

POLICY & RESOURCES COMMITTEE - 22 SEPTEMBER 2009

Policy & Resources Committee

Tuesday 22 September 2009 at 3.00 pm

Present: Councillors Blair, Brooks, Clocherty, Fyfe, McCabe, McIlwee, McKenzie, MacLeod, Dorrian (for Moran), Nelson and 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, Acting Director Education, Acting Director Social Care, Mr F Jarvie (for Head of Legal & Administration), Mr A Wilson and Ms B McQuarrie (for Head of Organisational Development & Human Resources), Head of Corporate Communications & Public Affairs, Head of Property Resources & Facilities Management, Head of ICT & Business Transformation and Head of Economic & Social Regeneration.

Apologies: Councillor Moran.

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

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| 568 | Policy and Resources Committee Revenue Budget 2009/10 - Period 4 | 568 |
| | <p>There was submitted a report by the Chief Financial Officer, Corporate Director Improvement & Performance and Corporate Director Regeneration & Resources on (1) the 2008/09 Policy and Resources Committee Revenue Budget outturn and (2) the 2009/10 Revenue Budget position as at Period 4 (31 July 2009) which projected an underspend of £138,000.</p> <p>Noted</p> | |
| 569 | General Fund Revenue Budget 2009/10 - Position as at 31 July 2009 | 569 |
| | <p>There was submitted a report by the Chief Financial Officer (1) on the position of the General Fund Revenue Budget 2009/10 as at 31 July 2009 and (2) providing an update in respect of earmarked reserves and other relevant matters.</p> <p>Decided:</p> <p>(1) that the current position of the General Fund Revenue Budget 2009/10 be noted;</p> <p>(2) that the position in respect of the General Fund Reserve and associated earmarked reserves be noted; and</p> <p>(3) that it be agreed to allocate a further £1.8M from the General Fund Reserve to the Voluntary Severance/Early Retiral earmarked reserve, subject to this not bringing the projected non-earmarked reserves below £4M as at 31 March 2010.</p> | |
| 570 | Capital Programme 2009/12 | 570 |
| | <p>There was submitted a report by the Chief Financial Officer on the current position of the Capital Programme 2009/12.</p> <p>Noted</p> | |

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- 571 Treasury Management - Annual Report 2008/09 and Monitoring Report Quarter 1 2009/10 571**
- There was submitted a report by the Chief Financial Officer on the operation of the Treasury Function and its activities for 2008/09 and for quarter 1 of 2009/10 as required under the terms of Treasury Management Practice 6 ("TMP6") on "Reporting Requirements and Management Information Arrangements".
- Decided:**
- (1) that the Committee note the contents of the annual report on Treasury Management for 2008/09 and the ongoing work to ensure the delivery of financial benefits for the Council; and
 - (2) that it be agreed to homologate the action taken which resulted in the Council exceeding its TMP limit with the Bank of Scotland on a short-term basis due to a debt restructuring exercise undertaken during quarter 1 of 2009/10.
- 572 Improvement and Performance Capital Programme 2008/09 - 2011/12 - Progress 572**
- 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 - 2011/12 and (2) highlighting the overall financial position.
- Noted**
- 573 Corporate Performance Report - May/August 2009 573**
- There was submitted a report by the Corporate Director Improvement & Performance appending the Corporate Performance report for May/August 2009 which complements 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 within 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.
- 574 Improvement and Performance Directorate Performance Report 574**
- There was submitted a report by the Corporate Director Improvement & Performance on (1) progress made by the Improvement and Performance Directorate in achieving its key objectives as set out in its Directorate Plan for 2009/11 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 Performance Directorate will be submitted to future meetings of the Committee; and
 - (3) that Members be requested to identify any further performance information from the list detailed for inclusion in the report submitted to the next meeting of the Committee.

