

ANGUS COUNCIL

MINUTE of MEETING of the **POLICY AND RESOURCES COMMITTEE** held in the Town and County Hall, Forfar on Tuesday 1 December 2015 at 3.00 pm.

Present: Councillors PAUL VALENTINE, BILL BOWLES, LYNNE DEVINE, BILL DUFF, MAIRI EVANS, DAVID FAIRWEATHER, CRAIG FOTHERINGHAM, MARTYN GEDDES, ALEX KING, IAN MCLAREN, GLENNIS MIDDLETON, BOB MYLES, BOB SPINK, BRIAN BOYD and SHEENA WELSH.

Councillor VALENTINE, Vice Convener, in the Chair

1. **APOLOGIES/SUBSTITUTES**

Apologies for absence were intimated on behalf of Councillors Iain Gaul and Margaret Thomson with Councillors Lynne Devine and Brian Boyd substituting respectively.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest intimated.

3. **MINUTES**

(a) **Previous Meeting**

The minute of meeting of this Committee of 13 October 2015 was submitted and approved as a correct record.

(b) **Executive Sub-Committee**

The minutes of meetings of the Executive Sub-Committee of 22 October and 5 November 2015, copies of which are appended hereto, were submitted and noted (**APPENDICES I and II** respectively).

4. **INFORMATION REPORT FOR THE PERIOD 28 SEPTEMBER TO 16 NOVEMBER 2015**

There was submitted and noted Report No 462/15 by the Chief Executive providing information to members with regard to services in the Chief Executive's Unit for the period 28 September to 16 November 2015.

5. **INFORMATION REPORT FOR THE PERIOD 1 APRIL TO 30 SEPTEMBER 2015**

There was submitted and noted Report No 463/15 by the Strategic Director – Resources providing information to members with regard to services in the Resources Directorate for the period 1 April to 30 September 2015.

6. **RESOURCES DIRECTORATE MID TERM PERFORMANCE REPORT**

With reference to Article 6 of the minute of meeting of this Committee of 11 August 2015, there was submitted Report No 464/15 by the Strategic Director – Resources presenting the mid term performance report for the Resources directorate covering the first six months of the 2015/16 financial year.

The Report indicated that as an integral part of the Council's performance management arrangements, each directorate prepared a mid term performance report covering the period 1 April to 30 September for submission to their service committee. The Report was designed to give members, employees and the public (who had access to the Reports via the Council's website) an update of performance within directorates during the first six months of the financial year.

The Committee agreed to note the terms of the 2015/16 Resources directorate mid term performance report.

7. AGILE WORKING POLICIES

With reference to Article 8 of the minute of meeting of this Committee of 3 February 2015, there was submitted Report No 465/15 by the Head of HR, IT and Organisational Development seeking approval for proposed changes to existing policies and for new policies developed, to support the Council's "Angus Agile" strategy.

The Report indicated that the Agile Working and Accommodation Strategy had aimed to create a sustainable property estate, improve service delivery and improve the Council's organisational effectiveness through the successful adoption of agile working practices and workplace design. In order to support the Agile Angus strategy a number of agile working policies had been developed or updated to accommodate the proposed changes to the way in which the Council worked in the future, namely:-

- Agile Working Policy
- Flexible Working Policy
- Homeworking Policy
- Flexi-time Scheme

all which were appended to the Report. It was proposed that these policies were adopted and appropriate arrangements put in place to ensure managers and employees were supported and encouraged to embrace the opportunities presented to support the achievement of the strategic objectives of Angus Agile.

The Committee agreed:-

- (i) to note the terms of the Report;
- (ii) to approve the proposed changes to existing policies; and
- (iii) to approve the implementation of new policies.

8. CAPITAL MONITORING – GENERAL FUND CAPITAL PROGRAMME 2015/16

With reference to Article 5 of the minute of meeting of this Committee of 13 October 2015, there was submitted Report No 466/15 by the Head of Corporate Improvement and Finance apprising members of the capital expenditure incurred for the period 1 April 2015 to 30 September 2015 and measuring projected capital expenditure for the year against budgeted provision for the year.

