



Corporate Committee

Tuesday, 01 February 2022

NOTICE IS HEREBY GIVEN that a Meeting of the **Corporate Committee** is to be held at **Various Locations via Video-Conference**, on **Tuesday, 01 February 2022** 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 10 and 11 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 dated 30 November 2021

7 - 12

5 Written Questions **

6 Living Wage Accreditation Update

13 - 18

Report by Depute Chief Executive (Education, Communities and Organisational Development)

7 Young Person's Guarantee Scheme Application 19 - 22
Report by Depute Chief Executive (Education, Communities and Organisational Development)

8 Procurement Process 23 - 28
Report by Depute Chief Executive (Economy, Environment and Finance)

9 Question Time ***
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

10 9 Linkwood Place Elgin

- Information relating to the financial or business affairs of any particular person(s);
- Information on the amount of any expenditure proposed to be incurred by the Authority;
- Information on proposed terms and/or expenditure to be incurred by the Authority;

11 6 March Lane Buckie

- Information relating to the financial or business affairs of any particular person(s);
- Information on the amount of any expenditure proposed to be incurred by the Authority;
- Information on proposed terms and/or expenditure to be incurred by the Authority;

Summary of Corporate 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.

Moray Council Committee meetings are currently being held virtually due to Covid-19. If you wish to watch the webcast of the meeting please go to:
http://www.moray.gov.uk/moray_standard/page_43661.html
to watch the meeting live.

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 Aaron McLean (Chair)
Councillor Graham Leadbitter (Depute Chair)

Councillor George Alexander (Member)
Councillor James Allan (Member)
Councillor Frank Brown (Member)
Councillor John Cowe (Member)
Councillor John Divers (Member)
Councillor Tim Eagle (Member)
Councillor Claire Feaver (Member)
Councillor Donald Gatt (Member)
Councillor Shona Morrison (Member)
Councillor Amy Taylor (Member)
Councillor Sonya Warren (Member)
Councillor Walter Wilson (Member)

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

Minute of Meeting of the Corporate Committee

Tuesday, 30 November 2021

Remote Locations via Video Conference,

PRESENT

Councillor George Alexander, Councillor James Allan, Councillor Frank Brown, Councillor John Cowe, Councillor John Divers, Councillor Tim Eagle, Councillor Claire Feaver, Councillor Donald Gatt, Councillor Graham Leadbitter, Councillor Aaron McLean, Councillor Shona Morrison, Councillor Sonya Warren.

APOLOGIES

Councillor Amy Taylor, Councillor Walter Wilson

IN ATTENDANCE

Also in attendance at the above meeting were the Chief Executive, Depute Chief Executive (Economy, Environment and Finance), Depute Chief Executive (Education, Communities and Organisational Development), Head of Governance, Strategy and Performance, Head of Financial Services, Benefits and Money Advice Manager, Equal Opportunities Officer, Asset Management Co-ordinator, and Lindsey Robinson, Committee Services Officer, as Clerk to the Committee.

1. Chair

Councillor Aaron McLean, as Chair of the Corporate Committee, chaired the meeting.

2. Emergency Response Friday 26 November 2021

The Committee joined the Chair in thanking Mr Edward Thomas, Head of Housing and Property and his team for their hard work over the weekend and echoed the Committee's thanks to the community for coming together and helping each other out during the storm.

3. Declaration of Group Decisions and Members Interests *

In terms of Standing Order 20 and the Councillors' Code of Conduct, 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 declarations of Member's interests in respect of any item on the agenda.

4. Resolution

The Meeting resolved 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.

Paragraph Number of Minute	Paragraph Number of Schedule 7A and reason
18	11
	Information relating to any consultations or negotiations in connection with any labour relations.
5. Minute of the meeting 12 October 2021	

The Minute of the Meeting of the Corporate Committee dated 12 October 2021 was submitted and approved.

6. Written Questions **

The Committee noted that no written questions had been submitted.

7. Town Twinning

A report by the Chief Executive asked the Committee to make recommendations on a suggested response to an approach about establishing twinning relations and suggested sectors for co-operation.