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- 575 Regeneration and Resources Directorate Performance Report 575**
- There was submitted a report by the Corporate Director Regeneration & Resources on (1) progress made by the Regeneration & Resources 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 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.
- 576 Modernisation and Efficiency Programme - Progress Report 576**
- 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 funding position of the Modernisation and Efficiency Programme and the future Operating Model as detailed in appendices 2 and 3 of the report be noted; and
 - (3) that approval be given to the submission of the Invitation to Quote (ITQ) using the OGC Multi-Disciplinary Consultancy Services Framework for additional external resources to provide advice and support during the design, development and implementation of Phases 2 and 3 of the new Operating Model.
- 577 Statutory Performance Indicators 2008/09 577**
- There was submitted a report by the Corporate Director Improvement & Performance providing an update on the current position with regard to the Statutory Performance Indicators (SPIs) 2008/09 within the context of two recent reviews and the fact that from 2009/10, Audit Scotland have reduced the number of SPIs to 25 (21 of which Inverclyde Council are required to report on).
- Decided:**
- (1) that the contents of the report and the continued positive upward trend in the performance of Inverclyde's SPIs be noted;
 - (2) that it be agreed that progress reports on the continued monitoring and improvement agenda for the core set of SPIs be submitted to future meetings of the Committee; and
 - (3) that a further report be submitted once the national report on SPIs is published by Audit Scotland in January 2010 which will allow comparisons with similar authorities.
- 578 Statutory Performance Indicators - New Performance Indicators for 2009/10 578**
- There was submitted a report by the Corporate Director Improvement & Performance (1) advising of a new set of Performance Indicators which have been developed in the light of the significant changes introduced by Audit Scotland in their 2008 SPI Direction and (2) explaining how these changes will impact on the Council.
- Decided:**
- (1) that agreement be given to the new set of Statutory Performance Indicators and Key Performance Indicators to be used by Inverclyde Council for 2009/10; and
 - (2) that a further monitoring report on progress made with the Indicators be

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submitted to the Committee in September 2010.

579 Fairer Scotland Fund - Post March 2010 579

There was submitted a report by the Corporate Director Regeneration & Resources (1) advising of the review of the procurement process and first eight months of activity by projects funded by the Fairer Scotland Fund and (2) considering the outcome of the termination of "ringfencing" on 31 March 2010 and how Inverclyde Council may wish to allocate future block allocation funding to outcomes linked to regenerating communities; tackling poverty; and overcoming barriers to employment.

Decided:

- (1) that the content of the reviews carried out in respect of procurement and performance be noted;
- (2) that it be agreed in principle that funding from the Council's General Revenue Grant settlement will be allocated to allow programmes which will contribute to the Single Outcome Agreement to continue/expand and for new projects to be considered;
- (3) that it be noted that the level of funding allocated cannot be determined until the Council receives confirmation of the overall 2010/11 grant settlement which is due in November/December 2009 and that any allocation will include allowance for ongoing management team/commissioning costs;
- (4) that it be agreed that an appropriate thematic review be concluded, examining the suitability of commissioning of services to the Council and its partners within similar areas of activity by October 2010 with implementation by April 2011 and that it be remitted to the Corporate Director Regeneration & Resources to progress this work;
- (5) that it be agreed that the Programme Management Support Unit (PMSU) within the Economic & Social Regeneration Service continue to manage performance issues and that if performance issues are not addressed appropriately by project providers, a further report be submitted to the Committee; and
- (6) that it be agreed to allow bids to be submitted to the European Structural Funds and other funding sources using the aforementioned funds on behalf of the Inverclyde Alliance as match funding in financial year 2009/10 in order to maximise funding opportunities in financial year 2010/11.

580 Debt Recovery Performance 2008/09 580

There was submitted a report by the Chief Financial Officer (1) on the performance of the Debt Recovery Partnership during 2008/09 and (2) advising of future plans in this regard.

Decided:

- (1) that the Committee note the reasons for the reduction in income levels during 2008/09 and the proactive approach which is being taken during 2009/10 to ensure that income levels are maximised;
- (2) that the impact which the current economic climate is having on debt recovery be noted; and
- (3) that a presentation be arranged for Members on the Council's debt recovery procedures.

