate Director (Economic Development, Planning and Infrastructure). ([Appendix 1](#)).
9. [Economic Development Budget](#) – Report by Acting Corporate Director (Economic Development, Planning and Infrastructure). (Appendices [1](#), [2](#) and [3](#)).
10. [Employment Policy Framework Review 2014-15](#) - Report by Corporate Director (Corporate Services). (Appendices [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#), [9](#), [10](#), [11](#), [12](#), [13](#), [14](#) and [15](#)).

OTHER MATTERS

11. [Community Asset Transfer](#) – Aberlour Community Association - Report by Head of Community Care. ([Appendix 1](#)).
12. [QUESTION TIME](#)***

Consider any oral questions on matters delegated to the Policy and Resources in terms of the Council's Scheme of Administration.

**Items which the Committee may wish to consider
with the Press and Public excluded.**

STRATEGY/POLICY

13. [Calculation of Holiday Pay](#) – Report by Corporate Director (Corporate Services) (Para. 1).
14. [Regrading of a Post within Education and Social Work](#) – Report by Corporate Director (Corporate Services) and Corporate Director (Education and Social Care) (Para. 1).
15. [Moray Leisure Centre – Management Fee 2015/16](#) – Report by Corporate Director (Corporate Services) (Para. 6).
16. [Landfill Tax – Report by Acting Corporate Director](#) (Economic Development, Planning and Infrastructure) (Para. 12).
17. [Council House New Build Phase 5 – Report On Tenders](#) - Report by Acting Corporate Director (Economic Development, Planning and Infrastructure) (Para. 6).

NB	Para 1	Information relating to staffing matters.
	Para 6	Information relating to the financial or business affairs of any particular person(s).
	Para 12	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.

Any person attending the meeting who requires access assistance should contact customer services on 01343 563217 in advance of the meeting.

Summary of Policy and Resources 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 Council's Scheme of Administration.

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 when any Member of the Committee can put a question to the 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:	Lissa Rowan
Tel. No.	01343 563015
Room No.	113

POLICY & RESOURCES COMMITTEE

SEDERUNT

Councillor S. Cree (Chairman)
Councillor A. Wright (Deputy Chair)
Councillor G. Coull
Councillor J. Cowe
Councillor L. Creswell
Councillor P. Gowans
Councillor G. Leadbitter
Councillor E. McGillivray
Councillor S. Morton
Councillor P. Paul
Councillor D. Ross
Councillor M. Shand
Councillor A. Skene

CLERK TO THE COMMITTEE – MRS L ROWAN
Tel. 01343 563015
Room No. 113