

At a MEETING of the **TAYSIDE CONTRACTS JOINT COMMITTEE** held at Perth on 24th June, 2019.  
Present:-

Representing Angus Council:-

Councillor Beth Whiteside  
Councillor Brenda Durno

Representing Dundee City Council:-

Depute Lord Provost Bill Campbell  
Baillie Christina Roberts  
Councillor George McIrvine

Representing Perth and Kinross Council:-

Councillor Angus Forbes  
Councillor Audrey Coates  
Councillor Lewis Simpson  
Councillor Dave Doogan  
Councillor Sheila McCole

Councillor Angus Forbes, Vice Convener, in the Chair.

**I APOLOGIES/SUBSTITUTIONS**

Apologies for absence were submitted on behalf of Councillor Bob Myles (Angus Council), Councillor Angus MacMillan-Douglas (Angus Council), Councillor Gavin Nicol (Angus Council), Councillor Richard Moore (Angus Council), Councillor Alan Ross (Dundee City Council), Councillor Margaret Richardson (Dundee City Council), Councillor Philip Scott (Dundee City Council) and Councillor Mike Williamson (Perth and Kinross Council).

**II DECLARATION OF INTEREST**

There were no declarations of interest.

**III MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Tayside Contracts Joint Committee held on 18th March, 2019 was submitted and approved subject to amendment to Article IX as raised by Councillor McCole to include:-

“The Joint Committee further agreed to note that as indicated by Councillor Doogan that separate to the content of the report and the guidance given, it was his belief that Perth and Kinross Council had not yet agreed to the creation of a Tayside Meals Production Centre.”

**IV CHANGE OF CONVENERSHIP 2019/2020**

It was reported that the term of Convenership held by Dundee City Council was at an end and the position of Convener is required to be filled by Angus Council in terms of Clause Four of the Minute of Agreement. The position of Convener would be filled by Councillor Gavin Nicol.

The position of Vice-Convener would be filled by Councillor Angus Forbes and the position of Vice-Convener Elect would be filled by Baillie Christina Roberts.

The Joint Committee noted the appointments as indicated, whereupon in the absence of the Chair, the Chair was taken by Councillor Angus Forbes.

## **V LOCAL CODE OF CORPORATE GOVERNANCE**

There was submitted Report No [JC11/2019](#) by the Managing Director providing details of the review undertaken of Tayside Contracts Local Code of Corporate Governance, the proposed Annual Governance Statement for 2018/2019 and the improvements made during 2018/2019 in respect of Corporate Governance.

The Joint Committee agreed:-

- (i) to note the Local Code of Corporate Governance had been reviewed and no amendments were required to be made;
- (ii) to approve the Annual Governance Statement 2018/2019 which was attached to the report as Appendix 1; and
- (iii) to note the actions taken in respect of the Annual Governance Statement 2017/2018 as outlined in Appendix 2 of the report.

## **VI ANNUAL REPORT AND ACCOUNTS FOR THE YEAR TO 31ST MARCH, 2019**

There was submitted Report No [JC10/2019](#) by the Managing Director complementing the Tayside Contracts Annual Report for 2018/19 and providing a summary of the key points contained within the accounts for the year to 31st March, 2019.

The Joint Committee agreed:-

- (i) to approve the Annual Report for 2018/2019 which was attached to the report as Appendix 1 and the Financial Statements contained within the report; and
- (ii) to approve the onward submission of the Annual Report to Audit Scotland.

## **VII BUSINESS PLAN – ANNUAL UPDATE 2018/2019 AND PRIORITIES FOR 2019/2020**

There was submitted Report No [JC12/2019](#) by the Managing Director providing the annual update of progress for 2018/2019 against the priorities, action plans and targets detailed in Tayside Contracts Business Plan for the period 2017 to 2020. It also provided details of the priorities and targets for 2019/2020.

The Joint Committee agreed to approve the contents of the report.

## **VIII WORKLOAD REPORT**

There was submitted Report No [JC13/2019](#) by the Managing Director providing an update of the workload for the Facilities Services Division and Construction Division for the fourth quarter of 2018/2019 and the first and second quarter of 2019/2020, and details of the action being taken in response to these workloads.

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

## **IX AUDIT AND NATIONAL FRAUD INITIATIVE UPDATE**

Reference was made to Article VIII of the minute of meeting of this Joint Committee held on 18th March, 2019 wherein details of the Internal Audit Plan for 2018/2019 were submitted.

There was submitted Report No [JC18/2019](#) by the Managing Director providing an overview of Internal Audit work carried out by Wylie and Bisset for the financial year 2018/2019 against the plan

for the year giving an audit opinion of the adequacy and effectiveness of Tayside Contracts' risk management, control and governance processes.

