

ANGUS COUNCIL

MINUTE of MEETING of the **POLICY AND RESOURCES COMMITTEE** held in the Town and County Hall, Forfar on Tuesday 28 April 2015 at 2.00 pm.

Present: Councillors IAIN GAUL, PAUL VALENTINE, BILL BOWLES, BILL DUFF, ROB MURRAY, RONNIE PROCTOR MBE, CRAIG FOTHERINGHAM, MARTYN GEDDES, ALEX KING, COLIN BROWN, GLENNIS MIDDLETON, BOB MYLES, BOB SPINK, MARGARET THOMSON and SHEENA WELSH.

Councillor IAIN GAUL, Convener, in the Chair.

1. APOLOGIES/SUBSTITUTES

Apologies for absence were intimated on behalf of Councillors Mairi Evans, David Fairweather and Ian McLaren, with Councillors Rob Murray, Ronnie Proctor MBE and Colin Brown 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 17 March 2015 was submitted and approved as a correct record.

(b) Appeals Sub Committee

The minutes of meetings of the Appeals Sub Committee of 2 April and 9 April 2015, copies of which are appended hereto, were submitted and noted (**APPENDICES I and II** respectively).

(c) Special Sub Committee

The minute of meeting of the Special Sub Committee of 2 April 2015, a copy of which is appended hereto, was submitted and noted (**APPENDIX III**).

4. CAPITAL MONITORING – GENERAL FUND CAPITAL PROGRAMME 2014/2015

With reference to Article 5 of the minute of meeting of this Committee of 17 March 2015, there was submitted Report No 173/15 by the Head of Corporate Improvement and Finance apprising members of the capital expenditure incurred for the period from 1 April 2014 to 28 February 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 budget was 59.9% on a gross basis and 62.1% on a net basis. This compared with the capital monitoring report detailing the position as at 28 February 2014 of 63.5% (gross) and 66.4% (net). It was noted that with 11 months (92%) of the financial year gone the actual spend levels were low notwithstanding that historically around 10% of capital spend would come through as accruals at the year end. It was further noted that work was ongoing on a number of significant projects where payments lagged behind by virtue of the phasing/nature of such projects. The value of work completed up to 31 March 2015 would be assessed as part of the year-end process and expenditure accrued accordingly.

The Committee agreed:-

- (i) to note the expenditure position on the General Fund Capital Programme as at 28 February 2015, as per tables 1 and 2 within the Report; and
- (ii) to note the Capital Monitoring Statement, as appended to the Report.

5. REVENUE MONITORING 2014/2015 AND RENEWAL AND REPAIR FUND POSITION 2014/2015

With reference to Article 6 of the minute of meeting of this Committee of 17 March 2015, there was submitted Report No 174/15 by the Head of Corporate Improvement and Finance, apprising members of the actual revenue expenditure incurred and income received for the period 1 April 2014 to 28 February 2015, together with the anticipated year-end position in respect of each Council directorate.

The Report indicated that an underspend of £9.382 million was projected at this point in the financial year. However, Committee approval had been given for a number of reinvestment spend proposals and 100% carry forwards, some of the projected underspend being eligible for 50% carry forward under the carry forward scheme.

In addition, the Report indicated that the Renewal and Repair Fund in respect of the Property, Information Technology, Roads and Transport, Print and Design Unit and Recreation Funds had an estimated uncommitted closing balance of £1.005 million. Once the minimum balance had been removed, there was an estimated usable balance of £0.620 million.

The Committee agreed:-

- (i) to note the contents of the Report and in particular the comments in the Financial Implications section regarding the projected year end position; and
- (ii) to note the Renewal and Repair Fund position.

6. 2015/2016 FINAL REVENUE BUDGET DOCUMENTS

With reference to Article 5(d) of the minute of the special meeting of Angus Council of 12 February 2015, there was submitted Report No 175/15 by the Head of Corporate Improvement and Finance, seeking approval for the 2015/2016 Final Revenue Budget Volume (incorporating Provisional Capital Budget 2015/2016) and the Budget Guide Booklet to be issued as soon as these were available.

The Committee agreed:-

- (i) to approve the amendments to departmental 2015/16 revenue budgets and corporate provisions, as detailed in section 5 of the Report;
- (ii) to note that a comprehensive update of the 2014/2019 Financial Plan (incorporating a final 2015/16 capital budget) would be undertaken once actual expenditure for financial year 2014/15 had been established;
- (iii) to note that a separate Final Capital Budget Volume 2015/16 would be submitted to this Committee for approval following the summer recess; and
- (iv) that the Head of Corporate Improvement & Finance publish the 2015/16 Final Revenue Budget Volume together with the Budget Guide Booklet as soon as these were available in accordance with the arrangements set out in the Report.

7. EQUALITIES MAINSTREAMING REPORT 2015 AND EQUALITY OUTCOMES (2013-2017) PROGRESS UPDATE

There was submitted Report No 176/15 by the Head of Corporate Improvement and Finance presenting an Equalities Mainstreaming Report 2015 and Equality Outcomes (2013-2017) Progress Update 2015, as required by legislation.

