

**MINUTES of MEETING of POLICY AND RESOURCES COMMITTEE held in the COUNCIL  
CHAMBER, KILMORY, LOCHGILPHEAD  
on THURSDAY, 24 MAY 2018**

**Present:** Councillor Aileen Morton (Chair)

Councillor Rory Colville	Councillor Alan Reid
Councillor Robin Currie	Councillor Elaine Robertson
Councillor Kieron Green	Councillor Len Scoullar
Councillor Roderick McCuish	Councillor Sandy Taylor
Councillor Yvonne McNeilly	Councillor Richard Trail
Councillor Ellen Morton	Councillor Lorna Douglas
Councillor Gary Mulvaney	Councillor Audrey Forrest
Councillor Douglas Philand	

**Also Present:** Councillor Jim Anderson

**Attending:** Douglas Hendry, Executive Director of Customer Services  
Pippa Milne, Executive Director of Development and Infrastructure Services  
Charles Reppke, Head of Governance and Law  
Kirsty Flanagan, Head of Strategic Finance  
Judy Orr, Head of Customer and Support Services  
Fergus Murray, Head of Economic Development and Strategic Transportation  
Angus Gilmour, Head of Planning, Housing and Regulatory Services  
Jane Jarvie, Communications Manager  
John Gordon, CHORD Programme Manager

**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence intimated.

The Chair advised that Councillor Currie had left the meeting and it was hoped that he would return later in the meeting.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest intimated.

**3. MINUTES**

The Minutes of the meeting of the Policy and Resources Committee held on 15 February 2018 were approved as a correct record.

**\* 4. FINANCIAL MONITORING REPORT**

The Committee gave consideration to a report which provided a financial update as at the end of February 2018. Reports attached to the update were the Revenue Budget Monitoring Report, the Capital Plan Monitoring Report, Treasury Monitoring Report and the Reserves and Balances Report all dated as at 28 February 2018.

**Decision**

The Policy and Resources Committee –

1. Noted the Revenue Budget Monitoring Report as at 28 February 2018.
2. Noted the Capital Plan Monitoring Report as at 28 February 2018 and approved the cost changes, the project slippages and accelerations noted within appendix 7 of the submitted Capital Plan Monitoring Report.
3. Noted the Treasury Monitoring Report as at 28 February 2018.
4. Noted the Reserves and Balances Report as at 28 February 2018.
5. Noted the progress of the service choices policy saving options as at 28 February 2018.
6. Agreed to recommend to Council that the cremation charges for adults aged 16 and over is amended to £665 for 2018-19.

(Reference: Report by Head of Strategic Finance dated 30 April 2018, submitted)

#### **5. REVENUE BUDGET OUTLOOK 2019-20 TO 2021-22**

Consideration was given to a report which summarised the budget outlook which covered the period 2019-20 to 2021-22 and which took into consideration the budget decisions taken in February 2018.

##### **Decision**

The Policy and Resources Committee noted the current estimated budget outlook position for the period 2019-20 to 2021-22.

(Reference: Report by Head of Strategic Finance dated 30 April 2018, submitted)

#### **6. HEALTH AND SOCIAL CARE PARTNERSHIP OVERSPEND 2017-18**

A report which advised that a formal request had been received from the Chief Financial Officer of the Integrated Joint Board that the overspend relating to Social Work Services within the Health and Social Care Partnership be repaid back to the Council over a period of three years was given consideration. The report outlined the position with the Scheme of Integration, options to be considered and the risks involved.

##### **Decision**

The Policy and Resources Committee -

1. Approved option 3 as outline in paragraph 4.4.3 of the submitted report agreeing that any overspend in relation to Social Work Services for 2017-18 is repaid over a period of three years with repayments weighted to the end of the three year period.
2. Noted that repayments would be £0.100m in 2018-19 and £0.300m in 2019-20 with the balance of £0.755m due in 2020-21.
3. Noted that the agreement would be reviewed at the end of 2018-19.

(Reference: Report by Head of Strategic Finance dated 15 May 2018, submitted)

Councillor Sandy Taylor left the meeting at this point.