Following consideration, the Committee agreed:

- i. to note Officers have looked into the suggested fields of partnership and co-operation and the responses outlined in section 3 of the report;
- ii. that it be left to the discretion of Visit Moray Speyside to respond to the approach as outlined in paragraph 3.7 of the report;
- iii. that this be placed on the agenda for the next appropriate meeting of the Moray Economic Partnership to assess the level of interest; and
- iv. that the appropriate authorities in Jiaxing Province be advised of the above.

8. Revenue Budget Monitoring to 30 September 2021

A report by the Depute Chief Executive (Economy, Environment and Finance) advised the Committee of the revenue budget monitoring position to 30 September 2021 and of the current estimated out-turn for 2021/22.

Following consideration, the Committee agreed to note:

- i. the budget monitoring position of £167,000 over budget for 2021/22 as at 30 September 2021;
- ii. that this position consists of an underspend on Devolved Schools budgets of £864,000, an underspend of £1,258,000 on Children's Services, an overspend on Social Care Services delivered in behalf of the Moray Integrated Joint Board (MIJB) of £1,838,000, on overspend of £213,000 for Partnership Nurseries and an overspend on other services of £238,000.
- iii. movement of £1,915,000 in the General Revenue Grant, as detailed in paragraph 3.4;

- iv. the current estimated out-turn for 2021/22 of an overspend of £341,000 and an increase in the retention under the Business Rates Incentivisation Scheme (BRIS) of £23,000 resulting in an increase in the planned use of Council reserves by £318,000 from that budgeted for; and
- v. emerging budget pressures as summarised in paragraph 6.1.

9. Capital Plan 2021-22

A report by the Depute Chief Executive (Economy, Environment and Finance) advised the Committee of the expenditure to 30 September 2021 under the Capital Plan for financial year 2021/22 and of estimates of projected expenditure profiled into quarters.

Following consideration where the officers answered questions on the delay to the Scottish Government Covid funding for Lossiemouth High School and Linkwood Primary School, and on the overspend on the Early Learning site in Keith, the Committee agreed to:

- i. note expenditure to 30 September 2021 of £12,406,000;
- ii. note the current projected expenditure of £43,465,000 for 2021/22 profiled into quarters, as set out in appendix 1;
- iii. note the projected overall expenditure for projects spanning more than one financial year, as set out in appendix 2; and
- iv. approve amendments to the 2021/22 and 2022/23 Capital Plan as detailed in section 6.1 of the report.

10. Performance Report (Financial Services) Period to September 2021

A report by the Depute Chief Executive (Economy, Environment and Finance) informed the Committee of the performance of the service for the period to 30 September 2021.

Following consideration, the Committee agreed to:

- i. note performance in the areas of Service Planning, Service Performance and other related data to the end of September 2021; and
- ii. note the actions being taken to improve performance where required.

11. Community Asset Transfer Request (2015 Act) Fishermen's Hall Buckie

A report by the Depute Chief Executive (Economy, Environment and Finance) invited the Committee to consider an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015 in respect of the Fishermen's Hall, North Pringle Street, Buckie.

Following consideration, the Committee agreed to:

- i. approve the request to transfer ownership of the Fishermen's Hall, North Pringle Street, Buckie, to the Fishermen's Hall Trust subject to the terms and conditions set out in paragraph 5.1 of the report;
- ii. authorise the Legal Services Manager to apply to the Sheriff Court for consent to transfer the property to the Trust; and
- iii. note that, if approved and unless otherwise agreed with the Trust, it will have 6 months from the date of the Council's Decision Notice to submit a formal offer to purchase the property, failing which the agreement will have no further effect and the statutory asset transfer process will end.

12. Winter Support Funding

A report by the Depute Chief Executive (Education, Communities and Organisational Development) informed the Committee of the introduction and proposed implementation of the Scottish Government's Winter Support Funding in the final quarter of 2021/22.

During consideration, the Head of Governance, Strategy and Performance joined the Chair and Committee in thanking the Money Advice team for their hard work in keeping the service running throughout the pandemic.

