

At a MEETING of the **TAYSIDE CONTRACTS JOINT COMMITTEE** held at Forfar on 27th August, 2018.

Present:-

Representing Angus Council:-

Councillor Bob Myles
Councillor Gavin Nicol
Councillor Angus MacMillan-Douglas
Councillor Richard Moore
Councillor Lynne Devine
Councillor Brenda Durno

Representing Dundee City Council:-

Bailie Christina Roberts
Councillor George McIrvine
Bailie Helen Wright (Councillor Margaret Richardson)
Councillor Philip Scott

Representing Perth and Kinross Council:-

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

Bailie Christina Roberts, Convener, in the Chair.

I APOLOGIES

Apologies for absence were submitted on behalf of Councillor Margaret Richardson (Dundee City Council), Depute Lord Provost Bill Campbell (Dundee City Council) and Councillor Alan Ross (Dundee City Council).

II DECLARATIONS OF INTEREST

No declarations of interest were made.

III MINUTE OF PREVIOUS MEETING

The minute of meeting of Tayside Contracts Joint Committee held on 25th June, 2018, was submitted and approved.

IV MINUTE OF MEETING OF THE GENERAL PURPOSES SUB-COMMITTEE

The minute of meeting of the General Purposes Sub-Committee of Tayside Contracts Joint Committee held on 27th June, 2018 was submitted and noted for information, a copy of which is attached to this minute as an Appendix.

V WORKLOAD REPORT

There was submitted Report No [JC25/2018](#) by the Managing Director providing an update of the workload for the Facilities Services Division and Construction Division for the first quarter of 2018-19, projections for the second and third quarters and details of the actions 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.

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

VI AMENDMENT TO 2017/18 FINANCIAL STATEMENTS

Reference was made to Article VII of this minute wherein the Accounts were included for submission.

There was submitted Report No [JC33/2018](#) by the Senior Audit Manager, Audit Scotland providing an update on late adjustments which were required to the accounts included in the papers of the 27th August, 2018 meeting advising that the information which led to the adjustments being required only became available on 23rd August, 2018.

The Joint Committee agreed:-

- (i) to note the expected adjustments to the financial statements as outlined in the report;
- (ii) to approve the financial statements with the proviso that the accounts would be updated prior to signature to agree with the revised actuarial report;
- (iii) to note that the amendments to the accounts would not result in any signing deadlines being missed; and
- (iv) to note that the amended accounts would be reviewed by external audit to ensure accuracy.

VII AUDIT UPDATE

There was submitted Report No [JC26/2018](#) by the Managing Director complementing the External Auditor's report to Members on the audit of the year ending 31st March, 2018 and highlighting the key findings included in the External Auditor's report.

The report also provided members with an update on Internal Audit work carried out by the Internal Auditors, Wylie and Bisset, during the financial year 2018/19.

The Joint Committee agreed:-

- (i) to note the contents of the report and the External Auditor's report which was attached to the report as [Appendix 1](#);
- (ii) to approve the action plan detailed at pages 23-25 of External Auditor's Report;
- (iii) to approve the audited Annual Report which was attached to the report as [Appendix 2](#); and
- (iv) to note the contents of the Audit Reports submitted by the Internal Auditors which were attached to the report as Appendices [3](#) and [4](#).

VIII PERCENTAGE SHARE OF THE BUSINESS

There was submitted Report No [JC27/2018](#) by the Managing Director seeking approval of the percentage shares of the business to be applied to the surpluses in 2018/19.

The Joint Committee agreed to approve the percentage shares of the business applicable for the financial year 2018/19 as detailed in the report.

IX EQUALITIES PROGRESS REPORT

There was submitted Report No [JC28/2018](#) by the Managing Director advising of Tayside Contracts progress to date in fulfilling its statutory equalities duties and seeking approval for the intended approach going forward.

The Joint Committee agreed:-

- (i) to note Tayside Contracts progress to date in fulfilling its statutory general equalities duties and approve the proposed approach in future as, detailed at Section 7 of the report; and
- (ii) to note the successful Equal Pay Audit conducted by an independent external specialist, which was featured as an appendix to the report.