581 Inverclyde Single Outcome Agreement Annual Report 2008/09 with Qualitative Assessment 581

There was submitted a report by the Corporate Director Improvement & Performance on the draft version of the Inverclyde Single Outcome Agreement (SOA) Annual Report 2008/09 and Qualitative Assessment, developed in collaboration with all partners, which

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requires to be submitted to the Scottish Government at the end of September 2009.

Decided: that the Committee endorse the draft Single Outcome Agreement Annual Report 2008/09 and the Qualitative Assessment.

582 Financial Capacity Development Plan 582

There was submitted a report by the Chief Financial Officer requesting the Committee to consider and approve the Financial Capacity Development Plan which has been produced following consideration of the Financial Capacity Review carried out by the Institute of Public Finance (IPF) in early 2009.

Decided: that approval be given to the Financial Capacity Development Plan set out in appendix 1 to the report and it be agreed that updates on progress in respect of the plan be monitored by the Resources Reference Group and reported through the Corporate Performance report.

583 Heat With Rent Balance 583

There was submitted a report by the Chief Financial Officer requesting the Committee to approve the transfer of the Heat with Rent balance to the Strategic Housing Reserve.

Decided: that approval be given to the transfer of the Heat with Rent balance to the Strategic Housing Reserve.

584 Strategic Procurement Framework 2009/11 584

There was submitted a report by the Corporate Director Improvement & Performance on the Strategic Procurement Framework 2009/11.

Decided:

- (1) that the Strategic Procurement Framework 2009/11 detailed in the appendix to the report be approved;
- (2) that a further report be submitted to the Committee in November 2009 identifying how temporary specialist resources can be provided on a cost neutral basis to support the delivery of the Framework; and
- (3) that it be noted that progress with the implementation of the Strategic Procurement Framework will be monitored by the Management of Resources Reference Group and reported through the Corporate Performance Report.

585 Results from Third Citizens' Panel Survey 585

There was submitted a report by the Corporate Director Improvement & Performance providing details of the headline results from the third Citizens' Panel Survey.

Decided:

- (1) that the report be noted; and
- (2) that it be agreed that Services take appropriate action to address the issues raised in the survey.

586 Preparing for Best Value 2 586

There was submitted a report by the Corporate Director Improvement & Performance outlining a number of proposals which will assist the Council in preparing for Best Value 2 (BV2).

Decided:

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- (1) that approval be given to the proposed arrangements for preparing for BV2 as detailed in the report;
- (2) that it be noted that the Council will pilot four Audit Scotland toolkits in the following areas: Vision/Strategic Direction; Planning and Resource Alignment; Competitiveness; Public Performance Reporting;
- (3) that it be agreed that the OIP Reference Groups be given responsibility for reviewing the remaining 15 Audit Scotland toolkits by January 2010;
- (4) that the Committee re-affirm the previous policy commitments to (a) applying PSIF to all Council Services by December 2010 and (b) delivering programmes and projects detailed within the Organisational Improvement Plan and for progress to be reported to the Corporate Management Team and the Committee through the Corporate Performance report;
- (5) that the proposal to establish a joint scrutiny register to be maintained and managed by Performance Management & Procurement be noted; and
- (6) that the appointment of the Chief Executive and Corporate Director Regeneration & Resources as peer reviewers in accordance with Audit Scotland's arrangements for Best Value 2 be noted.

587 "Our Corporate Children" (OCC) - Employment Training and Housing Opportunities 587

There was submitted a report by the Corporate Director Environment & Community Protection on proposals for employment, training and housing opportunities for children who are the full responsibility of the Council, referred to in the report as "Our Corporate Children" (OCC).