Following further consideration, where Officers answered questions on how the funds are being publicised across Moray, the flexibility of the funding streams, and what could be done to help reduce poverty, the Benefits and Money Advice Manager advised that she would circulate an update of the funding streams to members in the new year, the Committee agreed to:

- i. note the work of the Money Advice Moray team and the success of the Flexible Food Fund scheme;
- ii. note the Scottish government's policy intentions of the new Winter Support Fund 2021/22;
- iii. approve the proposal at paragraphs 4.3 and 4.4 to enhance the existing Flexible Food Fund scheme for the final quarter of 2021/22 to deploy the Winter Support Fund and delegate authority to the Benefits and Money Advice Manager to determine and manage the amounts payable under the Scheme within the confines of the Scottish Government funding; and
- iv. authorise the allocation of Scottish Government pandemic funding to recruit one temporary post for a clerical assistant on grade 3 for a period of 12 months to support the Money Advice team.

13. Performance Report (Human Resources, Information Communications Technology and Organisational Development) Period to September 2021

A report by the Depute Chief Executive (Education, Communities and Organisational Development) informed the Committee of the performance of the service for the period to September 2021.

Following consideration, the Committee agreed to:

- i. note performance in the areas of Service Planning, Service Performance and other related data to the end of September 2021; and
- ii. note the actions being taken to improve performance where required.

14. Order of Business

In terms of Standing Order 28 the meeting agreed to vary the order of business set down on the agenda and take item 12 - Equality Outcomes as the next item of business to allow the Head of Governance, Strategy and Performance to reconnect following connection issues.

15. Equality Outcomes

A report by the Depute Chief Executive (Education, Communities and Organisational Development) asked the Committee to approve the publication of the Equality Outcomes Progress Report 2017-2021, the Mainstreaming Report 2021 and the Equality Outcomes for 2021-2025.

Following consideration, where Officers answered questions on the gender pay gap, the Committee agreed to approve the publication of the Equality Outcomes Progress Report 2017-2021, the Mainstreaming Report 2021 and the Equality Outcomes for 2021-2025.

16. Performance Report (Governance, Strategy and Performance) Period to September 2021

A report by the Depute Chief Executive (Education, Communities and Organisational Development) informed the Committee of the performance of the service for the period to 30 September 2021.

Following consideration, where Officers answered questions on the use of electronic forms, the Committee agreed to:

- i. note performance in the areas of Service Planning, Service Performance and other related data to the end of September 2021; and
- ii. note the actions being taken to improve performance where required.

17. Question Time ***

Under reference to paragraph 5 of the Minute of the Meeting of this Committee dated 12 October 2021, Councillor Divers sought an update on the progress of the Platinum Jubilee Civic Honours Competition City Status Bid.

In response, the Chief Executive advised that resources are stretched and that staff are working to a tight timetable alongside Elgin Community Council, but everything is being done to ensure the deadline will be met.

18. Living Wage Consolidation Update [para 11]

A report by the Depute Chief Executive informed the Committee of the progress of consolidation of the Scottish Local Government Living Wage (SLGLW) into the Council's pay and grading structure for employees within scope of the national agreement of the Scottish Joint Council for Local Government Employees (LGE),

provide an assessment of the models under consideration and their implications; and seek direction on the strategic objectives and negotiating parameters for a collective agreement.

Following consideration, the Committee agreed to:

- i. note the options put forward for achieving consolidation of the Scottish Local Government Living Wage into the Council's LGE pay and grading structure;
- ii. provide direction regarding the strategic objectives (paragraph 6.1 and 6.2 in the report) for assessing the five options put forward for consideration; and
- iii. instruct the head of HR, ICT and Organisational Development to progress discussions per paragraph 7.1 to 7.3 in the report, with the aim of reaching a preferred option within the parameters agreed by the Committee that could provide a collective agreement with the recognised Trade Unions, for consideration by the Council. The following is suggested for consideration to paragraph 7.3 in the report:
 - i. Endorse a) to c) as key requirements;
 - ii. Seek to achieve the best possible outcomes for d) to f) within the affordability parameters; and
 - iii. Agree proposed affordability proposals in g) and h).



REPORT TO: CORPORATE COMMITTEE ON 1 FEBRUARY 2022

SUBJECT: LIVING WAGE ACCREDITATION UPDATE

BY: DEPUTE CHIEF EXECUTIVE (EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT)

1. REASON FOR REPORT

- 1.1 To inform the Committee of the current status of an application for Living Wage Accreditation and seek approval for the actions required to support pursuing an application in 2022.
- 1.2 This report is submitted to Committee in terms of Section III (B) (24) (b) of the Council's Scheme of Administration relating to formulate, supervise the implementation of and review as necessary the policy and practices of the Council for all employees, other than teachers, in relation to the remuneration, conditions of service and allowances of all posts.

