



Corporate Committee

Tuesday, 25 April 2023

NOTICE IS HEREBY GIVEN that a Meeting of the **Corporate Committee** is to be held at **Council Chambers, Council Office, High Street, Elgin, IV30 1BX** on **Tuesday, 25 April 2023 at 09:30.**

BUSINESS

1. **Sederunt**
2. **Declaration of Group Decisions and Members Interests ***
3. **Resolution**
Consider, and if so decide, adopt the following resolution:
"That under Section 50A (4) and (5) of the Local Government (Scotland) Act 1973, as amended, the public and media representatives be excluded from the meeting for Items 17, 18 and 19 of business on the grounds that they involve the likely disclosure of exempt information of the class described in the relevant Paragraphs of Part 1 of Schedule 7A of the Act."
4. **Minute of Meeting of the Corporate Committee of 31 January 2023** **7 - 12**
5. **Written Questions ****
6. **Ward Budgets** **13 - 16**
Report by Depute Chief Executive (Economy, Environment and Finance)
7. **Best Value Progress Report on Moray Council** **17 - 22**
Report by Depute Chief Executive (Education, Communities and Organisational Development)
8. **Improvement and Modernisation Programme** **23 - 42**
Report by Depute Chief Executive (Education, Communities and Organisational Development)

9.	Employment Policy Framework Review 2022-23	43 - 62
	Report by Depute Chief Executive (Education, Communities and Organisational Development)	
10.	2021-2023 Workforce Planning	63 - 80
	Report by Depute Chief Executive (Education, Communities and Organisational Development)	
11.	Health and Safety Annual Report 2022	81 - 116
	Report by Depute Chief Executive (Education, Communities and Organisational Development)	
12.	Public Performance Report 2021-22	117 - 148
	Report by Depute Chief Executive (Education, Communities and Organisational Development)	
13.	Customer Charter Update	149 - 156
	Report by Depute Chief Executive (Education, Communities and Organisational Development)	
14.	Freephone Numbers for Service Users	157 - 164
	Report by Depute Chief Executive (Education, Communities and Organisational Development)	
15.	Strathisla Community Council	165 - 170
	Report by Depute Chief Executive (Education, Communities and Organisational Development)	
16.	Question Time ***	
	Consider any oral question on matters delegated to the Committee in terms of the Council's Scheme of Administration.	
17.	Forres Flood Alleviation Scheme - Compensation Claim	
	<ul style="list-style-type: none"> Information on the amount of any expenditure proposed to be incurred by the Authority; 	
18.	Trade Union Facility Time	
	<ul style="list-style-type: none"> Information relating to staffing matters; Information relating to any consultations or negotiations in connection with any labour relations; 	
19.	Corporate Scanning Printing and Copying Contract	
	<ul style="list-style-type: none"> Information relating to the financial or business affairs of any particular person(s); 	

Summary of Corporate Services Committee functions:

To regulate, manage and monitor the finances of the Council both capital and revenue; to deal with staffing policies and practices other than for teaching staff; to deal with equal opportunities policies and practices; to deal with procurement policies and priorities; to deal with all matters relating to the Council's duty to initiate, maintain and facilitate Community Planning; to ensure that the organisation, administrative and management processes of the Council are designed to make the most effective contribution to achieving the Council's objectives; to provide all central support services; to exercise the functions of the Council in connection with the Registration of Births, Deaths and Marriages; to deal with valuation and electoral registration matters.

GUIDANCE NOTES

* **Declaration of Group Decisions and Members Interests** - The Chair of the meeting shall seek declarations from any individual or political group at the beginning of a meeting whether any prior decision has been reached on how the individual or members of the group will vote on any item(s) of business on the Agenda, and if so on which item(s). A prior decision shall be one that the individual or the group deems to be mandatory on the individual or the group members such that the individual or the group members will be subject to sanctions should they not vote in accordance with the prior decision. Any such prior decisions will be recorded in the Minute of the meeting.

** **Written Questions** - Any Member can put one written question about any relevant and competent business within the specified remits not already on the agenda, to the Chair provided it is received by the Proper Officer or Committee Services by 12 noon two working days prior to the day of the meeting. A copy of any written answer provided by the Chair will be tabled at the start of the relevant section of the meeting. The Member who has put the question may, after the answer has been given, ask one supplementary question directly related to the subject matter, but no discussion will be allowed.

No supplementary question can be put or answered more than 10 minutes after the Council has started on the relevant item of business, except with the consent of the Chair. If a Member does not have the opportunity to put a supplementary question because no time remains, then he or she can submit it in writing to the Proper Officer who will arrange for a written answer to be provided within 7 working days.

*** **Question Time** - At each ordinary meeting of the Committee ten minutes will be allowed for Members questions when any Member of the Committee can put a question to the Chair on any business within the remit of that Section of the Committee. The Member who has put the question may, after the answer has been given, ask one supplementary question directly related to the subject matter, but no discussion will be allowed.

No supplementary question can be put or answered more than ten minutes after the Committee has started on the relevant item of business, except with the consent of the Chair. If a Member does not have the opportunity to put a supplementary question because no time remains, then he/she can submit it in writing to the proper officer who will arrange for a written answer to be provided within seven working days.

THE MORAY COUNCIL

Corporate Committee

SEDERUNT

Councillor Bridget Mustard (Chair)
Councillor Kathleen Robertson (Depute Chair)

Councillor Theresa Coull (Member)
Councillor John Cowe (Member)
Councillor John Divers (Member)
Councillor Amber Dunbar (Member)
Councillor Jérémie Fernandes (Member)
Councillor Sandy Keith (Member)
Councillor Graham Leadbitter (Member)
Councillor Marc Macrae (Member)
Councillor Paul McBain (Member)
Councillor Shona Morrison (Member)
Councillor Derek Ross (Member)
Councillor John Stuart (Member)

Clerk Name:	Lindsey Robinson
Clerk Telephone:	07966 120593
Clerk Email:	committee.services@moray.gov.uk