Decided:

- (1) that approval be given to the proposals detailed in the report which are designed to place Our Corporate Children in a stronger position to seek gainful employment, training and further education;
- (2) that agreement be given to the variety of options detailed in the report which are available to assist Our Corporate Children to find employment;
- (3) that the Council commit itself to take all necessary action to guarantee a job or training opportunity for Our Corporate Children;
- (4) that the other issues set out in paragraph 7 of the report be noted;
- (5) that it be agreed that Our Corporate Children be given access to the Internal Vacancy Bulletin in their final year at school;
- (6) that it be agreed to remit the prospect of funding for Our Corporate Children in relation to tuition, travel, books, dress, sports, driving lessons, occupational health etc to the next budget setting period;
- (7) that the Committee note the co-operation of the local Housing Associations in terms of dealing with the accommodation issues facing Our Corporate Children;
- (8) that agreement be given to roll out the proposals detailed to the Council's partners within the Inverclyde Alliance; and
- (9) that agreement be given to the document "Our Corporate Children's Charter", copies of which were circulated at the meeting, which summarises what the Council will do to help the young person and what the young person will do to help him/herself and that agreement be given to the establishment of a corporate group of senior officers, chaired by the Chief Executive or his nominees, to oversee the implementation and review of the Charter.

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588 Towards a Mentally Flourishing Scotland: Policy and Action Plan 2009-2011 588

There was submitted a report by the Acting Director Social Care advising of the publication by the Scottish Government in May 2009 of "Towards a Mentally Flourishing Scotland: Policy and Action Plan 2009-2011" which sets out its ongoing commitments to working to improve Scotland's Mental Health and builds upon the work of the National Programme to Improve Mental Health and Wellbeing.

Decided:

- (1) that it be agreed that the paper "Towards a Mentally Flourishing Scotland: Policy and Action Plan 2009-2011" be brought to the attention of the Inverclyde Alliance Board and incorporated into the local community planning structures;
- (2) that the Committee recognise the importance of the links to the wider remits and approaches through equality, diversity, human rights, social inclusion etc and the linkages to the delivery of all the local outcomes of the Single Outcome Agreement (SOA) and particularly in the areas of health inequalities, alcohol misuse/problematic drinking and tackling childhood poverty;
- (3) that the Committee endorse the local strategic approach outlined in the report and action to ensure that mental health improvement developments are given continuing focus as part of the overall Council work programmes; and
- (4) that it be agreed to support and participate in a local event to launch "Towards a Mentally Flourishing Scotland" which is being planned for late autumn 2009.

589 Mental Health Service Redesign - Proposed Development 589

There was submitted a report by the Acting Director Social Care (1) outlining progress made in developing proposals for the reprovisioning of non-acute beds from the Ravenscraig Hospital site and (2) seeking endorsement of further actions required by the Council in partnership with NHS Greater Glasgow & Clyde to conclude the commissioning of alternative high quality services for the future.

Decided:

- (1) that the Committee note (a) the progress made in the mental health reprovisioning proposals as part of the closure programme for Ravenscraig Hospital and (b) confirmation that the resources allocated for this purpose allow an affordable, value for money and sustainable scheme to be put in place;
- (2) that the Committee note the agreement in principle for the use of the Kempock site for the reprovisioning of non-acute beds from the Ravenscraig Hospital site which was confirmed following the decision of the Regeneration Committee on 15 January 2009; and
- (3) that approval be given to the issue of a Prior Information Notice (PIN) as the first stage in identifying market interest followed by advertisement in the European Journal.

590 Mental Health First Aid Policy 590

There was submitted a report by the Head of Organisational Development & Human Resources recommending the introduction of a Mental Health First Aid Policy.

Decided: that consideration be continued for a further report following consultation with relevant officers and trades unions on the introduction of a scheme which would allow for the identification of individuals in particular circumstances.

591 Childcare Voucher Scheme - Salary Sacrifice 591

There was submitted a report by the Head of Organisational Development & Human

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Resources recommending the introduction of a Childcare Voucher Scheme.

