

**POLICY & RESOURCES COMMITTEE – 20 SEPTEMBER 2016**

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**Policy & Resources Committee**

**Tuesday 20 September 2016 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 Education, Communities & Organisational Development, Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership, Head of Legal & Property Services, Ms R McGhee (Legal & Property Services), Chief Financial Officer, Head of Inclusive Education, Culture & Corporate Policy, Head of Organisational Development, Human Resources & Communications, Head of Regeneration & Planning, Head of Safer & Inclusive Communities, Corporate Policy & Partnership Manager, Corporate Procurement Manager, ICT Operations Manager, Service Manager, Inequalities, Migration & Strategic Housing, Revenues & Customer Services Manager and Corporate Communications Manager.

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

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| <b>517</b> | <b>Apologies, Substitutions and Declarations of Interest</b>   | <b>517</b> |
|            | <p>No apologies for absence were intimated.</p> <p>Declarations of interest were intimated as follows:</p> <p>Agenda Item 21 (Ongoing Cover for Vacant Post of Riverside Inverclyde's CEO) – Councillors Clocherty and McCabe;</p> <p>Agenda Item 23 (Award of Contracts for Employability Services) – Councillors Ahlfeld, Clocherty, McIlwee and Rebecchi; and</p> <p>Agenda Item 29 (Proposed Transfer of Site – Remit from Environment &amp; Regeneration Committee) – Councillor McIlwee.</p> |            |
| <b>518</b> | <b>Policy &amp; Resources Capital Programme 2016/18 – Progress Report</b>  | <b>518</b> |
|            | <p>There was submitted a report by the Chief Financial Officer and the Corporate Director Environment, Regeneration &amp; Resources (1) providing an update on the status of the projects within the Policy &amp; Resources Capital Programme and (2) highlighting the overall financial position.</p> <p><b>Decided:</b> that the Committee note the current position of the 2016/18 Capital Programme and the progress on the specific projects detailed in appendix 1.</p>                      |            |
| <b>519</b> | <b>Capital Programme 2016/18</b>   | <b>519</b> |
|            | <p>There was submitted a report by the Chief Financial Officer on the latest position of the 2016/18 Capital Programme.</p>  |            |

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**Decided:** that the Committee note the current position of the 2016/18 Capital Programme.

**520 Policy & Resources Committee Revenue Budget 2016/17 – Period 4 to 31 July 2016 520**

There was submitted a report by the Chief Executive, Corporate Director Environment, Regeneration & Resources, Corporate Director Education, Communities & Organisational Development and Chief Financial Officer on the 2015/16 Revenue Budget outturn and the 2016/17 projected outturn for the Policy & Resources Committee as at Period 4 to 31 July 2016.

**Decided:**

- (1) that the Committee note the 2015/16 Revenue Budget outturn and the 2016/17 projected overspend of £20,000 for the Policy & Resources Committee as at Period 4 to 31 July 2016; and
- (2) that the Committee note the projected fund balance of £17,130 for the Common Good Fund as at 31 March 2017.

**521 General Fund Revenue Budget 2016/17 as at 31 July 2016 521**

There was submitted a report by the Chief Financial Officer (1) on the position of the General Fund Revenue Budget 2016/17 as at 31 July 2016 and (2) providing an update on the position of the General Fund Reserves and Earmarked Reserves.

**Decided:**

- (1) that the Committee note the latest position of the 2016/17 Revenue Budget and General Fund Reserves;
- (2) that the Committee note the decision of the Council on 10 March 2016 that consideration of the use of free reserves arising since that meeting be deferred until the 2015/16 accounts are finalised; and
- (3) that approval be given to the formal transfer of the Health & Social Care Earmarked Reserves to the Integration Joint Board.

**522 ICT Services Performance Update 522**

There was submitted a report by the Chief Financial Officer (1) on the performance of ICT Services and (2) providing updates on a number of projects.

**Decided:** that the Committee note the performance detailed in the report and supporting appendices.

**523 Procurement Update 523**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources providing an update on the latest developments within Procurement.

**Decided:**

- (1) that the Committee note progress on the Procurement Strategy and that the 2015/16 savings target has now been achieved; and
- (2) that the Committee note the portion of procurement spend with local suppliers and SMEs.

