

At a MEETING of the **TAYSIDE CONTRACTS JOINT COMMITTEE** held at Forfar on 19th March, 2018.

Present:-

Representing Angus Council:-

Councillor Bob Myles
Councillor Gavin Nicol
Councillor Lynne Devine
Councillor Brenda Durno
Councillor Richard Moore

Representing Dundee City Council:-

Depute Lord Provost Bill Campbell
Baillie Christina Roberts
Councillor George McIrvine
Councillor Philip Scott

Representing Perth and Kinross Council:-

Councillor Angus Forbes
Councillor Lewis Simpson (for Councillor Willie Wilson)
Councillor Dave Doogan
Councillor Sheila McCole

Councillor Forbes, Convener, in the Chair.

I APOLOGIES/SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillor Angus MacMillan-Douglas (Angus Council), Councillor Alan Ross (Dundee City Council), Councillor Margaret Richardson (Dundee City Council), Councillor Caroline Shiers (Perth and Kinross Council) and Councillor Mike Williamson (Perth and Kinross Council).

II DECLARATIONS OF INTEREST

There were no declarations of interest.

III MINUTES OF PREVIOUS MEETINGS

The minute of meeting of Tayside Contracts Joint Committee held on 20th November, 2017, was submitted and approved.

IV TAYSIDE CONTRACTS – MINUTE OF AGREEMENT

There was submitted Report No [JC7/2018](#) by the Clerk reporting that the Minute of Agreement between Angus Council, Dundee City Council and Perth and Kinross Council regarding Tayside Contracts had been amended a copy of which was attached to the report as an appendix.

The Joint Committee agreed to note the content of the amended Minute of Agreement between Angus Council, Dundee City Council and Perth and Kinross Council regarding Tayside Contracts, a copy of which was attached to the report as an Appendix.

V REVIEW OF STANDING ORDERS

There was submitted Report No [JC8/2018](#) by the Clerk seeking approval to the proposed amendments to the Joint Committee's Standing Orders as detailed in the Appendix to the report.

The Joint Committee agreed:-

- (i) to approve the proposed amendments to the Standing Orders as detailed in the Appendix to the report;
- (ii) to remit the Clerk to the Joint Committee to amend the Standing Orders accordingly and that these be distributed to the membership and placed on the website for Tayside Contracts; and
- (iii) that the amended Standing Orders be effective from the next meeting of the Joint Committee.

VI MEMBERSHIP OF THE JOINT COMMITTEE

It was reported that the amended Minute of Agreement between Angus Council, Dundee City Council and Perth and Kinross Council regarding Tayside Contracts indicated that the allocation of places on the Joint Committee between each of the constituent authorities be on the basis of six places each.

ANGUS COUNCIL

It was reported that Angus Council, at its meeting on 7th December, 2017 agreed that Councillor Richard Moore be appointed as the sixth member from Angus Council to serve on Tayside Contracts Joint Committee when the amended Minute of Agreement came into effect.

PERTH AND KINROSS COUNCIL

It was reported that Perth and Kinross Council at its meeting on 6th August, 2017 agreed that Councillor Kathleen Baird no longer serve Perth and Kinross Council as a member of Tayside Contracts Joint Committee following the reduction in the allocation of places from seven to six when the amended Minute of Agreement came into effect.

The Joint Committee noted the position as outlined.

VII WORKLOAD REPORT

There was submitted Report No [JC1/2018](#) by the Managing Director providing an update of the workload for the Facilities Services Division and Construction Division for the third quarter of 2017/18 and projections for the fourth quarter of 2017/18 and the first quarter 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.

VIII AUDIT UPDATE

There was submitted Report No [JC5/2018](#) by the Managing Director providing an update on Internal Audit work carried out by Wylie and Bisset for the financial year 2017/18 and their Internal Audit Plan for 2018/19; and also on the Annual Audit Plan 2017/18 from the External Auditors, Audit Scotland.

The Joint Committee agreed:-

- (i) to note the contents of the Catering Services and Strategic Planning internal audit reports;
- (ii) to approve the action plan in the Catering Services Internal Audit report; and
- (iii) to approve the Internal Audit Plan and the External Audit Annual Audit Plan.

IX DATE OF NEXT MEETING

The Joint Committee noted that the next meeting of the Joint Committee would be held in The Town and County Hall, The Cross, Forfar on Monday, 25th June, 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, 9 and 10 of Part I of Schedule 7A of the Act.

X IT SOFTWARE – UPDATE

There was submitted Report No JC6/2018 by the Managing Director seeking approval for an ongoing investment IT Software as reported.

The Joint Committee agreed:-

- (i) to approve the adoption of the IT Software package and products as recommended; and
- (ii) to authorise the Managing Director to procure a supplier of the required service through the process as recommended.

XI REVENUE AND INVESTMENT BUDGETS 2018/2019

There was submitted Report No JC2/2018 by the Managing Director informing and seeking approval of the Revenue and Investment Budgets for the financial year 2018/19, providing a summary of the budget figures, underlying assumptions and targets and identifying sensitivities and areas of concern.

The Joint Committee agreed:-

- (i) to note the contents of the report and to approve the Revenue and Investment Budgets as detailed in the appendices which were attached to the report for submission to the three constituent Councils as required by the Minute of Agreement; and
- (ii) to note that a further report would be brought back to the Joint Committee if there were significant effects on Tayside Contract budgets following the final budget setting processes of the constituent Councils or if the revised overhead allocation model resulted in a material movement between the two Trading Accounts.

XII FINANCIAL OPERATING STATEMENT FOR THE 9 MONTHS TO 31ST DECEMBER 2017

There was submitted Report No JC3/2018 by the Managing Director detailing Tayside Contracts' financial performance for the nine months to 31st December, 2017 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.

XIII FLEET PURCHASES 2018/2019 – PHASE 1 AND FINAL PURCHASE FOR 2017/2018

Reference was made to Article XI of this minute wherein the report on Revenue and Investment Budgets 2018/2019 was approved.

There was submitted Report No JC4/2018 by the Managing Director detailing the proposed 2018/19 Phase 1 purchases of various fleet items, the actual and estimated costs of which were included within the Revenue and Investment Budget 2018/2019 which was approved by the Joint Committee at this meeting on 19th March, 2018. The report also included the final purchase for 2017/18.

The Joint Committee agreed:-

- (i) to approve the purchases detailed in Appendix 1 of the report; and
 - (a) authorise the Managing Director to place orders subject to the successful tenders not exceeding 10% of the estimated figures.
 - (b) authorise the Managing Director to place orders if the successful tenders exceeded 10% of the estimated figures after agreement by the Convener.
- (ii) to note the Managing Director's decision following agreement by the Convener on 18th January, 2018 to place orders for two items with a total value of £190.2k as indicated in paragraph 4.2 of the report; and
- (iii) to note the Managing Director's decision following agreement by the Convener on 28th February, 2018 to place an order for one item with a value of £141,2k funded from a capital underspend from 2017/18 as indicated in paragraph 4.3 of the report.

Angus FORBES, Convener.