

**MINUTES of MEETING of BUSINESS CONTINUITY COMMITTEE held in the BY SKYPE
on THURSDAY, 13 AUGUST 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 Jim Anderson
Councillor John Armour
Councillor Gordon Blair
Councillor Jim Findlay
Councillor Bobby Good
Councillor Anne Horn
Councillor Jim Lynch

Councillor Roddy McCuish
Councillor Jean Moffat
Councillor Alasdair Redman
Councillor Alan Reid
Councillor Elaine Robertson
Councillor Richard Trail
Councillor Andrew 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
Joanna MacDonald, Chief Officer, Health and Social Care Partnership
Fergus Murray, Head of Development and Economic Growth
Jane Fowler, Head of Customer and Support Services
Alan Morrison, Regulatory Services Manager
Tricia O'Neill, Governance Manager

1. APOLOGIES FOR ABSENCE

An apology for absence was intimated from Councillor Yvonne McNeilly.

2. DECLARATIONS OF INTEREST

Councillor Lorna Douglas declared a non-financial interest in item 10 (Strategic Events and Festivals Fund) due to her appointment as Chair of the Helensburgh Winter Trust. She advised that her interest was not material to allow her to remain in the meeting during consideration of this item.

3. MINUTES

The Minutes of the Business Continuity Committee held on 25 June 2020 was approved as a correct record.

4. FINANCIAL REPORT MONITORING PACK - 30 JUNE 2020

The Committee considered a report which provided a summary of the financial monitoring reports as at the end of June 2020 to ensure net expenditure is contained within budget.

Decision

The Committee:-

1. Considered the revenue budget monitoring report as at 30 June 2020 and noted the comments in respect of the Health and Social Care Partnership.
2. Noted the progress with policy savings options as at 30 June 2020.
3. Noted the financial risks for 2020-21.
4. Considered the capital plan monitoring report as at 30 June 2020 and approved the proposed changes to the capital plan as detailed in Appendix 4 to the report.
5. Noted the treasury monitoring report as at 30 June 2020.
6. Considered the reserves and balances report as at 30 June 2020.
7. Approved the revenue virements over £0.200m during April to June.

(Ref: Report by Section 95 Officer dated 10 July 2020, submitted)

5. BUDGET UPDATE 2020-21

The Committee considered a report which outlined the financial risks for the Council in the 2020-21 financial year due to additional costs as a result of the immediate response to the Covid-19 pandemic as well as estimated ongoing additional costs and lost income over the remainder of the financial year.

Decision

The Committee:-

1. Noted the current estimated additional costs as a result of the Covid-19 pandemic across 2020-21 and noted the options and mitigations to deal within the in-year funding gap.
2. Agreed to the establishment of an informal working group comprising Councillors Colville, Douglas, Findlay, Freeman, McCuish, McNeilly, A Morton (Chair), Redman and Vennard being 6 Members from the administration and 3 Members from the opposition.

(Ref: Report by Section 95 Officer dated 31 July 2020, submitted)

6. BUDGET OUTLOOK 2021-22 TO 2025-26

The Committee considered a report which provided an update to the budget outlook 2021-22 to 2025-26 previously reported to the BCC on 14 May 2020. The estimates contained within the report are based on the mid-range scenario with best and worst case scenarios noted in Appendix 1 to the report.

Decision

The Committee noted the current estimated budget outlook position for the period 2021-22 to 2025-26.

(Ref: Report by Section 95 Officer dated 21 July 2020, submitted)

7. BUDGET PLANNING 2021-22 AND BEYOND

The Committee considered a report which provided information on the proposed approach to the revenue budget process and identification of savings to balance the budget for 2021-22.

Decision

The Committee:-

1. Agreed to the overall budget approach for 2021-22 and the themed reviews as identified in paragraph 4.11 of the submitted report.
2. Agreed to the establishment of a cross party budget working group comprising Councillors Currie, Findlay, Good, Green, Hardie, Lynch, Mulvaney (Chair), Robertson and Taylor being 6 Members from the administration and 3 Members from the opposition, in addition to 2 Trade Union representatives.
3. Approved the draft budget timetable as outlined in Appendix 5 of the report.

(Ref: Report by the Section 95 Officer dated 21 July 2020, submitted)

8. PUBLIC CONVENIENCES REMOBILISATION

The Committee considered a report which provided information and options to the approach to the remobilisation of public conveniences from 1 September 2020.

