

MINUTE of MEETING of the COUNCIL EXECUTIVE of WEST LoTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LoTHIAN CIVIC CENTRE, on 10 JUNE 2014.

Present – Councillors John McGinty (Chair), Cathy Muldoon, Frank Anderson, Tom Conn, Jim Dixon, Lawrence Fitzpatrick, Peter Johnston, Dave King, Anne McMillan, Angela Moohan, George Paul and Alex Davidson substituting for Danny Logue

Apologies – Councillor Danny Logue

1. ORDER OF BUSINESS, INCLUDING NOTICE OF URGENT BUSINESS

The Chair ruled in terms of Standing Order 11 to consider Agenda Item 21 (Linlithgow Partnership Centre – Project Update) after Agenda Item 14 (Council's Code of Corporate Governance – Annual Review of Compliance 2013/14).

2. DECLARATIONS OF INTEREST

Agenda Item 15 (Disabled Persons' Parking Places (Scotland) Act 2009 Annual Report for Period 1 April 2013 to 31 March 2014) – Councillor George Paul declared a non-financial interest in that he was awaiting a Disabled Parking Bay to be installed.

3. MINUTE

The Council Executive confirmed the Minute of its meeting held on 27 May 2014 as a correct record. The Minute was thereafter signed by the Chair.

4. WEST LoTHIAN VILLAGES IMPROVEMENT FUND - APPLICATIONS

The Council Executive considered a report seeking approval for funding from the West Lothian Villages Improvement Fund for three applications received for the Armadale and Blackridge Ward.

The report advised that three applications had been received from Blackburn Community Council, Beechbrae Scotland Ltd and Blackridge Church, details of which were summarised in the appendix to the report. All three proposals met the eligibility criteria and the projects could be supported from the Village Improvement Fund.

The applications had been considered at a meeting of the Armadale and Blackridge Local Area Committee, who had agreed the terms of the report. However as the Local Area Committee was inquorate the proposals could not be approved and therefore it fell to the Lead Officer to present a report to Council Executive.

It was recommended that the Council Executive :-

- Note that three applications had been received for funding;
- Note that the proposals met the eligibility criteria for supported projects; and
- Support the funding for the projects.

#### Decision

To approve the terms of the report.

### 5. DISPLAY OF ELECTION MATERIAL

The Council Executive considered a report (copies of which had been circulated) by the Chief Executive providing proposals for the use of A-Boards by election candidates and agents adjacent to polling places on polling days.

The report advised that on 27 May 2014 the Council Executive agreed a motion to ban election posters on council property with immediate effect and agreed that this prohibition extended to all elections and referendums.

The Council Executive also instructed officers to report back with proposals for the use of A-Boards adjacent to polling places on election days.

The Chief Executive explained that A-Boards were traditionally used on election days in the vicinity of polling places. With the removal of the ability of political parties to display election material on lighting columns it was important there were clear arrangements to regulate the display of A-Boards on council property.

It was proposed to permit the use of A-Boards adjacent to polling places on polling days subject to a number of conditions detailed in the report.

It was also proposed that any A-Boards which were not removed by political parties at the close of poll would be removed by Operational Services in conjunction with the council's Guidance on Illegally Displayed Advertising. Appendix A to the report contained a copy of the guidance.

The report recommended that the Council Executive note the contents of the report and consider the proposed arrangement regarding the use of A-Boards outlined in the report.

#### Motion

To move the terms of the report.

- Moved by the Chair and seconded by Councillor King

### Amendment

To broaden the terms of the report to allow A-Boards to be displayed at each entrance of polling places with several entrances.

- Moved by Councillor Johnston and seconded by Councillor Anderson

### Decision

Following a vote the motion was successful by 10 votes to 2 and it was agreed accordingly.

## 6. BEST VALUE FRAMEWORK

The Council Executive considered a report (copies of which had been circulated) by the Chief Solicitor seeking approval of the revised Best Value Framework for the council.

