

**MINUTES of MEETING of PERFORMANCE REVIEW AND SCRUTINY COMMITTEE held in  
the COUNCIL CHAMBERS, KILMORY, LOCHGILPHEAD  
on FRIDAY, 3 MARCH 2017**

**Present:** Ian M M Ross (Chair)

Jennifer Nicoll - HIE	Councillor Sandy Taylor
Grant Manders - Police Scotland	James Hymas - Scottish Fire and Rescue
Councillor Gordon Blair	Councillor Robert E Macintyre
Councillor John McAlpine	

**Attending:** Douglas Hendry, Executive Director – Customer Services  
Ann Marie Knowles, Acting Executive Director – Community Services  
Jane Fowler, Head of Improvement and HR  
Charles Reppke – Head of Governance and Law  
Stephen Whiston - Head of Strategic Planning and Performance  
Peter Cupples – Finance Manager  
Kevin Anderson, Chief Internal Auditor  
Angus Gilmour – Head of Planning and Regulatory Services  
Morag Brown – Business Improvement Manager  
David Clements, Programme Manager  
Fiona Ferguson, Directorate Support Officer  
Seona Laird, HR Officer  
Shona Barton, Area Committee Manager  
PC Craig Stamp – Police Scotland

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were intimated on behalf of Councillor Donald MacMillan and Councillor Bruce Marshall.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest intimated.

**3. MINUTES**

The Minutes of the Performance Review and Scrutiny Committee held on Thursday 17 November 2016 were approved as a correct record subject to change of wording in the decision of item 7 to:

b) agreed that the wording of key success 1 in the Customer Services performance report did not reflect the views of Members of this Committee.

**4. TREASURY MANAGEMENT MONITORING REPORT**

Consideration was given by the Committee to a report which set out the Council's treasury management position for the period 1 November 2016 to 31 December 2016 and included information on Overall Borrowing Position; Borrowing Activity; Investment Activity; Economic Background; Interest Rate Forecast and Prudential Indicators.

**Decision**

The Committee noted the report.

(Reference: Report by Head of Strategic Finance dated 3 March 2017, submitted)

\* **5. TREASURY MANAGEMENT STRATEGY STATEMENT AND ANNUAL INVESTMENT STRATEGY**

Members of the Committee considered a report which sought their approval of the proposed Treasury Management Strategy Statement and Annual Investment Strategy. The report set out the Council's strategy for borrowing and investment for the forthcoming year along with the Council's Prudential Indicators which are required to be set for a three year period. The report also set out the policy for the repayment of loan fund advances for 2017 – 2018.

**Decision**

The Committee agreed to refer to Council;

- 1) the proposed Treasury Management Strategy Statement and Annual Investment Strategy; and
- 2) the use of Option 1 for the repayment of loan fund advances in respect of existing capital expenditure and new advances up to 31 March 2021 at an interest rate of 4.644%, with the exception of spend to save schemes where the repayment will be based on Option 4.

(Reference: Report by Head of Strategic Finance dated 3 March 2017, submitted)

**6. QUARTERLY PERFORMANCE REPORTS AND SCORECARDS**

A report was presented inviting the Committee to review the Council and Departmental performance reports and associated scorecards for performance in FQ3 (October – December 2016).

Discussion focussed on the 3 weekly waste services changes; quantity of planning applications and approval rates; procurement of local products and services and sharing of services with other public bodies such as NHS.

**Decision**

The Committee noted the contents of the report.

(Reference: Report by Chief Executive dated 3 March 2017, submitted)

Councillor Robert E Macintyre left the meeting at 11.20 a.m.

**7. MAXIMISING ATTENDANCE**

Consideration was given to a report which updated the Performance Review and Scrutiny Committee on the Council's performance against targets and performance indicators for Maximising Attendance during FQ3 (October – December 2016).

**Decision**

The Committee noted;

- 1) the content of the report; and
- 2) the measures the Council has put in place to manage attendance.

(Report by Executive Director- Customer Services dated 3 March 2017, submitted)

Councillor Robert E MacIntyre re-joined the meeting at 11.40 a.m.

## **8. SUCCESSION PLANNING**

The Committee heard a presentation from the Head of Improvement and HR on Corporate Workforce Planning. The presentation included information on The People Strategy, why do we do workforce planning, strategic workforce planning, some of the challenges which are facing the Council in relation to workforce planning and what has been done so far to address these challenges.

### **Decision**

The Performance Review and Scrutiny Committee noted the presentation.

(Reference: Presentation by Head of Improvement and HR)

The Chair welcomed Stephen Whiston, Head of Strategic Planning and Performance to his first meeting of the Performance Review and Scrutiny Committee.

## **9. SCRUTINY SCHEDULE UPDATE**

The Committee considered a report providing an update on the PRS Committee's outline scrutiny plan in respect of two of the proposed topic areas; Tax Incremental Financing (TIF) and Health and Social Care Integration (HSCP). It was noted that in the first instance both these topic areas will be scrutinised via reporting back to the next meeting of the PRS Committee.

Members noted that the quarterly performance reports of the HSCP as submitted to IJB meetings are publicly available and discussion focused on the role that the PRS has in monitoring partnerships and the need to work on a platform for reporting that is not duplicating work for partners but yet meets scrutiny requirements.

### **Decision**

Members requested that;

- 1) the Executive Director of Development and Infrastructure Services provides a status report on TIF project progress which includes, amongst other things, detail on both financial viability and projected completion dates. The report should clearly articulate any risks to deliverability of the TIF initiative. This report is to be submitted to the next meeting of the PRS Committee; and
- 2) the Chief Internal Auditor liaise with Officers from the Health and Social Care Partnership to agree future reporting style for the Scrutiny Committee.