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- 524 Debt Recovery Performance 2015/16 524**
- There was submitted a report by the Chief Financial Officer advising the Committee of the Council's Debt Recovery performance during 2015/16.  
**Decided:** that the Committee note the Council's continued good Debt Recovery performance in 2015/16.
- 525 Customer Services Performance – Annual Update 525**
- There was submitted a report by the Chief Financial Officer providing an update of Customer Service Centre performance for 2015/16.  
**Decided:** that the Committee note the positive progress made in delivering the Customer Service Centre action plan and the plans for further improvement in 2016/17.
- 526 Welfare Reforms Update 526**
- There was submitted a report by the Chief Financial Officer and the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership providing an update on the actions being taken by the Council in response to ongoing Welfare Reform changes.  
**Decided:**  
 (1) that the Committee note the implementation date of 23 November 2016 for Universal Credit Full Service within Inverclyde; and  
 (2) that the Committee otherwise note the contents of the report.
- 527 Corporate Services Performance Report 527**
- There was submitted a report by the Corporate Director Environment, Regeneration & Resources and the Corporate Director Education, Communities & Organisational Development providing an update on the achievement of key objectives by the Council's Corporate Services as detailed in the new Education, Communities & Organisational Development Corporate Directorate Improvement Plan 2016/19 and the new Environment, Regeneration & Resources Corporate Directorate Improvement Plan 2016/19.  
**Decided:**  
 (1) that the progress made by Corporate Services in delivering the improvement actions outlined in their respective Corporate Directorate Improvement Plans 2016/19 be noted; and  
 (2) that a second progress report be considered by the Committee at its meeting in January 2017.
- 528 Budget Strategy 2017/20 528**
- There was submitted a report by the Chief Financial Officer (1) seeking approval of the budget strategy 2017/20 and (2) on the impact on the Council's finances.  
**Decided:**  
 (1) that the Committee approve the proposed approach to the 2017/20 budget as outlined in the report;  
 (2) that the Committee approve the proposed non-frontline/efficiency savings outlined in appendix 1;

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(3) that the approach and timetable outlined in appendix 2 be approved and that a report detailing the Council's approach to public consultation be presented to the November meeting of the Committee; and

(4) that the Committee note and support the advice from the Chief Financial Officer outlined in paragraph 8.1 and endorse the proposed uses of reserves outlined in appendix 3.

**529 Inverclyde Council - Reserves Policy 529**

There was submitted a report by the Chief Financial Officer seeking approval of the Reserves Policy appended to the report as part of the agreed triennial review.

**Decided:**

(1) that the Committee note the latest position in respect of the Council's Useable Reserves; and

(2) that the Committee approve the Reserves Policy attached at appendix 3.

**530 Service Review Guidance 530**

There was submitted a report by the Corporate Director Education, Communities & Organisational Development seeking approval of guidance on how to conduct a Service Review.

**Decided:** that the Committee approve the guidance attached to the report on how to conduct a Service Review and that the guidance be adopted by all services when carrying out a Service Review.

**531 Scottish Index of Multiple Deprivation (SIMD) 2016 531**

There was submitted a report by the Corporate Director Education, Communities & Organisational Development providing an overview of the results from the Scottish Index of Multiple Deprivation (SIMD) 2016.

**Decided:**

(1) that the Committee note the content of the report; and

(2) that a report providing information on how the Council will use the information from SIMD 2016 for future service planning and bidding for resources and how the Scottish Government will use the information for resource allocation be submitted to the Committee in due course.

**532 Results from the Citizens' Panel Spring 2016 Survey 532**

There was submitted a report by the Head of Inclusive Education, Culture & Corporate Policy on the headline results from the Citizens' Panel Spring 2016 Survey.

**Decided:**

(1) that the Committee note the main findings from the Spring 2016 Citizens' Panel Survey; and

(2) that account be taken of the results when reviewing and improving service delivery as appropriate.

## POLICY &amp; RESOURCES COMMITTEE – 20 SEPTEMBER 2016

**533 Migration**

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There was submitted a report by the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership on (1) the current involvement in the two refugee resettlement schemes, (2) requests from the Home Office for Inverclyde to participate in the dispersal of newly arrived adult asylum seekers and (3) the dispersal of unaccompanied asylum seeking and refugee children.

