

Municipal Buildings, Greenock PA15 1LY

Ref: RMcG/JC

Date: 9 April 2010

I refer to the agenda for the meeting of The Inverclyde Council to be held on 15 April 2010 and now enclose the minute of the meeting of the Policy & Resources Committee held on 30 March 2010 which was not available on the day of issue.

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Head of Legal and Democratic Services

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POLICY & RESOURCES COMMITTEE - 30 MARCH 2010

Policy & Resources Committee

Tuesday 30 March 2010 at 3.00 pm

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

Chair: Councillor McCabe presided.

In attendance: Chief Executive, Corporate Director Improvement & Performance, Corporate Director Regeneration & Resources, Corporate Director (Designate) Health & Social Care, Acting Director of Education, Chief Financial Officer, Head of Legal & Administration, Head of Organisation Development & Human Resources, Mr A Wilson (Organisational Development & Human Resources), Head of Property Resources & Facilities Management, Head of Safer Communities, Head of ICT & Business Transformation, Chief Internal Auditor, Legal Services Manager (Procurement & Administration) and Mr M Bingham (Corporate Communications & Public Affairs).

Apologies: Councillor Blair.

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

219 Policy and Resources Committee Revenue Budget 2009/10 - Period 10 219

There was submitted a report by the Chief Financial Officer, Corporate Director Improvement & Performance and Corporate Director Regeneration & Resources on the 2009/10 Revenue Budget position as at Period 10 (31 January 2010) which projected an underspend of £1,041,000 excluding earmarked reserves.

Decided:

- (1) that the current projected underspend of £1,041,000 for 2009/10 as at 31 January 2010 be noted; and
- (2) that the virement totalling £200,000 as detailed in Appendix 5 to the report be approved.

220 General Fund Revenue Budget 2009/10 - Position as at 31 January 2010 220

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 January 2010 and (2) providing an update in respect of earmarked reserves and other relevant matters.

Decided:

- (1) that the current position of the General Fund Revenue Budget 2009/10 be noted; and
- (2) that the position in respect of the General Fund Reserves and associated earmarked reserves be noted.

221 Capital Programme 2009/14 221

There was submitted a report by the Chief Financial Officer on the initial position of the recently approved 2009/10 Capital Programme.

Noted

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- 222 Improvement & Performance Capital Programme 2008/09 - 2011/12 - Progress 222**
- There was submitted a report by the Corporate Director Improvement & Performance and 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**
- 223 Improvement & Performance Directorate Performance Report 223**
- There was submitted a report by the Corporate Director Improvement & Performance on (1) the 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 performance information contained in the report be endorsed;
 - (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 which they wish to have included in the report submitted to the next meeting of the Committee.
- 224 Regeneration & Resources Directorate Performance Report 224**
- 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.
- 225 Transformation Programme - Implementation of the Operating Model 225**
- There was submitted a report by the Corporate Director Improvement & Performance (1) providing an update on progress made with the implementation of the Operating Model and (2) seeking approval for revised governance and management arrangements for the Council's overall Transformation Programme.
- Decided:**
- (1) that the Committee approve the revised governance and management arrangements for the Transformation Programme;
 - (2) that the revised scope of Phase 2 of the Operating Model as detailed in Appendix 2 to the report be confirmed;
 - (3) that the Committee note the positive progress being made with the development and delivery of Phase 2 of the Operating Model;
 - (4) that the funding position of the Operating Model as detailed in Appendices 3 and 4 be noted; and
 - (5) that a presentation be arranged for all Members of the Council.

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226 Review of Corporate and Directorate Performance Reporting 226

There was submitted a report by the Corporate Director Improvement & Performance advising of a review of the current arrangements for Directorate and Corporate Performance Reporting.

Decided:

- (1) that the Committee note the report and the review of Corporate and Directorate Performance Reporting which is currently being undertaken;
- (2) that it be noted there will be no Corporate Performance Report or Directorate Performance Reports to the next cycle of Committees; and
- (3) that it be agreed that new Performance Reporting arrangements be implemented in Autumn 2010.

227 Review of Public Service Improvement Framework - Phase 2 227

There was submitted a report by the Corporate Director Improvement & Performance on the findings of a review of Phase 2 of the implementation of the Public Service Improvement Framework (PSIF) across the Council.

Decided:

- (1) that agreement be given to the revised programme of PSIF assessments planned for 2010 being conducted;
- (2) that agreement be given to the use of the QMIE 3 by Education Services to prepare their validated self-assessment for 2010/11;
- (3) that it be agreed that the self-evaluation undertaken for both SWIA and HMle (with regard to Child Protection) represents a robust self-evaluation process for Social Care; and
- (4) that it be agreed that a further "wash up" exercise be carried out to identify those services or parts of a service which have not been subject to a self-assessment exercise.

228 Draft Information Governance and Management Framework 228

There was submitted a report by the Corporate Director Improvement & Performance appending, for approval, a draft Information Governance and Management Framework.

