

MINUTE of MEETING of the PARTNERSHIP AND RESOURCES POLICY DEVELOPMENT AND SCRUTINY PANEL held within MSTEAMS VIRTUAL MEETING, on 3 DECEMBER 2021.

Present – Councillors Lawrence Fitzpatrick (Chair), Kirsteen Sullivan, Janet Campbell, Tom Conn, Damian Doran-Timson and Chris Horne

In Attendance – Donald Stavert (Joint Forum of Community Councils Representative) and Jane Ridgeway (Trade Union Representative)

Absent – Councillor George Paul

1. DECLARATIONS OF INTEREST

Councillor Janet Campbell declared an interest in that she was an NHS Lothian employee.

2. MINUTE

The Panel confirmed the Minute of its meeting held on 1 October 2021.

3. REVIEW OF ROLES AND RESPONSIBILITIES OF MEMBERS

The Panel considered a report (copies of which had been circulated) by the Governance Manager advising that approval was required for a set of role descriptions for elected members.

The Panel was asked to consider the following recommendation which was intended to be made to Council Executive :-

To approve the revised role descriptions for members set out in the appendix.

Decision

1. To note the content of the report;
2. To agree that the report be presented to a future meeting of Council Executive for approval; and
3. To note the Joint of Community Council's comments that their preference was for a specific reference to be made in section 1.6.2 of the appendix in respect of community councils.

4. BOUNDARY COMMISSION FOR SCOTLAND - REVIEW OF UK PARLIAMENT CONSTITUENCIES

The Panel considered a report (copies of which had been circulated) by the Chief Executive advising that the Boundary Commission for Scotland was undertaking a review of UK Parliamentary constituencies in Scotland,

had published initial proposals which were now subject to a public consultation which end on Wednesday 8 December

The Panel was recommended to:-

1. Consider the proposals for UK Parliament Constituencies in West Lothian; and
2. Recommend a consultation response to the Council Executive

#### Decision

1. To note the content of the report;
2. To note the comments with respect to the splitting of ward 7 and that the M8 could act as a natural ward boundary;
3. To agree to forward the report to Council Executive for approval.

#### 5. QUARTERLY PERFORMANCE REPORT

The Panel considered a report (copies of which had been circulated) by the Depute Chief Executive reporting the current level of performance for all indicators that supported the council's Corporate Plan and were the responsibility of the Partnership and Resources Policy Development and Scrutiny Panel.

It was recommended that the Panel note the performance information and determine if further action or enquiry was necessary for any of the performance indicators in the report.

#### Decision

To note the content of the report

#### 6. HORIZON SCAN

The Panel considered a report (copies of which has been circulated) by the Head of Finance and Property Services providing a summary of the latest economic indicators and announcements for the UK, Scotland and West Lothian, particularly regarding the implications of the Covid-19 pandemic and the potential impact on the council.

It was recommended that the Panel notes :-

1. The results of the horizon scan for the UK, Scotland, West Lothian and West Lothian Council.
2. That a detailed update on future budget strategy was agreed by Council Executive on 26 October 2021.
3. Scenario planning information on potential financial scenarios for

2023/24 to 2032/33 will be included in the 2022/23 revenue budget report in early 2022.

Decision

To note the content of the report

7. UPDATE ON APPROACH TO ENHANCING SUPPORT FOR CUSTOMERS IN RELATION TO CORPORATE DEBTS DUE TO THE COUNCIL

The Panel considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing the Panel with an update on the council's Corporate Debt approach and progress relating to this.

It was recommended that the Panel notes the progress made in implementing the approach and the plans for extending the approach.

Decision

To note the content of the report

8. MONTH 6 FINANCIAL PERFORMANCE REPORT

The Panel considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing an update on the financial performance of the Partnership and Resources portfolio.

It was recommended that the Panel :-

1. Notes the financial performance of the Partnership and Resources portfolio as at month 6.
2. Notes that the Partnership and Resources portfolio position at month 6 is part of the overall council budget position which was reported to Council Executive on 16 November 2021.
3. Notes any actions required to be taken by Heads of Service and budget holders to manage spend within available resources.

Decision

To note the content of the report

9. SICKNESS ABSENCE 1 APRIL TO 30 SEPTEMBER 2021

The Panel considered a report (copies of which had been circulated) by the Head of Corporate Services reporting on sickness absence rates during the period 1 April 2021 to 30 September 2021 and to provide an update on the ongoing application of the council's Policy & Procedure on

### Managing Supporting Attendance at Work.

The report also provided an overview on the levels of absence attributed to the Covid-19 pandemic

#### Decision

To note the content of the report

## 10. COMMUNITY COUNCIL FOUR-YEARLY ELECTIONS

The Panel considered a report (copies of which had been circulated) by the Head of Corporate Services advising of the outcome of the 4-yearly community council elections which took place in October 2021.

The Panel was asked to note the outcome of the 2021 community council elections.

#### Decision

To note the content of the report

## 11. SAFETY OF WOMEN AND GIRLS CONSULTATION (2021)

The Panel considered a report (copies of which had been circulated) by the Head of Corporate Services providing a summary of the feedback received from respondents to the Safety of Women and Girls (2021) consultation.

It was recommended that the Panel notes :-

1. The statistical information relating to the consultation (Appendix 1);
2. The high-level summary of the comments and feedback received in the consultation (Appendix 2);
3. That the consultation results will be reported to the Community Safety Board on 24 January 2022 and it is proposed that an action plan is developed to address the issues identified through the consultation; and
4. That the results of the consultation and an update on the development of the action plan will be reported to the Community Planning Partnership Board on 21 February 2022

#### Decision

1. To note the content of the report; and
2. To note the report would be presented to the Community Safety Board in early 2022.

## 12. MENOPAUSE POLICY

The Panel considered a report (copies of which had been circulated) by the Head of Corporate Services presenting a draft Menopause Policy,

It was recommended that the Panel:-

1. Notes the council's agreed position to develop a Menopause Policy; and
2. Considers and provides comment on the draft Menopause Policy which will be presented to Council Executive for approval.

### Decision

1. To note the content of the report and of the draft Menopause Policy; and
2. To agree that the report be presented to a future meeting of Council Executive for approval.

## 13. ICT ASSET MANAGEMENT PLAN (2019/20 TO 2027/28) - ANNUAL REVIEW

The Panel considered a report (copies of which had been circulated) by Head of Corporate Services providing a review of the ICT Asset Management Plan 2019/20 to 2027/28 and which included progress against planned outcomes and an overview of the performance to date.

It is recommended that the Panel:

1. Note the performance against the planned outcomes
2. Notes the progress made in delivering the planned capital investment

### Decision

To note the content of the report

## 14. SUPPORTING FLEXIBLE WORKING PILOT

The Panel considered a report (copies of which had been circulated) by the Depute Chief Executive proposals for a Supporting Flexible Working Pilot.

It was recommended that the Panel :-

1. Notes the proposed measures to retain key benefits of the current temporary homeworking arrangements;

2. Notes the proposed changes to the flexi-time scheme to increase flexibility
3. Notes the proposed timetable and timescales for the commencement of the Supporting Flexible Working pilot.

Decision

1. To note the content of the report; and
2. To note the comments and concerns raised by the Trade Union representative in respect of the proposed pilot.

15. WORKPLAN

A copy of the workplan had been circulated for information.

Decision

To note the workplan