

At a MEETING of the **TAYSIDE CONTRACTS JOINT COMMITTEE** held at Dundee on 17th November, 2008

Present:-

Representing Angus Council:-

Councillor Robert G MYLES
Councillor Mark SALMOND
Councillor John WHYTE
Councillor Helen OSWALD
Councillor Sandy WEST

Representing Dundee City Council:-

Councillor Richard McCREADY (for Bailie George REGAN)
Bailie Roderick A J WALLACE
Bailie Helen WRIGHT
Councillor Christina ROBERTS
Councillor Jim BARRIE

Representing Perth and Kinross Council:-

Councillor Jack COBURN
Councillor Ken LYALL
Councillor Peter MULHERON
Councillor Lewis SIMPSON
Councillor Caroline SHIERS
Councillor Mac ROBERTS
Councillor John KELLAS

Councillor Jack COBURN, Convener, in the Chair.

I APOLOGIES/SUBSTITUTIONS

Apologies for absence were submitted on behalf of Bailie George Regan, Dundee City Council and Councillor Helen Dick, Dundee City Council.

II MINUTE OF PREVIOUS MEETINGS

The minute of meeting held on 25th August, 2008 was submitted and approved.

III FINANCIAL REPORTS

(a) ANNUAL REPORT 2007/2008

The Committee noted the content of the Annual Report for 2007/2008.

(b) ANNUAL PERFORMANCE REPORT - 2007/08

There was submitted [Report No JC34/2008](#) by the Managing Director advising that In order to comply fully with Section 13(1) of the Local Government in Scotland Act 2003, Tayside Contracts was required to produce an annual Performance Report. The report summarised performance against key areas relating to employees, financial measures and services provided.

The Joint Committee agreed to note and approve the contents of the report, and agreed that it be made available for public inspection on the Tayside Contracts web site and in hard copy on request.

(c) EXTERNAL AUDITOR'S REPORT TO MEMBERS 2007/08

There was submitted [Joint Report No JC32/2008](#) by the Managing Director and Proper Officer noting the key findings from Audit Scotland's Report to Members on the 2007/08 Audit and providing the Managing Director and Proper Officer's response to the Auditor's report which was enclosed with the report.

The Committee agreed:-

- (i) to note the contents of the External Auditor's report, and endorse the report as its formal response to the External Auditor; and
- (ii) to instruct the Managing Director and Proper Officer to monitor the implementation of the agreed action plans arising out of the External Auditor's review in 2007/08.

IV INTERNAL AUDIT AND CONTROL - UPDATE REPORT

There was submitted [Report No JC33/2008](#) by the Managing Director providing members with an update on the work on Internal Audit and Control and to highlight any significant matters arising.

The Committee agreed to note the contents of the report.

V WORKLOAD UPDATE

There was submitted [Report No JC29/2008](#) by the Managing Director providing an update of the workload for the Facilities Services Division and Construction Division for the second quarter of 2008/09 and projections for the next two quarters of 2008/09, and detailing the action being taken in response to these workloads.

The Committee agreed to note the contents of the report and that further detailed reports would be brought forward as necessary.

VI PAY AND CONDITIONS OF EMPLOYMENT - DELEGATED POWERS

There was submitted [Report No JC36/2008](#) by the Managing Director seeking approval to amend the categorisation of employee groups, following the implementation of Single Status, in respect of the powers presently delegated to the Managing Director to authorise changes to the workforce establishment and set pay and conditions of employment.

The Committee agreed to the proposed minor amendments to the powers presently delegated to the Managing Director to authorise changes to the workforce establishment and set pay and conditions of employment.

VII ASSOCIATION FOR PUBLIC SERVICE EXCELLENCE - SUCCESSES

The national APSE (Association of Public Service Excellence) awards ceremony was held at the Nottingham Ice Arena on 11th September, 2008.

The awards attracted over 350 entries and Tayside Contracts was short listed in two of the categories. These were the (a) Best Environmental Initiative category for the development of Tayset® and (b) Best Public/Public Partnering category for the street lighting partnership with Dundee City and Perth and Kinross Councils.

I am pleased to advise members that Tayside Contracts won the Best Environmental Initiative Category for our development of our sustainable paving system Tayset®.

While we did not win the award for the Best Public/Public Partnering category, being selected for the final short list was an excellent achievement which all the Dundee City Council, Perth and Kinross Council and Tayside Contracts employees involved, should be proud of.