\* **7. RISK MANAGEMENT MANUAL**

The Committee gave consideration to a report which presented the new risk management manual in place of the previous risk management strategy. The risk management manual details the arrangements for preparation, maintenance and monitoring of the strategic and operational risk registers.

**Decision**

The Policy and Resources Committee agreed to recommend to Council approval of the risk management manual.

(Reference: Report by Head of Strategic Finance dated 17 May 2018, submitted)

Councillor Sandy Taylor re-joined the meeting at this point.

**8. PERFORMANCE REPORT - FQ3 & FQ4 2017-18**

Consideration was given to a report which presented the Committee with the Customer Services departmental performance report and associated scorecards for Customer Services and Strategic Finance covering financial quarters three and four 2017/18.

**Decision**

The Committee noted the quarterly performance reports and associated scorecards for Customer Services and Strategic Finance covering financial quarters three and four 2017/18.

(Reference: Report by Executive Director – Customer Services dated May 2018, submitted)

Councillor Len Scoullar left the meeting at this point.

\* **9. SCOTTISH GOVERNMENT FUNDING FOR WELFARE REFORM AND DISCRETIONARY HOUSING PAYMENTS - REPORT ON SPEND TO DATE AND FUTURE PROPOSALS**

Consideration was given to a report which provided an update on spending against welfare reform mitigations and which sought approval to carry forward unspent balance to be used to continue the work. The report also sought approval for the carry forward for underspend of DHP monies from the year end.

**Decision**

The Policy and Resources Committee –

1. Noted the information provided in respect of progress made, and the estimated unspent balance at 31 March 2018 of £18,595 from the balance of Scottish

Government funding for welfare reforms of £52,809 carried forward as earmarked funds at 1 April 2017.

2. Agreed to recommend to the Council approval of the continued carry forward of the balance of this as earmarked funds estimated at £18,595 and approves the proposals for their use for digital inclusion services as summarised at 4.9.
3. Agreed to recommend to the Council approval of the carry forward of the balance of the unspent 2017/18 DHP monies of £39,839 as earmarked funds to be used to fund DHP payments in 2018/19 in order to help maintain current priority levels into 2018/19.

(Reference: Report by Executive Director - Customer Services dated 2 May 2018, submitted)

Councillor Robin Currie joined the meeting at this point.

Councillor Len Scoullar re-joined the meeting at this point.

\* **10. ANTI-POVERTY STRATEGY 2018 - 2022**

Consideration was given to a report which presented a draft Anti-Poverty Strategy and associated Plan which covered the required factors and demonstrated that poverty was being addressed in Argyll and Bute.

**Decision**

The Policy and Resources Committee agreed to recommend to the Council –

1. Approval of the draft Anti-Poverty Strategy and Plan as appended to the submitted report.
2. To note that the strategy and plan, once approved, would be shared with community and participation groups, that mechanisms will be set up to monitor targets and milestones and that a report will be brought back annually reviewing actions achieved at the end of each reporting year.

(Reference: Report by Executive Director – Customer Services dated 16 May 2018, submitted)

\* **11. PUBLIC ROOM BOOKING IN HELENSBURGH AND LOMOND CIVIC CENTRE**

The Committee gave consideration to a report which set out proposals for a revised charging structure for the hire of public rooms in the Helensburgh and Lomond Civic Centre following a benchmarking exercise of similar properties in the Helensburgh and Lomond Area.

**Decision**

The Policy and Resources Committee agreed to recommend to the Council approval of –

1. The revised charges for booking each of the public rooms, with separate rates for (a) community use and; (b) commercial use.

2. The introduction of different charges for day time use and for evening and weekend use.
3. The ability to offer Annex Room 2 at a discount to users when booking Annex 1.

(Reference: Report by Executive Director – Customer Services dated May 2018, submitted)

\* **12. REVIEW OF STRATEGIC EVENTS AND FESTIVALS GRANT PROCESS**

Consideration was given to a report which highlighted the importance of the events and festivals industry to economic development and tourism, and which sought approval for the provision of a budget to support a strategic portfolio of events and festivals across Argyll and Bute beyond 2018/19.