Decided:

- (1) that approval be given to the Information Governance and Management Framework appended to the report;
- (2) that approval be given to the revised Acceptable Use of Information Systems Policy;
- (3) that the Committee note the Operational Guidance for the Management and Use of USB Devices by Members and employees; and
- (4) that it be agreed that further reports on the Information Governance and Management Framework be submitted to the Committee when appropriate.

229 Treasury Management Strategy Statement and Annual Investment Strategy 2010/11 - 2012/13 229

There was submitted a report by the Chief Financial Officer on the Treasury Management Strategy Statement and Annual Investment Strategy for 2010/13, Treasury Policy Limits and the Council's Prudential and Treasury Management Indicators for the next three years which require approval by The Inverclyde Council.

Decided:

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- (1) that the Treasury Management Strategy, Annual Investment Strategy, Treasury Policy Limits, Prudential Indicators and Treasury Management Indicators outlined in the report be remitted to The Inverclyde Council for approval; and
- (2) that The Inverclyde Council be requested to adopt the clauses within the Financial Regulations, as set out in Appendix 1, the revised Treasury Management Policy Statement as set out in Appendix 2 and, in full, the revised CIPFA Treasury Management Code and CIPFA Prudential Code and to approve the list of Permitted Investments as set out in Appendix 5 (including those for the Common Good Fund).

230 Significant Trading Operations - 2010/11

230

There was submitted a report by the Chief Financial Officer seeking approval of the Significant Trading Operations to be operated by the Council for the financial year 2010/11.

Decided:

- (1) that approval be given to the designation of Building Services as the only Significant Trading Operation for 2010/11; and
- (2) that approval be given to the recommendation from the Corporate Management Team that Roads Maintenance and Vehicle Management be treated the same as all other Council Services and be required to demonstrate competitiveness via the requirements of Directorate Planning Guidance.

231 Results from Fourth Citizens' Panel Survey

231

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

Decided:

- (1) that the report be noted;
- (2) that it be agreed that services take appropriate action to address issues raised in the survey through their Directorate Plans; and
- (3) that the report be referred to the Alliance Board and relevant SOA Outcome Delivery Groups.

232 Population Projections and Scottish Index of Multiple Deprivation (SIMD) 2009

232

There was submitted a report by the Corporate Director Improvement & Performance providing a policy briefing on the latest population projections and SIMD data for Inverclyde.

Decided:

- (1) that the Committee note the information contained in the report and the policy briefing;
- (2) that it be agreed that relevant services should revise plans and services accordingly to address these findings where appropriate; and
- (3) that the Committee note the activities already underway through the Single Outcome Agreement to address the challenges of depopulation and multiple deprivation in Inverclyde.

233 Responding to the Economic Downturn - Progress Report**233**

There was submitted a report by the Corporate Director Improvement & Performance providing an update on (1) how the Council is seeking to manage the impact of the economic downturn at a corporate and service level and (2) progress with the action plan approved in May 2009 and the set of indicators approved in November 2009 which will help assess the impact of the downturn on the Council.

Decided:

- (1) that the Committee endorse the progress made with regard to the action plan set out in Appendix 1 to the report; and
- (2) that the current position with regard to the indicators set out in Appendix 2 which will help assess the impact of the economic downturn on the Council be noted.

234 Scottish Futures Trust - The Hub Initiative**234**

There was submitted a report by the Corporate Director Regeneration & Resources providing a summary of the implementation pack issued prior to the "Hub Initiative - West Territory Kick Off Session" held on 19 January 2010. The report advised that the Hub Initiative was being developed by the Scottish Futures Trust (SFT) on behalf of the Scottish Government as a means of improving the planning for and procurement and delivery of the infrastructure which supports community services.

Decided:

- (1) that it be agreed that further investigations be made into potential local opportunities relating to the SFT's National Housing Trust Programme;
- (2) that, for the reasons outlined in the report, Inverclyde Council engage with the Hub Initiative's West Territory in a non-participatory capacity at this time and that no resources be deployed from Inverclyde to support the Hub at present;
- (3) that a further report be submitted to the Committee if, at any future point, it is decided that active financial/resource involvement in the Hub is recommended;
- (4) that it be noted that there is an obligation for NHS Primary Care to use the Hub as the vehicle for significant developments and that it may therefore be necessary for Inverclyde Council to consider its position with regard to the Hub when taking forward health led partnership developments;
- (5) that the Chief Executive communicate the final decision of Inverclyde Council to the Scottish Future's Trust via the letter of intent template set out in Appendix 4 to the report; and
- (6) that in order to allow involvement in the Hub at a future date, agreement be given for Inverclyde Council to be included in the Official Journal of the European Union Notice for the selection of the Hub's Development Partner for the West Territory.

235 NHS Greater Glasgow & Clyde Joint Health Protection Plan 2010-12**235**

There was submitted a report by the Head of Safer Communities submitting, for approval, the 2010/12 Joint Health Protection Plan for the Greater Glasgow & Clyde Health Board area.

Decided: that approval be given to the Joint Health Protection Plan for 2010-12 appended to the report.

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236 Delegated Powers: Authorisation of Officers

236

There was submitted a report by the Head of Safer Communities (1) requesting the Committee to approve the delegated powers of the Head of Safer Communities with respect to the authorisation of officers and (2) recommending the transfer of these powers to the new post of Head of Safer & Inclusive Communities.