**Decided:**

- (1) that the Committee acknowledge the progress of the Council's commitment to the existing refugee schemes and the success of the schemes to date;
- (2) that support be given to the request from the Home Office and recommendations from officers to extend participation in the two resettlement schemes and increase the number of families from 22 to 44 resettled within Inverclyde over the next four years;
- (3) that the Committee note the request from the Home Office to voluntarily become an asylum dispersal area and the likely impact of any dispersal schemes on the local area and community, it being noted that in the event of Inverclyde agreeing to become a dispersal area the initial numbers being accepted into the area would be in the region of 16-20;
- (4) that the Committee note the proposals to continue dialogue with COSLA and other local authorities to seek agreement for a Scottish wide response for Unaccompanied Asylum Seeking Children involving the Scottish Government and national children's organisations; and
- (5) that regular updates be provided to the Committee.

**534 Oxfam Scotland and Malawi Food Crisis – Request by Councillor McCabe**

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There was submitted a report by the Head of Legal & Property Services advising of a request received from Councillor McCabe that the Committee consider publicising Oxfam's emergency appeal for the food crisis in Malawi.

**Decided:** that it be agreed to publicise Oxfam's emergency appeal for the food crisis in Malawi and to make a donation of £10,000 from the contingency fund.

**535 People and Organisational Development Strategy 2017 - 2020**

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There was submitted a report by the Head of Organisational Development, Human Resources & Communications (1) providing an update on the delivery of the existing Organisational Development Strategy 2013-2016 and (2) seeking approval of the third edition of the Organisational Development Strategy for 2017-2020 with a change to the title of the Strategy to "People and Organisational Development Strategy" to reflect feedback received and to further enhance the understanding and profile of the Strategy across the workforce.

**Decided:**

- (1) that the Committee note the progress made in the delivery of the Council's Organisational Development Strategy 2013-2016;
- (2) that approval be given to the People and Organisational Development Strategy 2017-2020 attached to the report at appendix 1; and
- (3) that a communications strategy be developed to promote the Strategy to employees and managers.

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**536 Recognition of Service – NHS Greater Glasgow & Clyde (NHSGGC) and Other Public Bodies 536**

There was submitted a report by the Head of Organisational Development, Human Resources & Communications (1) recommending that continuous NHSGGC service be recognised for certain conditions of service by the Council when engaging a new employee, with NHSGGC mirroring this arrangement, and (2) seeking approval to extend recognition of continuous service to cover service with other public bodies without any reciprocal arrangements.

**Decided:**

- (1) that agreement be given to extend the recognition of continuous service effective from 1 January 2017 for local terms and conditions of employment to NHSGGC employees who transfer to Inverclyde Council;
- (2) that it be noted this arrangement will now be fully reciprocated by NHSGGC; and
- (3) that recognition of service be extended to all public bodies without any reciprocal arrangement as outlined in the report.

**537 Ongoing Cover for Vacant Post of Riverside Inverclyde's CEO 537**

There was submitted a report by the Chief Executive on the arrangements for covering the post of Riverside Inverclyde's CEO following the appointment of Mr Aubrey Fawcett as the Council's new Chief Executive.

Councillors Clocherty and McCabe declared a non-financial interest in this matter as Board Members of Riverside Inverclyde. They also formed the view that the nature of their interest and of the item of business did not preclude their continued presence in the Chamber or their participation in the decision making process.

**Decided:**

- (1) that the Committee note that appropriate management arrangements will be put in place at Riverside Inverclyde to cover the CEO's position; and
- (2) that the Accountable Officer duties for Riverside Inverclyde be undertaken by the Corporate Director Environment, Regeneration & Resources.

**538 Email Archiving and Deletion 538**

There was submitted a report by the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership with updated recommendations for a corporate approach to the deletion of archived emails which reflects the Council's Records' Retention and Information Classification Policies, consideration of which had been continued from the meeting of the Committee on 11 August 2015 for further consultation.

**Decided:** that agreement be given to the following proposals:-

- (a) that as part of the implementation of the Retention and Disposal of Documents and Records Policy, the revised Information Classification Policy and the Email Archiving and Deletion Policy, staff be reminded of the most appropriate method and location of storing emails and other official documentation, and that a full set of user instructions be developed and distributed to all staff;
- (b) that a fixed limit to mailbox sizes be implemented, allowing staff to retain or delete emails as appropriate, this will be a dynamic process and ICT Services will analyse current mailbox sizes and implement using best practice recommendations from Microsoft;

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- (c) that Deleted Emails be retained for a period of one year for backup and recovery purposes and then permanently deleted from the archive;
- (d) that Deleted Items folders in mailboxes be cleared after thirty days;
- (e) that inactive mailboxes be deleted after 1 year; and
- (f) that a range of automated and system emails be subject to a 30 day retention period before deletion.

