

**MINUTES of MEETING of BUSINESS CONTINUITY COMMITTEE held BY SKYPE
on THURSDAY, 25 JUNE 2020**

Present: Councillor Aileen Morton (Chair)

Councillor Rory Colville
Councillor Robin Currie
Councillor Lorna Douglas
Councillor Kieron Green

Councillor Gary Mulvaney
Councillor Douglas Philand
Councillor Sandy Taylor

Also Present: Councillor Blair
Councillor Devon
Councillor Findlay
Councillor Good
Councillor Horn
Councillor Kinniburgh
Councillor Lynch
Councillor McKenzie

Councillor Sir Jamie McGrigor (Item 12)
Councillor Moffat
Councillor Redman
Councillor Reid
Councillor Robertson
Councillor Trail
Councillor Vennard

Attending: Pippa Milne, Chief Executive
Douglas Hendry, Executive Director
Kirsty Flanagan, Interim Executive Director
David Logan, Head of Legal and Regulatory Support
Laurence Slavin, Interim Head of Financial Services
Anne McDougall, Interim Head of Financial Services
Caroline Cherry, Health and Social Care Partnership
Ross McLaughlin, Head of Commercial Services
Jane Fowler, Head of Customer and Support Services
Tricia O'Neill, Governance Manager
Jim Rundell, Audit Scotland

1. APOLOGIES FOR ABSENCE

An apology for absence was intimated from Councillor Yvonne McNeilly.

2. DECLARATIONS OF INTEREST

There were no declarations of interest intimated.

3. MINUTES

The Minutes of the Business Continuity Committee held on 11 June 2020 was approved as a correct record.

4. LEADERSHIP REPORT

The Committee gave consideration to a report that updated them on the activities of the Leader of the Council during April, May and up to 15 June 2020. The report included an update from the Council Leader's activity during the period accompanied by high level updates for Policy Lead portfolios.

Decision

The Council:-

Noted the contents of the report.

Noted that any reports, briefings or copy correspondence referred to in the report can be requested as appropriate through Leadership Support staff, although it should be noted that some confidential reports provided by external organisations such as COSLA may be restricted.

(Ref: Report by Leader of the Council dated 15 June 2020, submitted)

5. COVID-19 RESPONSE UPDATE

The Committee considered a report which provided a high level overview of some of the key decisions and actions that have been taken across Council services in response to the pandemic, incorporating emergency legislation, government guidance and working in partnership with other responding agencies. The report also covered the transition into the second phase of lockdown which commenced on 29 May 2020.

Decision

The Committee noted the Council's response to the Covid-19 pandemic and noted the range of actions that have been taken across Council services in response to the pandemic. The Committee also noted and welcomed the work of volunteers and partners working with our communities across Argyll and Bute and the work of Council Officers in both front line and supporting roles.

(Ref: Report by Executive Director with responsibility for Legal and Regulatory Support dated 16 June 2020, submitted)

6. YEAR END REPORTING PACK

(a) Covering Report and Unaudited Accounts 2019-20

The Committee considered a report which gave an overview of the Unaudited Annual Accounts for 2019/20 and a summary of the significant movements from 2018/19. The report also gave information on the revenue outturn for 2019/20 and sought approval of the unaudited financial statements in respect of 2019/20 for issue.

Decision

The Committee approved the Unaudited Annual Accounts for the year ended 31 March 2020 for issue.

(Ref: Report by Section 95 Officer dated 16 June 2020, submitted)

(b) Revenue Budget Monitoring Year End Report 2019-20

The Committee considered a report which summarised the revenue budget position of the Council at the end of the financial year 2019/20.

Decision

The Committee –

1. Noted the revenue budget monitoring position as at the end of financial year 2019/20.
2. Noted that the unallocated balance within the General Fund as at 31 March 2020, after taking into account the contingency, amounts to £1.366m.

(Ref: Report by Section 95 Officer dated 3 June 2020, submitted)

(c) **Earmarked Reserves Year End 2019-20**

The Committee considered a report which provided information on the progress with balances already earmarked within the General Fund, new balances earmarked at the end of 2019/20 that qualify for automatic carry forward. The report also presented proposals to earmark 6 new areas of unspent budget for approval.

Decision

The Committee:-

a) approved the revised Policy on Year End Flexibility including approval of a new category for automatic carry forward of unspent income from Hermitage Park to fund the 10 year Management and Maintenance Plan.

b) approved the 6 new unspent budget earmarked reserve proposals totalling £2.742m as supported by submitted business cases and note that there are a further 3 unspent budget earmarkings amounting to £2.974m that have been previously approved, as outlined in Appendices 2.1 and 2.2.

c) noted the new balances of £7.302m at the end of 2019-20 that qualify for automatic carry-forward as outlined in Appendix 3.

d) noted the previously approved unspent budget earmarked reserves of £3.483m and the justification for continuing to earmark these as outlined in Appendix 4.

e) noted a total of £25.612m of automatically carried forward balances which are previously earmarked balances in addition to the new amounts earmarked from the unallocated balance as part of the budget agreed at Council on 28 February 2020, as outlined in Appendix 5.

f) noted that £0.201m of no longer required earmarked balances will be released back into the General Fund.

(Ref: Report by Section 95 Officer dated 12 June 2020, submitted)

(d) **Capital Budget Monitoring Report Year End Report 2019-20**

The Committee considered a report which highlighted the contents of the financial summary in relation to the Capital Budget as at 31 March 2020. The report provided information on the financial position in respect of the Capital Plan and

also the performance in terms of delivery of capital plan projects.

