

**MINUTES of MEETING of PERFORMANCE REVIEW AND SCRUTINY COMMITTEE held in
the COUNCIL CHAMBERS, KILMORY, LOCHGILPHEAD
on THURSDAY, 19 NOVEMBER 2015**

Present:

Ian M M Ross (Chair)

Councillor Gordon Blair	Councillor Anne Horn
Councillor Maurice Corry	Councillor Sandy Taylor
Douglas Cowan, HIE	Jim Hymas, Scottish Fire and Rescue Service
Chief Superintendent Grant Manders, Police Scotland	

Attending:

Sally Loudon, Chief Executive
Douglas Hendry, Executive Director of Customer Services
Pippa Milne, Executive Director of Development and Infrastructure Services
Jane Fowler, Head of Improvement and HR
Kirsty Flanagan, Head of Strategic Finance
Shona Barton, Area Committee Manager
Rona Gold, Community Planning Manager
Lesley Sweetman, Performance and Business Manager
Morag Brown, Business Improvement Manager
David Clements, Programme Manager
Kevin Anderson, Chief Internal Auditor
Tom Kerr, Senior HR Officer
Kate Fraser, Senior Development Officer
Fiona Ferguson, Directorate Support Officer
Samantha Quarton, Community Planning Officer
Graham Houston, Scottish Police Authority
Andrew Morrell, Scottish Police Authority

1. APOLOGIES FOR ABSENCE

The Chair welcomed everyone to the meeting and introduced both Andrew Morrell and Graham Houston of the Scottish Police Authority. Having taken into account the other commitments of Mr Houston, the Chair ruled and the Committee agreed, that agenda item 13 (Scrutiny of Police Scotland – Quarterly Report FQ2 2015/16) would be taken following the conclusion of agenda item 6 (Council Annual Report 2014/15).

Mr Ross congratulated Councillor Taylor in his appointment as Vice Chair of the Performance, Review and Scrutiny Committee.

Apologies for absence were intimated by Councillors McAlpine, MacDonald and MacMillan.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3. MINUTES

The Minute of the meeting of the Performance, Review and Scrutiny Committee held on 27 August 2015 was approved as a true record.

4. COMMUNITY PLANNING PARTNERSHIP NOMINATIONS TO COUNCIL PERFORMANCE REVIEW AND SCRUTINY COMMITTEE

The Committee considered a report outlining the nominations of the Argyll and Bute Community Planning Partnership (CPP) Management Committee, for two additional members to sit on the Council's Performance, Review and Scrutiny Committee alongside Douglas Cowan of HIE.

Decision:

The Committee noted that the positions would be filled by Chief Superintendent Grant Manders of Police Scotland and Jim Hymas of the Scottish Fire and Rescue Service.

(Ref: Report by Head of Community and Culture, dated 19 November 2015, submitted.)

5. SINGLE OUTCOME AGREEMENT (SOA) ANNUAL REPORT 2014/15

The Committee considered a report outlining progress in the second year of annual reporting on the Single Outcome Agreement. Discussion took place in respect of the difficulty to attain data during the year with the Community Planning Manager advising of the review of delivery plans and their actions in an effort to better recognise the measurements and management within the SOA Delivery Plans.

Decision:

The Committee:

1. noted that this is the second year of annual reporting on the Single Outcome Agreement;
2. noted the format of two reports, one summary and one full document; and
3. agreed with the publication of the annual reports.

(Ref: Report by Head of Community and Culture, dated 19 November 2015, submitted.)

6. COUNCIL ANNUAL REPORT 2014/15

The Committee considered the Council Annual Report which provided an overview of the Council's successes and challenges in 2014/15. The publication of the report contributes to the Council's public performance reporting duty.

Discussion took place in respect of the support for local businesses with further information being sought in relation to the number of contracts up for tender and the value of contracts awarded by the Council. The Chief Executive advised that this information was presented recently to the Policy and Resources Committee and that the Head of Improvement and HR would forward the relevant report to Members.

Further discussion took place on the importance of making reference in the report to the Armed Forces, with the Chief Executive advising that she was happy for this to be included in the report. It was noted that an update report on the work of the Armed Forces Champion is submitted to Council for information.