2. RECOMMENDATION

- 2.1 Committee are asked to note the status of its Living Wage Accreditation application.
- 2.2 Committee are asked to consider the following options and provide guidance on the preferred approach in order that an application may be submitted this year:
 - i) Await the national pay award for 2022/23 and assess the merits of an application at that time; or
 - ii) Apply the living wage locally with effect from 1 April 2022 if there is no national pay award at that time and to make an application between April and November 2022; and
 - iii) Whether or not to apply the living wage locally with effect from 1 April every year if there is no national pay award.

3. BACKGROUND

- 3.1 The Scottish Living Wage Accreditation Initiative was established in April 2014 with the purpose of increasing the number of accredited organisations across Scotland as 'Living Wage Employers'. To become accredited employers must confirm that all directly employed staff are paid the Living Wage bar apprentices and interns. In addition, staff of all contracted organisations that regularly provide services for the Council must either be paid the Living Wage or have a plan in place to move these staff to the Living Wage.
- 3.2 In November 2018 Policy & Resources Committee agreed that Moray Council should seek Living Wage Accreditation. On becoming accredited, employers are awarded the Living Wage Employer Mark, a symbol of responsible pay which is a badge of honour. By displaying the Living Wage Employer Mark, employers can signal to others their commitment to paying a wage that is enough to live on.
- 3.3 Moray Council pay the Scottish Local Government Living Wage Rate as part of the national pay agreement for local government employees. This is higher than the Real Living Wage. The timing of the Council's pay awards is from 1st April each year and the Real Living Wage uplift is usually announced within the first week of November each year. This means that there is a time lag as the Council applies the annual pay increase based on the national agreement in April of the year following each annual announcement of the Living Wage uplift. This time lag has been further extended with the additional time taken to secure national pay agreements.
- 3.4 Previous plans to gain Living Wage accreditation by October 2019 were assessed as not feasible due to the volume of work required to submit the Council's application and the reliance on services to engage and respond swiftly with the process. Significant work however continued with Procurement co-ordinating the gathering of information from providers via service managers, with some departments' progress making more than others and this aspect was a high risk to the completion of the application. Revised timescales were put in place to meet the following application window for accreditation in April 2020 however this was not achieved due to the re-direction of staff to deal with the impact of the Covid pandemic.
- 3.5 The situation remains outstanding and following a meeting with Living Wage Scotland in July 2021 it was advised that as the Council currently did not meet accreditation criteria in terms of the rate of paying the living wage to directly employed staff (due to delayed national pay settlements), an application would not be successful at that time. Therefore, it would be advisable to await the pay settlement and the new living wage being set in November 2021 and to re-assess the situation.

- 3.6 In order to pursue its application, the Council needs to be paying directly employed staff the new rate for the Living Wage (£9.90) at the time of application and have a milestone in place to manage the uplift of any third party staff within an agreed timescale. The national 2021-22 pay award announced on 1 December 2021 and effective from 1 April 2021 increases the Local Government Living Wage rate to £9.78 which remains under the Living Wage rate of £9.90 set in November 2021. This uplifted LW rate will be applied in the next local government pay settlement that will take effect from April 2022 and for which negotiation is just beginning. Therefore, the council should meet the requirement to pay the LW from 1 April 2022, albeit that any delay in the national pay award could lead to backdating being required and the same cycle as set out above.
- 3.7 There is the potential that the 2022-23 national pay agreement is not concluded until beyond April 2022 or until after November 2022 when the next uplift to the living wage occurs. Therefore, at present the council does not have local control of the date from which the living wage is applied to Moray Council employees and so when the criteria to become a living wage employer can be met. It is open to the council to determine local pay policy and a decision could be taken to apply the real living wage outside of the national pay settlements in order to address the issue of timing and so comply with the living wage employer accreditation criteria regardless of progress on the national pay awards. When national pay bargaining concludes, any remaining adjustment to pay would be applied from the relevant date (normally 1 April).
- 3.8 There would be no financial impact on the council of applying the living wage on 1 April each year outside of the national pay settlement as the Scottish Local Government Living wage that is incorporated into the pay award is always an uplift from the real living wage. However, if any earlier date was applied (between November and March) this would have the effect of bringing forward the increase in hourly rate and would have a cost implication.
- 3.9 Moving forward, once accreditation is achieved, review of the Council's status as an accredited employer is ongoing and employers are given 6 months to ensure the uplift to the new rate following the annual announcement of the rate each November.