**539 Hydro: Holeburn at Greenock Cut 539**

There was submitted a report by the Chief Executive on progress with the Inverclyde Council/Scottish Water Partnership project for hydro scheme development at the Holeburn at Greenock Cut.

**Decided:** that the Committee note the increase in potential abortive costs in the event the project does not proceed and that it be remitted to the Head of Legal & Property Services to report back on progress by March 2017 following upon tender returns.

**540 P1 Scottish Grand Prix of the Sea – Remit from Environment & Regeneration Committee 540**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources requesting the Committee to consider a remit from the Environment & Regeneration Committee of 1 September 2016 relative to the Council's continued involvement in the P1 Scottish Grand Prix of the Sea event.

**Decided:** that approval be given to funding £50,000 of the cost of the P1 Scottish Grand Prix of the Sea event in 2017 from the Contingency Earmarked Reserves.

**541 Funding for Inverclyde's iYouth Zones - Remit from Education & Communities Committee 541**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources requesting the Committee to consider a remit from the Education & Communities Committee of 6 September 2016 relative to the use of free reserves to fund iYouth Zones for 2017/18.

**Decided:** that agreement be given to the use of £180,000 from free reserves to meet the 2017/18 shortfall for iYouth Zones.

**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 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:-**

<b>Item</b>	<b>Paragraph(s)</b>
<b>Award of Contracts for Employability Services</b>	<b>6 and 8</b>
<b>Public Space CCTV Provision</b>	<b>6 and 8</b>

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**Review of PPP Contract** 6 and 8

**Proposed Transfer of Site – Remit from Environment & Regeneration Committee** 2, 6 and 9

**542 Award of Contracts for Employability Services 542**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources (1) on tenders received for Employability Services and (2) seeking approval to award contracts for the delivery of services from 3 October 2016 to replace services previously delivered since 2008 under Fairer Scotland Funds, Regeneration Funding and European Funding.

Councillors Ahlfeld, Clocherty and Rebecchi declared a non-financial interest in this matter as Board Members of Inverclyde Community Development Trust and Councillor McIlwee declared a non-financial interest as the Council's representative on Inverclyde Advice & Employment Rights Centre Committee. All four Members formed the view that the nature of their interest and of the item of business did not preclude their continued presence in the Chamber or their participation in the decision making process.

**Decided:** that approval be given to the award of contracts from Inverclyde Community Development Trust for end to end employability services, Stepwell Consultancy Ltd for health barriers to employment and Inverclyde Advice & Employment Rights for employment advice, advocacy and guidance as detailed in appendix 1 to the report.

**543 Public Space CCTV Provision 543**

There was submitted a report by the Corporate Director Education, Communities & Organisational Development seeking approval for additional capital expenditure and the invitation of tenders on the recommended option for the continued operation of public space CCTV by Inverclyde Council.

**Decided:**

(1) that agreement be given to the investment of up to £321,000 funded via Prudential Borrowing to fund the replacement costs of the public space CCTV system and that tenders be invited for the design and build of the system based on option 3 detailed at paragraph 5.6 of the report;

(2) that a further report on the tender options be submitted to the Committee for approval; and

(3) that the Chief Executive make a formal approach to Police Scotland seeking funding for the ongoing maintenance and monitoring of the system.

**544 Review of PPP Contract 544**

There was submitted a report by the Chief Financial Officer (1) on a review of the Schools PPP contract which has recently been undertaken by consultants and (2) seeking approval for appointment of the consultants for the next stage.

**Decided:**

(1) that the Committee note areas for potential cost reductions in the current PPP Agreement;



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(2) that agreement be given to the appointment of CIPFA in terms of Contract Standing Order 5.2, on a capped risk and return basis to support and advise the Council in progressing both the Financing and Non-Financing proposals with the SPV and Financiers; and

(3) that the Committee note that the net savings achieved will be factored into future years' budgets.

**545 Proposed Transfer of Site – Remit from Environment & Regeneration Committee****545**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources on a remit from the Environment & Regeneration Committee of 1 September 2016 in relation to the transfer of ownership of sites at Wellington Street, Greenock.

Councillor McIlwee declared a non-financial interest in this matter as an employee of an organisation referred to in the report. He also formed the view that the nature of his interest and of the item of business did not preclude his continued presence in the Chamber or his participation in the decision making process.

Following consideration, the Committee agreed to the action recommended, all as detailed in the appendix.