Decision:

The Committee endorsed the Council Annual Report subject to the inclusion of information on the Armed Forces.

(Ref: Report by Executive Director of Customer Services, dated 19 November 2015, submitted.)

7. SCRUTINY OF POLICE SCOTLAND - QUARTERLY REPORT FQ2 2015/16

The Committee considered a report submitted by Local Police Commander, Chief Superintendent Grant Manders on the second quarterly report for Argyll and Bute for 2015/16 performance year.

The report detailed statistics on road safety and road crime; violence, disorder and antisocial behaviour; protecting vulnerable people; major crime and counter terrorism and acquisitive crime.

Discussion took place on the disclosure scheme for domestic abuse; the joint warrior exercise which has recently seen two sizeable recovery of drugs within Argyll and Bute; the recent acts of terrorism in Paris; and the potential rise in hate crime associated with this; the new Air Weapons and Licensing (Scotland) Act 2015; the Syrian Refugee Resettlement Programme; the HMI inquiry on Call Handling within Police Scotland; recruitment and retention of Police Officers; the increase in child abuse, cyber crimes and internet abuse of children; the review of governance arrangements and the financial challenges faced by Police Scotland..

Decision:

The Committee noted the contents of the report.

(Ref: Report by Local Police Commander, dated 19 November 2015, submitted.)

8. SERVICE ANNUAL PERFORMANCE REVIEWS 2014-15

The Committee considered a report presenting an annual overview to complement the quarterly performance reports as well as operational detail underpinning the Council's Annual Report for performance during 2014/15.

Discussion in relation to the Education service was had, in particular the continued implementation of the Promoting Alternative Thinking Strategy (PATHS) programme, the reporting of teachers absences and the statistics provided in relation to attainment in exams. The quality of mental health services being delivered for people in the community and the budget forecasts going forward was also discussed with the Head of Strategic Finance advising that she was happy with the robustness of the processes in place.

Further discussion took place in relation to the performance management of the Health and Social Care Partnership. The Chief Executive confirmed that the Council still has responsibility for reporting on performance. She advised that the Executive Directors of both Customer Services and Community Services were involved in ongoing discussions with the Chief Officer in this regard.

Decision:

The Committee agreed that the annual performance as reported be published on the Council's website.

(Ref: Report by Chief Executive, dated 19 November 2015, submitted.)

9. TREASURY MANAGEMENT MONITORING REPORT TO 31 AUGUST 2015

The Committee considered a report setting out the Council's treasury management position for the period 1 July 2015 to 31 August 2015.

Decision:

The Committee agreed to note the contents of the report.

(Ref: Report by Head of Strategic Finance, dated 19 November 2015, submitted.)

10. STRATEGIC RISK REGISTER UPDATE

The Committee considered a report providing an update on the progress on the development of the Strategic Risk Register. Discussion took place on the work to develop risk appetite and tolerance thresholds, with Members noting that the strategic risk register is updated on a live basis and is reviewed twice a year as part of the budget setting process. Further discussion on Service Choices was had with the Chief Internal Auditor advising that assurance on the financial sustainability of the Service Choices process has been received from Audit Scotland.

Decision:

The Committee agreed to note the contents of the report.

(Ref: Report by Head of Strategic Finance, dated 19 November 2015, submitted.)

11. PERFORMANCE REPORT - FQ2 2015-16

The Committee considered the Council and Departmental performance reports with associated scorecards for the performance in FQ2 2015 -16 (July – September 2015).

Discussion took place in respect of the key challenges faced by departments with specific attention on the progression of Health and Social Care Services; the delay in the completion of the Helensburgh Officer Rationalisation Project; Stage 1 and 2 complaints; navigation of the Council's website by external users; and the pilot project within Community Services to assist with Maximising Attendance.

Decision:

The Committee reviewed the reports and scorecards as presented and noted the contents thereof.

(Ref: Report by Chief Executive, dated 19 November 2015, submitted.)

Councillor Anne Horn left the meeting at 12.00 Noon.

Councillor Taylor left the meeting at 12.35pm.

12. MAXIMISING ATTENDANCE

(a) Council Performance April - June 2015

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 April – June 2015. Members noted that the report is inclusive of the final 2 weeks of data for the first quarter reporting period which had not been available at their previous meeting in August 2015 due to complications associated with a software upgrade.

