

POLICY & RESOURCES COMMITTEE – 11 AUGUST 2015

Policy & Resources Committee

Tuesday 11 August 2015 at 3pm

Present: Councillors Ahlfeld, Clocherty, MacLeod, McCabe, McCormick, McEleny, McIlwee, Nelson, Loughran and Rebecchi.

Chair: Councillor McCabe presided.

In attendance: Chief Executive, Corporate Director Inverclyde Health & Social Care Partnership, Chief Financial Officer, Head of Legal & Property Services, Head of Organisational Development, Human Resources & Communications, Head of Safer & Inclusive Communities, ICT Operations Manager, Lead Officer, Community Learning & Development, Business Support Executive and Mr M Bingham (Corporate Communications).

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

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| 474 | Apologies, Substitutions and Declarations of Interest | 474 |
| | <p>An apology for absence was intimated on behalf of Councillor Wilson.</p> <p>No declarations of interest were intimated.</p> | |
| 475 | 2014/15 Capital Programme Performance | 475 |
| | <p>There was submitted a report by the Chief Financial Officer advising the Committee of performance in respect of the delivery of the 2014/15 Capital Programme.</p> <p>Decided:</p> <p>(1) that the Committee note the 2014/15 Capital outturn position; and</p> <p>(2) that the Committee note the impact of the previously agreed actions and that the full year impact will take place in 2015/16.</p> | |
| 476 | Revenue Budget Outturn 2014/15 - Unaudited | 476 |
| | <p>There was submitted a report by the Chief Financial Officer (1) on the unaudited outturn of Service Committee Budgets for the year ending 31 March 2015 and (2) highlighting any significant variances between revised budgets and outturn, together with Period 11 projections and outturn.</p> <p>Decided:</p> <p>(1) that the Committee note the outturn of £4,395,000, as set out in the unaudited accounts for 2014/15, and the reasons for the material variances from the budget and Period 11 projection; and</p> <p>(2) that a report be submitted to the Education & Communities Committee in due course on the remaining areas within Rankin Park with a view to bringing these up to an acceptable condition.</p> | |

POLICY & RESOURCES COMMITTEE – 11 AUGUST 2015

- 477** **2014/15 Efficiency Performance** **477**
- There was submitted a report by the Chief Financial Officer (1) on the level of efficiencies achieved by the Council in 2014/15 and (2) requesting the Committee to approve the annual return which is to be submitted to CoSLA by 21 August 2015.
- Decided:** that the Committee note the achievement of £1.763m recurring efficiency savings in 2014/15 and approve the submission of the annual return to CoSLA by 21 August 2015.
- 478** **Treasury Management - Annual Report 2014/15** **478**
- There was submitted a report by the Chief Financial Officer on the operation of the treasury function and its activities for 2014/15 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 2014/15, the issues in sections 5.2 and 5.3 of the report and the ongoing work to ensure the delivery of financial benefits for the Council; and
 - (2) that the annual report be remitted to the Inverclyde Council for approval.
- 479** **Budget Strategy – 2016/18** **479**
- There was submitted a report by the Chief Financial Officer seeking approval for the 2016/18 Budget Strategy.
- Decided:**
- (1) that that the Council approve a 2016/18 Revenue Budget in February 2016;
 - (2) that a 2016/18 Capital Programme be confirmed in February 2016;
 - (3) that the approach outlined in section 7 for the identification of potential budget pressures be agreed;
 - (4) that the proposed 2016/18 Revenue Savings Target be set at £6.4m together with a 25% excess to provide Members with an element of choice;
 - (5) that the proposed savings process outlined in section 2.9 of the report be agreed;
 - (6) that the savings reviews included in the Budget Workplan which are summarised in appendix 3 form the first £2.64m of the £8m savings options;
 - (7) that it be noted that a report on the potential use of reserves to generate a loans charge saving be considered by the Committee at its September meeting; and
 - (8) that the timetable shown in Appendix 4 be approved.
- 480** **Customer Service Centre – Performance Update** **480**
- There was submitted a report by the Chief Financial Officer (1) providing an update on the performance of the Customer Service Centre and (2) requesting the Committee to note proposals for changes to the opening hours.
- Decided:**
- (1) that the Committee note the significant increase in demand for Revenues and Benefits enquiries;
 - (2) that the Committee note the proposals to change the opening hours on a Wednesday morning from 15 October 2015;

POLICY & RESOURCES COMMITTEE – 11 AUGUST 2015

- (3) that the Committee approve the Customer Charter shown in Appendix 3 subject to alteration to change the reference to special needs to additional support needs; and
- (4) that the Committee note that a refreshed Customer Service Strategy will be submitted to the September meeting.

481 Scottish Welfare Funds - Consultation**481**

There was submitted a report by the Chief Financial Officer seeking approval for the Council's response to the Welfare Funds (Scotland) Act 2015.

Decided:

- (1) that the Committee approve the draft response to the Welfare Funds (Scotland) Act 2015 consultation appended to the report and agree to its submission to the Scottish Government by the deadline of 21 August 2015; and
- (2) that a separate response be sent to the Minister for Welfare & Housing highlighting concerns over the level of funding required to meet demand and administer the scheme to meet fully the aims of the legislation.

482 A 3 Year Plan for Co-ordinating Community Learning and Development in Inverclyde 2015 - 2018**482**

There was submitted a report by the Corporate Director Education, Communities & Organisational Development seeking approval for the publication of a 3 year plan for co-ordinating Community Learning and Development (CLD) in Inverclyde.