The report advised that local authorities in Scotland were required to comply with the Local Government (Scotland) Act 2003. Contained within the act was a stipulation for councils to make arrangements to secure best value. The 2003 act removed Compulsory Competitive Tendering (CCT) requirements which had previously been in operation and required all council services to be monitored under best value arrangements. Best value was defined as continuous improvement and an appropriate balance between quality, cost and the cost to those receiving council services.

The Chief Executive advised that in 2003, the council approved a Best Value Framework which complied with the Local Government (Scotland) Act 2003. The consequences for the council were that services which previously operated as part of CCT were to remain in-house and become subject to the best value framework.

The report advised that based on a range of factors, it could be concluded that the current best value arrangements had served the council well in terms of delivering high quality performance, best value, use of resources and securing required outcomes. However, a review was now required to update the Best Value Framework to reflect changes to current procurement legislation and financial thresholds.

The report further advised that West Lothian Council achieved an on-going sense of the relative value and impact of services through rigorous framework of processes, controls and scrutiny. This ensured that services were efficient and effectively managed and delivered in compliance with Best Value characteristics.

The report went on to set out the updated Framework.

In conclusion the report advised that the revised Best Value Framework would mean that:-

- The council would have an up-to-date framework reflecting legislation and statutory guidance;
- Officers would have an aid to making decisions about delivering projects in-house or externally;
- Major exemptions from the requirement to put works contracts out to tender would be put in place based on relevant factors;
- Arrangements would be in place for regular reporting on decisions taken in relation to delivery of projects in-house or externally; and
- Both the Framework itself and the “exceptional circumstances exemptions” would be reviewed on a regular basis.

The report recommended that the Council Executive:-

1. Note the existing Best Value Framework and the arrangements that were currently in place;
2. Approve the updated Best Value Framework as set out in the report;
3. Approve the amendment to Standing Orders for Contracts and Corporate Procurement Procedures to include a statement requiring council officers to comply with the Best Value Framework;
4. Agree that the Best Value Framework was reviewed at least once in every administrative terms and the outcome of the review reported to Council Executive;
5. Approve the delegation to the Chief Executive between reviews the power to make minor administrative changes to the Best Value Framework; and
6. Agree that appropriate monitoring procedures were put in place to ensure full compliance with the Best Value Framework.

#### Decision

To approve the terms of the report.

#### 7. DIXON TERRACE, WHITBURN – TRAFFIC CALMING AND WIDTH RESTRICTION

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services seeking approval for traffic calming measures including a restriction to all vehicles with a width greater than 2 metres on Dixon Terrace, Whitburn.

The Head of Operational Services explained that as part of the planning approval for the new housing on Dixon Terrace, traffic calming was

identified as a requirement to slow vehicle speeds along Dixon Terrace and to improve road safety. Community concerns had also been received regarding the new junction on the M8 motorway in that it was felt there had been an increase in traffic travelling along Dixon Terrace, particularly heavy goods vehicles. To address these concerns it was proposed that a form of restriction be installed between the end of the new houses and the access into Burnhouse Industrial Estate.

A consultation pack was issued to residents and businesses on and adjacent to Dixon Terrace on 23 May 2013 detailing the form of the traffic calming in addition to the three options to restrict traffic at the west end of Dixon Terrace :-

- Option 1 – Narrow the carriageway to 3.0m and implement a traffic regulation order prohibiting heavy goods;
- Option 2 – Narrow the carriageway to a width of 2.0m, preventing access to vehicles of width greater than 2 metres; or
- Option 3 – Close Dixon Terrace between Burnhouse Industrial Estates and the end of the new housing development and provide a turning head.

The response from the community demonstrated support for Option 2.

Local ward members had been consulted and kept up-to-date during the development of the proposed scheme and their comments were detailed in the report.