Decision

The Committee noted and approved the contents of the report, specifically the financial summaries as detailed in Appendix 7, and approved the roll forward of any over or underspends in relation to expenditure and income as part of the year end process.

(Ref: Report by Section 95 Officer dated 25 June 2020, submitted)

(e) Annual Treasury Report 2019/20

The Committee considered the Annual Treasury Management position for 2019/20.

Decision

The Committee noted and approved the Annual Treasury Management report for 2019/20.

(Ref: Report by Section 95 Officer dated 29 May 2020, submitted)

(f) Strategic Housing Fund Annual Report 2019-20

The Committee considered a report which provided an annual update on the Strategic Housing Fund (SHF) income and expenditure for 2019/20, the current balance on the SHF and all future commitments against this balance.

Decision

The Committee noted the report on income and expenditure for 2019/20 and the balance on the SHF as at 31 March 2020; and noted the estimated future income for SHF for 2020/21.

(Ref: Report by Section 95 Officer dated 29 May 2020, submitted)

7. FQ4 2019/20 PERFORMANCE REPORT - ALL SERVICES

The Committee considered a report which presented the Financial Quarter 4 2019-20 performance reports for all services.

Decision

The Committee noted and approved the FQ4 2019-20 performance reports as presented.

(Ref: Report by Interim Executive Director for Customer and Support Services dated 25 May 2020, submitted)

8. SCOTTISH LOCAL GOVERNMENT LIVING WAGE CONSOLIDATION PROPOSALS

The Committee considered a report which asked Members note the completion of a major project to consolidate the living wage and review the conditions of service and to approve model C as the preferred proposal for implementation on 1 April 2021.

Decision

The Committee:-

1. Noted the completion of a major project to consolidate the Living Wage and review the Conditions of Service for the first time since Single Status.
2. Approved the preferred Proposal C: Modernise the LGE pay and grading model and employment deal for implementation on 1 April 2021 in line with the details outlined in the report.

(Ref: Report by Interim Executive Director for Customer and Support Services dated 25 June 2020, submitted)

9. 2020/21 SOCIAL WORK ADULT RESIDENTIAL CARE HOME CHARGING

The Committee considered a report which advised that an audit of adult residential care charging was completed in November 2019 and as part of the actions arising from the audit, the Care Charging Policy was updated. The Committee were asked to approve the amended Policy as submitted.

Decision

The Committee approved the update Policy, recognising the substantial level of regulation which applies to charging for residential care and the extremely limited scope for local variation.

(Ref: Report by Chief Officers, HSCP dated 3 June 2020, submitted)

10. ARGYLL AND BUTE DIGITAL CONNECTIVITY UPDATE

The Committee considered a report which provided the latest available information concerning the current Digital Connectivity across Argyll and Bute.

Decision

The Committee:-

1. Noted the update in relation to digital connectivity across Argyll and Bute including the update on the Government's national programmes as applicable to Argyll and Bute.
2. Agreed that Members should engage in additional, political lobbying in support of ongoing work by Council officers and Senior Management to help secure further funding to improve the Digital Connectivity across Argyll and Bute for the benefit of local residents, the delivery of essential public services and to help businesses recover from the Covid-19 pandemic.

(Ref: Report by Interim Executive Director for Development and Economic Growth dated 22 May 2020, submitted)

11. ARGYLL AND BUTE RECOVERY STRATEGY AND FRAMEWORK - COVID 19

The Committee considered a report which advised of the initial actions which have been taken to develop the Recovery Strategy and Framework for Argyll and Bute, as we continue to respond to the current Covid-19 pandemic.

Decision

The Committee noted and approved the importance of the Argyll and Bute Recovery Strategy and Framework and the measures which are in place to deliver this.

(Ref: Report by Interim Executive Director for Development and Economic Growth dated 12 June 2020, submitted)

12. HELENSBURGH WATERFRONT DEVELOPMENT (HWD) - CONTRACT AWARD AND FULL BUSINESS CASE

(a) Report by Executive Director with responsibility for Commercial Services (public)

The Committee considered a report and presentation which provided Members and the public with a summary of the background to the Helensburgh Waterfront Development project, the procurement exercise for the Public Works Contract and the development of the Full Business Case.

Decision

The Committee noted the background report and that the recommendations as outlined in the public report would be given full consideration at Item 12 (c) of this Minute.

(Ref: Report by Executive Director for Commercial Services dated 25 June 2020, submitted)

(b) Extract of Minute of Helensburgh & Lomond Area Committee of 24 June 2020

The Committee considered the recommendations of the Helensburgh and Lomond Area Committee of 24 June 2020.

Decision

The Committee noted the recommendations as submitted by the Helensburgh and Lomond Area Committee.

(Ref: Extract of Minute of the Helensburgh and Lomond Area Committee of 24 June 2020, submitted in Supplementary Pack 1)

The Committee resolved in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the press and public for the following item of business on the grounds that it was likely to involve the disclosure of exempt information as defined in Paragraphs 8 & 9 respectively of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.

(c) Report by Executive Director with responsibility for Commercial Services (private)

The Committee considered a report and presentation which provided Members

with a summary of the background to the project, the procurement exercise for the Public Works Contract and the development of the Full Business Case for approval.

Decision

The Committee approved and endorsed the recommendations contained within the submitted report.

(Ref: Report by Executive Director for Commercial Services dated 17 June 2020, submitted)