Decided:

- (1) that approval be given to the introduction of a Childcare Voucher Scheme as detailed in the report;
- (2) that agreement be given to using a Scheme Provider;
- (3) that it be noted that the revenue implications for Payroll Services are that any savings in National Insurance which the Council makes will be used to meet the costs of any extra administration costs for Payroll and/or Organisational Development & Human Resources; and
- (4) that it be agreed that if the scheme is adopted and an employee joins and subsequently goes on maternity leave, the estimated additional cost of £2,000 will require to be met by the employing Service.

592 Job Evaluation - Appeals Procedure**592**

There was submitted a report by the Head of Organisational Development & Human Resources (1) seeking approval of a proposed job evaluation appeals procedure for implementation as soon as practicable for formal appeals and (2) identifying the additional resources required for the duration of the project.

Decided:

- (1) that the additional resources required to manage the project and the cost of the panel members' training be funded from an earmarked reserve set aside by the Chief Financial Officer, viz:
 - (a) the creation of a temporary post of Adviser to the Panel graded I (£30,250 - £33,085) for three days at a cost of £29,019 for the duration of the project of 15 months;
 - (b) the requirement for temporary administrative support staff graded D (£15,704 - £17,170) at a cost of £25,458 for the duration of the project of 15 months;
 - (c) training costs required for the panel members and the trades union representatives at a cost of £4,000;
 - (d) additional costs for administration, other services and legal services of £15,000;
- (2) that (a) the panel size be limited to 3; that 8 management representatives be appointed from Services comprising 4 at Head of Service level and 4 at Service Manager level and that the Head of Organisational Development & Human Resources and Human Resources Manager (Operations) be members of the team of 8; and (b) that training also be provided to 12 trades union representatives;
- (3) that the appeals procedure outlined in appendix 1 be agreed and implemented immediately; and
- (4) that the process for and frequency of panel meetings be as outlined in section 5.2 of the report.

593 Job Evaluation: Grading/Regrading Procedure Scheme of Delegation and Committee**593**

There was submitted a report by the Head of Organisational Development & Human Resources on proposals for (1) the setting of grades for new jobs, (2) how jobs should be reviewed and (3) procedures for the creation of new jobs either through a Scheme of Delegation or Committee approval as appropriate.

Decided:

- (1) that the procedures for grading of new jobs and for the review of existing jobs as detailed in the appendices be approved;
- (2) that it be agreed that the setting of grades for new posts and regrading of posts below grade N will no longer require Committee approval;

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(3) that where new jobs are to be established then services should, where appropriate, advise the relevant Committee of the number of jobs and grades which have been set by the Job Evaluation Team to allow Members to be apprised of any financial implications;

(4) that where permanent posts graded N or O require to be established or where a restructure of a service is proposed, then approval of the Committee will be required; and

(5) that a review of the current pay and grading scheme commence around August 2011.

594 Items for Noting

594

There was submitted a report by the Corporate Director Improvement & Performance providing information for noting on (1) the Public Service Reform (Scotland) Bill, (2) Public Sector Improvement Framework and (3) Efficiency Statement 2008/09.

Noted

595 Use of Powers Delegated to the Chief Executive

595

There was submitted a report by the Corporate Director Regeneration & Resources advising of the use of the powers delegated to the Chief Executive since the last meeting of the Committee relative to (1) the private sector house condition survey contract, (2) the Greenock south west retail capacity assessment, (3) the building energy management system upgrade 2009/10, (4) the carrying out of fire risk assessments and (5) Garvocks Farm, Greenock asset management.

Noted

596 Revenue Budget 2010/2011

596

There was submitted a report by the Chief Financial Officer (1) on the current position of the 2010/2011 Revenue Budget for the Council and (2) requesting the Committee to agree to the 1% efficiency savings totalling £1.56M recommended by the Corporate Management Team.

Decided:

(1) that the latest information in respect of the 2010/2011 Revenue Budget be noted;

(2) that approval be given to the 1% efficiency savings totalling £1.56M recommended by the Corporate Management Team; and

(3) that the proposals relative to the development of the 2011/2013 Revenue Budget be submitted to the Committee in early course.