The proposed road humps and width restrictions would be advertised and any unresolved objections would be reported back to the Council Executive for determination.

It was recommended that the Council Executive approve the proposed measures and the commencement of the statutory consultation required to introduce traffic calming on Dixon Terrace, Whitburn, including a restriction for all vehicles with a width greater than 2 metres.

#### Decision

To approve the terms of the report.

#### 8. DELIVERY OF FREE SCHOOL MEALS TO PRIMARY 1 TO PRIMARY 3

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services and Head of Schools with Education Support advising that the Scottish Government had announced on 7 January 2014 that all Scottish P1 to P3 pupils would be entitled to receive a free school meal from January 2015 and to consider the outcome of the Strategic Business Case option appraisals to deliver free school meals.

The report advised that the Scottish Government had announced total

revenue funding of £54 million for 2015/16 with the relevant pro-rata funding for part year 2014/15. Discussions took place between COSLA Settlement and Distribution Group and the Scottish Government, on a basis for distributing this funding amongst local authorities and a proposed distribution based on the number of primary school pupils not registered for free school meals was agreed by COSLA Leader on 30 May 2014.

The report went on to advise that in order to deliver the free school meal policy, the council would be required to deliver significant capital investment to create additional kitchen and dining capacity. The Scottish Government had indicated their commitment to work in partnership with COSLA to agree a figure for capital funding which accurately reflected the capital costs involved and discussions to determine this amount were underway.

The current service delivery model for school meals was a cook to serve model which provided approximately 10,000 schools meals on a daily basis from 37 production kitchens, with schools which had no production kitchens having the meals transported to them. The capacity within existing production kitchens had increased by 17% over the last four years and along with the introduction of school breakfasts had placed significant pressures on the kitchens.

Officers considered a number of delivery options to meet the additional demand which included:-

- Ability to deliver within current resources
- Extend the current local production kitchen model
- Centralise provision via a large industrial kitchen (cook to service and cook to free options were considered)
- Shared services with NHS Lothian and West Lothian College

Following an option appraisal of each of the four options officers recommended the preferred option to extend the current local production kitchen model (option 2). The whole life cost being capital expenditure of £1.550 million and revenue expenditure of £17.32 million over 10 years.

The report further advised that as well as the requirement for additional production kitchens the introduction of the free school meal policy would require extended dining hall capacity and in order to meet the needs of the free school policy officers had assessed that additional dining hall capacity would be required at the following three schools:-

- Broxburn Primary School
- Carmondean Primary School
- Peel Primary School

The total dining capacity costs were estimated to be between £3 million

and £3.6 million depending on the configuration of the dining space.

In conclusion the report advised that investment to upgrade the six production kitchens would allow the council to deliver the free school meal policy. The option would ensure that food was cooked and served within 45 minutes of production and would allow for nutritional food to be served, maintaining the best practise model.

The report recommended that the Council Executive:-

1. Note the current financial position in relation to the introduction of free school meals for P1 to P3 pupils;
2. Note the preferred options for delivering the required additional kitchen and dining capacity;
3. Agree to proceed with the necessary capital work to extend the local production kitchen model, based on the assumption that the Scottish Government would provide full capital funding for this work;
4. Note that timescales for the installation of the additional 6 productions would not allow the Scottish Government implementation date of 1 January 2015 to be met without interim measures being put in place; and
5. Note that discussions were on-going with COSLA and the Scottish Government regarding the provision of capital funding to meet the costs of providing additional dining hall capacity and that a further report would be provided to the Council Executive at the conclusion of discussions.

#### Motion

To approve the terms of the report.

- Moved by the Chair and seconded by Councillor Davidson

#### Amendment

To add the following recommendation

Note with concern the lack of appropriate scrutiny through the Policy Development and Scrutiny Panel process.

#### Decision

Following a vote the motion was successful by 10 votes to 2 and it was agreed accordingly.

