

POLICY AND RESOURCES COMMITTEE

TUESDAY 16 JANUARY 2018

NOTICE IS HEREBY GIVEN that a Meeting of the **POLICY AND RESOURCES COMMITTEE** is to be held within the Council Chambers, Council Office, High Street, Elgin on **TUESDAY 16 JANUARY 2018** at **9.30 a.m.**

BUSINESS

1. [Sederunt](#)
2. Declaration of Group Decisions and Members Interests *
- 2(a). 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 9 of business on the grounds that it involves 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 the Item."

3. Minutes:-
 - (a) [Minute of Meeting dated 24 October 2017](#);
 - (b) [Minute of Special Meeting dated 4 December 2017](#).
4. [Written Questions](#) **

STRATEGY/POLICY

5. [Social Work Complaints Handling Performance](#) - Report by Chief Social Work Officer.

Appendices [1](#) and [2](#).

6. [Charging For Services](#) – Report by Acting Corporate Director (Corporate Services).

Appendices [1](#) and [2](#).

PERFORMANCE

7. [Corporate Services Performance Report – April to September 2017](#) – Report by Acting Corporate Director (Corporate Services).

7(a) [Chief Executive's Office Performance Report – July to September 2017](#) – Report by Chief Executive

8. **QUESTION TIME**^{***}

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

Item which the Committee may wish to consider with the Press and Public excluded

STRATEGY/POLICY MATTERS

9. [Harbours – Stevedore & Storage Charges](#) - Report by Corporate Director (Economic Development, Planning and Infrastructure) [Para 9]

NB	Para 9	Information relating to terms proposed by the Authority
----	--------	---

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:	Moira Patrick
Tel. No.	01343 563016
Room No.	113