- 3.10 Options for progressing the Council's direct payment of the living wage to achieve application as a living wage employer would be:
- i) Await the national pay award for 2022/23 and assess the merits of an application at that time. This would depend on the timing of the agreement and would meet the criteria provided agreement is reached no later than September 2022 to allow time to apply the pay award and make an application before the living wage changes again in November.
 - ii) Apply the living wage locally with effect from 1 April 2022 if there is no national pay award at that time. This would ensure that the criteria are met for at least a window between April and November 2022. There would be no cost implication as explained above, although there would be additional work for the Payroll team in applying a two staged pay increase.
 - iii) Apply the living wage locally with effect from 1 April every year if there is no national pay award, with the same impact as ii) above. This would ensure ongoing compliance with implementation of the living wage within 6 months of the November announcement.
 - iv) Apply the living wage locally with effect from 1 December (or other date before 1 April) every year, unless a better national agreement is already in place. This would have a recurring cost implication as it is an earlier uplift in hourly rate as well as requiring additional Payroll work.
- 3.10 In considering the options above, it is also relevant to take account of the ongoing work to consolidate the Living Wage into the council's pay structure. This is likely to lift the bottom of the payline to above the current living wage level and although this work has yet to be concluded, this may provide a longer term solution to the issues set out above, although the size of future annual increases in the living wage will have an unknown bearing on this.
- 3.11 The second element of a living wage employer application is payment of the living wage to staff of all contracted organisations that regularly provide services for the Council. Therefore, action will also be required to address this which will require services to engage fully in supporting the procurement requirements of this process. There remains significant work for procurement to undertake to support an application and this includes a review of work completed pre-covid and an assessment of the Council's current contract register. There are over 400 contracts, each of which will require to be individually reviewed to ensure they meet the criteria for accreditation and additionally there will be a requirement to obtain supplier confirmation on those that do need assessment of their current living wage position. For some contracts this will require negotiation around future living wage actions which therefore needs contract management and procurement involvement. Resources to undertake this work within previous timescales (by March 2022) is a concern for procurement however dialogue with the service indicates that with some re-prioritisation this can be now be accommodated.

4 SUMMARY OF IMPLICATIONS

(a) **Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP)):**

Becoming a Living Wage Accredited Employer would allow the Council to demonstrate its commitment to support the economic development of the authority and support delivery of the workforce strategy.

(b) **Policy and Legal:**

There are no policy or legal implications from this report.

(c) **Financial implications:**

The financial implications are as noted in the body of the report which in summary is that where the national 2022-23 pay award is not agreed within a relatively short timeframe, the council could opt to pay an interim increase of the £9.90 rate to eligible employees, bringing the organisation into compliance (for directly employed workers). When national pay bargaining concludes, any remaining increase would require to be back-dated. This would not incur any additional cost to the council in the longer term albeit there would be 'double-handling' in terms of payroll administration.

Implementation of the annual living wage increase from any date before 1 April each year would have a cost implication for the council for which there is no budget provision.

(d) **Risk Implications:**

There are no risk implications arising from this report.

(e) **Staffing Implications:**

There are no staffing implications arising from this report.

(f) **Property:**

There are no property implications from this report.

(g) **Equalities/Socio Economic Impact:**

The proposed actions arising from this report would allow the Council to continue to make a positive impact on the gender pay gap by raising the pay rate for its lowest paid employees who are predominantly part time female employees.

Implementation of the annual living wage increase from any date before 1 April each year may have an equalities impact and this would require to be considered if this is the preferred option of the committee.

(h) **Climate Change and Biodiversity Impacts:**

There are no climate change or biodiversity implications arising from this report.

(i) **Consultations:**

A 3 Minute Brief has been shared with CMT to outline the current position and requirements to enable an application and consultation with the Payments Manager with regard to the Council's application and capacity to progress the work required has been undertaken with comments incorporated into the body of the report.

