

At a MEETING of the **TAYSIDE CONTRACTS JOINT COMMITTEE** held at Dundee on 20th November, 2017.

Present:-

Representing Angus Council:-

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

Representing Dundee City Council:-

Baillie Christina Roberts
Councillor Alan Ross
Councillor George McIrvine
Councillor Margaret Richardson
Councillor Philip Scott

Representing Perth and Kinross Council:-

Councillor Angus Forbes
Councillor Dave Doogan
Councillor Sheila McCole
Councillor Mike Williamson

Councillor Angus FORBES, Convener, in the Chair.

I APOLOGIES/SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillor Kathleen Baird (Perth and Kinross Council), Councillor Caroline Shiers (Perth and Kinross Council), Councillor Willie Wilson (Perth and Kinross Council) and Depute Lord Provost Bill Campbell (Dundee City 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 28th August, 2017, was submitted and approved.

IV ANNUAL PERFORMANCE REPORT 2016/2017

There was submitted Report No [JC29/2017](#) by the Managing Director reporting that in order to comply with Section 13(1) of the Local Government in Scotland Act 2003, Tayside Contracts was required to produce an Annual Performance Report. The Annual Performance Report for Tayside Contracts which summarised performance against key areas relating to business performance, people results, customer and society results was attached to the report as an Appendix.

The Joint Committee agreed to note and approve the contents of the report and the Annual Performance Report which was attached to the report as an Appendix.

V WORKLOAD REPORT

There was submitted Report No [JC30/2017](#) by the Managing Director providing an update of the workload for the Facilities Services Division and Construction Division for the second quarter of 2017/18 and projections for the third and fourth 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.

VI BUSINESS PLAN – 6 MONTHS UPDATE

There was submitted Report No [JC31/2017](#) by the Managing Director providing the Joint Committee with the six months 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.

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

VII INTERNAL AUDIT UPDATE

There was submitted Report No [JC35/2017](#) by the Managing Director providing an update on Internal Audit work carried out by Wylie and Bisset for the financial year 2017/18.

The Joint Committee agreed:-

- (i) to note the contents of the Budgetary and Financial Controls, Job Costing, Project Management and the Follow up Review of previous years' actions internal audit reports; and
- (ii) to approve the action plans, including the actions requested to be superseded.

VIII LIVING WAGE EMPLOYER ACCREDITATION

There was submitted Report No [JC36/2017](#) by the Managing Director informing that accreditation of Tayside Contracts as a Living Wage Employer had been successfully achieved.

The Joint Committee agreed to note the contents of the report and that Tayside Contracts was now a Living Wage accredited employer.

IX TAYSIDE CONTRACTS MINUTE OF AGREEMENT

There was submitted Report No [JC37/2017](#) by the Clerk on the amendments to the Minute of Agreement between Angus Council, Dundee City Council and Perth and Kinross Council regarding Tayside Contracts.

The Joint Committee agreed to note that the Minute of Agreement between Angus Council, Dundee City Council and Perth and Kinross Council regarding Tayside Contracts had been amended as set out in Paragraph 4.3 of the report.

X 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	10.00 am	Council Chamber, The Town and County Hall, The Cross, Forfar
Monday, 25th June, 2018	10.00 am	Council Chamber, The Town and County Hall, The Cross, Forfar
Monday, 27th August, 2018	10.00 am	Council Chamber, The Town and County Hall, The Cross, Forfar
Monday, 19th November, 2018	10.00 am	Council Chamber, The Town and County Hall, The Cross, Forfar

XI 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 Monday, 19th March, 2018 at 10 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.

XII FINANCIAL OPERATING STATEMENT FOR THE 6 MONTHS TO 30TH SEPTEMBER, 2017

There was submitted Report No JC32/2017 by the Managing Director detailing Tayside Contracts' financial performance for the six months to 30 September, 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 ACCEPTANCE OF TENDERS OVER £25,000 FOR THE THREE MONTHS FROM 1ST JULY, 2017 TO 30TH SEPTEMBER, 2017

There was submitted Report No JC33/2017 by the Managing Director covering acceptance of tenders over £25,000 for the three months from 1 July 2017 to 30 September 2017.

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

XIV FLEET PURCHASES 2017/2018 – PHASES 1 AND 2 ABOVE 10% THRESHOLD

Reference was made to Article IX of the minute of meeting of this Joint Committee held on 20th March, 2017 wherein authorisation was given to the Managing Director to place orders if the successful tenders exceeded 10% of the estimated figures after agreement by the Convener.

Reference was also made to Article VII of the minute of meeting of this Joint Committee held on 20th March, 2017 wherein the Joint Committee agreed the report on the Revenue and Investment Budget for 2017/2018.

There was submitted Report No JC34-2017 by the Managing Director detailing those vehicles within the 2017/18 Phases 1 and 2 Purchases Reports which exceeded the estimated costs by 10% or more.

The Joint Committee agreed to note the purchases made following agreement with the Convener as detailed in Appendix 1 of the report.

Angus FORBES Convener.