

At a MEETING of the **TAYSIDE CONTRACTS JOINT COMMITTEE** held at Forfar on 25th June, 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:-

Depute Lord Provost Bill Campbell  
Baillie Christina Roberts  
Baillie Helen Wright (for Councillor Margaret Richardson)  
Councillor Philip Scott

Representing Perth and Kinross Council:-

Councillor Angus Forbes  
Councillor Lewis Simpson  
Councillor Sheila McCole  
Councillor Mike Williamson

Councillor Forbes, Convener, in the Chair until Article V and  
Baillie Roberts, Convener, in the Chair from Article V.

**I APOLOGIES/SUBSTITUTIONS**

Apologies for absence were submitted on behalf of Councillor Alan Ross (Dundee City Council), Councillor George McIrvine (Dundee City Council), Councillor Margaret Richardson (Dundee City Council), Councillor Audrey Coates (Perth and Kinross Council) and Councillor Dave Doogan (Perth and Kinross Council).

**II DECLARATIONS OF INTEREST**

There were no declarations of interest.

**III MINUTE OF PREVIOUS MEETING**

The minute of meeting of Tayside Contracts Joint Committee held on 19th March, 2018, was submitted and approved.

**IV MEMBERSHIP – PERTH AND KINROSS COUNCIL**

It was reported that at the meeting of Perth and Kinross Council held on 25th April, 2018 it was agreed that Councillor Audrey Coates and Councillor Lewis Simpson replace Councillor Caroline Shiers and Councillor Willie Wilson as members of Tayside Contracts Joint Committee.

The Joint Committee noted the change in membership as indicated.

**V CHANGE OF CONVENERSHIP 2018/2019**

It was reported that the term of Convenership held by Perth and Kinross Council was at an end and the position of Convener required to be filled by Dundee City Council in terms of Clause Four of the Minute of Agreement. The position of Convener would be filled by Baillie Christina Roberts.

The position of Vice-Convener would be filled by Councillor Gavin Nicol and the position of Vice-Convener Elect would be filled by Councillor Angus Forbes.

The Joint Committee noted the appointments as indicated whereupon the Chair was taken by Bailie Christina Roberts.

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

There was submitted Report No [JC20/2018](#) by the Managing Director providing an overview of Internal Audit work carried out by Wylie and Bisset for the financial year 2017/18 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 also provided an update on Internal Audit work carried out by the Internal Auditors, Wylie and Bisset, for the financial year 2018/19 and 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 2017/18, Corporate Governance – Local Code of Corporate Governance Audit Report and Business Continuity Audit Report;
- (ii) to approve the action plans for the Corporate Governance and Business Continuity internal audits; and
- (iii) to note the contents of the National Fraud Initiative update.

## **VII LOCAL CODE OF CORPORATE GOVERNANCE**

There was submitted Report No [JC10/2018](#) by the Managing Director providing details of the review undertaken of Tayside Contracts Local Code of Corporate Governance, the improvements made during 2017/18 in respect of Corporate Governance and the proposed Annual Governance Statement 2017/18.

The Joint Committee agreed:-

- (i) to approve the revised Local Code of Corporate Governance which was attached to the report as [Appendix 1](#);
- (ii) to approve the Annual Governance Statement 2017/18 which was attached to the report as [Appendix 3](#); and
- (iii) to note the actions taken in respect of the Annual Governance Statement 2016/17 which was attached to the report as [Appendix 2](#).

## **VIII ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDING 31ST MARCH, 2018**

There was submitted Report No [JC9/2018](#) by the Managing Director complementing the Tayside Contracts Annual Report for 2017/18 a copy of which was attached to the report as an appendix, and providing a summary of the key points contained within the accounts for the year to 31st March, 2018.

The Joint Committee agreed:-

- (i) to approve the Annual Report for 2017/18 and the Financial Statements contained within the report; and
- (ii) to approve the onward submission of the Annual Report to Audit Scotland.

## **IX BUSINESS PLAN – ANNUAL UPDATE 2017/2018 AND PRIORITIES FOR 2018/2019**

There was submitted Report No [JC11/2018](#) by the Managing Director providing an annual update of progress for 2017/18 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 2018/19.

