

POLICY & RESOURCES COMMITTEE - 26 MAY 2009

Policy & Resources Committee

Tuesday 26 May 2009 at 3.00 pm

Present: Councillors White (for Blair), Brooks, Clocherty, Fyfe, McCabe, McIlwee, McKenzie, MacLeod, Moran and Ahlfeld (for Wilson).

Chair: Councillor McCabe presided.

In attendance: Chief Executive, Corporate Director Environment & Community Protection, Corporate Director Improvement & Performance, Corporate Director Regeneration & Resources, Chief Financial Officer, Mr F Jarvie (for Head of Legal & Administration), Mr A Wilson (for Head of Organisational Development & Human Resources), Head of Performance Management & Procurement, Head of Corporate Communications & Public Affairs, Chief Internal Auditor, Physical Investment Manager and Finance Manager.

Apologies: Councillors Blair and Wilson.

The following paragraphs are submitted for information only, having been dealt with under the powers delegated to the Committee.

368 General Fund Revenue Budget 2009/10 - Position as at 1 April 2009 368

There was submitted a report by the Chief Financial Officer (1) on the position of the General Fund Revenue Budget 2009/10 as at 1 April 2009 and (2) providing an update on the position of the General Fund Reserve and designated earmarked reserves.

Decided:

- (1) that the current position of the General Fund Revenue Budget 2009/10 be noted;
- (2) that the position in respect of the General Fund Reserve and the associated earmarked reserves be noted; and
- (3) that approval be given to the proposal that any virement requests made at Committees be remitted to the Policy & Resources Committee for final approval prior to their being actioned.

369 Capital Programme 2008/11 369

There was submitted a report by the Chief Financial Officer on the current position of the three year Capital Programme 2008/11.

Decided:

- (1) that the current position of the 2008/11 Capital Programme be noted; and
- (2) that agreement be given to the Capital/Revenue transfer of £76,000 between support for businesses and play areas, as detailed in the report.

370 Treasury Management Monitoring Report 2008/09 - Quarter 4 370

There was submitted a report by the Chief Financial Officer summarising the Council's treasury management position and activities during quarter 4 2008/09 as required under the terms of Treasury Management Practice 6 ("TMP6") on "Reporting Requirements and Management Information Arrangements".

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Decided:

- (1) that the Committee approve the two occasions on which the Council exceeded its TMP limit with the Bank of Scotland on a short term basis due to debt restructuring exercises which were being undertaken during the quarter; and
- (2) that the Treasury Management monitoring report for Quarter 4 2008/09 be otherwise noted.

371 Improvement and Performance Capital Programme 2008/09 to 2010/11 - Progress Report 371

There was submitted a report by the Corporate Director Improvement & Performance and the Chief Financial Officer (1) providing an update on the status of the projects forming the Improvement and Performance Capital Programme 2008/09 to 2010/11 and (2) highlighting the overall financial position.

Noted

372 Modernisation and Efficiency Programme - Progress Report 372

There was submitted a report by the Corporate Director Improvement & Performance on the progress made in implementing the Council's Modernisation and Efficiency Programme.

Decided:

- (1) that the Committee note the good progress being made with the implementation of the Council's Modernisation and Efficiency Programme;
- (2) that the revised funding profile for the Modernisation and Efficiency Programme as detailed in Appendix 2 to the report be approved; and
- (3) that a further report on progress of Phase 2 of the Modernisation and Efficiency Programme be submitted to the next meeting of the Committee.

373 Corporate Performance Report - March/April 2009 373

There was submitted a report by the Corporate Director Improvement & Performance appending the Corporate Performance Report for March/April 2009 which complements the existing arrangements for Directorate Performance Reporting to Committee and is a key component of the Council's overall Strategic Planning and Performance Management Framework.

Decided:

- (1) that the Committee endorse the performance information contained in the Corporate Performance Report; and
- (2) that it be noted that further reports on corporate performance will be submitted to future meetings of the Committee.

374 Improvement and Performance Directorate Performance Report 374

There was submitted a report by the Corporate Director Improvement & Performance advising of (1) progress made by the Improvement and Performance Directorate in achieving its key objectives as set out in its Directorate Plan for 2008/11 and (2) performance in relation to key performance indicators.

Decided:

- (1) that the Committee endorse the performance information contained in the report;
- (2) that it be noted that further reports on the performance of the Improvement and

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Performance Directorate will be submitted to future meetings of the Committee; and
 (3) that Members be requested to identify any further performance information for inclusion in the report to the next meeting of the Committee.

375 Regeneration and Resources Directorate Performance Report 375

There was submitted a report by the Corporate Director Regeneration & Resources advising of (1) progress made by the Regeneration and Resources Directorate in achieving its key objectives as set out in its Directorate Plan and (2) performance in relation to key performance indicators.

