

The Highland Council

Minutes of Meeting of the **Corporate Resources Committee** held in the Chamber, Council Headquarters, Inverness on Thursday 6 June 2024 at 10.30 am.

Present:

Mr Michael Baird	Mr Graham Mackenzie
Mr Raymond Bremner	Mr Struan Mackie (remote)
Mr John Bruce	Mrs K MacLean (substitute)
Mr Alasdair Christie	Mr T MacLennan (substitute) (remote)
Mr Richard Gale	Mr Calum Munro
Mr Andrew Jarvie	Mr Paul Oldham
Mr Sean Kennedy	Mr Matthew Reiss (remote)
Mr Bill Lobban	Mrs Trish Robertson
Mr Derek Louden	

Non-Members also present:

Mr J Finlayson (remote)	Ms M Ross (remote)
Mr J McGillivray (remote)	

Officials in Attendance:

Mrs K Lackie, Assistant Chief Executive - People
Mr P Nevin, Interim Executive Chief Officer - Performance and Governance
Ms E Barrie, Head of HR, Resources & Finance
Mrs S McKandie, Head of Revenues and Customer Services, Resources & Finance
Mr B Porter, Head of Corporate Finance, Resources & Finance
Mr J Shepherd, Head of ICT & Digital Transformation
Mrs L Dunn, Joint Democratic Services Manager, Performance & Governance
Ms A MacRae, Senior Committee Officer, Performance & Governance

An asterisk in the margin denotes a recommendation to the Council. All decisions with no marking in the margin are delegated to Committee.

Mr D Louden in the Chair

1. Calling of the Roll and Apologies for Absence Gairm a' Chlàir agus Leisgeulan

Apologies for absence were intimated on behalf of Mrs G Campbell-Sinclair, Mrs M Paterson and Mrs M Reid.

2. Declarations of Interest/Transparency Statement Foillseachaidhean Com-pàirt/ Aithris Fhollaiseachd

The Committee **NOTED** the following:-

Transparency Statement: Item 5 – Mr A Christie

Prior to the commencement of the business, the Convener invited Members to take part in a moment of silence to commemorate the 80th anniversary of the D-Day landings and in memory of those who gave their lives in defence of the freedoms valued today.

Thereafter, the Chair paid tribute to Mr Alasdair Rhind for his many years of devoted service to the Council, local community and organisations, and advised his sad passing was deeply mourned.

3. Good News Naidheachdan Matha

The Committee **NOTED** the following good news:

- Holly Quinton had been successful in completing a Modern Apprenticeship SVQ Level 3 in Business Administration and she was commended for being a hardworking and conscientious member of her team;
- Katie Ross, Natasha Finlay and Jordan Martin were congratulated on completing their SVQ Level 3 in Business Administration;
- there were three shortlisted submissions for the Staff Recognition Awards from the Resource and Finance Service. The 'Management Connections Programme for Managers' had been shortlisted in the 'Excellent Outcomes, Excellent People category' and Revenues and Business Support Income Generation shortlisted in the 'Best Team Award'. Two apprentices, Mr Miller Gamble and Ms Eve Carnson, had been nominated for the "Apprentice of the Year Category". Members extended their best wishes to all nominees in advance of the Awards being held on 21 June 2024.

4. Appointments to Sub-Committees, Working Groups, etc Cur an Dreuchd gu Fo-Chomataidhean, Buidhnean-obrach is eile

The Committee **AGREED** the following appointments:

- Mr S Kennedy and Mr P Oldham replace Mr M Green and Mr D Millar on Employment Release Sub Committee; and
- Mrs M Reid replace Mr M Green on the second stand-alone Non Domestic Rates Appeal Committee agreed by the Committee on 8 June 2023 to consider and determine a current appeal.

5. Performance Monitoring - 1 January 2024 to 31 March 2024 Sgrùdadh Coileanaidh – 1 Am Faoilleach 2024 gu 31 Màrt 2024

Mr A Christie made a Transparency Statement in respect of this item as Chief Officer of Inverness Badenoch and Strathspey Citizens Advice Bureau and as a Non-executive member of the Inverness Business Improvement District Board. However, having applied the objective test, reviewed his position in relation to the items and any personal connection, he did not consider that he had an interest to declare.

