

At a MEETING of the **TAYSIDE CONTRACTS JOINT COMMITTEE** held at Dundee on 28th August, 2017.

Present:-

Representing Angus Council:-

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

Representing Dundee City Council:-

Depute Lord Provost Bill Campbell
Baillie Christina Roberts
Councillor Alan Ross
Councillor George McIrvine
Councillor Margaret Richardson
Councillor Philip Scott

Representing Perth and Kinross Council:-

Councillor Angus Forbes
Councillor Caroline Shiers
Councillor Willie Wilson
Councillor Dave Doogan
Councillor Sheila McCole
Councillor Henry Anderson (for Councillor Mike Williamson)

Councillor Angus Forbes, Convener, in the Chair.

I APOLOGIES/SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillor Angus MacMillan-Douglas (Angus Council), Councillor Kathleen Baird (Perth and Kinross Council) and Councillor Mike Williamson (Perth and Kinross Council).

II DECLARATIONS OF INTEREST

There were no declarations of interest.

III APPOINTMENT OF VICE CONVENER-ELECT

Reference was made to Article IV of the minute of meeting of this Joint Committee held on 26th June, 2017 wherein it was noted that Angus Council would make an appointment in due course to the position of Vice Convener-Elect in accordance with the Minute of Agreement.

The Joint Committee agreed to note that Angus Council, at its meeting on 29th June, 2017, agreed to appoint Councillor Gavin Nicol as Vice Convener-Elect in accordance with the Minute of Agreement.

IV MEMBERSHIP OF THE JOINT COMMITTEE – PERTH AND KINROSS COUNCIL – CHANGE OF MEMBERSHIP

It was reported that Perth and Kinross Council, at its meeting on 28th June, 2017 agreed that Councillor Dave Doogan replaced Councillor Henry Anderson on the Tayside Contracts Joint Committee.

The Joint Committee agreed to note the change in membership from Perth and Kinross Council as indicated.

V MINUTE OF PREVIOUS MEETING

The minute of meeting of Tayside Contracts Joint Committee held on 26th June, 2017, was submitted and approved.

VI RISK MANAGEMENT STRATEGY

There was submitted Report No [JC18/2017](#) by the Managing Director seeking approval of Tayside Contracts risk management strategy.

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

VII PERCENTAGE SHARE OF BUSINESS

There was submitted Report No [JC19/2017](#) by the Managing Director seeking the approval of the percentage shares to be applied to the surpluses in 2017/18.

The Joint Committee agreed that the percentage shares of the business applicable for the financial year 2017/18 be as detailed in the report.

VIII WORKLOAD REPORT

There was submitted Report No. [JC20/2017](#) by the Managing Director providing an update of the workload for the Facilities Services Division and Construction Division for the first quarter of 2017/18 and projections for the second and third quarters of 2017/18, 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 ANNUAL HEALTH AND SAFETY REPORT

There was submitted Report No [JC21/2017](#) by the Managing Director reporting that Tayside Contracts continued to actively address its responsibilities as an employer to provide a healthy and safe working environment for all its' employees. In addition, the organisation remained committed to the promotion of proactive health and safety management by creating a positive culture which secured involvement and participation at all levels. The report outlined the occupational health and safety performance of Tayside Contracts during the year 2016/2017 and the key health and safety objectives for 2017/2018.

The Joint Committee agreed to note the health and safety activities undertaken in 2016/2017 and approved the aims and objectives for 2017/2018 as outlined in the report.

X ANNUAL SICKNESS ABSENCE MANAGEMENT AND HEALTH SURVEILLANCE REPORT 2016/2017

There was submitted Report No [JC22/2017](#) 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 2016/2017.

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

XI ANNUAL RECRUITMENT AND RETENTION REPORT 2016/2017

There was submitted Report No [JC23/2017](#) by the Managing Director providing a narrative to and statistical analysis of recruitment costs, retention rates and other relevant data for the financial year 2016/2017.

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

XII ANNUAL TRAINING AND DEVELOPMENT REPORT

There was submitted Report No [JC24/2017](#) by the Managing Director reporting that Tayside Contracts was committed to the development and training of its employees and the report detailed training and development activities undertaken in the financial year 2016/2017 and the plans for the financial year 2017/2018.

The Joint Committee agreed to note the activities and achievements undertaken in 2016/17 and the training and development activities planned in 2017/2018 as detailed in the report.

XIII EXTERNAL AUDIT – UPDATE

There was submitted Report No [JC27/2017](#) by the Managing Director complementing the External Auditor's report to Members on the audit of the year ending 31st March, 2017, and highlighted the key findings included in the Auditor's report.

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 page 23-35 of Appendix 1; and
- (iii) to approve the audited Annual Report which was attached to the report at Appendix 2.

XIV LIVING WAGE ACCREDITATION

There was submitted Report No [JC28/2017](#) by the Managing Director seeking the approval of the Joint Committee for Tayside Contracts to pursue Living Wage Employer accreditation.

The Joint Committee agreed to note the contents of the report and approved Tayside Contracts intention to become a Living Wage accredited employer.

XV PROGRAMME OF MEETINGS 2018

The Joint Committee agreed that the programme of meetings for the Joint Committee over 2018 be as follows:-

<u>Date</u>	<u>Time</u>	<u>Venue</u>
Monday, 19th March, 2018	10.15 am	Council Chamber, The Town and County Hall, The Cross, Forfar
Monday, 25th June, 2018	10.15 am	Council Chamber, The Town and County Hall, The Cross, Forfar
Monday, 27th August, 2018	10.15 am	Council Chamber, The Town and County Hall, The Cross, Forfar
Monday, 19th November, 2018	10.15 am	Council Chamber, The Town and County Hall, The Cross, Forfar

The Joint Committee further agreed that the Clerk be remitted to examine the start time for meetings and report back to the next meeting of the Joint Committee.

XVI DATE OF NEXT MEETING

The Joint Committee noted that the next meeting would be held in Committee Room 1, 14 City Square, Dundee on Monday, 20th November, 2017 at 10.15 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.

XVII FINANCIAL OPERATING STATEMENT FOR THE THREE MONTHS TO 30TH JUNE, 2017

There was submitted Report No JC25/2017 by the Managing Director detailing Tayside Contracts' financial performance of the three months to 30th June, 2017 in comparison against both the budget, and the same period for the previous year, and outlined the financial prospects for the remainder of the financial year.

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

XVIII ACCEPTANCE OF TENDERS OVER £25,000 FOR THE THREE MONTHS FROM 31ST MARCH, 2017 TO 30TH JUNE, 2017

There was submitted Report No JC26/2017 by the Managing Director covering acceptance of tenders over £25,000 for the three months from 31st March, 2017 to 30th June, 2017.

The Joint Committee agreed to note the "Works" tenders accepted in terms of Standing Orders as detailed in the report.

Angus FORBES, Convener.