

**MINUTES of MEETING of PERFORMANCE REVIEW AND SCRUTINY COMMITTEE held in the  
COMMITTEE ROOM 1, KILMORY, LOCHGILPHEAD  
on THURSDAY, 27 FEBRUARY 2014**

**Present:** Councillor Sandy Taylor (Chair)

Councillor Anne Horn  
Councillor John Semple  
Paul Connelly, Scottish Fire and Rescue  
Douglas Cowan, HIE

**Attending:** Cleland Sneddon, Executive Director of Community Services  
Douglas Hendry, Executive Director of Customer Services  
Angus Gilmour, Acting Director of Development and  
Infrastructure  
Jane Fowler, Head of Improvement and HR  
Bruce West, Head of Strategic Finance  
Patricia O'Neill, Central Governance Manager  
David Clements, IOD Programme Manager  
Lesley Sweetman, Performance and Business Manager  
Tom Kerr, Senior HR Officer  
Fiona Ferguson, Directorate Support Officer  
Barry McEwan, Police Scotland by VC for item 6

In the absence of a Chair, Patricia O'Neill, Central Governance Manager invited members of the Committee to nominate a Chair. Councillor John Semple proposed Councillor Sandy Taylor and this was seconded by Councillor Anne Horn. The Committee agreed to the nomination of Councillor Sandy Taylor to Chair the meeting.

The Chair ruled and the Committee agreed to take item 4a on the published agenda after item 5 to allow Barry McEwan, Police Scotland to present his report.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were intimated by Ian Ross, Councillor Gordon Blair, Councillor Maurice Corry, Councillor John McAlpine, Derek Leslie, NHS Highland and Sally Loudon, Chief Executive.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest intimated.

**3. MINUTES**

The Minutes of the Performance Review and Scrutiny Committee of 21 November 2013 were approved as a correct record.

**4. SCRUTINY OF SCOTTISH FIRE AND RESCUE**

Paul Connelly, Scottish Fire and Rescue presented the Performance Report for

Quarter 3 which updates the Committee on the performance of Scottish Fire and Rescue Service based on the priorities and objectives that were set out in the Local Fire Plan for Argyll and Bute 2013 – 2014. Paul Connelly explained that this quarter includes bonfire night, Argyll and Bute is unusually low and this is likely to be because of the partnerships they have created with the local community and Police Scotland in organising safe displays.

### **Decision**

The Committee noted the contents of the report.

(Ref:Report by Area Commander, Scottish Fire and Rescue, dated 27 February 2014, submitted)

## **5. MAXIMISING ATTENDANCE: COUNCIL PERFORMANCE OCTOBER - DECEMBER 2013**

The Committee considered a report which provided an update on the Council's performance against targets and performance indicators for maximising attendance during the period October – December 2013.

The Committee were advised that when producing the statistics contained in the report, Improvement and HR follow Audit Scotland guidelines which allows for benchmarking against other Local Authorities within Scotland.

### **Decision**

The Committee noted the contents of the report.

(Ref:Report by Executive Director of Customer Services dated 27 February 2014, submitted)

## **6. SCRUTINY OF POLICE SCOTLAND**

Barry McEwan, Local Police Commander presented the report to the Committee which provides a performance update for Quarter 3, highlighting the achievements of Police Scotland in Argyll and Bute.

The Committee were pleased to see the performance Barry McEwan explained that this was not something the Police could report on as these figures would need to come from the Crown Office. Further consideration could be given however to reporting on root causes of incidents e.g. alcohol/drugs and he would look into this for a future report.

It was noted that information on alcohol related incidents had been passed to the Council and that this would be circulated to Committee members.

### **Decision**

The Committee noted the contents of the report and agreed that the further information requested by the Committee at the November meeting on Alcohol

related incidents would be incorporated into the next Committee Report.