#### 9. FOOD STANDARDS AGENCY FOCUSSED AUDIT 2014

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning and Economic Development advising

of the findings of the Food Standards Agency in Scotland Audit in relation to the inspection and approval of fishery establishments by the environmental health service.

The report advised that audits of local authority's food law enforcement services were part of the Food Standards Agency's arrangement to improve customer protection and confidence in relation to food and feed.

On 17 and 18 February 2014 a focussed audit of fishery establishments approved under Regulation (EC) 853/2004 was carried out. The audit involved a review of premises, files and reports and also included an accompanied visit to one establishment in West Lothian. A draft report was then produced and discussed with the lead food officer and following correction of anomalies, the final report was produced.

Appendix A to the report contained a copy of the full audit report including the proposed action plan.

The Head of Planning and Economic Development explained that whilst there were some issues to address it was pleasing to note that the auditors were satisfied with the quality of officer inspections and assessments of establishments. The key issues to resolve related to completing inspections within the time period expected within the Food Law Code of Practice (Scotland), and improvement of approval and file record administration.

In conclusion the report advised that food safety was a fundamental aspect of public health which was taken for granted by the public. Every effort was made by officers to ensure a professional and competent approach was taken when fulfilling their duties on behalf of the people of West Lothian.

Meeting the demands of the audit would remain a challenge and work would continue to be prioritised in line with available resources and risks to public health. The intention was to fulfil the commitment within the action plan which would require a review of other public health priorities within the environmental health service.

It was recommended that the Council Executive :-

- Note the content of the report; and
- Approve the audit action plan.

#### Decision

To approve the terms of the report.

### 10. FOOD SERVICE PLAN

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning and Economic Development seeking approval of the Food Service Plan 2014/2015. Appendix 1 to the report contained the detailed Food Service Plan 2014/15



The report advised that the Food Standards Agency was responsible for all strategic and policy aspects of food standards and food safety.

A key initiative of the agency was to create a framework agreement in order to audit the standards of food law enforcement by local authorities. The framework agreement required local authorities to produce a food service plan outlining how food safety and animal feeding stuffs would be monitored and controlled.

The food service plan also incorporated other closely linked elements of public health protection undertaken by officers within the environmental health service. A major addition to the plan for 2014/2015 was the Scottish Government's VTEC/E coli O157 action plan for 2013-2017. The service currently had a significant role in the delivery of this plan however, there were pending issues which would have an impact on the service in the future.

The Head of Planning and Economic Development explained the food service plan detailed important elements of performance by presenting statistics and case studies to illustrate the balance between the output and outcomes of service delivery.

The report went on to identify the key challenges for 2014/2015 and ongoing.

In conclusion the report advised that the Food Service aimed to reflect the ongoing work of Environmental Health & Trading Standards in protecting food safety and public health in West Lothian.

The report recommended that the Council Executive:-

1. Note the content of the report and accompanying food service plan; and
2. Approve the Food Service Plan 2014/2015

### Decision

To approve the terms of the report.

## 11. INFORMATION MANAGEMENT POLICIES

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services advising of the outcome of the annual review of council policies related to Information Management, together with recommended updates, amendments and subsequent review dates.

The Head of Corporate Services explained that the Information Management policies had been reviewed by the Information Management Working Group to ensure that they continued to support the council's compliance with statutory requirements and that they took account of

modernising and developing business processes.

The report then provided a summary of those policies that had been reviewed setting out any changes and updates that would be required. The policies included :-

- ❖ Data Protection Policy;
- ❖ Information Security Policy;
- ❖ Publication Scheme, Records Management Plan and Records Management Policy;
- ❖ Publication Scheme; and
- ❖ Records Management Plan and Records Management Policy.

It was recommended that the Council Executive :-

- Note the proposed updates to the Data Protection and Information Security Policies; and
- Note the recommendation not to update the Publication Scheme and Records Management Plan and Records Management Policy in 2014.