Consultation with the trade unions would be required on any proposed change to the council's local pay policy. This could be built into discussions on the consolidation of the living wage into the council's pay structure if required.

5. CONCLUSION

5.1 In order for an application for Moray Council to become a Living Wage accredited employer there are 3 requirements to support the submission of an application:

- **In the absence of a nationally agreed pay deal, an interim pay increase for the Council's eligible employees could be made to the current new Living Wage rate of £9.90 either as a one-off move to facilitate being able to make a submission for accreditation, or as a permanent change to pay policy.**
- **There is a need for sufficient resources in procurement/admin to complete the external service assessment.**
- **Service Managers require to be reminded of their commitment and requirement to support delivery of the procurement work required to enable the timescales to be achieved.**

5.2 Without these recommendations being in place Moray Council will be unable to progress an application.

Author of Report: Anne Smith, Senior OD Adviser
Background Papers:
Ref: SPMAN-1656699058-46



REPORT TO: CORPORATE COMMITTEE ON 1 FEBRUARY 2022

SUBJECT: YOUNG PERSON'S GUARANTEE SCHEME APPLICATION

BY: DEPUTE CHIEF EXECUTIVE (EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT)

1. REASON FOR REPORT

- 1.1 To inform the Committee of the Young Person's Guarantee Scheme (YPG) and to request approval to submit an application to be recognised as an employer committed to the YPG scheme which would raise the council's profile with regards to ongoing work with young people.
- 1.2 This report is submitted to Committee in terms of Section III (24) (c) of the Council's Scheme of Administration relating to the recruitment, training and development, health, safety and welfare policies and practices of the Council

2. RECOMMENDATION

- 2.1 **It is recommended that the Committee gives approval to submit an application for the Young Person's Guarantee Scheme.**

3. BACKGROUND

- 3.1 As part of the Scottish Government's (SG) response to Covid-19 Economic Recovery, the employer led Young Person's Guarantee Scheme (YPG), was launched in November 2020. The YPG is a commitment to bring together employers, partners and young people with the aim that within two years, every person aged between 16 and 24 in Scotland will have the opportunity, depending on their circumstances, to study; take up an apprenticeship, job or work experience; or participate in formal volunteering.
- 3.2 The Guarantee is employer-led, building on the Scottish and Local Government Youth Employment Strategy - Developing the Young Workforce.
- 3.3 As outlined above, the YPG is a commitment to connect every 16 to 24 year old in Scotland to an opportunity to improve their situation and as an employer there is an opportunity to influence how the council builds a workforce with the right skills and experience and link more effectively with young people overall.

- 3.4 The benefits of being involved with the scheme include making closer employment links with schools, helping young people gain skills to support their future careers by providing opportunities for learning, training and upskilling, providing job opportunities for young people whilst ensuring a fair and inclusive workplace, raising awareness of the council, assisting with recruitment and retention and supporting succession planning.
- 3.5 By joining the YPG scheme the council will be showing its commitment to supporting young people and will need to demonstrate that commitment by confirming what actions and opportunities will be provided for young people, aligned to the YPG framework ('5 Asks').
- 3.6 This framework has been designed to enable employers to consider how they can support the YPG. The support is built around five key areas:
1. To prepare young people for the world of work
 2. To help all young people achieve their potential
 3. To invest in a skilled workforce
 4. To create jobs, volunteering and training opportunities
 5. To create an inclusive and fair workplace
- 3.7 Employers are not required to demonstrate evidence of all the five areas to be eligible for the scheme. Similar to the Disability Confident Scheme, the Council would require to evidence through the completion of a pro-forma detailing current activity that meets the framework and planned action to deliver it in the coming year. Membership of the scheme is reviewed annually. Once approval is gained the council is able to use the YPGs logo to demonstrate its alignment to the scheme.
- 3.8 The Council already undertake a number of initiatives that would support recognition for this scheme including Career Ready, providing work experience, Kickstart, employing apprentices etc. Therefore demonstrating evidence of meeting the 5 asks is fairly straightforward. Feedback from a DYW representative indicated confidence that the council's current actions already demonstrate commitment to young people and the YPG framework and that the application would meet the key requirements.
- 3.9 Currently 4% of the council's workforce are within the 16- 24 age bracket and workforce profiling demographics indicate that the council has an aging workforce. Therefore any further action to encourage young people into the organisation would be a positive step and align with corporate workforce planning requirements. By achieving membership of the scheme the council would be recognised as an employer committed to the YPG scheme which would raise the council's profile with regards to ongoing work with young people and support its recruitment of the younger workforce.

