

ANGUS COUNCIL

MINUTE of MEETING of the **POLICY AND RESOURCES COMMITTEE** held in the Town and County Hall, Forfar on Tuesday 2 September 2014 at 2.00 pm.

Present: Councillors IAIN GAUL, PAUL VALENTINE, BILL BOWLES, BILL DUFF, MAIRI EVANS, DAVID FAIRWEATHER, CRAIG FOTHERINGHAM, MARTYN GEDDES, ALEX KING, IAN MCLAREN, DONALD MORRISON, BOB MYLES, BOB SPINK, MARGARET THOMSON and HELEN OSWALD.

Councillor GAUL, Convener, in the Chair.

1. APOLOGIES/SUBSTITUTES

Apologies for absence were intimated on behalf of Councillors Glennis Middleton and Sheena Welsh, with Councillors Donald Morrison and Helen Oswald substituting respectively.

2. DECLARATIONS OF INTEREST

There were no declarations of interest intimated.

3. MINUTES

(a) Previous Meeting

The minute of meeting of the Policy and Resources Committee of 10 June 2014 was submitted and approved as a correct record.

(b) Appeals Sub-Committee

The minute of meeting of the Appeals Sub-Committee of 2 July 2014, a copy of which is appended hereto, was submitted and noted (**APPENDIX I**).

(c) Police and Fire and Rescue Sub-Committee

The minute of meeting of the Police and Fire and Rescue Sub-Committee of 21 August 2014, a copy of which is appended hereto, was submitted and noted (**APPENDIX II**).

4. INFORMATION REPORT FOR THE PERIOD 1 APRIL 2013 TO 31 MARCH 2014

There was submitted and noted Report No 368/14 by the Head of Corporate Improvement and Finance providing information to members with regard to services in the Resources Directorate for the period 1 April 2013 to 31 March 2014.

5. INFORMATION REPORT FOR THE PERIOD 1 APRIL 2013 TO 31 MARCH 2014

There was submitted and noted Report No 369/14 by the Strategic Director – Communities providing information to members with regard to services in the Communities Directorate for the period 1 April 2013 to 31 March 2014.

6. CHIEF EXECUTIVE'S UNIT ANNUAL PERFORMANCE REPORT 2013/14

With reference to Article 4 of the minute of meeting of the Strategic Policy Committee of 3 September 2013, there was submitted Report No 376/14 by the Chief Executive advising of the production of the 2013/14 Annual Report for the Chief Executive's Unit.

The Report indicated that as an integral part of the Council's performance management arrangements, each department was required to prepare an annual report for submission to their service committee. The Reports were designed to give members, employees and the public (who would have access to the reports via the Council's website) an at a glance picture of performances within the unit during the previous financial year.

The Committee agreed to note the terms of the 2013/14 Annual Performance Report for the Chief Executive's Unit.

7. RESOURCES DIRECTORATE ANNUAL PERFORMANCE REPORT 2013/14

With reference to Article 4 of the minute of meeting of the Corporate Services Committee of 29 August 2013, there was submitted Report No 370/14 by the Strategic Director - Resources advising of the production of the 2013/14 Annual Performance Report for the Resources directorate.

The Report indicated that as an integral part of the Council's performance management arrangements, each department was required to prepare an annual report for submission to their service committee. The Reports were designed to give members, employees and the public (who would have access to the reports via the Council's website) an at a glance picture of performances within the unit during the previous financial year.

The Committee agreed to note the terms of the 2013/14 Annual Performance Report for the Resources directorate.

8. CORPORATE AND DIRECTORATE RISK REGISTERS

With reference to Article 6 of the minute of meeting of this Committee of 18 March 2014, there was submitted Report No 371/14 by the Service Manager – Governance presenting the revised Corporate Risk Register and Directorate Risk Registers following annual review.

The Report indicated that the revised Corporate Risk Register was the output of a number of workshops conducted with both the Executive Management Team and the Corporate Management Team and had been developed in accordance with the new Risk Management Strategy. Attached as Appendix 1 to the Report was a summary of the risks, their appetites and their current score. Appendix 2 contained the full Corporate Risk Register with the remaining appendices presenting the Risk Registers for the Chief Executive's Unit, the Resources, Communities and People directorates.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve the contents of the Corporate Risk Register; and
- (iii) to approve the contents of the Directorate Risk Registers.

9. 2014/15 FINAL CAPITAL BUDGET VOLUME – GENERAL FUND AND HOUSING

With reference to Article 3 of the minute of the special meeting of Angus Council of 13 February 2014, there was submitted Report No 372/14 by the Head of Corporate Improvement and Finance presenting to members the updated 2013/2018 General Fund Financial Plan and 2013/2017 Housing Financial Plan (both of which incorporated the 2014/15 capital monitoring budget) which would be reflected in the 2014/15 Final Capital Budget Volume.

The Committee agreed:-

- (i) to approve the contents of the updated 2013/2018 General Fund Financial Plan, as reflected in the 2014/15 Final Capital Budget Volume (attached as Appendix 1 to the Report);
- (ii) to note the contents of the updated 2013/2017 Housing Financial Plan, as reflected in the 2014/15 Final Capital Budget Volume (attached at Appendix 2 to the Report); and
- (iii) to note that the 2014/15 capital budgets for both the General Fund departments and Housing represented the Council's approved budgets for capital monitoring purposes.

10. PROCUREMENT OF DEBT COLLECTION AND SHERIFF OFFICER SERVICES

With reference to Article 23 of the minute of meeting of the Corporate Services Committee of 21 June 2012, there was submitted Report No 373/14 by the Head of Corporate Improvement and Finance informing members of the need to put in place a contract for the provision of Debt Recovery and Sheriff Officer Services for up to six years from April 2015 and seeking authority to proceed with the required procurement.

The Report indicated that the current contract for debt collection services had been tendered for in 2010 and had an expiry date at the end of September 2014. The contract had been further extended to the end of March 2015 to enable a revised specification to be drawn up given the expanded nature of the proposed contract.

The Committee agreed to authorise the Head of Corporate Improvement and Finance to undertake a procurement exercise for Debt Recovery and Sheriff Officer Services, as outlined in Section 4 of the Report, initially for a period of four years with provision for an extension of an additional two years subject to being satisfied as to the performance of the contractor.

11. PUBLIC SERVICES NETWORK (PSN) COMPLIANCE

With reference to Article 13 of the minute of meeting of Angus Council of 24 October 2013, there was submitted Report No 374/14 by the Service Manager – Information Technology seeking authority to reallocate funds contained within the IT Repairs and Renewals Fund for the purpose of delivering the work packages required to retain Public Services Network (PSN) compliance.

The Report indicated that the workload required to achieve and maintain PSN compliance was significant and there would be a consequential impact on IT support service levels on an ongoing basis. The agreement of priorities for IT projects under the Transforming Angus programme via the Angus Digital Board would ensure that available resources were focused on corporate priorities.

The Committee agreed:-

- (i) to the reallocation of funds from within the R & R Fund; and
- (ii) to approve the high level work plan, as detailed in the Report.