**Decision**

The Policy and Resources Committee agreed to –

1. Recommend to Council that the 19/20 budget be set at £113k (excluding the Mod) and note that future budget levels will be subject to decisions taken as part of the Council's budget process.
2. Approve the key principles of the new grant application process.
3. The new grant process being fully developed by officers over the next two months and open for 2019/20 bids in August 2018 for a period of six weeks (allowing sufficient lead in time to allow organisers to apply to and be given a decision well in advance of any events being held in 2019/20).
4. Following assessment of the funding bids received, that a report will be brought back to the Policy and Resources Committee for consideration and endorsement by Members.
5. Discussions being held with the Royal National Mod in regard to future plans for Argyll and Bute to host the Royal National Mod and that a report is brought back to members for consideration following these discussions to determine the best course of action.

(Reference: Report by Executive Director – Development and Infrastructure Services dated May 2018, submitted)

**13. PROGRESS OF RURAL RESETTLEMENT FUND**

A report which provided the Committee with an update on the performance of the one-off Rural Resettlement Fund (RRF) of £500,000 announced in the Argyll and Bute Council budget 2016/17. The report examined current outputs and recommended a redirection of remaining funds to support the vision and key themes of the emerging rural growth deal.

**Decision**

The Policy and Resources Committee –

1. Noted the outputs of the Rural Resettlement Fund that has helped to attract 170 new residents to Argyll and Bute.
2. Agreed to close the Rural Resettlement Fund to applications from new residents with immediate effect.
3. Approved the redirection of remaining funds to assist the growth of small and medium sized businesses that support the emerging vision and key themes of the Rural Growth Deal.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 11 May 2018, submitted)

#### **14. LORN ARC UPDATE**

Consideration was given to a report that updated the Committee on progress with the Lorn Arc Programme and latest budget position as at the end of March 2018.

##### **Decision**

The Policy and Resources Committee –

1. Noted the updates on the Lorn Arc Programme provided in the submitted report.
2. Approved the Oban Strategic Development Framework Initiation Document contained at Appendix A to the submitted Report.

(Reference: Report by Executive Director – Development and Infrastructure Services dated April 2018, submitted)

#### **15. RURAL GROWTH DEAL**

A report which sought feedback from the Committee on a draft vision and key themes which had been developed in relation to the Rural Growth Deal was given consideration. It was intended that the draft vision and key themes would form the basis for continued negotiation for the Rural Growth Deal.

##### **Decision**

The Policy and Resources Committee agreed to –

1. Endorse further development of the draft vision, key sector support and themes and noted that a further report would be brought to the October Policy and Resources Committee meeting.
2. Approve the proposed consultation approach as set out in Appendix 3 to the submitted report.
3. Approve the additional criteria for the Inward Investment Fund that any future release of funding from this fund be limited exclusively to projects included as part of the Rural Growth Deal proposals in order to maximise the level of match funding available from the Council.

4. Approve the proposals that certain projects may be accelerated ahead of the Rural Deal process where they are deliverable using alternative funding sources.
5. Approve that where considered relevant to the draft vision, key sector support and project themes that the Council's committed capital and revenue expenditure counts as match funding to the Rural Growth Deal.

(Reference: Report by Executive Director – Development and Infrastructure Services dated May 2018, submitted)

## **16. REVIEW OF ADVICE SERVICES**

The Council, at its meeting on 11 February 2016 agreed to undertake a review of advice services. An independent review was undertaken by ATInnovations in May 2017 which made a number of recommendations to approve the coordination and delivery of advice services but did not cover funding or future delivery models. A report was given consideration which outlined findings in relation to a study undertaken by Regulatory Services in respect of future funding and delivery models for affordable advice services.

