

# **TAYSIDE CONTRACTS JOINT COMMITTEE**

Dundee City Council  
21 City Square  
DUNDEE  
DD1 3BY

18th August, 2017

TO: ALL MEMBERS OF TAYSIDE  
CONTRACTS JOINT COMMITTEE

Dear Sir/Madam

You are requested to attend a MEETING of the **TAYSIDE CONTRACTS JOINT COMMITTEE** to be held in Committee Room 1, 14 City Square, Dundee on Monday, 28th August, 2017 at 10.15 a.m. or immediately after the meeting of Tayside Valuation Joint Board, whichever is the later.

Please submit any apologies for absence to Willie Waddell, Committee Services Officer, on Telephone 01382 434228 or by e-mail [willie.waddell@dundeecity.gov.uk](mailto:willie.waddell@dundeecity.gov.uk)

Yours faithfully

ROGER MENNIE

Clerk to the Joint Committee

## Distribution:-

### Angus Council

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

### Dundee City Council

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

### Perth and Kinross Council

Councillor Kathleen Baird  
Councillor Angus Forbes  
Councillor Caroline Shiers  
Councillor Willie Wilson  
Councillor Dave Doogan  
Councillor Sheila McCole  
Councillor Mike Williamson

## **AGENDA OF BUSINESS**

### **1 APOLOGIES/SUBSTITUTIONS**

### **2 DECLARATION OF INTEREST**

Members are reminded that, in terms of The Councillors Code, it is their responsibility to make decisions about whether to declare an interest in any item on this agenda and whether to take part in any discussions or voting.

This will include all interests, whether or not entered on your Register of Interests, which would reasonably be regarded as so significant that they are likely to prejudice your discussion or decision-making.

### **3 APPOINTMENT OF VICE CONVENER-ELECT**

Reference is 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 is asked 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.

### **4 MEMBERSHIP OF THE JOINT COMMITTEE – PERTH AND KINROSS COUNCIL – CHANGE OF MEMBERSHIP**

It is 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 is asked to note the change in membership from Perth and Kinross Council as indicated.

### **5 MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Tayside Contracts Joint Committee, held on 26th June, 2017 is submitted for approval. (Copy attached).

### **6 RISK MANAGEMENT STRATEGY**

(Report No [JC18/2017](#) by the Managing Director, copy attached).

### **7 PERCENTAGE SHARE OF BUSINESS**

(Report No [JC19/2017](#) by the Managing Director, copy attached).

### **8 WORKLOAD REPORT**

(Report No [JC20/2017](#) by the Managing Director, copy attached).

### **9 ANNUAL HEALTH AND SAFETY REPORT**

(Report No [JC21/2017](#) by the Managing Director, copy attached).

### **10 ANNUAL SICKNESS ABSENCE MANAGEMENT AND HEALTH SURVEILLANCE REPORT 2016/2017**

(Report No [JC22/2017](#) by the Managing Director, copy attached).

**11 ANNUAL RECRUITMENT AND RETENTION REPORT 2016/2017**

(Report No [JC23/2017](#) by the Managing Director, copy attached).

**12 ANNUAL TRAINING AND DEVELOPMENT REPORT**

(Report No [JC24/2017](#) by the Managing Director, copy attached).

**13 EXTERNAL AUDIT - UPDATE**

(Report No [JC27/2017](#) by the Managing Director, copy attached).

**14 LIVING WAGE ACCREDITATION**

(Report No [JC28/2017](#) by the Managing Director, copy attached).

**15 PROGRAMME OF MEETINGS 2018**

It is proposed 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

**16 DATE OF NEXT MEETING**

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

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

**17 FINANCIAL OPERATING STATEMENT FOR THE THREE MONTHS TO 30TH JUNE, 2017****18 ACCEPTANCE OF TENDERS OVER £25,000 FOR THE THREE MONTHS FROM 31ST MARCH, 2017 TO 30TH JUNE, 2017**