

ANGUS COUNCIL

MINUTE of MEETING of the **POLICY AND RESOURCES COMMITTEE** held in the Town and County Hall, Forfar on Tuesday 10 June 2014 at 2.00 pm.

Present: Councillors IAIN GAUL, PAUL VALENTINE, BILL BOWLES, BILL DUFF, MAIRI EVANS, DAVID FAIRWEATHER, RONNIE PROCTOR MBE, MARTYN GEDDES, ALEX KING, IAN MCLAREN, JIM HOUSTON, BOB MYLES, BOB SPINK, MARGARET THOMSON and SHEENA WELSH.

Councillor GAUL, Convener, in the Chair.

1. APOLOGIES/SUBSTITUTES

Apologies for absence were intimated on behalf of Councillors Craig Fotheringham and Glennis Middleton with Councillors Ronnie Proctor and Jim Houston substituting, respectively.

2. DECLARATIONS OF INTEREST

Councillor Ronnie Proctor declared an interest in Item 17 as he had corresponded with and spoken to the Chair of Kirriemuir Youth Football Club. He indicated that as he had no financial gain he would participate in any discussion and voting on the matter.

Councillor Paul Valentine declared an interest in Item 4 as his wife was an employee of one of the named companies. He indicated that as the Report was for noting purposes only he would participate in any discussion and voting on the matter.

Councillor Jim Houston declared an interest in Item 16 as he was the current Convener of Tayside Contracts Joint Committee. He indicated that he would participate in any discussion and voting on the matter.

Councillors Bill Bowles, Bob Myles and Sheena Welsh all declared an interest in Item 16 as members of Tayside Contracts Joint Committee. Each indicated that they would participate in any discussion and voting on the matter.

3. MINUTES

(a) Previous Meeting

The [minute of meeting of the Policy and Resources Committee of 29 April 2014](#) was submitted and approved as a correct record.

(b) Police and Fire and Rescue Sub-Committee

The [minute of meeting of the Police and Fire and Rescue Sub-Committee of 15 May 2014](#), a copy of which is appended hereto, was submitted and noted (**APPENDIX I**).

(c) Appeals Sub-Committee

The [minute of meeting of the Appeals Sub-Committee of 21 May 2014](#), a copy of which was appended hereto, was submitted and noted, subject to amending the second last paragraph to read "the appeal be not upheld" (**APPENDIX II**).

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

There was submitted and noted [Report No 256/14](#) 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 2014 to 31 May 2014.

5. “BUYING LOCAL” PROCUREMENT POLICY

With reference to Article 13 of the [minute of meeting of Angus Council of 28 March 2013](#), there was submitted [Report No 257/14](#) by the Strategic Director – Resources setting out the results of the actions taken on Outcomes 1 and 2 of the Procurement Sounding Board's Phase 1 Action Plan and, in line with consideration given to it by the Procurement Sounding Board, recommending a policy approach for Angus Council “Buying Local” for approval.

The proposed policy as detailed in Appendix 1 to the Report, recognised that Angus Council started from a position of strength, where there was a focus on supporting local supply opportunity to win Council contracts. Notwithstanding that this approach would continue, Angus Council aimed to be a leader for the local government sector in its approach to “Buying Local” with development of the local supply base's capability to win Council (and wider public sector) work seen as part of the procurement job by those buying goods and services on the Council's behalf, in conjunction with the Council's economic development function.

The Committee agreed to approve the “Buying Local” procurement policy, as set out in Appendix 1 to the Report.

6. PREPARATION OF THE 2015/16 GENERAL FUND REVENUE AND CAPITAL BUDGETS

With reference to Article 3 of the [minute of the special meeting of Angus Council of 13 February 2014](#), there was submitted [Report No 258/14](#) by the Head of Corporate Improvement and Finance apprising members of the current position in relation to the 2015/16 Revenue and Capital Budget preparation process, identifying the main stages of the budget cycle and seeking approval of the proposed approach to budget preparation for the 2015/16 financial year.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the approach to the budget preparation process, as set out in Section 5 of the Report.