Decided:

- (1) that the performance information contained in the report be endorsed; and
- (2) that it be noted that further reports on performance will be submitted to future meetings of the Committee.

376 Public Service Improvement Framework (PSIF) - Progress Report 376

There was submitted a report by the Corporate Director Improvement & Performance on progress made with the implementation of the Public Service Improvement Framework (PSIF).

Decided:

- (1) that the good progress which has been made in relation to the first phase of the PSIF roll out which will be concluded by the end of May 2009 be noted;
- (2) that the Committee note the future programme of PSIF Service Assessments as outlined in the report which have been agreed by Directorate Management Teams; and
- (3) that it be noted that the Council's progress in relation to PSIF implementation has impressed the PSIF Operational Board and that in recognition of this, Inverclyde Council is one of four public sector organisations invited to sit on the national PSIF Implementation Group for this financial year.

377 Inverclyde Single Outcome Agreement - Interim Report and Qualitative Assessment 377

There was submitted a report by the Corporate Director Improvement & Performance on (1) the final version of the Inverclyde Single Outcome Agreement (SOA) which has been developed in collaboration with all partners and circulated separately to all Members and (2) the Interim Report and Qualitative Assessment which will also be submitted to the Scottish Government.

Decided:

- (1) that the final version of the Single Outcome Agreement and the content of the Interim Report and Qualitative Assessment be noted; and
- (2) that it be noted that further progress on the delivery of the Single Outcome Agreement will be reported through the Corporate Performance Report (CPR).

378 Fairer Scotland Fund - Unallocated Funds 378

There was submitted a report by the Corporate Director Regeneration & Resources seeking delegated authority for him to implement measures to award unallocated funds within the Fairer Scotland Fund (FSF) on behalf of the Inverclyde Alliance.

Decided: that delegated authority be granted to the Corporate Director Regeneration & Resources, in administering the Fairer Scotland Fund (FSF), on behalf of the Inverclyde Alliance to:

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(1) seek expressions of interest for these unallocated funds, and any further funds which arise as a result of slippage within the Fund, from all current FSF projects to expand their existing provision which would enhance the existing service provision within the FSF; and

(2) to obtain services up to an individual additional value of £50,000, following recommendation from the Appraisal Group, for any unallocated funds within the FSF based on the expressions of interest received.

379 Improvement and Performance Directorate Plan 2009-11 379

There was submitted a report by the Corporate Director Improvement & Performance appending the Improvement and Performance Directorate Plan 2009-11.

Decided: that the Improvement and Performance Directorate Plan for 2009-11 be approved.

380 Regeneration and Resources Directorate Plan 2009-11 380

There was submitted a report by the Corporate Director Regeneration & Resources appending the Regeneration and Resources Directorate Plan for 2009-11.

Decided: that the Regeneration and Resources Directorate Plan for 2009-11 be approved.

381 Development of a Strategic Procurement Framework 2009/11 381

There was submitted a report by the Corporate Director Improvement & Performance seeking approval for the development of a Strategic Procurement Framework for the Council.

Decided:

(1) that the outline Strategic Procurement Framework appended to the report be approved;

(2) that it be agreed that a detailed business case for an appropriate procurement solution be finalised and progressed; and

(3) that it be agreed that the finalised Strategic Procurement Framework be submitted to the Committee for approval in September 2009.

382 Responding to the Economic Downturn - Action Plan 382

There was submitted a report by the Corporate Director Improvement & Performance (1) outlining how the Council will effectively manage the impact of the economic downturn at both a corporate and service level over the next few years and (2) appending an action plan which has been developed to focus on maintaining investment programmes and services in the medium term, review governance frameworks, policies and delivery arrangements where appropriate and ensure the Council is able to manage effectively through the economic downturn and prepare for the recovery.

Decided:

(1) that the action plan attached to the report be approved;

(2) that the further action which has been undertaken by Economic & Social Regeneration since the last meeting of the Committee to support local businesses, as detailed in the report, be noted; and

(3) that it be noted that the revised financial strategy will be submitted for approval to a special meeting of the Policy & Resources Committee on 16 June 2009.

