

ANGUS COUNCIL

MINUTE of MEETING of the **POLICY AND RESOURCES COMMITTEE** held in the Town and County Hall, Forfar on Tuesday 30 August 2016 at 2.00pm.

Present: Councillors IAIN GAUL, PAUL VALENTINE, BRIAN BOYD, LYNNE DEVINE, BILL DUFF, CRAIG FOTHERINGHAM, MARTYN GEDDES, ALEX KING, IAN MCLAREN, GLENNIS MIDDLETON, BOB MYLES, COLIN BROWN and SHEENA WELSH.

Councillor IAIN GAUL, Convener, in the Chair

1. **APOLOGIES/SUBSTITUTES**

Apologies for absence were intimated on behalf of Councillors Bill Bowles and Margaret Thomson with Councillor Brian Boyd and Colin Brown substituting, respectively. An apology for absence was also intimated on behalf of Councillor Bob Spink.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest intimated.

3. **MINUTES**

(a) **Previous Meeting**

The minute of meeting of this Committee of 7 June 2016 was submitted and approved as a correct record.

(b) **Appeals Sub Committee**

The minutes of meetings of the Appeals Sub Committee of 25 May and 2 June 2016, copies of which are appended hereto, were submitted and noted (**APPENDICES I and II** respectively).

(c) **Angus Community Planning Partnership Board**

There was submitted and noted the minute of meeting of the Angus Community Planning Partnership Board of 23 March 2016.

4. **APPOINTMENTS**

(a) **Appeals Sub Committee**

The Committee noted that Councillor Bowles had resigned from the Appeals Sub Committee and accordingly the Committee was asked to fill the vacancy.

No nominations were put forward.

(b) **Capital Projects Monitoring Group**

The Committee noted that Councillor Boyd had resigned from the Capital Projects Monitoring Group and accordingly the Committee was asked to fill the vacancy.

No nominations were put forward.

5. **INFORMATION REPORT FOR THE PERIOD 24 MAY – 12 AUGUST 2016**

With reference to Article 4 of the minute of meeting of this Committee of 7 June 2016, there was submitted and noted Report No 313/16 by the Chief Executive providing information to members with regard to services in the Chief Executive's Unit for the period 24 May to 12 August 2016.

6. FINAL CAPITAL BUDGET VOLUME – GENERAL FUND AND HOUSING

With reference to Article 6 of the minute of the special meeting of Angus Council of 18 February 2016, there was submitted Report No 314/16 by the Head of Corporate Improvement and Finance presenting to members the updated 2015/2020 General Fund Financial Plan (incorporating the 2016/17 Capital Monitoring Budget) which would be reflected in the 2016/17 Final Capital Budget Volume.

The Report indicated that the 2016/17 Capital Monitoring Budget of £25.680million showed a net decrease of £2.880 million when compared with the provisional capital budget position as reflected in report No 62/16 (£28.560 million).

The Report concluded that the updated estimated borrowing of £8.870 million was affordable in terms of the allowances made within the 2016/17 Revenue Budget for capital financing costs and was in line with the approved long term affordability strategy.

The Committee agreed:-

- (i) to approve the contents of the updated 2015/2020 General Fund Financial Plan, as reflected in the 2016/17 Final Capital Budget Volume (attached as Appendix 1 to the Report); and
- (ii) to note that the 2016/17 capital budget represented the Council's approved budget for General Fund capital monitoring purposes.

7. ANGUS COUNCIL EAST OF SCOTLAND EUROPEAN CONSORTIUM (ESEC) HOSTING ARRANGEMENTS

With reference to Article 10 of the minute of meeting of the Infrastructure Services Committee of 28 February 2012, there was submitted Report No 315/16 by the Chief Executive seeking approval of an extension to Angus Council's role as host authority by a further two years from May 2017 to May 2019 in light of the EU Referendum result and the uncertainty regarding the future position of EU funding arrangements and as a result the future of ESEC.

The Committee agreed to approve an extension of two years of the hosting of the ESEC secretariat by Angus Council until May 2019.

8. CARNOUSTIE BUSINESS IMPROVEMENT DISTRICT

With reference to Article 4 of the minute of meeting of the Strategic Policy Committee of 11 June 2013, there was submitted Report No 316/16 by the Chief Executive informing members of the notification from Connecting Carnoustie of their intention to ballot businesses in Carnoustie regarding implementing a Business Improvement District (BID) for the town. The Report also informed members of the implications of this for Angus Council and sought approval to support the ballot.