7. PROPERTY TRANSACTIONS

There was submitted [Report No 260/14](#) by the Head of Technical and Property Services seeking approval of a property transaction detailed in Appendix 1 to the Report.

Having heard from the Convener, the Committee agreed to approve the renewal of the Option to Acquire granted to the Carnoustie Centre Action Group for an area of land at Dundee Street, Carnoustie for a period of one year only, with effect from 30 June 2014.

8. SHARED APPRENTICESHIP SCHEME ANGUS

There was submitted [Joint Report No 261/14](#) by the Chief Executive, the Strategic Director – Resources and the Head of Planning and Place seeking in principle agreement from Angus Council to develop a pilot shared apprenticeship scheme in Angus and to identify representatives from the Council to be appointed to the newly established Board.

The Report indicated that the proposal was to set up a new company to act as host agency (or employer) for a pool of apprenticeships. The apprentices would work for multiple contractors, learning from a range of skilled craftsmen/women while completing their modern apprenticeships. The new company would be supported by the Construction Industry Training Board (CITB) who had a strong track record of delivery in this field. It was also proposed that the company would be established in this financial year and if agreement could be reached quickly with construction industry representatives, the aim was to set up by August 2014, the company, establishing a board of directors comprising officers from CITB and representatives from Angus Council, the building industry and Dundee and Angus College.

The scheme had the potential to have a significant social and economic impact on the communities and businesses of Angus, providing meaningful training and long term career opportunities for young people, safeguarding the skills supplying the construction industry and increasing income and spending levels available locally.

The Committee agreed:-

- (i) to approve in principle the establishment of a pilot shared apprenticeship scheme for the construction industry, subject to a full business case being prepared;
- (ii) to appoint three representatives for membership to the Shadow Board of the company, being Councillors Paul Valentine, Donald Morrison and Margaret Thomson;
- (iii) that a business plan, including a full risk assessment be developed through the Shadow Board and be brought forward to Committee in August for consideration, including details of any financial and in kind support that may be sought from Angus Council;
- (iv) to approve investigation into the contract procurement process to support the scheme; and
- (v) to note ongoing discussions with the Construction Industry Training Board (CITB), Skills Development Scotland (SDS) and the Scottish Building Federation (SBF).

9. BRECHIN AND FORFAR COMMUNITY CAMPUS PROJECT UPDATES

With reference to Article 5 of the [minute of meeting of the Education Committee of 21 November 2013](#), there was submitted [Report No 262/14](#) by the Service Manager, Transforming Angus providing progress updates in relation to both the Brechin and Forfar Community Campus Projects.

In relation to the Brechin Community Campus, full planning permission for the project had been approved by the Council's Development Standards Committee on 7 January 2014. Hubco's Stage 2 submission had been lodged with the Council on 14 April 2014 and the Council had concluded a review of the documentation and issued its Stage 2 approval. It was expected that Financial Close would be achieved in June 2014 however, in order to ensure work on site continued seamlessly to complete the facility as early as possible, a Letter of Intent had been issued to Hubco by the Head of Legal and Democratic Services which had enabled the main works to commence in late May/early June.

In relation to the Forfar Community Campus, full planning permissions for the project had been approved by the Council's Development Standards Committee on 3 June 2014. Hubco's Stage 1 submission had been lodged with the Council on 3 March 2014 and the Council had concluded a review of the documentation and issued Stage 1 approval, subject to Hubco satisfactorily responding to a number of terms. The Scottish Futures Trust had also concluded the Pre-Stage 1 approval Key Stage Review process. It was planned that some aspects of the enabling works would be progressed during July/August 2014. This, together with the potential option to issue a Letter of Intent may potentially improve the timetable to achieve migration to the new building for the start of the new school term in August 2016, albeit this was not guaranteed at this stage.