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- 383 Best Value 2 - Response to Consultation 383**
- There was submitted a report by the Corporate Director Improvement & Performance (1) outlining the main aspects of the Accounts Commission's proposals for the next phase of Best Value Audits (BV2) of Scottish Councils which are currently subject to consultation and (2) appending the Council's response to the proposals.
- Decided:**
- (1) that the Account Commission's proposals with regard to BV2 be noted; and
 - (2) that approval be given to the Council's response to the BV2 proposals which will be submitted to the Accounts Commission prior to the end of the consultation period on 31 May 2009.
- 384 2009/10 Statutory Performance Indicators - Accounts Commission Directive 2008 384**
- There was submitted a report by the Corporate Director Improvement & Performance advising the Committee of the significant changes which will result from the 2008 SPI Direction and how these changes will impact on the Council.
- Decided:**
- (1) that it be noted that a new set of SPIs for 2009/10, to be reported in September 2010, is currently under development; and
 - (2) that a further report be submitted to the next meeting of the Committee with a final list of Inverclyde's new PIs including SPIs for 2009/10.
- 385 Review of Elected Member Training and Development 385**
- There was submitted a report by the Corporate Director Regeneration & Resources (1) reviewing Elected Member training and development and (2) establishing a personal development programme for Elected Members in line with best practice and current Scottish Government guidelines.
- Decided:**
- (1) that Elected Members continue to be required to complete a minimum of 10 hours continuing professional development each year and that the existing requirement to attend training be extended to include attendance at conferences and other development opportunities as appropriate;
 - (2) that on taking up appointment any newly Elected Member (excluding re-elected Members) will be required to complete the Council's induction course which will comprise core topics such as Corporate Governance, Dealing with the Media, Understanding Standing Orders and the Code of Conduct;
 - (3) that the Council continue to provide training and speakers on relevant topics on at least three occasions per year and that Elected Members be encouraged to attend the training sessions; and
 - (4) that a procedure be established to approve requests for attendance at training and development opportunities, as detailed in Appendix 1 to the report.
- 386 Health and Safety Risk Assessment Policy Review 386**
- There was submitted a report by the Head of Organisational Development & Human Resources recommending approval of the reviewed Risk Assessment Policy.
- Decided:**
- (1) that approval be given to the reviewed Risk Assessment Policy as detailed in Appendix 1 to the report; and
 - (2) that support be given to the Policy by active promotion of risk assessment.

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387 Health and Safety Construction, Design and Management (CDM) Regulations Policy Review 387

There was submitted a report by the Head of Organisational Development & Human Resources recommending approval of the reviewed Construction, Design and Management (CDM) Regulations Policy.

Decided: that approval be given to the reviewed Construction, Design and Management (CDM) Regulations Policy detailed in Appendix 1 to the report.

388 Corporate Workforce and Development Strategy 2009-2012 388

There was submitted a report by the Head of Organisational Development & Human Resources recommending the introduction of a Workforce Development Strategy and Action Plan for the Council.

Decided:

- (1) that the Workforce Planning and Development Strategy and Action Plan 2009-2012 appended to the report be agreed and introduced as per the timetable detailed;
- (2) that the Organisational Improvement Plan Reference Group continue to raise the profile of workforce planning and development and ensure it is adopted and practised throughout the Council;
- (3) that it be noted that performance appraisal will be introduced for all managers to team leader level and that training needs of managers will be assessed;
- (4) that agreement be given to the adoption of the strategy statement set out in paragraph 5.4 of the report;
- (5) that a further report be submitted to the Committee with specific details of how the budget will be used; and
- (6) that regular update reports be submitted to the Committee.

389 Approval to Advertise Specific Contracts on Procurement Scotland's National Advertising Portal 389

There was submitted a report by the Corporate Director Improvement & Performance seeking approval in terms of Standing Order 6.1 of the Council's Standing Orders relating to Contracts for Corporate Procurement to advertise two specific contracts on the Public Contracts national advertising portal established by the Scottish Procurement Directorate National Centre of Expertise (Procurement Scotland).

Decided: that authority be granted to advertise the undernoted contracts in accordance with Standing Order 6.1 of the Council's Standing Orders relating to Contracts on the Public Contracts Scotland national advertising portal:

Security - Estimated total spend £600,000 over the three year contract;

Portable Appliance Testing - Estimated total spend £80,000 over the two year contract.

390 Outstanding Audit Action - Significant Trading Operations 390

There was submitted a report by the Chief Executive providing an update on the outstanding audit action, which has now been allocated to the Chief Executive, which relates to the Council's three Significant Trading Operations (STO's): Roads, Fleet Management and Building Services.

Decided:

- (1) that the report be noted;
- (2) that agreement be given to the proposal to alter the policy framework by which

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STO's are identified, considering a low end threshold of £1M income from external sources per annum for classification as an STO;

(3) that a further report be submitted on the development of an assessment/test of competitiveness for all Council services and that this be reflected in the preparation of future Directorate Plans for 2010 and beyond; and

(4) that it be agreed that the consolidated content of the report satisfies the outstanding audit requirement as outlined in section 1.2.

Councillor MacLeod left the meeting at this juncture.

391 Inverclyde Construction Plus - Remit from Regeneration Committee

391

There was submitted a report by the Corporate Director Regeneration & Resources requesting the Committee to consider a remit from the Regeneration Committee relative to Inverclyde Construction Plus.