**a. Depute Chief Executive's Service
Seirbheis an Iar-Àrd-Oifigeir**

There had been circulated Report No RES/11/24 by the Assistant Chief Executive - People.

The Committee:-

- i. **NOTED** the Service's performance and risk information; and
- ii. **AGREED** the suggested changes to the planned targets as set out in paragraph 5.2 of the report.

**b. Performance and Governance Service
Seirbheis a' Choileanaidh agus an Riaghlachais**

There had been circulated Report No RES/12/24 by the Interim Executive Chief Officer Performance & Governance.

The Committee:-

- i. **NOTED** the Service's performance and risk information; and
- ii. **AGREED** the suggested removal of action as set out in paragraph 6 of the report.

**c. Resources and Finance Service
Seirbheis nan Goireasan agus an Ionmhais**

There had been circulated Report No RES/13/24 by the Assistant Chief Executive – People.

In discussion, reference was made to the importance of direct debts in terms of Council tax collection rates and the potential for payments by this method to be increased going forward.

Thereafter and in response to a query, it was explained the figures shown for sickness and absence reflected the increase being observed nationally. Work continued on understanding the reasons for this and to support staff, and the results of the recent staff wellbeing survey would also be used to improve support where required.

The Committee **NOTED** the Service's performance and risk information.

**6. Treasury Management – Summary of Transactions
Rianachd Ionmhais - Geàrr-chunntas Ghnothaichean**

There had been circulated Report No RES/14/24 by the Head of Corporate Finance.

The Committee **NOTED** the Treasury Management Summary of Transactions report for the period from 1 January to 31 March 2024.

7. **New Corporate Financial System Replacement – Update Report** **Sìostam Ionmhais Corporra Ùr – Aithisg Ùrachaidh**

There had been circulated Report No RES/15/24 by the Assistant Chief Executive – People.

The Committee **NOTED**:-

- i. the update provided regarding the project to replace the Council's core corporate financial systems;
- ii. that the target go live date of April 2024 had been achieved; and
- iii. ongoing project activity to progress the project from 'go live implementation' to 'business as usual' status.

8. **Carer's Positive Policy Review** **Ath-sgrùdadh Poileasaidh Deimhinneach Neach-cùraim**

There had been circulated Report No RES/16/24 by the Assistant Chief Executive - People.

In response to a query, it was explained that work was ongoing to improve the collection and collation of data in relation to staff leave under the terms of the policy. Staff engagement sessions had also been held with a view to delivering ongoing improvements through shared experience.

The Committee:-

- i. **NOTED** the statutory provision of up to five days unpaid leave per year which came into effect from 6 April 2024 and was in addition to the maximum five days paid leave where an employee met the qualifying criteria; and
- ii. **AGREED** paid carers leave be provided to individual employees who were eligible and not shared between employees if they were caring for the same dependant who required long-term care.

9. **Disclosure Scotland Fee Consultation** **Co-chomhairleachadh Cìse Foillseachadh na h-Alba**

There had been circulated Report No RES/17/24 by the Assistant Chief Executive – People.

The Committee **NOTED** the forthcoming changes to disclosure checks and the content of the officer response as contained in Appendix 1 to the report.

10. **Minutes of Meetings** **Geàrr-chunntasan Choinneamhan**

The following Minutes of Meetings were:

- i. **APPROVED** - Central Safety Committee held on 27 March 2024; and
- ii. **NOTED** - Appeals & Disputes Committee held on 10 April 2024.

11. Exclusion of the Public
Às-dùnadh a' Phobail

The Committee **RESOLVED** that, under Section 50A(4) of the Local Government (Scotland) Act 1973, the public be excluded from the meeting for the following item on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 6 of Part 1 of Schedule 7A of the Act.

12. Debt Management
Stiùireadh Fhiachan

There had been circulated to Members only Report No RES/18/24 by the Assistant Chief Executive – Corporate.

Following discussion, the Committee **AGREED** the recommendations as set out in the report subject to the 6th party listed on Appendix 2 being removed.

The meeting was closed at 11.40am.