X ANNUAL SICKNESS ABSENCE MANAGEMENT AND HEALTH SURVEILLANCE REPORT 2017/2018

There was submitted Report No [JC29/2018](#) by the Managing Director providing a narrative to, and statistical analysis of, sickness absence costs and other relevant information associated with the management of sickness absence for the financial year 2017/2018.

The Joint Committee agreed to note the contents of the report and continue to support the management of sickness absence effectively and cost efficiently as detailed in the report.

XI ANNUAL RECRUITMENT AND RETENTION REPORT 2017/2018

There was submitted Report No [JC30/2018](#) by the Managing Director providing a narrative to and statistical analysis of recruitment costs, retention rates and other relevant data for the financial year 2017/2018.

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

XII ANNUAL TRAINING AND DEVELOPMENT REPORT

There was submitted Report No [JC31/2018](#) by the Managing Director reporting that Tayside Contracts was committed to the development and training of its employees and had, as one of its key values, investment in employee development.

The report detailed training and development activities undertaken in the financial year 2017/2018 and the plans for the financial year 2018/2019.

The Joint Committee agreed to note the activities and achievements during 2017/2018 and the training and development activities planned for 2018/2019.

XIII ANNUAL HEALTH AND SAFETY REPORT

There was submitted Report No [JC32/2018](#) by the Managing Director outlining the occupational health and safety developments and performance of Tayside Contracts during the year 2017/2018 and the key health and safety objectives for 2018/2019.

The Joint Committee agreed to note the health and safety activities undertaken in 2017/2018 and approve the aims and objectives for 2018/2019.

XIV OUTCOME OF GEDDES LITIGATION

There was submitted Report No [JC21/2018](#) by the Managing Director providing members with the background to and details of the outcome of the Geddes litigation.

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

XV PROGRAMME OF MEETINGS 2019

The Joint Committee agreed that the programme of meetings for the Joint Committee over 2019 be as follows:-

<u>Date</u>	<u>Time</u>	<u>Venue</u>
Monday, 18th March, 2019	10.00 a.m.	Council Chamber, 2 High Street, Perth
Monday, 24th June, 2019	10.00 a.m.	Council Chamber, 2 High Street, Perth
Monday, 26th August, 2019	10.00 a.m.	Council Chamber, 2 High Street, Perth
Monday, 18th November, 2019	10.00 a.m.	Council Chamber, 2 High Street, Perth

XVI 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, The Town and County Hall, The Cross, Forfar on 19th November, 2018 at 10.00 a.m.

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 6, 8, 9 and 10 of Part I of Schedule 7A of the Act.

XVII ACCEPTANCE OF TENDERS OVER £25,000 FOR THE THREE MONTHS FROM 1ST APRIL, 2018 TO 30TH JUNE, 2018

There was submitted Report No JC22/2018 by the Managing Director covering acceptance of tenders over £25,000 for the three months from 1st April, 2018 to 30th June, 2018.

The Joint Committee agreed to note the "Works" tender accepted in terms of Standing Orders.

XVIII FINANCIAL OPERATING STATEMENT FOR THE THREE MONTHS TO 30TH JUNE, 2018

There was submitted Report No JC23/2018 by the Managing Director detailing Tayside Contracts' financial performance for the three months to 30th June, 2018 in comparison against both the budget, and the same period for the previous year, and outlining the financial prospects for the remainder of the financial year.

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

XIX FLEET PURCHASES 2018/2019 - PHASE 3

Reference was made to Article XI of the minute of meeting of this Joint Committee held on 19th March, 2018 wherein the report on Revenue and Investment Budgets 2018/2019 was approved.

There was submitted Report No JC24/2018 by the Managing Director detailing the proposed 2018/2019 Phase 3 purchase of various fleet items, the estimated costs of which were included within the Revenue and Investment Budget 2017/2018.

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 detailed if the successful tenders exceeded 10% of the estimated figures after agreement by the Convener, Vice Convener and Vice Convener-Elect.

Christina ROBERTS, Convener.