#### Decision

To approve the terms of the report.

#### 12. PROCUREMENT ARRANGEMENTS – SUPPLY OF SERVICE, REPAIR AND MAINTENANCE OF AIR CONDITIONING UNITS THROUGHOUT WEST LOTHIAN

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Estates seeking approval to commence the tendering procedures for the procurement of a three year contract, with the option of a two-year extension, for the Service, Repair and Maintenance of Air Conditioning units throughout West Lothian, employing the evaluation methodology and criteria detailed in the report.

The service being tendered for was to provide a service, maintenance and repair contract for Air Conditioning Systems and associated equipment across the property portfolio. The contract would include a 24/7 emergency call-out service for the full period of the contract including all public holidays with a response time of two hours for emergency call outs.

The requirement would be advertised in accordance with the European Union Directives and it was proposed that the Open Procedure would be used whereby all suppliers expressing an interest in the contract would be invited to tender.

The sustainability and budget implications were also summarised in the

report.

It was recommended that the Council Executive :-

- Approve the use of the Open Procedure whereby all suppliers expressing an interest in the contact would be invited to tender; and
- Approve that the following award criteria be applied at the tender stages – Price (70%) and Quality (30%).

#### Decision

To approve the terms of the report

### 13. COUNCIL'S CODE OF CORPORATE GOVERNANCE - ANNUAL REVIEW OF COMPLIANCE 2013/14

The Council Executive considered a report (copies of which had been circulated) by the Chief Legal Officer advising of the outcome of the annual review of the council's compliance with its Code of Corporate Governance.

The Chief Legal Officer advised that, during the latter part of 2013/14, Internal Audit had conducted a review of services' compliance with the council's Partnership Working Guidance. Implementation of any improvement identified in the report would form part of the work of the Corporate Governance Working Group in 2014/15. In relation to arrangements for reporting on the activities of significant outside bodies, and/or those with elected member representation, the review had found that there were still improvements required to the reporting arrangements and reminders had been issued to Heads of Service which had resulted in all relevant report requirements being met.

It was noted that each item in the revised Code required to be assessed across three factors – approach, deployment and review. Governance Champions for each Head of Service had assessed each requirement of the Code in turn and used a scoring scale (from 0 to 4) for each of the three categories. The scores obtained were shown in Appendix 1 to the report. A comparison of the scoring for 2012/13 and 2013/14 was examined within the report.

The council's Code of Corporate Governance required an annual statement of compliance to be made by the relevant responsible officer on a number of issues. The annual statements, with the exception of 'Freedom of Information' and 'Councillors' Code of Conduct' were contained in Appendix 2 to the report.

A number of specific issues of a governance nature addressed during 2013/14 were examined in the report. These were:-

- 1) Risk Management and Business Continuity Planning
- 2) Review of Corporate Delegation Template
- 3) Protocol for Complaints regarding Conduct of Councillors

- 4) Training on Corporate Governance Matters
- 5) Identification of Potential Governance Issues

Finally, the Chief Legal Officer reported that the following activities would be pursued by the Corporate Governance Working Group in 2014/15 to further improve governance requirements across the council:-

A review with the Governance Champions to ensure the consistent application of evidence across service areas. This would ensure that any areas for improvement within service areas were highlighted for future action.

A review of the scores for 2013/14 to identify appropriate standards where evidence of compliance could be improved further.

An investigation of the possibility of streamlining the scoring system to facilitate a consistent approach to assessing the evidence of compliance across services.

Implementation of any improvements identified in Internal Audit's report on compliance with the council's Partnership Working Guidance.

A review by Internal Audit of another section of the Code to maintain awareness of its provisions and improve compliance with them.

Benchmarking the council's approach to corporate governance with other councils.