### **Decision**

The Policy and Resources Committee –

1. Agreed in principle the overarching strategy for advice services and the general direction outlined in section 5.5 of the submitted report.
2. Noted the timelines outlined in the submitted report and the need for consultation with other partners.
3. Requested that a detailed paper be taken to the Policy and Resources Committee in August 2018.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 16 May 2018, submitted)

The Chair advised that in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, the appendices relating to the following two items of business would require her to exclude the press and public should any Member wish to discuss the content of those appendices on the grounds that it was likely to involve the disclosure of exempt information as defined in Paragraph 6 and Paragraphs 8&9 respectively of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.

Councillor Rory Colville left the meeting at this point.

## **17. TARBERT AND LOCHGILPHEAD REGENERATION FUND**

The Committee gave consideration to a recommendation by the Mid Argyll, Kintyre and the Islands Area Committee in relation to proposals for the Tarbert Harbour Authority Shore Side Facilities and associated business case.

### **Decision**

The Policy and Resources Committee –

1. Approved the business case and confirmed the grant funding of up to £125,000 from the Tarbert and Lochgilphead Regeneration Fund noting that release of this funding would be in the basis that expenditure can be evidenced and would be subject to a grant agreement between Argyll and Bute Council and Tarbert Harbour Authority.
2. Delegated authority to the Executive Director of Development and Infrastructure Services to confirm the details of the grant agreement.

(Reference: Recommendation from the Mid Argyll, Kintyre and the Islands Area Committee of 7 March 2018 and report by Senior Planning Development Officer, submitted)

Councillor Rory Colville re-joined the meeting at this point.

#### **18. CHORD - DUNOON - QUEENS HALL - PROGRESS AND COMMERCIAL UPDATE**

The Committee gave consideration to a report which updated Members on the delivery of the Queens Hall Refurbishment and Public Realm Improvements Project and the current position in respect of the approved budget for the project and the anticipated final cost of the project taking in account of the Mains Work Contract Cost Reports Nos 8 – September 2017 and Cost Reports Nos 14 – March 2018.

##### **Decision**

The Policy and Resources Committee –

1. Noted the update provided within the submitted report.
2. Noted the further update covering commercial aspects of the report contained within the exempt appendix.
3. Agreed that a further report be brought to the Committee after the final account is agreed for each of the contracts seeking a substantive decision in respect of the actual overspend once quantified.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 1 May 2018, submitted)

#### **19. UNACCEPTABLE ACTIONS BY CUSTOMERS PROCEDURE**

A report which advised Members of the outcome of a review of the Unacceptable Actions by Customers Procedure was before the Committee for noting.

##### **Decision**

The Policy and Resources Committee –

1. Noted the Procedure.



2. Noted that the procedure document will be put onto both the HUB and the Council's website along with links to the "dignity at work", "bullying and harassment" and "social media" policies and procedures.

(Reference: Report by Executive Director – Customer Services dated 15 May 2018, submitted)

## **20. POLICY AND RESOURCES COMMITTEE WORK PLAN**

The Policy and Resources Committee Work Plan as at May 2018 was before the Committee for noting.

### **Decision**

The Committee noted the content of the Work Plan as at May 2018.

(Reference: Policy and Resources Committee Work Plan as at May 2018, submitted)

The Council resolved in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the press and public for the following 2 items of business on the grounds that it was likely to involve the disclosure of exempt information as defined in Paragraphs 8&9 and 6 respectively of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.

## **21. NEW SCHOOLS REDEVELOPMENT PROJECT UPDATE FOR DUNOON PRIMARY SCHOOL**

The Committee gave consideration to a report which updated them on the progress of the refurbishment/part new build of Dunoon Primary School and structural issues leading to delay and additional cost.

### **Decision**

The Policy and Resources Committee agreed the recommendations as contained within the submitted report.

(Reference: Joint report by Executive Director – Customer Services and Head of Strategic Finance dated 9 May 2018, submitted)

## **22. REQUEST FOR CASH FLOW LOAN BY MULL AND IONA COMMUNITY TRUST**

The Committee gave consideration to a report setting out a request for a cash flow loan which had been received from Mull and Iona Community Trust.

### **Decision**

The Policy and Resources Committee agreed the recommendation to approve the cash flow loan as set out in the submitted report.

(Reference: Report by Executive Director – Development and Infrastructure Services dated May 2018, submitted)