The Report indicated that Connecting Carnoustie had formally submitted its intention to hold a ballot with a view to holding the BID ballot in December 2016 to determine whether there was sufficient support for the BID proposals. A copy of the BID proposal was appended to the Report along with a summary of benefits. Whilst it was recommended that the Council agree the ballot should take place it was noted that, as the Council had a vote for each premise on which it paid business rates and the overall electorate was relatively small it was possible that the Council's vote could determine the outcome of the ballot. To mitigate against the potential skewing of the outcome by public sector votes it was recommended that the Council cast only a single vote in relation to a single premise and did not use the other votes available to it.

The Committee agreed:-

- (i) to support the BID ballot proposal;
- (ii) to formally instruct that the BID ballot takes place and agrees to meet the cost of the ballot process but recoups the costs from the BID group once established and the frequency of collection of levy money has been agreed;

- (iii) that Angus Council does not cast a vote in the ballot; and
- (iv) to note the estimated levy and other costs to Angus Council of being part of the BID.

9. ANGUS COUNCIL COMMUNITY GRANT SCHEME

With reference to Article 7 of the minute of meeting of this Committee of 7 June 2016, there was submitted Report No 317/16 by the Chief Executive advising of applications to Angus Council in 2016/17 of £1,000 or less submitted and approved since 7 June 2016.

The Committee agreed:-

- (i) to note the grant awards for 2016/17 of £1,000 or less approved since 7 June 2016; and
- (ii) to note the grant awards for 2016/17 to the Architecture, Innovation & Design Fund approved since 7 June 2016

10. SERVICE LEVEL AGREEMENT WITH VOLUNTARY ACTION ANGUS FOR 2016/17

With reference to Article 6 of the minute of meeting of Angus Council of 11 February 2016, there was submitted Report No 318/16 by the Head of Planning and Place seeking approval of the proposed service level agreement with Voluntary Action Angus.

The Report indicated that the service level agreement facilitated the provision of a range of services across the Children and Learning and Communities Directorates. The services provided under the service level agreement would be subject to the monitoring arrangements as set out in the corporate standard for service level agreements.

The Committee agreed:-

- (i) to approve the service level agreement for the amount of £105,078 to Voluntary Action Angus for the financial year 2016/17; and
- (ii) to homologate the first quarter payment made in respect of the agreement.

11. SCRUTINY PANEL REVIEWS - UPDATE

With reference to Article 8 of the minute of meeting of the Scrutiny and Audit Committee of 8 March 2016, there was submitted Report No 306/16 by the Service Manager – Governance and Consultancy presenting an update on the action plan from 2015/16 Scrutiny Panel Review of Economic Development and Links to Planning.

The Committee, for its interest, agreed to note the contents of the updated action plan.

12. COUNTER-FRAUD POLICIES

With reference to Article 10 of the minute of meeting of the Scrutiny and Audit Committee of 23 August 2016, there was submitted Report No 308/16 by the Service Manager – Governance and Consultancy seeking approval of proposed changes to existing counter-fraud policies, to strengthen the Council's counter-fraud framework.

The Report indicated that a suite of counter-fraud documents including the Anti Fraud & Corruption Strategy: Fraud Guidelines and Response Plan and Whistleblowing Policy for Employees had been reviewed and revised to ensure that they were up to date, relevant and reflected current working practices.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the implementation of the revised Counter-Fraud Strategy, Fraud Response Plan and Whistleblowing Policy.

13. INTERNAL AUDIT RESOURCING

With reference to Article 11 of the minute of meeting of the Scrutiny and Audit Committee of 23 August 2016, there was submitted Report No 309/16 by the Service Manager – Governance and Consultancy seeking homologation of the decision to extend the contract with Scott-Moncrieff to address the shortfall in the internal audit resource to allow delivery of the agreed 2016-17 internal audit action plan.

The Committee agreed:-

- (i) to note the vacancies in the internal audit section and the impact this would have on delivery of the agreed 2016-17 plan;
- (ii) to homologate the decision of the Service Manager – Governance and Consultancy (in consultation with the Convener of Scrutiny and Audit and the Chief Executive) to procure a contract extension with Scott-Moncrieff to fill the resource gap in 2016-17 and deliver the internal audit plan for that year;
- (iii) to retrospectively approve an exemption for that contract under Financial Regulation 16.24.10(a); and
- (iv) to remit the Service Manager Governance and Consultancy to review how internal audit was provided within the council and bring back recommendations to both this committee and the Scrutiny and Audit Committee for delivery of this statutory service for 2017-18 and beyond.

14. RESOURCES DIRECTORATE 2015/16 ANNUAL PERFORMANCE REPORT

With reference to Article 14 of the minute of meeting of this Committee of 30 August 2015, there was submitted Report No 322/16 by the Strategic Director – Resources presenting the Annual Performance Report for the Resources Directorate for 2015/16.

