

MORAY COUNCIL

Minute of Meeting of the Policy and Resources Committee

Tuesday, 10 March 2020

Council Chambers, Council Office, High Street, Elgin, IV30 1BX

PRESENT

Councillor Frank Brown, Councillor John Cowe, Councillor Lorna Creswell, Councillor John Divers, Councillor Tim Eagle, Councillor Donald Gatt, Councillor Louise Laing, Councillor Graham Leadbitter, Councillor Marc Macrae, Councillor Aaron McLean, Councillor Shona Morrison, Councillor Walter Wilson

APOLOGIES

Councillor Claire Feaver, Councillor Sonya Warren

IN ATTENDANCE

Chief Executive; Depute Chief Executive (Education, Communities and Organisational Development); Depute Chief Executive (Economy, Environment and Finance); Chief Financial Officer; Head of Environmental and Commercial Services; Benefits Manager; Senior Officer Economic Strategy/Development; Energy Officer; Project Officer (Tourism and Heritage); Head of Governance, Strategy and Performance as Legal Adviser and Mrs C Howie, Committee Services Officer as Clerk to the Meeting.

1 Chair of Meeting

The meeting was Chaired by Councillor Aaron McLean.

2 Declaration of Group Decisions and Members Interests *

In terms of Standing Order 20 and the Councillors' Code of Conduct, Councillor Cowe declared an interest in Item 15 of the Agenda 'Elgin Common Good - Andersons Care Home' advising his wife was an employee at Andersons. Thereafter there were no declarations from Group Leaders or Spokespersons in regard to any prior decisions taken on how Members will vote on any item on the agenda or any further declarations of Member's interests in respect of any item on the agenda.

3 Resolution

Prior to seeking agreement of the Resolution the Chair advised Councillor Brown had made representation in respect of Item 15 of the agenda 'Elgin Common Good - Andersons Care Home' requesting it be moved to the open session of the meeting as the care home accounts are available publicly elsewhere. There being no one otherwise minded the Committee agreed to move item 15 of the agenda into the open session of the meeting.

Thereafter the meeting resolved that in terms of Section 50A (4) and (5) of the Local

Government (Scotland) Act 1973, as amended, the public and media representatives be excluded from the meeting during consideration of the items of business appearing at the relevant paragraphs of this minute as specified below, so as to avoid disclosure of exempt information of the class described in the appropriate paragraphs of Part 1 of Schedule 7A of the Act.

Paragraph Number of Minute	Paragraph Number of Schedule 7A and Reason
18	6 Information relating to the financial or business affairs of any particular person(s) 9 Information on terms proposed or to be proposed by or to the Authority
19	1 Information relating to staffing matters 11 Information relating to any consultations or negotiations in connection with any labour relations

4 Minute of Meeting dated 14 January 2020

The Minute of the meeting of the Policy and Resources Committee dated 14 January 2020 was submitted and approved.

5 Written Questions

The Committee noted that no written questions had been submitted.

6 Scottish Welfare Fund Budget Update

Under reference to paragraph 8 of the Minute of the meeting dated 14 January 2020 a report by the Depute Chief Executive (Education, Communities and Organisational Development) updated Committee on the current budget situation in respect of the Scottish Welfare Fund scheme.

Following consideration the Committee agreed:

- i. to note the estimated pressures on the 2019/20 and 2020/21 grant budgets as contained in the report; and
- ii. that further reports will be brought to Committee during 2020/21 providing updates on grant budget spending, demands on workloads and resources and impact on claimants.

7 Public Sector Climate Change Reporting 2018-19

Under reference to paragraph 6 of the Minute of the Special Moray Council meeting dated 27 June 2019 a report by the Depute Chief Executive (Economy, Environment and Finance) informed Committee of the Council's 2018/19 Climate Change report.

Following consideration the Committee agreed to note the:

- i. content of the reporting template set out in appendix I of the report; and
- ii. progress made in embedding climate change and sustainability within the Council's operations.

8 Museums Service Update

Under reference to paragraph 17 of the Minute of the meeting dated 29 October 2019 a report by the Depute Chief Executive (Economy, Environment and Finance) asked Committee to note the work of the Museums Service and sought approval for the recommendations within the report.