The Report indicated that actual spend as a percentage of the budget was 47.3% on a gross basis and 48.3% on a net basis. This compared with the capital monitoring report detailing the position as at 30 September 2014 of 28.7% (gross) and 28.8% (net). With six months of the financial year gone the actual spend levels were considered to be broadly on track.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to note the expenditure position on the General Fund Capital Programme as at 30 September 2015 as per Tables 1 and 2 within the Report and the accompanying Capital Monitoring Statement.

9. REVENUE MONITORING 2015/16 AND RENEWAL AND REPAIR FUND POSITION 2015/16

With reference to Article 6 of the minute of meeting of this Committee of 13 October 2015, there was submitted Report No 467/15 by the Head of Corporate Improvement and Finance apprising members of the actual revenue expenditure incurred and income received for the period 1 April to 30 September 2015 together with the anticipated year end position in respect of each Council Directorate.

The Report also gave details of the actual financial position of the Renewal and Repair Fund in respect of the Property, Information Technology, Roads & Transport, Print and Design Unit and Recreation funds as at 30 September 2015. In addition, officers had been reviewing the

process for identifying carry forward requests and sought approval to streamline the approach by delegating to the Head of Corporate Improvement and Finance, (in consultation with the Executive Management Team) the authority to approve 100% carry forwards of a minor nature.

The Committee agreed:-

- (i) to note the contents of the Report and in particular the comments on the Financial Implications section regarding the projected year end position;
- (ii) to note the Renewal and Repair fund position;
- (iii) to approve the proposals to streamline the budget carry forward process as outlined in section 5 of the Report; and
- * (iv) to recommend that the Council approve the consequential changes to Financial Regulations.

10. COMMUNITY COUNCIL ELECTIONS

With reference to Article 4 of the minute of meeting of this Committee of 9 June 2015, there was submitted Report No 468/15 by the Head of Legal and Democratic Services advising members of the outcome of the Community Council elections which had been held in October 2015.

The Report indicated that as at the close of the extended nomination period on Monday 5 October 2015, twenty one of the twenty five Community Councils had been established. As the total nominations received for the Royal Burgh of Arbroath and District, Royal Burgh of Forfar, Monifieth and Tealing were less than the minimum membership required, no Community Council's had been established for these areas at that time. Subsequent to this a petition had been received in respect of the Royal Burgh of Arbroath and District Community Council and arrangements were being made to hold an interim election.

The Committee agreed:-

- (i) to note the results of the recent Community Council Elections; and
- (ii) to note that no Community Councils had been established in Monifieth, Royal Burgh of Arbroath and District, Royal Burgh of Forfar and Tealing.

11. REVISED GRIEVANCE PROCEDURE

There was submitted Report No 469/15 by the Head of HR, IT and Organisational Development seeking approval for proposed changes to the Council's Grievance Procedure for Local Government Employees and Heads of Service.

The Report proposed that future responsibility for hearing grievance appeals would be passed to a Strategic Director or a nominated officer from a directorate other than the employing directorate and that the current practice of grievance appeals being heard by Councillors cease. The proposed changes would allow grievance appeals to be heard at an appropriate level within the Council without the need for time to be spent setting up and holding a meeting of the Appeals Sub-Committee.

The Committee agreed to approve the proposed changes to the Grievance Procedure for Local Government Employees.

12. COMMON GOOD FUNDS – PROJECT APPROVAL

With reference to Article 10 of the minute of meeting of this Committee of 13 October 2015, there was submitted Report No 470/15 by the Head of Technical and Property Services seeking approval for Common Good Funded Projects within Brechin, Forfar and Montrose.

The Committee agreed

- (i) to approve the funding of £1,700 in respect of stage power at Brechin City Hall; and £9,060 in relation to a car park at Brechin Park from the Brechin Common Good Fund, as detailed in Appendix 1 to the Report;
- (ii) to approve the funding of £5,000 for shelters at Forfar Loch from the Forfar Common Good Fund, as detailed in Appendix 1 to the Report; and
- (iii) to approve the funding of £25,000 in respect of East Links Targeted Protection Works; and £1,000 for closure of steps at Bridge Street, Montrose from Montrose Common Good Fund, as detailed in Appendix 1 to the Report.