(Reference: Report by Chief Internal Auditor dated 3 March 2017, submitted)

#### **10. HEALTH AND SOCIAL CARE PARTNERSHIP PERFORMANCE REPORT**

A performance report on National Health and Wellbeing Outcome indicators, previously considered by the Integrated Joint Board (IJB), was presented to Members of the PRS Committee.

##### **Decision**

The Committee noted the report.

(Reference: Report by Head of Strategic Planning and Performance dated 30 November 2016, submitted)

#### **11. COUNCILLORS CODE OF CONDUCT AND RELATED INTERNAL MECHANISMS**

A report providing information on the national mechanisms in place in relation to enforcement of the Councillors' Code of Conduct was considered by the Committee. The report also outlined other complementary mechanisms that are available to the Council.

##### **Decision**

The committee noted the terms of the report and requested that the Monitoring Officer should assist the Council in considering the mechanisms in place for dealing with issues relating to the Councillors Code of Conduct at the next review of the Constitution.

(Reference: Report by Executive Director – Customer Services dated 3 March 2017, submitted)

#### **12. HOUSING BENEFIT FRAUD INVESTIGATION LIAISON ARRANGEMENTS IN SCOTLAND**

The Committee considered a paper which provided commentary on the report published by the Accounts Commission on 19 January 2017 on housing benefit fraud investigation liaison arrangements in Scotland. Members noted that the responsibility for housing benefit counter fraud work has transferred to the Department of Work and Pension's (DWP) Fraud and Error Service (FES) and that the Council has created a small corporate counter fraud team of 2 people to pick up residual responsibilities for counter fraud and this team also acts as the single point of contact for FES.

##### **Decision**

The Committee noted the report.

(Reference: Report by Executive Director – Customer Services dated 3 March 2017, submitted)

#### **13. YOUTH ENGAGEMENT**

PC Craig Stamp, Youth Engagement Officer from Police Scotland gave a verbal update to the Committee on Youth Engagement in Argyll and Bute. The Committee noted that there are 4 Youth Engagement Officers in the area who have been appointed as a result in legislative requirements which has been encouraged and fully supported by the Community Planning Partnership. The role is to ensure there is a visible presence in and around schools and town centres that sees Police Officers seek to engage with young people whilst working with local authorities and breaking down barriers perceived of Police Officers. Initiatives such as the Choices for Life programme of education have been delivered to high schools with positive feedback and the Don't Know, Click No campaign designed to prevent cyber bullying and promote internet safety were also noted. Other areas included in the role are the protection of vulnerable groups and early intervention with parents; road safety and road crime; working with partners in NHS providing mental health and wellbeing workshop days and as part of the Prevent Contest Strategy 90 plus teachers have been trained in Prevent.

### **Decision**

The Committee noted the update.

(Reference: Verbal Report by PC Stamp)

At this point Jennifer Nicoll from Highlands and Islands Enterprise left and took no further part in the meeting.

## **14. INDEPENDENT ASSURANCE REVIEW POLICE SCOTLAND - CALL HANDLING**

A report that provided an update on the progress made by Police Scotland and the Scottish Police Authority in response to the HM Inspectorate of Constabulary in Scotland's Independent Assurance Review of Police Scotland's Call Handling as published in 2015 was considered by the Committee.

### **Decision**

The Committee noted the report.

(Reference: Report by HM Inspectorate of Constabulary in Scotland dated January 2017, submitted)

## **15. SCRUTINY OF POLICE SCOTLAND**

The Committee gave consideration to a report by Police Scotland which provided the third quarter update in relation to Argyll and Bute Local Policing Plan for 2014-2017. The report provided detail on current crime trends and issues identified in the previous 3 month period and provided context around crime trends over a longer term.

The Committee further noted the need for all Members to provide a response to the 10 Year Strategy for Policing in Scotland Consultation.

### **Decision**

The Committee noted the contents of the report.

(Reference: Report by Divisional Commander for Argyll and West Dunbartonshire Division, Police Scotland dated 20 January 2017, submitted)

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

A report was given consideration by the Committee which highlighted the Scottish Fire and Rescue Services (SFRS) quarterly review of local performance within Argyll and Bute for 2016-2017.

**Decision**

The Committee noted the report.

(Reference: Report by Local Senior Officer, Scottish Fire and Rescue dated 3 March 2017)

**17. NOTE OF DOCUMENTS ISSUED TO PERFORMANCE REVIEW AND SCRUTINY COMMITTEE 17 NOVEMBER 2017 - 10 FEBRUARY 2017**

The Committee considered a note listing documents that have been issued to Police Scotland from the period of 17 November 2016 – 10 February 2017 to support and inform their scrutiny role and/or to provide feedback when requested.

**Decision**

The Committee noted the information.

(Reference: Note from Customer Services dated 3 March, submitted)

**18. PERFORMANCE REVIEW AND SCRUTINY COMMITTEE WORKPLAN**

The Committee gave consideration to the draft workplan to facilitate forward planning of reports to the Performance Review and Scrutiny Committee.

**Decision**

The Committee noted the content of the draft workplan.

(Reference: Performance Review and Scrutiny Committee draft workplan dated 3 March 2017, submitted)

**19. CLOSING REMARKS (Pages 7 - 8)**

The Chair of the Performance Review and Scrutiny Committee tabled his closing remarks as attached to this Minute. In addition to this he gave his thanks to David Clements, Programme Manager for his support to the Chair and to the Committee.

**20. VALEDICTORY**

The Vice-Chair of the Performance Review and Scrutiny Committee presented the Chair with a gift thanking him for his work in this voluntary role noting he has set a strong foundation to stand the Committee in good stead for the future.