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## Corporate Committee

Tuesday, 29 August 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, 29 August 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 Item 18 of business on the grounds that it involves 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 13 June 2023** **7 - 10**
5. **Written Questions \*\***
6. **Revenue Budget Monitoring to 30 June 2023** **11 - 30**  
Report by Depute Chief Executive (Economy, Environment and Finance)
7. **Capital Plan 2023-24** **31 - 46**  
Report by Depute Chief Executive (Economy, Environment and Finance)
8. **Proposed Self Catering Unit Transfer Policy** **47 - 50**  
Report by Depute Chief Executive (Economy, Environment and Finance)

9.	<b>Common Good Funds - Summary Expenditure for 2022-23 and Estimates Disposable Income for 2023-24</b>	51 - 70
	Report by Depute Chief Executive (Economy, Environment and Finance)	
10.	<b>Procurement Annual Report for 2022-23 and Procurement Strategy 2023-26</b>	71 - 136
	Report by Depute Chief Executive (Economy, Environment and Finance)	
11.	<b>Trust Funds - Summary Expenditure for 2022-23 and Estimates Disposable Income for 2023-24</b>	137 - 146
	Report by Depute Chief Executive (Economy, Environment and Finance)	
12.	<b>Draft Allotment Regulations - Public Consultation</b>	147 - 178
	Report by Depute Chief Executive (Education, Communities and Organisational Development)	
13.	<b>Armed Forces Covenant Update</b>	179 - 184
	Report by Depute Chief Executive (Education, Communities and Organisational Development)	
14.	<b>ICT and Digital Strategy and Plan 2023-2026</b>	185 - 210
	Report by Depute Chief Executive (Education, Communities and Organisational Development)	
15.	<b>Corporate Risk Register</b>	211 - 238
	Report by Depute Chief Executive (Education, Communities and Organisational Development)	
16.	<b>Information Reports - if called in</b>	
17.	<b>Question Time ***</b>	
	Consider any oral question on matters delegated to the Committee in terms of the Council's Scheme of Administration.	

**Item(s) which the Committee may wish to consider with the Press and Public excluded**

18. **Common Good Site in Forres**
- 4. Information relating to any applicant or recipient of any financial assistance provided by the Authority;
  - 9. Information on terms proposed or to be proposed by or to the Authority;

## **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.

## **Information Reports - Not for Discussion at this Meeting**

Any member wishing to call in a noting or information report from one meeting shall give notice to Committee Services at least 48 hours before the meeting for which the report is published. The Notice shall be countersigned by one other elected member and shall explain the reason for call in including any action sought.

### **Information Report - Sundry Debt Write-Off Information for 2023-24**

**239 -  
242**

Report by Depute Chief Executive (Economy, Environment and Finance)

## 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.

# 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)  
Councillor Draeyk Van Der Horn (Member)

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