(Ref: Report by Local Police Commander, dated 27 February 2014, submitted)

## **7. PERFORMANCE REPORT - FQ3 2013-2014**

The Committee considered the Council and Departmental performance reports with associated scorecards for Q3 2013 – 2014.

The Scorecards were introduced by the Executive Directors and the members of the Committee were invited to ask the officers questions on the Performance Reports.

The Committee were advised that although Improvement and HR were now part of Customer Services, their Performance Reports for the rest of the 2013/2014 year would still be reported under Chief Executives Department as they are part of the service plan. They will be reported under Customer Services in the new financial year.

In response to a query on the members role in scrutiny it was noted that arrangements would be put in place for a Committee Development day and this would be taken forward in conjunction with the Chair.

### **Decision**

The Committee reviewed the scorecards, and noted the key successes and the actions being taken to address the key challenges.

It was also agreed that there would be an opportunity for the members of the Committee to meet with a member of the IOD Team before every meeting where they would be given an opportunity to look in more detail at the scorecards for each department.

(Ref: Report by Chief Executive, dated 27 February 2014, submitted)

## **8. CORPORATE IMPROVEMENT PLAN PROGRESS REPORT**

The Committee considered a report which provided an update on the progress of the Corporate Improvement Plan.

### **Decision**

The Committee noted the contents of the report.

The Committee agreed that the Corporate Improvement Plan should be put onto Pyramid.

(Ref: Report by Executive Director of Customer Services, dated 14 February 2014, submitted)

## **9. SINGLE OUTCOME AGREEMENT PROGRESS REPORT**

The Committee considered a report which provided an update on the progress that has been made on developing the Argyll and Bute 2013-23 Single Outcome

Agreement.

### **Decision**

The Committee noted:

1. the progress that has been made in developing the Argyll and Bute Single Outcome Agreement 2013-23
2. the preparation of the delivery plans for the 6 outcomes is well underway informed by the community consultation events.

(Ref: Report by Executive Director of Community Services, dated 27 February 2014, submitted)

### **10. TREASURY MANAGEMENT MONITORING REPORT AS AT 31 DECEMBER 2013**

The Committee considered a report which summaries the monitoring as at 31 December 2013 of the Councils Overall Borrowing Position, Borrowing Activity, Investment Activity, Economic Forecast and Prudential Indicators.

The Committee were advised that a new bank account had been opened with Handelsbanken, a Swedish bank, which had a high credit rating.

### **Decision**

The Committee agreed that the treasury management monitoring report would feature higher up on the agenda at future meetings.

The Committee noted the treasury management monitoring report.

(Ref: Report by Head of Strategic Finance, dated 27 February 2014, submitted)

### **11. TREASURY MANAGEMENT STRATEGY STATEMENT AND ANNUAL INVESTMENT STRATEGY 2014-2015**

The Committee considered a report which sets out the strategy and investment products which will be used to manage the Council's treasury transactions for the year.

The Committee were advised that the Council currently complies with the Code of Practice on Treasury Management. A revised code has been prepared which changes the wording of the Treasury Management Policy Statement and the Council should adopt the revised wording.

### **Decision**

The Committee Agreed to :

1. Forward the Treasury Management Strategy Statement and Annual Investment Strategy Statement to Council for approval
2. Forward the Treasury Management Policy Statement to Council for Approval.

(Ref: Report by Head of Strategic Finance, dated 27 February 2014, submitted)

**12. STRATEGIC RISK REGISTER MONITORING REPORT AS AT 31 DECEMBER 2013**

The Committee considered a report which provides an update on the key strategic risks facing the Council and the associated mitigating actions and changes in these risks.

The Committee were advised that since the last meeting, there had been no new risks identified however none had been eliminated.

**Decision**

The Committee noted the content of the report and note that the strategic risk register will be subject to a challenge review process at a SMT development meeting. An Elected Members seminar would be arranged on the strategic risk register where there would be an opportunity to discuss the contents of the report.

(Ref:Report by Head of Strategic Finance, dated 27 February 2014, submitted)