Decided:

(1) that approval be given to the Council's participation in Inverclyde Construction Plus and adherence to the partnership agreement as set out in Appendix 1 to the report to the Regeneration Committee; and

(2) that agreement be given to adopt a Community Benefits policy for the future letting of appropriate contracts by Inverclyde Council.

It was agreed in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 as amended, that the public and press be excluded from the meeting for the following items on the grounds that the business involved the likely disclosure of exempt information as defined in the respective paragraphs of Part I of Schedule 7(A) of the Act as are set opposite each item:-

Item	Paragraph(s)
Asset Management: Farms Retention	6, 8 and 12
Voluntary Severance - Update Report	1
Internal Audit Team - Proposed Restructure	1
Boiler Replacements: Moorfoot, St Patrick's and St John's Primary Schools: Use of Powers Delegated to the Chief Executive	6
Addition of Contractor to Standing Restricted List	6
Procurement of a Backscanning Solution	6, 8 and 9
Procurement of a Performance Management System	6, 8 and 9
Cumberland Road/Auchmead Road Junction Works	6, 8 and 9

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- 392 Asset Management: Farms Retention 392**
- There was submitted a report by the Corporate Director Regeneration & Resources requesting the Committee to note the financial implications relative to farms retention and to make appropriate provision therefor, which was agreed, all as detailed in the appendix.
- 393 Voluntary Severance - Update Report 393**
- There was submitted a report by the Head of Organisational Development & Human Resources providing an update in respect of employees who have been released through voluntary severance.
- Decided:** that the Committee note the current position in respect of employees who have been released under the delegated authority granted to the Chief Executive as detailed in the appendix to the report.
- 394 Internal Audit Team - Proposed Restructure 394**
- There was submitted a report by the Corporate Director Improvement & Performance (1) on proposals to reconfigure the Internal Audit Team and (2) presenting a revised structure for approval.
- Decided:**
- (1) that agreement be given to the revised structure for the Internal Audit Team as detailed in the report; and
- (2) that it be remitted to the Corporate Director Improvement & Performance in consultation with the Head of Organisational Development & Human Resources to fill the new posts as detailed in the report.
- 395 Boiler Replacements: Moorfoot, St Patrick's and St John's Primary Schools: Use of Powers Delegated to the Chief Executive 395**
- There was submitted a report by the Corporate Director Regeneration & Resources advising of the use of the powers delegated to the Chief Executive to issue tender documents for boiler replacement projects at Moorfoot, St Patrick's and St John's Primary Schools to specialist contractors not included on the Council's List of Approved Contractors in addition to the specialist contractors currently on the list.
- Noted**
- 396 Addition of Contractor to Standing Restricted List 396**
- There was submitted a report by the Head of Safer Communities seeking approval to add a contractor to the Standing Restricted List to assist in achieving best value in the tendering process for the maintenance of the Council's public space CCTV system.
- Decided:** that approval be given to the addition of the company detailed in the report to the Approved Contractors List.
- 397 Procurement of a Backscanning Solution 397**
- There was submitted a report by the Corporate Director Improvement & Performance (1) providing an update on the tender process for the procurement of a backscanning solution for benefit claim files and (2) seeking approval for the award of the contract.
- Decided:** that agreement be given to the award of the backscanning contract to Hugh

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Symons Information Management Ltd on the basis outlined in the report.

398 Procurement of a Performance Management System 398

There was submitted a report by the Corporate Director Improvement & Performance recommending appointment of a suitable supplier following the tender process for a performance management system and the Committee agreed to the acceptance of a tender, all as detailed in the appendix.

399 Cumberland Road/Auchmead Road Junction Works 399

There was submitted a report by the Chief Executive providing a summary of the review of the roadworks completed as part of the construction of Inverclyde Academy at the junction of Auchmead Road and Cumberland Road, Greenock.

Decided:

- (1) that in the future, all major construction contracts include, from the start, all elements required to ensure completion (building/civil engineering/associated road works etc) enshrined in one single contract under the responsibility of one single contractor except where it is beneficial in terms of finance and/or timescales to do otherwise;
- (2) that in future, similar roads contract works the use of lane rental provision be extended to the entire project and not just parts thereof;
- (3) that regular updates be provided on budget estimates to accommodate any changes during project development and that any significant variations in budget be communicated to the Corporate Director, Chief Executive and relevant Council Committees as quickly as is practicable;
- (4) that public utility diversion requirements be obtained as early as possible in the overall process;
- (5) that strong consideration be given to adopting the practice of allowing end of term contractors to continue until completion of works where projects are already significantly underway;
- (6) that control of the timescale for provision of future contractual works be retained by the Council and not contractors; and
- (7) that appropriate arrangements be put in place, as the end of a term contract approaches, to ensure that there is continuity between contractors.