Decision

The Committee:-

1. Agreed to Option 2, that is to keep the current 35 public conveniences open until the end of October at an additional cost estimated to be £20,796 and then revert to only a core set that remain open that can be managed within the normal budget. The additional cost will be include within the in-year budget gap that will be considered by the informal working group.
2. Noted that the future provision of public conveniences will be part of the amenity services themed review and will be brought forward as part of the budget proposals.

(Ref: Report by Interim Executive Director for Roads and Infrastructure dated 30 July 2020, submitted)

9. ECONOMIC RECOVERY PLAN UPDATE

The Committee considered a report which provided information on the updates to the recovery plan as the Council looks towards an economic recovery and the need to reprioritise economic objectives and actions for our local economy as a result of the pandemic.

Decision

The Committee considered the contents of the report and approved the updated Argyll and Bute Economic Recovery Plan contained at table 1 of the report and noted the list of current and committed projects being taken forward at Appendix A of the report.

(Ref: Report by Interim Executive Director for Development and Economic Growth dated 13 August 2020, submitted)

10. STRATEGIC EVENTS AND FESTIVALS ROUND 3 FUND - TIMELINE & PROCESS

The Committee considered a report which advised of an amendment to the timeline for the launch of the Round 3 Strategic Events and Festivals Fund for 2021-22.

Decision

The Committee:-

1. Agreed that the launch date for the Strategic Events and Festivals Fund Round 3 be deferred until 22 October 2020.
2. Agreed to delegate authority to officers to amend the SEF Round 3 process to reflect the Covid-19 situation at the time of the launch.

(Ref: Report by Interim Executive Director for Development and Economic Growth dated 13 August 2020, submitted)

11. REVIEW OF SMALL QUANTITIES CHARGE FOR EXPORT HEALTH CERTIFICATES

The Committee considered a report with regard to the charges for small quantities export health certificates for businesses in Argyll and Bute.

Decision

The Committee agreed that the charge for small quantities export health certificates is amended to include all consignments less than 60kg in weight with a revised charge of £42.00 per certificate with immediate effect. For consignments above 60kg, the current charge of £96.55 remains unchanged. The Committee further agreed that the financial impact within 2020-21 estimated to be £15,005 is met from the General Fund unallocated balance.

(Ref: Report by Interim Executive Director for Development and Economic Growth dated 20 July 2020, submitted)

12. QUESTION UNDER STANDING ORDER 15 TO THE POLICY LEAD FOR HEALTH AND SOCIAL CARE

The following question had been submitted under Standing Order 15 for answer by the Policy Lead for Health and Social Care.

By Councillor Philand

Does Cllr Green who is Chair of the Integrated Joint Board believe his office as Chair of the Argyll and Bute Integrated Health and Social Partnership is tenable given that results from the interviews taken within Argyll and Bute HCSP between February and April 2020 which reported 49% of NHS Staff said they had been bullied or intimidated within the previous 6 months despite the fact that in May 2019 the Chief Executive of NHS Highland had offered an unreserved apology to all NHS Highland employees.

The Policy Lead for Health and Social Care provided a verbal response to the question and to a supplementary question by Councillor Philand.

13. QUESTION UNDER STANDING ORDER 15 TO THE POLICY LEAD FOR HEALTH AND SOCIAL CARE

The following question had been submitted under Standing Order 15 for answer by the Policy Lead for Health and Social Care.

By Councillor Philand

Could Cllr Green explain why he as chair of the IJB did not request that the survey in February 2020 also include Council staff and that he sanctioned only NHS staff to be interviewed and will he as chair commission a QC independent review into the whole of the HSCP in Argyll and Bute in relation to bullying and harassment.

The Policy Lead for Health and Social Care provided a verbal response to the question and to a supplementary question by Councillor Philand.

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 Paragraph 6 respectively of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.

E1 14. EXPORT CERTIFICATES SMALL QUANTITIES CHARGE RETROSPECTIVE ARRANGEMENTS

The Committee considered a report with regard to the recovery of debt for export health certificates that had been issued by the Council.

Decision

The Committee agreed to the recommendations as contained within the submitted report.

(Ref: Report by Interim Executive Director for Development and Economic Growth dated 31 July 2020, submitted)