The Committee agreed:-

- (i) to note the updates in relation to both the Brechin and Forfar projects;
- (ii) that in respect of the Brechin project to authorise the Head of Legal and Democratic Services, or in her absence, the Principal Solicitor (Team 2) in consultation with the Chief Executive, Strategic Director – People and the Head of Corporate Improvement and Finance to execute and deliver the necessary contract documents for the project on behalf of Angus Council;
- (iii) to declare the land highlighted in Appendix 1 as surplus to requirements; and
- (iv) that in respect of the Forfar project, to approve the ring fencing of the capital receipt from the sale of surplus land.

10. REVISIONS TO THE SCHEME OF CONDITIONS OF SERVICE FOR CHIEF OFFICERS

There was submitted [Report No 263/14](#) by the Service Manager (Human Resources) advising that the national agreement governing the terms and conditions of Chief Officers had been revised, highlighting the main changes and seeking approval of a policy on salary preservation for chief officers which was required as a consequence of this revision.

The Report indicated that the Scottish Joint National Council Scheme of Salaries and Conditions of Service for Chief Officers was the national agreement which provided the basis of the terms of employment for chief officers. This agreement had been the subject of a lengthy review with agreement to changes arising from that review having been reached in March this year and a revised version of the scheme issued to Councils on 31 March. The new scheme would be effective from 1 April 2014. There had been several significant changes to conditions of service, including the entitlement to annual leave, sick pay and salary preservation with the change to salary preservation requiring the Council to make a decision about local implementation.

The Committee agreed:-

- (i) to note the terms of the Report; and
- (ii) to approve the arrangements for salary preservation for chief officers, as detailed in the Report.

11. REVISIONS TO THE COUNCIL'S EARLY RETIREMENT AND VOLUNTARY REDUNDANCY SCHEME

There was submitted [Report No 264/14](#) by the Strategic Director – Resources recommending changes to the Council's Early Retirement and Voluntary Redundancy Scheme, to take effect from 1 July 2014.

The Report also proposed changes to the approval of applications for early retirement/voluntary redundancy currently delegated to the Head of the employing directorate, the Head of Corporate Improvement and Finance, the Head of HR, IT & OD and the Chief Executive. It was felt that if the Head of the employing directorate and the officers with overall responsibility for financial and human resources issues approved the request, then there was no necessity for the involvement of the Chief Executive. The proposed revised scheme had been amended to reflect this.

The Committee agreed:-

- (i) to approve the revised Early Retirement and Voluntary Redundancy Scheme, as detailed in the Appendix to the Report; and
- * (ii) to recommend that the Council approve the consequential changes to the Scheme of Delegation to Officers as detailed in paragraph 4.9 of the Report.

12. CORPORATE RISK MANAGEMENT - UPDATE

With reference to Article 6 of the [minute of meeting of this Committee of 18 March 2014](#), there was submitted [Report No 266/14](#) by the Service Manager – Governance providing an update on the development of the new corporate risk register.

The Report indicated that a workshop had been held with the Executive Management Team to consider cross-cutting corporate risks. These risks included risks from directorate risk registers suggested for escalation to the corporate risk register and also broader corporate risk areas. It was intended that these risks would be further developed into an overarching corporate risk register, with the corporate and directorate risk registers to be presented to both the Policy and Resources and Scrutiny and Audit Committees during the September cycle of meetings, for their respective overview and scrutiny interests.

The Committee, for its interest, agreed:-

- (i) to note the ongoing work to developing a new corporate risk register; and
- (ii) to note that both the directorate and corporate risk registers would be presented to the Scrutiny and Audit and Policy and Resources Committees in the September cycle of meetings.