It provided an update on Internal Audit work carried out by the Internal Auditors, Wylie and Bisset, for the financial year 2019/2020 and a management letter from the External Auditors, Audit Scotland, covering the interim audit that took place in February 2019.

The report also provided an annual review of Tayside Contracts involvement with the National Fraud Initiative and any necessary actions which the Joint Committee should be aware of.

The Joint Committee agreed:-

- (i) to note the contents of the Internal Audit Annual Report 2018/2019, the Transport, Utilisation and Asset Management Audit Report and the External Auditors Management Letter;
- (ii) to approve the action plans for the Transport, Utilisation and Asset Management Internal Audit and the interim External Audit; and
- (iii) to note the contents of the National Fraud Initiative update.

#### **X ASSOCIATION FOR PUBLIC SECTOR EXCELLENCE (APSE) ANNUAL SEMINAR AND SERVICE AWARDS 2019**

It was reported that the APSE Annual Seminar and Service Awards entitled "New Municipalism: Delivering for Local People and Local Economies" would take place on 11th to 12th September, 2019 in Newcastle.

The cost of the seminar was approximately £409 per person excluding accommodation, travel and subsistence allowance and could be contained within the 2019/20 revenue budget.

Councillor Forbes, seconded by Bailie Roberts, moved that elected member attendance at the APSE Annual Seminar and Service Awards be on the basis of the Convener, or their nominee and one of the Vice Conveners. As an amendment, Councillor Doogan, seconded by Councillor McCole, moved that no elected members on the Joint Committee attend the APSE Annual Seminar and Service Awards.

On a division, there voted for the motion - Councillor Forbes, Bailie Roberts, Depute Lord Provost Campbell and Councillors Whiteside, Durno, Coates and Simpson (7); and for the amendment - Councillors Doogan, McCole and McIrvine (3) - whereupon the motion was declared carried.

#### **XI DATE OF NEXT MEETING**

The Joint Committee agreed to note that the next meeting of the Joint Committee would be held in the Council Chamber, 2 High Street, Perth on Monday, 26th August, 2019 at 10.00 am.

**The Joint 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 likely disclosure of exempt information as defined in paragraphs 1, 6, 8, 9 and 10 of Part I of Schedule 7A of the Act.**

#### **XII NEW JOBS/REGRAIDINGS – GRADE 11 AND ABOVE**

There was submitted Report No JC16/2019 by the Managing Director reporting that Tayside Contracts was required to report to the Joint Committee, on an annual basis, the creation of, or amendments to, any permanent post at Grade 11 or above.

The Joint Committee agreed to note that there was one permanent post created, one regraded and one re-designated and regraded at Grade 11 or above during the financial year 2018/2019.

### **XIII REDUNDANCY/FLEXIBLE RETIREMENT**

There was submitted Report No JC17/2019 by the Managing Director reporting that Tayside Contracts was required to report to the Joint Committee, on an annual basis, the details of any redundancies and flexible retirements which had occurred.

The Joint Committee agreed:-

- (i) to note that three employees were made redundant during 2018/2019;
- (ii) to note that one of the redundancies was voluntary and the remaining two were compulsory; and
- (iii) to note that one employee was granted flexible retirement during 2018/2019.

### **XIV ACCEPTANCE OF TENDERS OVER £25,000 FOR THE THREE MONTHS FROM 1ST JANUARY, 2019 TO 31ST MARCH, 2019**

There was submitted Report No JC15/2019 by the Managing Director covering acceptance of tenders over £25,000 for the three months from 1st January 2019 to 31st March 2019.

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

### **XV FLEET PURCHASES 2019/2020 – PHASE 2**

Reference was made to Article XII of the minute of meeting of this Joint Committee held on 18th March, 2019 wherein the report on the Revenue and Investment Budget 2019/2020 was approved.

There was submitted Report No JC14/2019 by the Managing Director detailing the proposed 2019/2020 Phase 2 purchases of various fleet items, the estimated costs of which were included within the Revenue and Investment Budget 2019/2020.

The Joint Committee agreed:-

- (i) to approve the purchases detailed in Appendix 1 of the report;
- (ii) to authorise the Managing Director to place orders for the purchases detailed subject to the successful tenders not exceeding 10% of the estimated figures; and
- (iii) to authorise the Managing Director to place orders for the purchases details if the successful tenders exceeded 10% of the estimated figures after agreement by the Convener and Vice Conveners

Angus FORBES, Vice Convener.