Decided: that approval be given to the 3 year plan for the co-ordination of Community Learning and Development in Inverclyde as set out in the appendix to the report.

483 2015 Inverclyde Community Council Elections**483**

There was submitted a report by the Head of Legal & Property Services seeking the Committee's approval of a timetable for Community Council Elections in the Inverclyde area (the 2015 Inverclyde Community Council Elections) and to appoint the Chief Executive as Returning Officer for those elections.

Decided:

- (1) that agreement be given to appoint the Chief Executive to act as Returning Officer for the 2015 Inverclyde Community Council Elections and that delegated authority be granted to him to administer these on the Council's behalf; and
- (2) that the Committee note and approve the provisional election timetable as shown at appendix 1 and that delegated authority be granted to the Chief Executive (as Returning Officer) to make such changes to this timetable as are considered appropriate for the effective administration of the election.

484 Petitions Committee**484**

There was submitted a report by the Head of Legal & Property Services requesting the Committee to consider establishing a new Petitions Committee within the Council's Scheme of Administration.

Decided: that agreement be given to the establishing and supporting of a Petitions Committee and that a report on detailed proposals in this regard be submitted to the Inverclyde Council on 8 October 2015.

POLICY & RESOURCES COMMITTEE – 11 AUGUST 2015

- 485 Email Archiving and Deletion 485**
- There was submitted a report by the Chief Officer, Inverclyde Health & Social Care Partnership recommending a corporate approach to the deletion of archived emails which reflects the Council's Record Retention and Information Classification Policy and the Records Management Policy.
- Decided:** that consideration be continued to the next meeting of the Committee to allow for an all Members' Briefing to be arranged which will set out the practical issues involved.
- 486 Equality Mainstreaming – Workforce Equality Action Plan 486**
- There was submitted a report by the Head of Organisational Development, Human Resources & Communications on the key proposals and actions being progressed to address any potential equality issues across the workforce and ensure a balanced workforce for the future.
- Decided:** that the Committee note the contents of the report and in particular the proposals and actions being progressed as outlined in appendix 1.
- 487 Discretions Policy Statement, Local Government Pension Scheme 2015 487**
- There was submitted a report by the Head of Organisational Development, Human Resources & Communications seeking approval for a revised discretions policy statement which has been updated to take account of the Local Government Pension Scheme (Scotland) Regulations 2014 and the Local Government Pensions Scheme (Transitional Provisions and Savings) (Scotland) Regulations 2014.
- The Head of Organisational Development, Human Resources & Communications advised the Committee of a minor amendment to Regulation R16(16) to read as follows: 'Inverclyde Council will not have a general policy to extend the 30 day deadline but in exceptional circumstances may extend this subject to individual circumstances (No Change).'
- Decided:**
- (1) that subject to the amendment at Regulation R16(16) detailed above, agreement be given to the policy statement outlined in appendix 1 to the report; and
 - (2) that it be noted that the policy statement will be kept under review and revised as and when necessary to reflect any changes in regulations or policy.
- 488 Powerboat P1 Event 2016 – Remit from Environment & Regeneration Committee 488**
- There was submitted a report by the Corporate Director Environment, Regeneration & Resources requesting the Committee to consider a remit from the Environment & Regeneration Committee in respect of the Powerboat P1 Event 2016.
- Decided:** that approval be given to the funding of the £80,000 from the contingency earmarked reserve and £45,000 from the repopulation earmarked reserve for the Powerboat P1 Event 2016.
- 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 during consideration of the following items on the ground 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:-**

POLICY & RESOURCES COMMITTEE – 11 AUGUST 2015

Item	Paragraph(s)	
Former Tied Housing Employees	1, 11 and 12	
Equal Pay Strategy	11 and 12	
Change to Home Care Working Pattern	1, 11 and 12	
Land at Trafalgar Street, Greenock	6 and 9	
489 Former Tied Housing Employees		489
<p>There was submitted a report by the Head of Organisational Development, Human Resources & Communications (1) providing an update on the formal consultation period with the trades unions in relation to the implementation of revised rent arrangements for employees in former tied houses and (2) outlining potential next steps for consideration. The Committee agreed to continue consideration to the next meeting to allow for further consultation with the trades unions and to take other action, all as detailed in the appendix.</p> <p>Councillor McEleny left the meeting at this point.</p>		
490 Equal Pay Strategy		490
<p>There was submitted a report by the Head of Organisational Development, Human Resources & Communications (1) on the current position in relation to equal pay claims and (2) making recommendations in this regard and also in relation to Stage 3 Grievance Appeals. The Committee agreed to take action all as detailed in the appendix.</p> <p>Councillor Clocherty left the meeting during consideration of this item of business.</p>		
491 Change to Home Care Working Pattern		491
<p>There was submitted a report by the Head of Organisational Development, Human Resources & Communications making recommendations in relation to a change to working patterns for home care employees within the Health & Social Care Partnership which were agreed, all as detailed in the appendix.</p> <p>Councillor McCormick left the meeting during consideration of this item of business.</p>		
492 Land at Trafalgar Street, Greenock		492
<p>There was submitted a report by the Corporate Director Environment, Regeneration & Resources advising the Committee of the proposed acquisition of part of the solum of Trafalgar Street, Greenock from Ardgowan Estates which was agreed, all as detailed in the appendix.</p>		