Following consideration the Committee agreed to:

- i. note the achievements of the Museums Service contained in the Annual report 2019/20;
- ii. note the details of care for the collection, maintenance plan for the museum and store and any other arrangements, which will be in place during closure;
- iii. note the details of the Culture Radar reports;
- iv. provide support for the development of Moray Heritage Forum;
- v. provide support for the transitional period for the Museums Services in the form of in kind and financial contributions of £10,000 over two financial years 2020/21 and 2021/22, which can be met from existing services budget; and
- vi. note the developments of operational agreements with organisations prior to any potential Community Asset Transfers of the services.

9 Infrastructure Commission for Scotland Phase 1 Report Summary and Recommendations

A report by the Depute Chief Executive (Economy, Environment and Finance) informed Committee of the Infrastructure Commission for Scotland Phase 1 report on the recommendations made for the future of the infrastructure in Scotland.

Following consideration the Committee agreed to:

- i. note the implications for Moray of the Commission's recommendations; and
- ii. request a meeting with the Infrastructure Commission for Scotland to discuss and seek clarity on the implications for Moray.

10 Media Services for the Moray Economic Partnership

Under reference to paragraph 6 of the Minute of the meeting dated 18 December 2019 a report by the Depute Chief Executive (Economy, Environment and Finance) sought approval of funding for the provision of media services for the Moray Economic Partnership (MEP) from the economic Development Budget.

Referring to paragraph 3.4 of the report Councillor Brown was of the opinion that each of the Partners should contribute equal funding.

In response the Depute Chief Executive (Economy, Environment and Finance) advised Highlands and Islands Enterprise (HIE) were proposing to contribute the same amount as the Council and following extended discussion the University of Highlands and Island (UHI) were proposing a contribution of £5,000. Referring to the report she further advised the media spend would be tailored to the available budget.

She was of the opinion the recommendation at 2.1 of the report should be amended to add the wording 'as indicated at paragraph 3.4 of the report' at the end of the recommendation. This to ensure the Council was not committed to a £15,000 contribution if either of the other two Partners did not contribute to the level indicated in the report.

Committee were agreeable to the additional wording.

Thereafter the Committee agreed to allocate £15,000 from the Economic Development Budget each financial year from 2020/21 to 2022/23 for the provision of media services for the MEP, with the caveat that funds will only be expended if each year funds are also contributed from HIE and UHI as indicated in paragraph 3.4 of the report.

11 Community Asset Transfer Request (Non-Act) - Dufftown Community Centre

Under reference to paragraph 6 of the Minute of the Moray Council meeting dated 11 April 2018 a report by the Depute Chief Executive (Economy, Environment and Finance) invited Committee to consider a community asset transfer request made for the transfer of ownership of Dufftown Community Centre.

Following consideration the Committee agreed to:

- i. approve the request to transfer ownership of Dufftown Community Centre, Church Street, Dufftown to Dufftown Community Centre (SCIO SC048668) subject to the terms and conditions set out in section 5 of the report; and
- ii. remit the matter to the Estates Manager and the Legal Services Manager to complete the transfer of title.

12 Elgin Town Hall Transitional Lease Arrangements

Under reference to paragraph 6 of the Minute of the Moray Council meeting dated 11 April 2018 a report by the Depute Chief Executive (Economy, Environment and Finance) invited Committee to consider a request for a 5-year extension to the transitional lease arrangements currently in place for Elgin Town Hall.

Following consideration the Committee agreed to approve the request from Elgin Town Hall for the Community to extend the transitional rent-free lease arrangements for Elgin Town Hall on the terms and conditions set out in paragraph 3.5 of the report.

13 Employee Survey 2019

A report by the Depute Chief Executive (Education, Communities and Organisational Development) asked Committee to consider the 2019 employee opinion survey.

Following consideration the Committee agreed to:

- i. note the results of the 2019 employee opinion survey; and
- ii. approve the actions arising from the results and note the further item on the agenda, the update on the workforce culture group work.

14 Workforce Culture Update

Under reference to paragraph 11 of the Minute of the special meeting of Moray Council dated 2 July 2014 a report by the Depute Chief Executive (Education, Communities and Organisational Development) asked Committee to bring the Culture Working Group to a close.