The Convener being of the opinion that the undernoted report by the Head of Organisational Development & Human Resources was relevant, competent and urgent moved its consideration in terms of the relevant Standing Order to allow the Committee to consider the creation of the new post of Customer Services Manager at the earliest opportunity. This was agreed unanimously.

597 Future Operating Model - Establishment of New Post - Customer Services Manager - Release 1

597

There was submitted a report by the Head of Organisational Development & Human Resources recommending the creation of a new permanent post of Customer Services Manager (Grade O - £48,712 - £51,663) as part of the Council's Corporate Workforce

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and Development Strategy, Theme 1 - Planning for the Future (Modernisation).

Decided:

- (1) that approval be given to the creation of a new permanent post of Customer Services Manager (Grade O £48,712 - £51,663); and
- (2) that in addition to being advertised in the Council's Internal Vacancy Bulletin, the new permanent post be advertised externally as there is no direct internal match and that the advertising of the post be carefully considered to assure attraction of quality candidates.

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)
Efficiency Reviews - Facilities Management	1 and 11
Appendix Relative to Agenda Item 30	1
Appendices 2-5 Relative to Agenda Item 29	6, 8 and 9
Voluntary Severance	1
Appendices 1(b), 1(c) and 2 Relative to Agenda Item 12	6

598 Efficiency Reviews - Facilities Management

598

There was submitted a report by the Corporate Director Regeneration & Resources (1) on the findings of the Facilities Management Service Review Team (SRT) and (2) seeking approval of action relative to the restructuring of, and delivery mechanisms within, Facilities Management.

(Councillor Nelson left the meeting during consideration of this item of business).

Decided:

- (1) that the findings of the Facilities Management Service Review Team detailed in the report be endorsed;
- (2) that approval be given to the restructuring proposals detailed in section 5.1 of the report;
- (3) that approval be given to the implementation of modernised working practices as detailed in section 5.2;
- (4) that approval be given to the establishment of a short life working group to consider "demand led" overtime and that a further report be submitted to the Committee in early 2010 with recommendations in accordance with section 5.7;
- (5) that agreement be given to earmark up to £400,000 from the General Fund Reserve Fund for the one-off costs associated with the full implementation of the efficiency review including costs associated with early retiral/voluntary severance; and
- (6) that the terms of any agreement reached with the trades unions to implement proposals be reported to the Committee and if no agreement is concluded, a further report be submitted to a meeting of the Policy & Resources Executive Sub-Committee with appropriate implementation proposals.

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- 599 Appendix Relative to Agenda Item 30 599**
- There was submitted appendix relative to agenda item 30 (Revenue Budget 2010/11) summarising efficiency savings proposals.
(Councillor Nelson returned to the meeting during consideration of this item of business).
Noted
- 600 Appendices 2-5 Relative to Agenda Item 29 600**
- There were submitted appendices 2-5 relative to agenda item 29 (Use of Powers Delegated to the Chief Executive) providing details of specialist consultants and contractors invited to tender for works and on action taken relative to Garvocks Farm, Greenock.
Noted
- 601 Voluntary Severance 601**
- 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.
Noted
- 602 Appendices 1(b), 1(c) and 2 Relative to Agenda Item 12 602**
- There were submitted appendices 1(b), 1(c) and 2 relative to agenda item 12 (Fairer Scotland Fund - Post March 2010) providing details of the performance of projects. Councillors McKenzie, MacLeod and Wilson declared a non financial interest in this matter as Members of the Board of Inverclyde Leisure.
Councillor MacLeod also declared a non financial interest as a Director of Inverclyde Council on Disability and Councillor Dorrian declared a non financial interest as a Director of Financial Fitness. All Members formed the view that the nature of the interests and of the item of business did not preclude their continued presence in the Chamber or their participation in the decision making process.
Noted