



**MINUTES OF MEETING of the PARTNERSHIP AND PERFORMANCE COMMITTEE held within the Council Chamber, Kilncraigs, Greenside Street, ALLOA, FK10 1EB, on THURSDAY 31 JANUARY 2019 at 9.30 am.**

**PRESENT**

Councillor Helen Lewis (Vice Convenor)  
Councillor Donald Balsillie (S)  
Councillor Dave Clark  
Councillor Kenneth Earle  
Councillor Ellen Forson  
Councillor Bill Mason  
Councillor Mike Watson

**IN ATTENDANCE**

Stuart Crickmar, Strategic Director (Partnership and Performance)  
Paula Tovey, Chief Accountant (Interim)  
Ian Aitken, Interim Chief Officer, HSCP  
Janice Young, Interim Programme Manager, HSCP  
Carol Johnson, Senior Analyst, HSCP  
Chris Alliston, Service Manager, Human Resources  
Derek Barr, Procurement Manager  
Lindsay Thomson, Service Manager, Legal and Democracy (Clerk to the Committee)  
Melanie Moore, Committee Services

**PPC(19)01 APOLOGIES**

Apologies were received from Councillor Phil Fairlie and Councillor Craig Holden. Councillor Balsillie acted as substitute for Councillor Holden. In the absence of the Convenor, Councillor Lewis as Vice Convenor would Chair the meeting.

**PPC(19)02 DECLARATIONS OF INTEREST**

None.

**PPC(19)03 MINUTE OF PARTNERSHIP AND PERFORMANCE COMMITTEE HELD ON 22 NOVEMBER 2018**

The minute of the meeting of the Partnership and Performance Committee held on Thursday 22 November 2018 were submitted for approval.

**Decision**

The Minutes of the meeting of the Partnership and Performance Committee held on Thursday 22 November 2018 were agreed as a correct record and signed by the Vice Convenor.

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The Committee passed on their condolences to Councillor Phil Fairlie for his recent bereavement. This would have been his last meeting as Convenor of Partnership and Performance Committee and Committee thanked him for all that he has done. Councillor Forson would pass on best wishes to Councillor Fairlie.

**PPC(19)04 HEALTH AND SOCIAL CARE PARTNERSHIP**

A report, submitted by Chief Officer, Health and Social Care Partnership, provided the Committee with a summary of the work being undertaken within the Health and Social Care Partnership and raised awareness of any regional, national and UK wide issues which have implications for the Partnership. The report also provided an update on overall performance of the Partnership.

**Motion**

That the Committee agrees the recommendations as set out in the report.

Moved by Councillor Ellen Forson. Seconded by Councillor Dave Clark.

**Decision**

The Committee agreed to:

1. Note the content of this paper and the work being undertaken to develop services.
2. Note the projected overspend within Health and Social Care of £1.152m.

**PPC(19)05 JOINT INSPECTION (ADULTS) THE EFFECTIVENESS OF STRATEGIC PLANNING IN THE CLACKMANNANSHIRE AND STIRLING PARTNERSHIP**

A report, submitted by Chief Officer, Health and Social Care Partnership, outlined the outcome of the joint inspection of the effectiveness of the arrangements for strategic planning in this Health and Social Care Partnership and presented the draft improvement actions for the consideration of the Partnership and Performance Committee of Clackmannanshire Council who are one of the constituent authorities of the Partnership.

**Motion**

That the Committee agrees the recommendations as set out in the report.

Moved by Councillor Dave Clark. Seconded by Councillor Bill Mason.

**Decision**

The Committee agreed to note:

1. The draft improvement actions, which are subject to agreement with the Lead Inspector (Appendix 1);
2. The content of the Joint Inspection (Adults) final report (Appendix 2);
3. The proposal, agreed by the Integration Joint Board at its meeting on 28 November 2018, to hold a hosted seminar in early 2019 to review the actions required to deliver the improvement recommendations arising from the Joint Commissioning Plan.

## **PPC(19)06 FINANCIAL PERFORMANCE 2018/19 – OCTOBER OUTTURN**

A report, submitted by the Chief Accountant (Interim), provided an update on the financial performance for the Partnership and Performance Division of the Council in respect of revenue spend for the current financial year 2018/19.

### **Motion**

That the Committee agrees the recommendations as set out in the report.

Moved by Councillor Donald Balsillie. Seconded by Councillor Kenneth Earle.

### **Decision**

Having challenged and commented on the report, the Committee agreed to note:

- The forecast General Fund revenue underspend relating to the Partnership and Performance Division for year of £(0.300)m;
- The forecast centrally held Corporate Services revenue overspend for the year of £0.730m;
- The forecast revenue overspend of the Integration Joint Board (IJB) for the year of £1.152m; and
- Progress on delivering planned savings in the year.

## **PPC(19)07 PROCUREMENT STRATEGY REPORT**

A report, submitted by the Strategic Director, Partnership and Performance, sought approval from Committee to adopt the procurement strategy to cover the period from March 2019 to March 2022 to comply with the requirements of the Procurement Reform (Scotland) Act.

### **Motion**

That the Committee agrees the recommendations as set out in the report.

Moved by Councillor Ellen Forson. Seconded by Councillor Kenneth Earle.

### **Decision**

The Committee:

1. Agree to adopt the Procurement Strategy as attached at Appendix A;
2. Note that the Procurement Strategy will be subject to an annual review.

## **PPC(19)08 HR SERVICES POLICIES**

A report, submitted by the Strategic Director, Partnership and Performance, sought approval of the undernoted policies and procedures. All the policies and procedures have been developed by management and trade union policy group. These policies and associated procedures shall apply to all Council Staff.

**Motion**

That the Committee agrees the recommendations as set out in the report.

Moved by Councillor Ellen Forson Seconded by Councillor Dave Clark.

**Decision**

The Committee agreed to approve the following policies and procedures:

1. Fixed Term and Temporary Employees Policy;
2. Fixed Term and Temporary Employees Procedure;
3. Job Evaluation Procedure;
4. Volunteering Policy (subject to a small clarification on bullet point 4 paragraph 4);
5. Professional Registration Policy;
6. Professional Registration Procedure;
7. Salary Over and Under Payments Policy; and
8. Salary Over and Under Payment Procedure.

**Action**

Strategic Director, Partnership and Performance

**PPC(19)08 LGPS EMPLOYER'S DISCRETIONARY FUNCTIONS POLICY 2018**

A report, submitted by the Strategic Director, Partnership and Performance, sought approval of the revised LGPS Discretionary Functions policy.

**Motion**

That the Committee agrees the recommendation as set out in the report.

Moved by Councillor Ellen Forson. Seconded by Councillor Dave Clark.

**Decision**

The Committee agreed to approve the revised LGPS Employer's Discretionary Functions Policy 2018.

Ends 1103 hours