The Report indicated that as an integral part of the Council's performance management arrangements, each directorate was required to prepare an annual report covering the period 1 April to 31 March 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 on performance within the directorate during the previous financial year. The Report would also be considered by the Scrutiny and Audit Committee at its meeting on 27 September 2016.

The Committee agreed to note the terms of the Resources Directorate Annual Performance Report for 2015/16.

15. TRANSFORMING ANGUS: PROGRAMME UPDATE

With reference to Article 7 of the minute of meeting of the Policy and Resources Committee of 15 March 2016, there was submitted Report No 323/16 by the Strategic Director – Resources providing a progress update in relation to the Council's Transforming Angus Change Programme.

The Report indicated that the Transforming Angus programme initiatives had continued to progress since the last update report and that whilst some initiatives had made good progress (e.g. Help to Live at Home), others had been less positive (e.g. Channel Shift and Procurement Review) with only minimal progress achieved. In addition, the Report gave an overview of key 'headline' progress across the TA Programme along with the overall Transforming Angus Change Fund position.

The Committee, for its interest, agreed to note the update in relation to the various aspects of the Council's Transforming Angus Change Programme.

16. USE OF THE CANMORE ROOM FOR CIVIL MARRIAGES, PARTNERSHIP REGISTRATIONS AND PRIVATE CITIZENSHIP CEREMONIES

There was submitted Report No 324/16 by the Head of Legal and Democratic Services seeking approval for the Registration Service to use the Canmore Room for conducting civil marriages, partnership registrations and private citizenship ceremonies.

The Report indicated that the use of the Canmore Room would reduce the accommodation requirements of a co located Forfar Registration Office and in addition it was considered that the location and suitability of the Canmore Room for conducting these types of ceremonies might increase the number of persons wishing to use the Registration Service which could result in additional revenue.

The Committee agreed:-

- (i) to approve the use by the Registration Service of the Canmore Room for conducting civil marriages, partnership registrations and private citizenship ceremonies; and
- (ii) as a consequence, prohibit the use of the Canmore Room for conducting religious marriages.

17. REMOVAL/RELOCATION EXPENSES FOR TEACHERS

With reference to Article 11 of the minute of meeting of the Children and Learning Committee of 17 May 2016, there was submitted Report No 325/16 by the Head of HR, IT and Organisational Development seeking agreement to extend the Council's existing policy on the provision of removal/relocation expenses to include teachers.

The Report indicated that the Council currently had an Assisted Removal/Relocation Scheme and access to this currently was limited to all employees who were employed under the JNC Scheme for Chief Officials and Deputes or the SJC Scheme for Local Government Employees. It was proposed that this scheme be extended to include the provision of relocation expenses to those employed under the SNCT Scheme for Teachers and Associated Professionals, with a copy of the amended Scheme attached to the Report.

The Committee agreed that the Council's Assisted Removal/Relocation Scheme be extended to include teachers and associated professionals.

18. INFORMATION TECHNOLOGY RENEWAL AND REPAIR FUND – CAPITAL PROJECTS

With reference to Article 8 of the minute of meeting of the Policy and Resources Committee of 28 April 2015, there was submitted Report No 326/16 by the Head of HR, IT and Organisational Development seeking approval for allocations from the Information Technology Renewal and Repair Fund to support the 2016/17 Capital Projects identified in the Angus Digital Programme of Transforming Angus as well as the projects that would deliver the Digital Foundations which would act as enablers to the Council's transformation programme.

The Committee agreed:-

- (i) to approve the undernoted allocations from the Information Technology Renewal and Repair Fund to support capital projects in 2016/17

(i) VOIP Telephony provision	£ 20k
(ii) Corporate Infrastructure Renewal	£100k
(iii) Network Infrastructure Renewal	£ 20k
(iv) Angus Digital	£240k
(v) Server Infrastructure Renewal	£ 20k
(vi) Citrix licence renewal	£ 40k
(vii) Internet access renewal	£ 40k
(viii) GIS renewal	<u>£ 20k</u>
	<u>£500k</u>

- (ii) to use the uncommitted balances in the IT Renewal and Repair Fund to supplement the range and scope of the projects being delivered.

19. EXCLUSION OF PUBLIC AND PRESS

The Committee resolved in terms of Standing Order 28(2) that the public and press be excluded during consideration of the following item so as to avoid the disclosure of information which was exempt in terms of Part 1 of Schedule 7A to the Local Government (Scotland) Act paragraph 7.

20. CARE AT HOME CONTRACTS

There was submitted Report No 327/16 by the Chief Integration Officer, Angus Health and Social Care Partnership updating the Committee on the emerging situation regarding a number of Care at Home contracts with providers that now required to be reviewed.

The Committee agreed to approve the variation of the relevant existing contracts for Care at Home services to the Angus Framework for Care at Home with effect from 1 August 2016.