Decision:

The Committee agreed to note the content of the report.

(Ref: Report by Head of Improvement and HR, dated 19 November 2015, submitted.)

(b) Council Performance July - September 2015

The Committee considered a report providing an update on the Council's performance against targets and performance indicators for maximising attendance during the period July – September 2015. Discussion took place in relation to the seasonal trends; the total cost forecasts for absence; the percentage reasons for absence in both FQ1 and FQ2 2015/16 and the corporate actions being taken to maximise attendance.

Decision:

The Committee agreed to note the contents of the report.

(Ref: Report by Head of Improvement and HR, dated 19 November 2015, submitted.)

Councillor Taylor re-joined the meeting at 12.55pm.

The Chair ruled and the Committee agreed to adjourn the meeting for lunch at 1.10pm. The meeting re-convened at 1.30pm with all Committee Members present with the exception of Councillor Horn.

13. BUSINESS GATEWAY - BUSINESS SUPPORT BRIEFING

The Committee considered a report providing information on the number of business start-ups supported by Business Gateway in Argyll and Bute; the survival rate of new businesses in existence over one and three years and the impact on employment statistics across the area.

Discussion took place in relation to assistance and support which would be available for the Syrian Refugees.. Further discussion took place in relation to the possibility of obtaining employment figures for Argyll and Bute, with Douglas Cowan agreeing to forward the data held by HIE to the Chair.

Decision:

The Committee agreed to note:

1. the overall information provided;
2. the Business Gateway activities and reporting frameworks; and
3. the links to wider Business Gateway and Argyll and Bute Council activity supporting economic development and growth.

(Ref: Report by Executive Director of Development and Infrastructure Services, dated 19 November 2015, submitted.)

14. SCRUTINY OF SCOTTISH FIRE AND RESCUE - QUARTERLY REPORT FQ2 2015/16

The Committee considered a report by the Scottish Fire and Rescue Service (SFRS) which provided detail on the performance of the SFRS in the Argyll and Bute area.

Discussion took place in respect of the delivery of Home Fire Safety Visits; the continuation of the "Cut it Out" programme being delivered to fifth and sixth year pupils; the roll out of the co-responding units with the Scottish Ambulance Service and the recent press initiatives providing education in relation to accidental dwelling fires.

Decision:

The Committee agreed to note the contents of the report.

(Ref: Report by Local Senior Officer, Scottish Fire and Rescue Service, dated 19 November 2015, submitted.)

*** 15. CASTLE TOWARD**

At the Committee's last meeting on 27 August 2015 it was agreed that Members should consider and if so minded agree the terms of a document setting out the Committee's findings and recommendations in relation to the Council's decision making on Castle Toward.

The Committee considered a report providing comments and recommendations arising from the Committee's scrutiny of the Council's decision making process in relation to the community right to buy application submitted by South Cowal

Community Development Company. The report provided comments on issues raised during the course of the Committee's scrutiny.

Discussion took place in respect of the need to simplify the report for ease of reading by the wider audience and for there to be some contextual information and background included.

Under Standing Order 22.1, the Chair invited local member, Councillor Michael Breslin to contribute to the discussion on this item.

Decision:

The Committee agreed:

1. To delegate to the Chief Internal Auditor in consultation with the Chair and Vice Chair of the Committee, the drafting of a section with contextual and background information within a simplified version of the report; and
2. that the finalised report would be submitted to the next meeting of the Performance, Review and Scrutiny Committee scheduled for 25 February 2016.

(Ref: Report by Chief Internal Auditor, dated 19 November 2015, submitted.)

16. PERFORMANCE REVIEW AND SCRUTINY COMMITTEE WORKPLAN 2015-16

The Committee considered the outline workplan to facilitate planning of reports to the Performance, Review and Scrutiny Committee.

Decision:

The Committee noted the workplan and agreed to add the following items to the list for discussion at the proposed Business Day meeting in January 2016;

1. discussion of future items for Committee meetings;
2. themes for scrutiny; and
3. drafting of final Castle Toward report by Chair, Vice-Chair and Chief Internal Auditor.

(Ref: Report by Executive Director of Customer Services, dated 19 November 2015, submitted.)