It was recommended that the Council Executive:-

1. Note that the evidence of compliance with the standards of the Code had been strengthened and the standards continued to be substantially met in 2013/14.
2. Note the changes for future years to the statements on anti-fraud policy and benefit fraud, and on corporate procurement, as set out in section D11 of the report.
3. Agree that the focus in 2014/15 should be on the actions identified in section D13 of the report to further improve the levels of compliance with the Code's standards across the council.
4. Agree that the report be referred to the Audit and Governance Committee for consideration.

The Council Executive expressed its thanks to the Chief Legal Officer and his team for their work on maintaining a good Corporate Governance record.

### Decision

To approve the terms of the report.

#### 14. LINLITHGOW PARTNERSHIP CENTRE – PROJECT UPDATE

The Council Executive considered a report (copies of which had been circulated) by the Head of Area Services providing an update on the proposals for County Buildings, Linlithgow.

The report advised that proposals to establish a partnership centre at County Buildings in Linlithgow were approved by the Council Executive on 15 January 2013.

In September 2013, the CIS and local history library staff located at County Building moved into Linlithgow Library and Planning and Economic Development staff moved to Lomond House, Livingston.

The Head of Area Services explained that following the decant of staff, the council commissioned a full intrusive asbestos survey of the building. The survey revealed that the location, extent and nature of asbestos presented a more significant challenge to the project than had been appreciated.

A further specialist report was commissioned to establish how best to progress the project whilst managing the asbestos risk. The consultant recommended that all asbestos be removed prior to refurbishment work commenced. The estimated additional cost of full asbestos removal and reinstatement work was approximately £2 million.

The report went on to advise that it was considered that the development of a partnership centre remained the most appropriate focus for service delivery in Linlithgow. Therefore, in view of the significant cost associated with the asbestos remedial works it was recommended that Council Executive agree that officers begin a review and analysis of the options available to the council.

The report also advised that irrespective of options appraisal for County Buildings there was a requirement for the council to find a more permanent location for the staff at Lomond House, which had been identified as a site for the council's new build housing programme and which was to be vacated by the end of 2014.

The Head of Finance and Estates was examining options for re-locating the staff to a suitable location, and staff would be provided with an update as soon as possible with a view to a move taking place later in 2014.

In conclusion the report advised that new information on the presence of asbestos in County Buildings established through an intrusive and destructive survey had required a review of the Linlithgow Partnership Centre project.

The report recommended that the Council Executive note that:-

- Local members, staff and trade union representatives were updated on the project delay;

- CIS and local history services continue to be provided at Linlithgow Library; and
- Planning and Economic Development Services previously provided at County Buildings and SESplan would continue to be accommodated elsewhere in the council's office estate.

#### Motion

Council Executive agrees the recommendations set out in the report at Section B, and agrees that the Council remains committed to the delivery of the Linlithgow Partnership Centre.

#### Decision

To unanimously approve the terms of the motion.

#### 15. DISABLED PERSONS' PARKING PLACE (SCOTLAND) ACT 2009 – ANNUAL REPORT FOR PERIOD 1 APRIL 2013 TO 31 MARCH 2014

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services advising of the content of the fourth Annual Report, prepared by West Lothian Council, on the implementation of the Disabled Persons' Parking Places (Scotland) Act 2009.

On 1 October 2009, the Disabled Persons' Parking Places (Scotland) Act 2009 came into force. Section 11 of the Act required that an annual report be prepared detailing functions undertaken by the council.

Attached to the report at Appendix 1 was the full report which detailed West Lothian Council's performance in relation to the Act for the period 1 April 2013 to 31 March 2014.

The report summarised the actions in terms of work undertaken on-street and off-street in order to provide disabled parking facilities for Blue Badge Holders. This was the fourth annual report that had been produced by Council Officers.

Consultation had been undertaken with Disability West Lothian and their comments were summarised in the report.

It was recommended that the Council Executive notes the contents of the Annual Report on functions undertaken, as directed by the Disabled Persons' Parking Place (Scotland) Act 2009 for the reporting period 1 April 2013 to 31 March 2014, as contained in Appendix 1 attached to the report.