Decided:

- (1) that the Head of Safer Communities be granted delegated powers to authorise officers under the various Acts contained in Appendix 1 to the report; and
- (2) that those delegated powers, together with all existing powers delegated to the Head of Safer Communities, as contained in Appendix 2, be transferred to the new post of Head of Safer & Inclusive Communities with effect from 1 April 2010.

237 Corporate Workforce and Development Strategy (CWDS) - Progress Report

237

There was submitted a report by the Head of Organisational Development & Human Resources advising the Committee of progress made towards the introduction of certain aspects of the Corporate Workforce and Development Strategy (CWDS) including a formal competency based performance appraisal system, succession planning and an organisational development audit.

Decided:

- (1) that it be noted that three versions of the competency based appraisal system have been developed in recognition of the range of posts covered by the system, the full version applying to team leader (Grade K) and above, the shortened version applying to employees graded H to J and a further shortened version applying to all other employees;
- (2) that it be noted that a competency based performance appraisal for all posts graded K and above is ready for use from 1 April 2010 and for all employees by April 2011;
- (3) that it be noted that the workforce audit - analytics and succession planning will also commence from 1 April 2010;
- (4) that it be noted that appropriate training will be provided by Organisational Development & Human Resources (a) for employees charged with conducting performance appraisals, (b) for employees in receipt of performance appraisals and (c) to give an overview of the overall Organisational Development Plans;
- (5) that it be noted that the agreed competencies are also being introduced to the recruitment procedure in the same staged manner by making the use of a competency based interview question template compulsory and by revising recruitment and selection training appropriately;
- (6) that it be noted that the next stage of development, the medium term plan 9-18 months, will also be introduced from 1 April 2010; and
- (7) that it be noted that all papers in relation to organisational development are available on request from Organisational Development & Human Resources.

238 Protection Arrangements

238

There was submitted a report by the Head of Organisational Development & Human Resources (1) advising the Committee of the outcome of discussions with the trades unions regarding changes to the three year salary protection for employees and (2) making recommendations regarding the future of salary protection arrangements for local government employees and craft operatives.

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Decided: that consideration be continued to the next meeting to allow for further discussions with the trades unions and that the report to the Committee also include information on the approaches adopted by other local authorities to salary protection.

239 Garden Project Fitzgerald Centre

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There was submitted a report by the Corporate Director (Designate) Health & Social Care on a proposal to develop a Sensory Garden Project within the confines of the Fitzgerald Centre, a service for individuals with a learning disability.

Decided: that agreement be given to the investment of £10,000 in the sensory garden project and that the work be developed with the full involvement of service users and carers.

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) |
|---|--------------|
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| Update on Voluntary Severance Trawls and Releases to Date | 1 |

240 Office Rationalisation

240

There was submitted a report by the Corporate Director Regeneration & Resources (1) on the outcome of the detailed assessment which considered the possibility of locating a new major back office facility at Wellington Academy as well as any other available options, (2) seeking authority to progress the development and (3) requesting the Committee to review the recent design for the development of the Municipal Buildings Customer Services Centre and to progress the development of this project together with the façade retention works to the Dalrymple Street elevation.

Decided:

(1) that the Committee note the progress of the detailed assessment which considered the possibility of locating a new major back office facility at Wellington Academy;

(2) that it be agreed that those parts of the project which relate to (a) the refurbishment of Wellington Academy, (b) the development of the Customer Services Centre and (c) the retention of the façade on Dalrymple Street proceed to tender;

(3) that in terms of Standing Order 6 of Standing Orders relating to Contracts, it be agreed that invitations to tender in respect of the façade works in relation to Dalrymple Street, Greenock be not restricted to those companies included in the Standing Restricted List and that the Corporate Director Regeneration & Resources proceed by way of public notice;

(4) that notwithstanding the terms of Standing Order 10.2(ii) of the Council's Standing Orders relating to Contracts, delegated authority be granted to the Corporate Director Regeneration & Resources to accept the lowest or most economically advantageous bid in respect of the projects hereinbefore referred to;

(5) that delegated authority be granted to the Corporate Director Regeneration &

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Resources in consultation with the Chief Financial Officer and Head of Legal & Administration to progress negotiations and conclude a lease for suitable decant facilities which will be required whilst works to the front of the Municipal Buildings are ongoing; and

(6) that it be noted that a further report on the redevelopment of St Laurence's Primary School office accommodation will be submitted to the next meeting of the Committee.

241 Update on Voluntary Severance Trawls and Releases To Date**241**

There was submitted a report by the Head of Organisational Development & Human Resources updating the Committee on the release of employees under the authority delegated to the Chief Executive.

Decided:

(1) that it be noted that 20 employees have been released by the Chief Executive under the delegation granted to him since 2 February 2010; and

(2) that it be agreed that the Chief Executive be granted authority until 30 June 2010 to release employees through the Teachers' Refresh Exercise and where appropriate the formation of the new Community Health and Care Partnership.