*** 13. DECRIMINALISED PARKING ENFORCEMENT**

With reference to Article 11 of the minute of meeting of the Communities Committee of 3 March 2015, there was submitted Report No 471/15 by the Head of Technical and Property Services, seeking the development of Decriminalised Parking Enforcement and the submission of a business case to Scottish Ministers.

The Report indicated that the Member Officer Group established in March 2015 had concluded its work and had agreed that it would not be appropriate to use the existing resources in terms of both the reduction in warden's services and the service required for time restricted parking enforcement and the potential new burdens. A solution of extending the number of wardens by an additional two full time employees was proposed that would provide the required level of service and which would be both responsive to the demands of traffic duties and other warden duties.

In the absence of the Convener, Councillor Valentine advised the Committee that he had asked him to record his thanks to Councillors Duff, Fotheringham, Houston and McLaren along with the officers who had contributed to this Member Officer Group which he had felt had been the most productive that he had experienced.

Many members of the Committee spoke regarding the problems with inconsiderate parking within their Burghs and welcomed the findings of the Member Officer Group.

Discussion then took place on the submission which would allow for any potential future introduction of charging, noting that no charging was proposed at this time.

Councillor Duff explained that the Member Officer Group were also clear that parking charges were not considered appropriate but that the business case submission should allow for any potential future introduction of charging having noted that there were no proposals to introduce on-street or off-street parking charges at this time, with any future proposals being the subject of committee reports, as appropriate.

COUNCILLOR VALENTINE, SECONDED BY COUNCILLOR DUFF, MOVED THAT THE COMMITTEE AGREE THE RECOMMENDATIONS AS SET OUT IN THE REPORT, BEING:-

- (I) TO NOTE THE SURVEY AND SAMPLE INSPECTION RESULTS;
- (II) TO NOTE THE MEMBER OFFICER GROUP OUTCOMES;
- (III) TO APPROVE THE ESTABLISHMENT OF AN ADDITIONAL TWO FULL TIME EMPLOYEES TO PROVIDE THE PARKING ENFORCEMENT SERVICE AND THE CONSEQUENTIAL FINANCIAL IMPLICATIONS AS DETAILED IN THIS REPORT;
- (IV) TO APPROVE THE SUBMISSION OF THE BUSINESS CASE TO SCOTTISH MINISTERS;
- (V) THAT THE SUBMISSION SHOULD ALLOW FOR ANY POTENTIAL FUTURE INTRODUCTION OF CHARGING, NOTING THAT NO CHARGING WAS PROPOSED AT THIS TIME;
- (VI) THAT THE BUSINESS CASE INCLUDES THE PENALTY CHARGE PAYABLE TO BE SET AT £60;

- (VII) TO DELEGATE AUTHORITY TO THE HEAD OF TECHNICAL AND PROPERTY SERVICES TO DECIDE UPON APPEALS AND INFORMAL REPRESENTATIONS MADE TO THE COUNCIL;
- (VIII) TO DELEGATE AUTHORITY TO THE HEAD OF TECHNICAL AND PROPERTY SERVICES TO DECIDE ON THE MOST APPROPRIATE APPROACH FOR PENALTY CHARGE NOTICE PAYMENT PROCESSING TAKING COGNISANCE OF VALUE FOR MONEY;
- (IX) TO APPROVE THE CARRY FORWARD OF TECHNICAL AND PROPERTY SERVICES REVENUE BUDGET UNDERSPEND UP TO £135,000 TO FUND THE SET UP COSTS; AND
- (X) TO NOTE THAT THE REVENUE BUDGET SUBMISSION FOR THE ANNUAL RUNNING COSTS FOR THE SERVICE WOULD REQUIRE TO BE CONSIDERED AS PART OF THE COUNCIL'S REVENUE BUDGET PROCESS.

Councillor Bowles, seconded by Councillor Fairweather, moved as an amendment, that the Committee agrees the recommendations as set out in the Report but that recommendation (v) be deleted.

On a vote being taken, the members voted:-

For the motion:

Councillors Valentine, Duff, Evans, Fotheringham, King, McLaren, Middleton, Spink, Welsh and Devine (10).

For the amendment:

Councillors Bowles, Fairweather, Geddes, Myles and Boyd (5).

The motion was declared carried and the Committee resolved accordingly.