#### Decision

To note the terms of the report.

16. WEST LOTHIAN COMMUNITY HEALTH AND CARE PARTNERSHIP

The Council Executive considered a report (copies of which had been circulated) by the Depute Chief Executive, Community Health & Care Partnership, inviting the Council Executive to note the terms of the Minute of the West Lothian Community Health and Care Partnership Minute of meeting held on 25 March 2014, a copy of which was attached to the report.

Decision

To note the terms of the report

17. REVIEW OF CORPORATE DEBT

The Council Executive considered a joint report (copies of which had been circulated) by the Head of Finance and Estates and Head of Housing, Construction and Building Services providing an update on the proposed approach to the delivery of the Corporate Debt Policy.

The Council Executive was informed that the review had examined current processes and procedures in relation to the way debts were collected and had identified changes that would benefit both citizens and the council. The objectives of the review were to consider options that would:-

- Improve processes and procedures for single and multiple debts.
- Create a point of contact for customers with multiple debts to the council, providing an effective point of engagement to assist in managing their debt.
- Enable the council to make contact with those with multiple debts as early as possible.
- Ensure that officers work with debtors to set realistic and sustainable repayment amounts and identify debtors who were in a more difficult situation.
- Enable the roles and responsibilities of the Corporate Debt Team within the Revenues Unit and Community Based Housing Officers to be developed. This would be done in full consultation with trade unions.
- Look to extract data from the Open Housing system in relation to rent balances to be added to the existing information held in the council Corporate Arrears Recovery System (CARS) to allow a complete picture of a citizen's debt to the council to be built up.

The Head of Finance and Estates advised that a workshop had been held with key council representatives with the aim of reaching a consensus on what needed to change and to propose a model for taking forward the

council's approach to corporate debt. Building on the findings from the workshop, the group concluded that a re-design should incorporate the following three principles, and these were explained in the report:-

- Joined-Up Approach
- Early Intervention/Prevention/Sustainability
- Best Use of Resources

It was proposed that an integrated corporate debt team be created to deal with all the main council debts at an appropriate stage. The model would allow clear lines of responsibility as debts to the council would be managed by a central team that would coordinate a customer's full debt situation. The Corporate debt Delivery Model was explained fully in the report.

Appendix 1 to the report was a table analysing the main council arrears down by the debt type.

Appendix 2 outlined the various project stages and suggested timescales for implementation.

It was recommended that the Council Executive

1. Note the conclusions of the review.
2. Note the proposed re-design of corporate debt based on the three principles outlined in section D4 to the report.
3. Note the proposed corporate debt approach as outlined in section D5.
4. Note that it was proposed that a project be initiated with full governance structure.

### Decision

To note the terms of the report.

## 18. PROCUREMENT – OUT-TURN MONITORING

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Estates providing details of monitoring of procurement activities.

The report advised that work had been carried out in provision of new contracts to assist in increasing the percentage of contracted spend. This work resulted in 20 contracts being let or adopted in the last quarter. A list of the contracts was provided in Appendix 1 to the report.

Further work to identify and input contracts not included in the Corporate Contract Management System (CCMS) took place which resulted in



86.5% of spend being captured.

The Head of Finance and Estates advised that a consultation exercise had been carried out with service areas to update and amend contract requirements for the second year of the five year delivery plans.

As a result of the contract management approach, closer working relationships were developed with service areas to identify and deliver savings through better contracting practices.

The report went on to advised that as part of the Delivering Effective Procurement workstream, a Procurement Improvement Plan was in place to deliver the six outcomes of the Procurement Strategy which was agreed in June 2013.

The report provided details on Collaborative Arrangements, Improving Procurement Capabilities and Capacity, Corporate Procurement Strategy 2014 – 18 and Community Benefits.

