

# ANGUS COUNCIL

MINUTE of MEETING of the **STRATEGIC POLICY COMMITTEE** held in the Town and County Hall, Forfar on Tuesday 28 October 2008 at 4.00 pm.

**Present:** Councillors BOB MYLES, IAN MACKINTOSH, ALISON ANDREWS, IAIN GAUL, ALEX KING, DAVID MAY, JIM MILLAR, PETER MURPHY, ROB MURRAY, HELEN OSWALD, RALPH PALMER, MARK SALMOND, SHEENA WELSH and JOHN WHYTE.

Councillor MYLES, Convener, in the Chair.

## 1. APOLOGIES/SUBSTITUTES

An apology for absence was intimated on behalf of Councillor Frank Ellis, with Councillor Ralph Palmer substituting.

## 2. DECLARATIONS OF INTEREST

The Committee agreed to note that no declarations of interest were made.

## 3. MINUTES

### (a) Previous Meeting

The [minute of meeting of this Committee of 9 September 2008](#) was approved as a correct record and signed by the Convener.

### (b) Special Sub-Committee

The [minute of meeting of the Special Sub-Committee \(Review of Scottish Parliament Constituencies\) of 16 September 2008](#), a copy of which is appended hereto, was submitted and noted (**APPENDIX I**).

### (c) Monitoring Group

The [minute of meeting of the Monitoring Group of 30 September 2008](#) was submitted and noted.

### (d) Angus Community Planning Partnership

The [minute of meeting of the Angus Community Planning Partnership of 18 June 2008](#) was submitted and noted.

## 4. INTERNAL AUDIT ANNUAL CORPORATE GOVERNANCE REPORT 2007/2008

With reference to Article 4 of the minute of meeting of the Audit Sub-Committee of 27 October 2008, there was submitted [Report No 1025/08](#) by the Head of Finance presenting the Report of the Annual Internal Audit of the Local Code of Corporate Governance.

The results of the Audit indicated that there were still a number of areas which the Council had to progress over 2008/2009 for full compliance with the Code and these were detailed in part 1.4.2 of the Report. A revised and updated action plan, encompassing the outstanding actions and new recommendations made in 2007/2008 was included as part of the executive summary of the Report and had been fully agreed with management.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Internal Audit Corporate Governance Report; and
- (ii) to note that the Chief Internal Auditor would follow up the action plan and bring back the results to a future Audit Sub-Committee meeting.

## 5. ESTABLISHMENT CHANGES

With reference to Article 19 of the minute of meeting of this Committee of 9 September 2008, there was submitted and noted [Report No 1052/08](#) by the Chief Executive summarising changes to the Chief Executive's, Corporate Services, Education, Infrastructure Services, Neighbourhood Services and Social Work and Health establishments during the period 11 August to 19 September 2008.

## 6. HUMAN RESOURCES ORGANISATIONAL HEALTH INDICATORS

With reference to Article 12 of the minute of meeting of this Committee of 11 December 2007, there was submitted [Report No 1053/08](#) by the Chief Executive detailing a range of indicators for the Council designed to help measure the effectiveness of human resource management and its contribution to organisational performance, namely:

- Industrial/employee relations
- Recruitment/retention
- Health and safety
- Training
- Equal opportunities

The Report indicated that these organisational health indicators were not a direct measure of the effectiveness of the human resources function per se. They were, however, a measure of the effectiveness of personnel policies and procedures, the effectiveness of managers in implementing these policies and procedures and the effectiveness of managers in managing their employees.

The Committee agreed to note the contents of the Report.

## 7. OVERTIME AND ADDITIONAL HOURS COSTS 2007/2008

There was submitted [Report No 1054/08](#) by the Chief Executive advising of the overtime and additional hours costs within the Council during the 2007/2008 financial year.

The Report indicated that in 2007/2008, overtime and additional hours payments of £2,468,671.65 (as corrected) were made, with overtime accounting for £921,946.80 and additional hours payments of £1,546,814.85, which represented an overall increase of 2.16%, 2.67% and 1.86% respectively in comparison with 2006/2007 figures.