VIII APSE (ASSOCIATION FOR PUBLIC SERVICE EXCELLENCE) LOCAL AUTHORITY APPRENTICE AND TRAINEE AWARDS 2008/2009

The National finals of the APSE Apprentice and Trainee of the Year Awards for Vehicle Maintenance mechanics took place on 16th October, 2008 in Stoke on Trent.

Kenny Hynd, a fourth year apprentice mechanic in our Ruthvenfield Workshop, Perth won through to the National Final from an entry of well in excess of a hundred. Initially selection was via a written submission and then, he reached the final shortlist of six, by interview. Whilst Kenny did not win he was placed in the top three. He received an engraved glass trophy and a cheque for £50 as recognition of his performance.

Kenny was one of five apprentice mechanics employed by Tayside Contracts. One in each workshop.

The Committee noted the content of the note.

IX ASSOCIATION FOR PUBLIC SERVICE EXCELLENCE - SCOTTISH COMMUNITIES AWARDS

The Apse (Association for Public Service Excellence) Healthy Communities - Healthy Scotland seminar was held in Dunkeld on Thursday, 6th November, 2008.

Tayside Contracts was short listed in two of the award categories which were:

Outstanding Achievement in Building Cleaning - Providing a Clean Learning Environment in Menzieshill High School.

Outstanding Achievement in Catering - Our Journey to Better Nutrition in Dundee's Secondary School with Cafe Discovery.

The Committee noted that Tayside Contracts won the Outstanding Achievement in Building Cleaning award.

X OFFICER AND SUPPORT FUNCTION - POSITION OF PROPER OFFICER

On a reference to Article IV of the minute of meeting held on 11th June, 2007 wherein the Committee agreed to the appointment of Mr David Dorward, Depute Chief Executive (Finance), Dundee City Council as Proper Officer, it is now proposed that Marjory Stewart, Head of Finance, Dundee City Council, be appointed to act as Proper Officer to the Tayside Contracts Joint Committee with immediate effect.

The Committee agreed to the appointment of Marjory Stewart as Treasurer on the terms as outlined.

The Committee paid tribute to work undertaken by Mr Dorward during his appointment as Treasurer and the contribution he had made in this regard.

The Convener agreed that the undernoted item of business be considered as a matter of urgency in terms of Standing Order No 9(b) and in view of the timescales.

XI KNOWLEDGE TRANSFER PARTNERSHIP INITIATIVE

There was submitted [Report No JC37/2008](#) by the Managing Director seeking approval to participate in a Knowledge Transfer Partnership in order to introduce Lean Construction techniques into the Construction Division.

The Committee agreed to Tayside Contracts' participation in the Department for Trade and Industry's (DTI) Knowledge Transfer Partnership (KTP) initiative in order to introduce Lean Construction techniques into the Construction Division.

XII DATE OF NEXT MEETING

The Committee noted that the next meeting would be held on Monday, 26th January, 2009 (Forfar).

The Committee resolved under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted items of business on the grounds that they involved the disclosure of exempt information as defined in paragraphs 6, 8, 9 and 10 of Part I of Schedule 7A of the Act.

XIII FINANCIAL OPERATING STATEMENT FOR THE SIX MONTHS TO 30TH SEPTEMBER 2008

There was submitted Report No JC31/2008 by the Managing Director detailing Tayside Contracts' financial performance for the six months to 30th September, 2008 against the budget and previous year, and outlining the financial prospects for the remainder of the financial year.

The Committee agreed to note the content of this report.

XIV FLEET PURCHASES REPORT 2008/2009 - PHASE 4

There was submitted Report No JC35/2008 by the Managing Director seeking approval of the Phase 4 Fleet Purchases for 2008/2009.

The Committee agreed to approve the details of the fleet purchases as detailed in the Appendix of the report.

XV ACCEPTANCE OF TENDERS OVER £25,000 FOR THE THREE MONTHS FROM 1ST JULY, 2008 - 30TH SEPTEMBER 2008

There was submitted Report No JC30/2008 by the Managing Director on the acceptance of tenders over £25,000 for the three months from 1st July, 2007 to 30th September, 2008.

The Committee agreed to note the tenders accepted in terms of Standing Orders.

Jack COBURN, Convener