In conclusion the report advised that it was the aim of the Corporate Procurement Unit to lead significant improvements in procurement performance over the coming months through the progress to date and the implementation plans that were in place going forward.

The report recommended that the Council Executive note the contracts let since January 2014 and savings achieved in 2013/14, and the community benefits also gained as part of the procurements since January 2014 to date.

#### Decision

To note the terms of the report.

### 19. SCOTTISH WIDE AREA NETWORK IMPLEMENTATION

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Estates providing a progress update and the business case supporting the proposed migration to the Scottish Wide Area Network (SWAN).

The report advised that the council currently had a contract in place with Vodafone for the delivery of managed Wide Area Network (WAN) services. The contract was awarded in December 2008 and would run to November 2015.

The council's WAN services connected a large number of sites and so the process of planning and executing a change of supplier would need to commence soon in order to ensure a smooth migration of service.

The Head of Finance and Estates advised that the council spent approximately £720,000 per annum on the Vodafone WAN contract and moving to a new contract would provide the opportunity to seek efficiency savings in the WAN related spend.

The SWAN costs obtained from Capita IT Services were contained in the report and were based on an initial three year service contract. It should be noted that the costs Capita IT Services provided would deliver significant bandwidth upgrades to the majority of school connections and could not be compared on a like-for-like basis with existing costs.

The Head of Finance and Estates further advised that in addition to the benefits highlighted in the report SWAN would also offer the Council the following benefits:-

- SWAN was designed to enable secure data sharing between user organisations. This would provide a platform to assist the council with increased partnership working and shared services.
- SWAN was a Public Section Network (PSN) accredited network. This would assist the council to maintain its OSN accreditation and provide the council with access to the services available on the PSN and a means of securely exchanging data with other PSN user organisations.
- The SWAN would provide a number of additional services within the scope of “shared services”. These services, such as internet access, internet filtering, email relay, etc, would be available to the council at no additional cost. The value and cost-effectiveness of these additional services had yet to be examined, but would provide potential for further efficiencies.
- The SWAN contract included the ability to purchase value-added services within its scope. The nature and cost of these services were subject to negotiation with Capita, but meant the contract provided an additional procurement route option.

In conclusion the report advised that the migration to SWAN would provide the council with a range of benefits which included efficiency savings associated with being part of a national contract. SWAN also provided a means for delivering increased bandwidth to schools which would allow them to increase their use of technology as well as supporting predicated increases in school rolls.

The report recommended that the Council Executive:-

1. Note the progress with migration of the council’s Wide Area Network (WAN) to the SWAN contract;
2. Note the revenue consequences would be incorporated into budget modelling for 2015/16; and
3. Note that the IT Manager would inform the SWAN Authority (NHS NSS) that the council wished to join SWAN and could meet the obligations set out in the SWAN Membership Agreement.

Decision

To approve the terms of the report.

20. LOCAL COLLECTIVE AGREEMENT – EXCESS TRAVEL RATES

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services advising of a local agreement concluded with the council's recognised trade unions setting out the rate of reimbursement for excess travel expenditure incurred by employees as consequence of compulsory workplace relocation.

The report advised that on 1 April 1997 when the National Agreement on Pay and Conditions of Service for Local Government Employees came into effect, a number of allowances and rates previously negotiated at national level became subject to local determination. One such rate related to the reimbursement of additional expenditure arising from the relocation of an employee's workplace.

The Head of Corporate Services advised that following consultation with the non-teaching trade unions the rate of reimbursement of excess travel expenditure had been increased from 12.6 pence per mile to 17.3 pence per mile with effect from 1 September 2013 as part of a new local collective agreement.

In conclusion the report advised that the agreement would apply going forward where employees incurred additional expenditure as a consequence of compulsory relocation of their workplace for service and business reasons.

The report recommended that the Council Executive note the local collective agreement on Excess Travel Rates.

Decision

To note the terms of the report.