

# Minutes

## Corporate Policy and Strategy Committee

10.00 am, Tuesday, 6 September 2016

### Present

Councillors Burns (Convener), Ross (Vice-Convener), Aldridge, Barrie, Burgess, Child, Godzik, Ricky Henderson, Hinds, Lewis, Main, Mowat, Rankin, Rose and Rust.

### 1. Minute

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#### Decision

To approve the minute of the Corporate Policy and Strategy Committee of 9 August 2016 as a correct record.

### 2. Corporate Policy and Strategy Committee Key Decisions Forward Plan October to December 2016

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The Corporate Policy and Strategy Committee Key Decisions Forward Plan for October to December 2016 was presented.

#### Decision

To note the Key Decisions Forward Plan for October to December 2016.

(Reference – Key Decisions Forward Plan October to December 2016, submitted.)

### 3. Corporate Policy and Strategy Committee Rolling Actions Log

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Details were provided of the outstanding actions arising from decisions taken by the Committee.

#### Decision

- 1) To ask for an update/completion date for the following actions:
  - Action 1 - The Future Management and Ownership of Easter Craiglockhart Hill Local Nature Reserve (LNR) – motion by Councillor Burns
  - Action 5 - Sustainable Edinburgh 2020 Annual Report 2014-15
  - Action 7 - Common Good Asset Register
- 2) To agree that a report on Action 8 – Citywide Review of Council-owned Sports Facilities be submitted to the next meeting of the Committee.
- 3) To agree to close the following action:
  - Action 2 - Follow-up Report 2014 Edinburgh People Survey

4) To otherwise note the remaining outstanding actions.

(Reference – Rolling Actions Log, submitted.)

#### **4. Transformation Programme Update – Presentation by the Interim Head of Strategy and Insight**

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Kirsty-Louise Campbell, Interim Head of Strategy and Insight gave an update on the Transformation Programme in line with the Committee’s strategic and oversight role.

Details were provided on the current position of the implementation plan which included delivery to date, savings targets and the phasing of organisational reviews. Service areas had been working to bring in non staff savings and maximise savings within management costs.

A further review of Council services was still to be carried out to enable full savings to be achieved. The embedding transformation programme had been developed to help re-shape service delivery in the transformed service areas over the coming 12 months.

##### **Decision**

To note the presentation.

#### **5. Recruitment and Selection Procedure – Senior Officers**

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Details were provided on a proposed minor change to the Recruitment and Selection Procedure for Appointment to Posts of Chief Executive Officer, Executive Director and Head of Service, to allow sufficient flexibility to assess multiple candidates, improve candidate experience and increase overall validity and reliability of candidate selection.

##### **Decision**

To agree the minor adjustments to the Procedure for the Recruitment and Selection of Senior Officers as detailed in the Appendix to the report.

(Reference – report by the Acting Executive Director of Resources, submitted.)

#### **6. Open Data Programme**

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An update was provided on progress of the Open Data programme which included activities carried out to date and progress made in achieving the agreed actions.

Details of the proposed next steps were outlined.

##### **Decision**

- 1) To note the activities that had taken place to support the Open Data programme.
- 2) To note the progress made on the actions from the Committee meeting on 23 February 2016.
- 3) To approve the next steps as outlined in the report by the Chief Executive.

(References – Corporate Policy and Strategy Committee 23 February 2016 (item 4); report by the Chief Executive, submitted)

#### **7. Meantime Use of Vacant Property – Response to a Motion by Councillor Corbett**

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In response to a motion by Councillor Corbett, details were provided on options for embedding meantime use as a routine option for long term empty property.

### **Decision**

- 1) To note that the Council had successfully attracted a number of temporary uses to vacant land and buildings.
- 2) To note that the Council would continue to routinely consider the opportunity to secure temporary uses, where appropriate, on land and buildings which become vacant in the future.
- 3) To note that Council would keep a register of requests received for temporary users.
- 4) To note that an annual summary of licences agreed for temporary uses on Council property would be reported to the Finance and Resources Committee.
- 5) To note that officers would proactively communicate the availability of meantime rents of vacant Council property and land at Locality level.
- 6) To discharge the motion by Councillor Corbett.

(References – Act of Council No 14 of 19 November 2015; report by the Acting Executive Director of Resources, submitted.)

## **8. Maternity, Paternity, Adoption and Shared Parental Leave**

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The Committee had approved the Parental Leave Policy on the Birth or Adoption of a Child on 24 February 2015.

Details were provided on proposed updates to the policy following the introduction of a new statutory right on Shared Parental Leave (SPL) which came into effect on 5 April 2015.

### **Decision**

To agree the changes to the Council's Parental Leave Policy on the Birth or Adoption of a Child as detailed in the report by the Acting Executive Director of Resources.

(References – Corporate Policy and Strategy Committee 24 February 2015 (item 7); report by the Acting Executive Director of Resources, submitted)

## **9. Emergency Motion by Councillor Mowat - General Switchboard and Website Enquiries**

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The Convener ruled that the following item, notice of which had been given at the start of the meeting, be considered as a matter of urgency to allow the Committee to give early consideration to this matter.

The following motion by the Councillor Mowat was submitted in terms of Standing Order 16:

“Committee is concerned by reports about difficulties contacting the Council. Specific concerns that have been raised include: the length of time taken to answer a call; further delays experienced when transferring calls leading to timings of up to 45

minutes to speak to the relevant person: lack of response to the Report It online reporting facility; Committee therefore instructs a report to Committee in two-cycles with the following information:

- 1) What should people contacting the Council by a) telephone and b) online through the Report It channel experience i.e. what is the design of the user experience and how long should this take in the case of telephone contact and for b) what happens to the online reports and how are these distributed and monitored and resolved;
- 2) What performance reporting is produced;
- 3) Who receives the performance reporting;
- 4) How many abandoned calls have been recorded;
- 5) How many calls have been received; detailed by week and how long have these calls taken (presentation in a table showing <5mins, <10 mins, <15 mins in increments of 5 minutes to over an hour will be acceptable)."

### **Decision**

To approve the motion by Councillor Mowat.