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

## **X REVIEW OF FINANCIAL REGULATIONS**

There was submitted Report No [JC12/2018](#) by the Managing Director providing details of the review undertaken of Tayside Contracts Financial Regulations.

The Joint Committee agreed to approve the revised Financial Regulations which were attached to the report as Appendix 1.

## **XI FINANCIAL ARRANGEMENTS WITH DUNDEE CITY COUNCIL**

There was submitted Report No [JC13/2018](#) by the Managing Director seeking the approval of arrangements for the maintenance of treasury, payroll and insurance services for the period 1st April, 2018 to 31st March, 2021.

The Joint Committee agreed to approve the provision of certain financial and associated services to Tayside Contracts by Dundee City Council for the period 1st April, 2018 to 31st March, 2021.

## **XII WORKLOAD REPORT**

There was submitted Report No [JC14/2018](#) by the Managing Director providing an update of the workload for the Facilities Services Division and Construction Division for the final quarter of 2017/18 and projections for the first and second quarters of 2018/19 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.

## **XIII FLEET REPLACEMENT STRATEGY**

There was submitted Report No [JC15/2018](#) by the Managing Director detailing the process followed and the methodology used to determine the vehicles and items of plant to be recommended to the Joint Committee for authorisation to purchase.

The Joint Committee agreed to note the contents of the report and endorse the current processes and methodology used to determine the annual Fleet Purchase Plan.

## **XIV NEW JOBS/ REGRADINGS - GRADE 11 AND ABOVE**

There was submitted Report No [JC18/2018](#) by the Managing Director advising 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 and one regraded at Grade 11 or above during the financial year 2017/18.

## **XV REDUNDANCY/FLEXIBLE RETIREMENT**

There was submitted Report No [JC19/2018](#) by the Managing Director advising 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 to note that:

- (i) fifteen employees were made redundant during 2017/18;
- (ii) twelve of the redundancies were voluntary and the remaining three were compulsory;
- (iii) the total cost of redundancy payments was £142,027;
- (iv) the net staff costs savings arising from the twelve voluntary redundancies amounted to £1,428,411 over five years. (This figure took into account total severance costs, including redundancy payments and employer's pension costs);
- (v) one employee was granted flexible retirement during 2017/18; and
- (vi) the net staff costs savings arising from the flexible retirement amounted to £13,860 over five years. (This figure took into account total severance costs, including employer's pension costs).

## **XVI APSE ANNUAL SEMINAR AND SERVICE AWARDS 2018 – GREENER, CLEANER, SMARTER: REVITALISING FRONTLINE SERVICES**

It was reported that the APSE Annual Seminar and Service Awards would take place on 12th-13th September, 2018 in Edinburgh.

The cost of the seminar was £409 per person excluding accommodation and travel and subsistence allowances, and could be contained within the 2018/19 revenue budget.

The Joint Committee agreed to authorise the Convener, Vice-Convener and Vice-Convener Elect to attend the seminar on the Joint Committee's behalf.

## **XVII DATE OF NEXT MEETING**

The Joint Committee noted that the next meeting would be held in the Council Chamber, The Town and County Hall, The Cross, Forfar on 27th August, 2018 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 6, 8 and 9 of Part I of Schedule 7A of the Act.**

## **XVIII ACCEPTANCE OF TENDERS OVER £25,000 FOR THE THREE MONTHS FROM THE 1ST JANUARY, 2018 TO 31ST MARCH, 2018**

There was submitted Report No JC17/2018 by the Managing Director covering acceptance of tenders over £25,000 for the three months from 1st January, 2018 to 31st March, 2018.

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

## **XIX FLEET PURCHASES 2018/2019 – PHASE 2 – PROPOSED FLEET PURCHASES**

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 2018/19 was approved.

There was submitted Report No JC16/2018 by the Managing Director detailing the proposed 2018/19 Phase 2 purchases of various fleet items, the estimated costs of which were included within the Revenue and Investment Budget 2017/2018 report number JC02/2018 which was presented for approval by the Joint Committee at this meeting on 19th March 2017.

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 and 10% of the estimated figures after agreement by the Convener.

Christina ROBERTS, Convener.