The Report indicated that the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 had come into force in May 2012 and placed specific duties designed to help public authorities in their performance of the general equality duty. Guidance issued by the Equality and Human Rights Commission stated that the specific duties were intended to operate in conjunction with the public authority's existing corporate systems and frameworks for business planning and public performance reporting and was intended to improve outcomes for those who experienced discrimination and disadvantage.

The Equality and Human Rights Commission (EHRC) had indicated that Angus Council's equality outcomes in 2013 were clear and the Council had made it very clear how equality fed into the wider corporate ethos by linking equality outcomes to the Corporate Single Outcome Agreement outcomes.

The Committee agreed:-

- (i) to adopt the Equalities Mainstreaming Report 2015, attached as an appendix to the Report; and
- (ii) to note the Equality Outcomes (2013-2017 Progress Update), attached as a further appendix to the Report.

8. TRANSFORMING ANGUS: ANGUS DIGITAL

With reference to Article 7 of the minute of meeting of this Committee of 3 February 2015, there was submitted Report No 177/15 by the Strategic Director – Resources, seeking approval of the Angus Digital Strategy and associated roadmap to progress the digital developments on a local and national basis.

The strategy set out the approach the Council would take in ensuring that it delivered its services digitally by default and ensuring that the local digital infrastructure supported and provided easy access to those digital services. Through the implementation of the strategy the Council would deliver all services that could appropriately be delivered digitally to improve outcomes for citizens, increase their effectiveness and improve productivity and reduce costs.

Attached as Appendix 2 to the Report was the Angus Digital Strategy Roadmap which was a forecast of the digital landscape and digital development and provided a framework to help plan and co-ordinate digital needs, concepts and the associated technologies. The roadmap also outlined the Council's priorities and required strategic direction of resource allocation for broadly the next three years.

The Committee agreed:-

- (i) to approve the Angus Digital Strategy and Roadmap, as detailed in Appendices 1 and 2 of the Report; and
- (ii) to instruct the relevant officers to bring forward, as required, specific reports with details of the implementation programme for Angus Digital, including any resource implications.

9. CORPORATE HEALTH AND SAFETY POLICY STATEMENT

There was submitted Report No 178/15 by the Head of HR, IT and Organisational Development, advising members of the legal requirement to have an adequate and appropriate corporate health and safety policy statement in place and seeking approval of a revised corporate health and safety policy statement.

The Report indicated that the Health and Safety at Work etc Act 1974 required Councils to prepare a written statement of its general policy with respect to health and safety at work and to bring any revision of such a statement to the notice of all employees. As part of the ongoing review of the Council's safety, health and wellbeing management arrangements, the existing Corporate Health and Safety Policy Statement had been appraised and found to require revision.

The Statement had been revised in consultation with the Chief Executive, setting out clear, high level, aims and objectives for the management of health, safety and additionally wellbeing in Angus Council.

The Committee agreed:-

- (i) to approve the formal issue, on 1 May 2015 of the revised Corporate Health and Safety Policy Statement, as appended to the Report; and

- (ii) to endorse the employees' guide poster as an appropriate means of bringing the Policy Statement to the attention of all employees, also attached as an appendix to the Report.

The Chief Executive left the meeting during consideration of the following item

10. CHIEF EXECUTIVE DISCIPLINARY PROCEDURE

With reference to Article 10 of the minute of meeting of this Committee of 10 June 2014, there was submitted Report No 179/15 by the Head of HR, IT and Organisational Development, outlining the development of the disciplinary procedure for the Chief Executive of Angus Council.

The Report indicated that the disciplinary procedure had been developed in line with the SJNC Disciplinary Framework for Chief Executives and formed part of Angus Council's Disciplinary Procedures. Amendments to the National Framework had been made to ensure that disciplinary procedures across the Council were applied as consistently as possible for all employees.

The Committee agreed:-

- (i) to approve the Disciplinary Procedure for the Chief Executive, Angus Council, attached as Appendix 1 to the Report; and
- (ii) to note that a Capability Framework for the Chief Executive of Angus Council would be submitted to this Committee in due course.

11. COMMON GOOD FUND – PROJECT APPROVAL

With reference to Article 11 of the minute of meeting of this Committee of 17 March 2015, there was submitted Report No 180/15 by the Head of Technical and Property Services, seeking approval for additional Brechin Common Good Fund proposals for the Robert Watson Watt statue.

The Committee agreed:-

- (i) that the Robert Watson Watt statue sited on the common good ground at St Ninians Square, Brechin be transferred to the ownership of Angus Council; and
- (ii) that future maintenance be funded from Brechin Common Good Fund.

12. EXCLUSION OF PUBLIC AND PRESS

The Committee resolved, in terms of Standing Order 27(2) that the public and press be excluded from the meeting during consideration of the following item, so as to avoid the possible disclosure of information which was exempt in terms of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973, paragraph 1.

13. INTERIM HEAD OF SERVICES TO COMMUNITIES – COMMUNITIES DIRECTORATE

With reference to Article 14 of the minute of meeting of this Committee of 2 December 2014, there was submitted Report No 181/15 by the Strategic Director – Communities, in relation to the post of Interim Head of Services to Communities.

The Committee agreed to approve the recommendations, as detailed in the Report.