- 3.10 Should the council achieve the Young Person's Guarantee accreditation, a communication plan will be developed that ensures appropriate recognition and awareness. This will include use of the Employers Toolkit which provides materials and support for communications such as council website, local media, news channel and social media content, use of the employer logo on recruitment and marketing activity as well as email and corporate correspondence.

4. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

An application under this scheme would allow us to demonstrate our commitment to support delivery of our workforce strategy to develop the young workforce in line with our future priorities.

(b) Policy and Legal:

There are no policy or legal implications from this report.

(c) Financial implications:

There are no financial implications from this report.

(d) Risk Implications:

There are no risk implications arising from this report.

(e) Property:

There are no property implications from this report.

(f) Equalities/Socio Economic Impact:

There are no equalities implications arising from this report.

(g) Climate Change and Biodiversity Impacts:

There are no climate change or biodiversity implications arising from this report.

(h) Consultations:

A 3 Minute Brief has been shared with CMT to outline the scope of the scheme.

5. CONCLUSION

- 5.1 **The YPG scheme offers the council the opportunity to be recognised for ongoing work we are completing in supporting the young workforce and shows our ongoing commitment to this area.**
- 5.2 **As a recognised YPG employer, this would support our recruitment practices and aid addressing the gap in our workforce age demographic.**

Author of Report: Anne Smith, Senior OD Adviser
Background Papers:
Ref: SPMAN-1656699058-47



REPORT TO: CORPORATE COMMITTEE ON 1 FEBRUARY 2022

SUBJECT: PROCUREMENT PROCESS

BY: DEPUTE CHIEF EXECUTIVE (ECONOMY, ENVIRONMENT AND FINANCE)

1. REASON FOR REPORT

- 1.1 To request amendments to the Council procurement process, to allow for the recording of data relevant to the Key Performance Indicators (KPIs) for the Economic Recovery Plan for Moray.
- 1.2 This report is submitted to Committee in terms of Section III (B) (21) of the Council's Scheme of Administration to formulate, supervise the implementation of and review as necessary the policies and practices of the Council in relation to its procurement arrangements

2. RECOMMENDATION

- 2.1 **It is recommended that the Committee agree the proposed changes to the procurement process as outlined in para 4.3 and 4.4 to allow for capturing additional information from contracted suppliers**

3. BACKGROUND

- 3.1 Moray Economic Partnership (MEP) has been providing support to business throughout the COVID pandemic in response to the crisis. MEP membership is made up of Moray Council, Highlands and Islands Enterprise, Moray College UHI, NHS Grampian, Moray Chamber of Commerce, Robertson Construction, Moray Speyside Tourism, TSI Moray, Federation of Small Business, Skills Development Scotland and Gordon and MacPhail.

- 3.2 As part of this response, MEP established an Economic Recovery Plan for the region, based around the principles of:
- Smart growth - business continuity and resilience at the heart of the recovery process
 - Clean growth - transition to net zero, including promotion of home-working to reduce commuting
 - Inclusive growth - no geographic locations or sections of the community left behind
 - Fair work – ensuring employees are rewarded and benefit from economic recovery
 - Targeting disadvantage - enabling early recovery particularly for those reliant on child care, public transport, access to broadband and reskilling
 - Smart procurement – utilising public sector spend to maximise local economic impact and opportunity

This high level action plan was approved by the Economic Growth, Housing and Environmental Sustainability Committee, at its meeting on 6 October 2020 (paragraph 9 of the minute refers). The action plan included the creation of a Community Wealth Building (CWB) Strategy for Moray, to support an increase in local procurement spend.

- 3.3 Following creation of the Economic Recovery Plan, MEP agreed a suite of short term key performance indicators (KPIs) to measure economic recovery, at its meeting on 26 May 2021.