The Chair advised that following discussion at the Culture Working Group on Thursday 5 March where it had been recognised that progress had been made, that rather than bring the Group to a close as per the recommendation at 2.1 (ii) of the report it was proposed the Group continue with a more focused remit to monitor progress and plan the strategic focus for workforce culture.

Following discuss the Committee agreed to:

- i. note the workforce culture update; and
- ii. approve the Culture Working Group continuing with a more focused remit to monitor progress and plan the strategic focus for workforce culture.

15 Employment Policy Framework Review 2019-20

A report by the Depute Chief Executive (Education, Communities and Organisational Development) invited Committee to consider and note the update on the employment policy framework for 2019-20.

The Chair advised an amendment had been made to the recommendation and appendix 5 of the report to include information on enhanced provision of two weeks paid leave for Parental Bereavement.

Following consideration the Committee agreed to approve the update on the employment policy framework for 2019-20 as follows:

- i. Secondment Policy - clarity on clearance procedures; reinforcement on the roles within the process with regards to supporting or refusing an application and reference to Transform and Change Management clarified;
- ii. Regrading - includes clarification on use of Delegated Authority Reports where Committee Report is provided; clarity of who sits on Regrading Panel and their roles and General Data Protection Regulation references;
- iii. Working Time Regulations Policy - Brief summaries of each section have

been included to aid the reader in accessing the correct section of the document and hyperlinks included to speed access. Also now incorporates the inclusion of a link to the Conflicts of Interest Form;

- iv. Whistleblowing Policy - Confirms a clear distinction between whistleblowing and a complaint; improve navigation and accessibility (e.g. add in contents page, hyperlinks); amend the language to take a softer approach and place greater focus on encouraging reporting and add in reference to the Bullying Harassment Policy; and
- v. Special Leave Policy - addition of Parental Bereavement guidance following the change in legislation and subsequent entitlements which includes an enhanced provision of two weeks paid leave as opposed to one weeks paid leave.

16 Elgin Common Good - Andersons Care Home

Under reference to paragraph 22 of the Minute of the meeting dated 16 January 2002 a report by the Depute Chief Executive (Economy, Environment and Finance) invited Committee to consider an application from Andersons Care Home for financial assistance from Elgin Common Good Fund towards the cost of installing a lift to carry multiple people, beds and wheelchairs.

Councillor Cowe, having declared an interest, left the meeting prior to discussion of this item.

Councillor Brown was of the opinion that as Andersons is a commercial business it would not be appropriate to provide funding from the Common Good Fund and moved to reject the request.

Councillor Macrae seconded the motion.

Councillor Leadbitter was of the opinion that although this is a commercial business the Anderson Trust introduces unique factors. The Trust objectives support education and in doing so provide a significant contribution to the Council. He was of the opinion the Council would be supporting the Trust if money was awarded from the Common Good and moved an amendment to award money as per the report.

Councillor Divers seconded the amendment.

On a division there voted

For the Motion (5)	Councillors Brown, Macrae, Eagle, Gatt and Wilson
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For the Amendment (6)	Councillors Leadbitter, Divers, Creswell, Laing, A McLean and Morrison
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Abstentions (0)

Thereafter the Committee agreed to the request for funding from Andersons Care Home, which will be funded from the Elgin Common Good Fund.

Councillor Cowe returned to the meeting at this juncture.

17 Question Time

The Committee noted that no questions had been raised.

18 Waste Management - Trade Waste Charges [Paras 6 & 9]

A report by the Depute Chief Executive (Economy, Environment and Finance) asked Committee to approve the proposals for Trade Waste collection and Recycling Pass charges.

Following consideration the Committee agreed the following Trade Waste charges for the 2020/21 financial year:

- i. a price freeze on Residual Trade Waste charges as outlined in paragraph 6 and appendix 1 of the report;
- ii. a price freeze on Recycling Trade Waste charges as outlined in paragraph 7 and appendix 1 of the report; and
- iii. a charge for all Trade Waste Recycling Passes issued, as outlined in paragraph 8 and appendix 1 of the report.

19 Voluntary Severance Applications [paras 1 and 11]

A report by the Depute Chief Executive (Education, Communities and Organisational Development) asked Committee to consider applications under the terms of the agreed Voluntary Severance Scheme.

Following consideration the Committee agreed to recommend to Moray Council the approval of the applications for Voluntary Severance contained within appendix A of the report.