13. CHILDREN AND YOUNG PEOPLE ACT: EARLY LEARNING AND CHILDCARE PROVISION FOR TWO YEAR OLD CHILDREN LIVING IN WORKLESS HOUSEHOLDS

There was submitted [Report No 267/14](#) by the Strategic Director – People outlining proposals for commissioning places for two year old children from partner organisations in order to meet the statutory requirements placed on local authorities by the Scottish Government, as set out in the Children and Young People (Scotland) Act 2014.

The Report indicated that Angus Council currently had no provision for two year old children operating within its own establishments. Parents requiring child care for children of this age accessed services primarily through childminders, playgroups and private nurseries. To meet the requirements set out in the Children and Young People (Scotland) Act 2014, the Council would have to purchase places from childminders and childcare providers currently providing pre-school places through a Service Level Agreement with the Council.

The Committee agreed:-

- (i) to note the terms of the Report; and
- (ii) to approve the proposals for providing funded places for two year old children, as outlined in Section 4 of the Report.

14. EXCLUSION OF PUBLIC AND PRESS

The Committee resolved, in terms of Standing Order 27(2) that the public and press be excluded during consideration of items 15 and 16, 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 1973 paragraphs 1 and 6.

COUNCILLOR IAIN GAUL, SECONDED BY COUNCILLOR VALENTINE, MOVED THAT ITEM 17 BE CONSIDERED IN PRIVATE.

Councillor Fairweather, seconded by Councillor Proctor, moved as an amendment, that Item 17 be considered in public.

On a vote being taken, the members voted:-

For the motion:

Councillors Iain Gaul, Valentine, Duff, Evans, King, Houston, Spink and Welsh (8).

For the amendment:

Councillors Bowles, Fairweather, Proctor, Geddes, McLaren, Myles and Thomson (7).

The motion was declared carried and the Committee resolved accordingly.

15. COMMUNITIES DIRECTORATE: COMMUNITY PLANNING SERVICE MANAGEMENT STRUCTURE

With reference to Article 17 of the minute of meeting of Angus Council of 28 March 2013, there was submitted [Joint Report No 265/14](#) by the Head of Planning and Place and the Service Manager – (Human Resources) recommending the approval of a streamlining of the management structure within the community planning service.

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

16. PROGRESS ON SHARED SERVICE AND PARTNERSHIP WORK WITH TAYSIDE CONTRACTS

There was submitted [Report No 268/14](#) by the Strategic Director – Communities reviewing the Business Case, developed in partnership with Tayside Contracts, looking at the long term provision of Fleet Management and Maintenance Services, including the modernisation of the vehicle workshop and making a number of recommendations.

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

***17. PROPOSED DISPOSAL OF SITE AT SLADE ROAD, KIRRIEMUIR**

With reference to Article 10 of the minute of meeting of the Corporate Services Committee of 10 October 2013, there was submitted [Report No 259/14](#) by the Head of Technical and Property Services indicating that the site at Slade Road, Kirriemuir had been marketed for sale and advising members of the offers received.

Councillor Proctor moved an amendment, the terms of which the Convener ruled as not competent.

THEREAFTER, COUNCILLOR IAIN GAUL, SECONDED BY COUNCILLOR KING, MOVED THAT THE COMMITTEE AGREE TO APPROVE THE DISPOSAL OF THE SITE AT SLADE ROAD, KIRRIEMUIR ON THE PROVISIONAL TERMS AND CONDITIONS CONTAINED IN THE REPORT.

Councillor Myles, seconded by Councillor Proctor, moved as an amendment, that the Committee does not approve the disposal of the site at Slade Road, Kirriemuir, at this time.

On a vote being taken, the members voted:

For the motion:

Councillors Iain Gaul, Valentine, Duff, Evans, King, Houston, Spink and Welsh (8).

For the amendment:

Councillors Bowles, Fairweather, Proctor, Geddes, McLaren, Myles and Thomson (7).

The motion was declared carried and the Committee resolved accordingly.

Thereafter, in accordance with the provisions of Standing Order 39(3)(i) Councillors Proctor and Fairweather referred the matter to Council for decision.