- 3.4 The KPIs agreed were as follows:

- Local procurement content by public sector partners by both main and sub-contractors
- Number of Apprenticeships (Foundation, Modern and Graduate) in all sectors
- Number of inward investment activities by land and asset purchases
- Number of expansion activities by land and asset purchase and planning and building warrant application
- Gender Pay Gap
- Number of start-ups in all sectors and their survival rate
- Town Centre vacancies/start-ups and survival rates
- Unemployment across all age brackets
- % of unemployed people assisted into work from council operated/funded employability programmes.

4. PROPOSED CHANGES TO PROCUREMENT PROCESS

- 4.1 At its meeting on 7 December 2021, the Economic Development and Infrastructure Services Committee agreed that a further report be presented to the Corporate Committee to approve proposed changes relating to the procurement process. These changes are required in order to accurately report on the Economic Recovery Plan KPI's (paragraph 9 of the minute refers).

- 4.2 In order to report fully on these indicators, two amendments are required to the procurement process in order that the appropriate data may be captured.

- 4.3 At present, it is not possible for the Council to report fully on local procurement content by public sector partners by both main and sub-contractors, as suppliers are not requested to provide data on sub-contract spend.
- 4.4 To address this issue, it is recommended that a clause be inserted into all Moray Council procurement contracts, requiring the main contractor to provide information relating to sub-contractor spend to the Contract Manager. It will be the responsibility of the Contract Manager to secure this data from the contractor, which will then be collated and analysed by the new CWB Officer, following recruitment for this post.
- 4.5 Additionally, Council procurement spend does not currently account for firms who have a branch or depot in Moray, but are headquartered elsewhere. To more accurately capture the level of spend with locally based suppliers, it is also recommended that a mechanism for capturing this data be added within the Contract Register. This will provide clarification on whether a supplier has a branch in the local area, and if so whether this branch will be delivering the contract for which they are tendering. Again, this data will be collated and analysed by the CWB Officer, when the post has been filled.

5. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

Increasing local procurement spend will contribute towards the corporate plan priority to promote economic development and growth, as well as the LOIP priority of a growing and sustainable economy.

(b) Policy and Legal

The Council considers support for economic development issues on their merits, against the objective to facilitate sustainable economic growth and the desired outcomes of the Ten Year Plan and Corporate Plan.

(c) Financial implications

There are no financial implications arising directly from this report.

(d) Risk Implications

There are no risk implications arising directly from this report.

(e) Staffing Implications

The proposed changes will be incorporated into the duties of the CWB Officer post. Following several recruitment processes, this fixed term 2.5 year post remains vacant. A separate report regarding recruitment to this post will be presented to Economic Development and Infrastructure Services in February 2022.

Implementation of the proposed changes in the procurement process will require the support of officers from Procurement and Strategic Planning and Development. Departmental lead officers will be responsible for capturing and sharing sub-contract spend data through contract management. This may prove to require significant resource to deliver, particularly for the contract managers of construction services.

The support of the ICT Department will be required to implement a new process for capturing the branch / depot information within the Contract Register.

(f) Property

There are no property issues arising directly from this report.

(g) Equalities/Socio Economic Impact

The Economic Recovery Plan aims to promote fair and equitable growth in the economy as part of the COVID recovery process. The objective of the proposed new procurement procedures is to support growth and improved resilience in local enterprises, through increased local spend.

(h) Climate Change and Biodiversity Impacts

There are no biodiversity issues arising directly from this report. However, it is highly likely that increased local procurement spend will have a positive impact the Council's carbon output, through reduced transport and travel emissions.

(i) Consultations

Depute Chief Executive (Economy, Environment and Finance), the Head of Economic Growth and Development, the Legal Services Manager, the Payments Manager, Principal Accountant, Principal Climate Change Officer, the Equal Opportunities Officer and Committee Services Officer have been consulted and their comments incorporated.

7. CONCLUSION

- 7.1 Increasing local procurement spend is a vital mechanism through which the Council can support the local economic recovery.
- 7.2 Making the proposed amendments to the way in which information is captured from suppliers, through the Council procurement process, will provide essential data which will inform and support delivery of the Economic Recovery Plan.

Author of Report: Chris Muir, Senior Officer Economic Strategy and Development

Background Papers:

Ref: SPMAN-813460984-171