The Committee agreed to note the terms of the Report

## 8. TRAVEL AND SUBSISTENCE COSTS 2007/2008

There was submitted [Report No 1055/08](#) by the Chief Executive advising of the travel and subsistence costs within the Council during the 2007/2008 financial year.

The Report indicated that in 2007/2008 travel and subsistence payments of £1,470,740.71 were made with travel accounting for £1,453,382.35 and subsistence of £17,358.36. Compared with 2006/2007 figures, travel and subsistence payments had increased overall by 0.39% - travel increasing by 0.58% with subsistence decreasing by 12.86%.

The Committee agreed to note the terms of the Report.

## 9. SICKNESS ABSENCE 2007/2008

With reference to Article 15 of the minute of meeting of this Committee of 30 October 2007, there was submitted [Report No 1056/08](#) by the Chief Executive analysing sickness absence within the Council during the financial year 2007/2008.

Having heard from the Convener, the Committee agreed to defer consideration of the matter to allow updated figures for teachers to be included in a revised Report.

## 10. SERVICE AND MANAGEMENT REVIEWS - PROGRESS UPDATE

With reference to Article 13 of the minute of meeting of this Committee of 30 October 2007, there was submitted [Report No 1057/08](#) by the Chief Executive advising members of progress in relation to the programme of Service and Management Reviews approved in October 2007.

Appended to the Report were lists of both Service and Management Reviews that had already been completed and reported on and details of the current timescales for reporting on the remaining reviews.

The Committee agreed to note the progress being made in relation to the programme of Service and Management Reviews.

## 11. FAIRER SCOTLAND FUND

With reference to Article 10 of the minute of meeting of this Committee of 17 June 2008, there was submitted [Report No 1058/08](#) by the Chief Executive detailing proposals for use of part of the Fairer Scotland Fund resource from April 2009 to March 2011.

The Report indicated that, whilst all funds had been allocated for 2008/2009, an extra £95,000 underspend from the Working for Families Project had been carried forward to 2008/2009 and it was proposed that this £95,000 should be further carried forward to 2009/2010 to have the biggest impact on the new arrangements for the Fairer Scotland Fund. Also appended to the Report were a number of core projects that aligned with the outcomes and measures in the Single Outcome Agreement and it was proposed that these projects were established from 2009/2010 with the overall cost of establishing the core projects being £774,531.

The Committee agreed:-

- (i) to note that the Fairer Scotland Fund resource was aligned to delivering the Single Outcome Agreement for Angus;
- (ii) that partnership activity should prioritise Arbroath and Brechin to impact on the Scottish Index of Multiple Deprivation but that the resource could also be used to tackle individual poverty and deprivation in other areas of Angus;
- (iii) that the underspend of £95,000 from the Working for Families be carried forward to 2009/2010; and
- (iv) to approve the core projects as detailed in Appendix C to the Report.

## 12. COMPLAINTS WITHIN CHIEF EXECUTIVE'S DEPARTMENT

There was submitted [Report No 1060/08](#) by the Director of Corporate Services proposing a procedure for dealing with complaints made within the Chief Executive's Department.

The Report indicated that, in a recent complaint to the Scottish Public Service Ombudsman, it had been noted that no procedure existed for a stage 3 investigation of a complaint where the Chief Executive was also the responsible officer in terms of stage 2 complaints. It was therefore proposed that any complaints arising within the service provided by the Chief Executive would be investigated by the service provider as per the Council's Customer Care Toolkit, with stage 2 being carried out by the Assistant Chief Executive and stage 3 complaints to be carried by the Chief Executive. Where the complaint related to the Chief Executive personally, it was proposed that the stage 3 complaint be investigated by the Monitoring Officer.

The Committee agreed:-

- (i) that, where complaints were made relating to the Chief Executive's Department, the Assistant Chief Executive investigate stage 2 complaints and the Chief Executive investigate stage 3 complaints; and
- (ii) that, where the complaint related to the Chief Executive, the Monitoring Officer investigate stage 3 complaints.