

## The Highland Council

Minutes of Meeting of the **Community Services Committee** held in the Council Chamber, Council Headquarters, Glenurquhart Road, Inverness on Thursday, 4 June 2015 at 10.30am.

### Present:

Mr D Alston	Mr G MacKenzie
Mr R Balfour	Mr K MacLeod
Mrs J Barclay	Mrs B McAllister
Mr A Baxter	Mr H Morrison
Mr N Donald	Mr B Murphy
Mr D Fallows	Mr G Phillips
Mr G Farlow	Mr A Rhind
Mr R Greene	Mrs F Robertson (Substitute)
Mr A Henderson	Mr J Rosie
Mr D Kerr	Mr H Wood
Mrs L MacDonald	

### Non-Members also present:

Mrs I Campbell	Mr T MacLennan
Mrs M Davidson	Mr D Millar
Mr B Fernie	Mr R Saxon
Mr R Laird	Dr A Sinclair
Mr N MacDonald	
Mr D Mackay	

### In attendance:

Mr W Gilfillan, Director of Community Services  
Dr C Clark, Head of Environmental and Regulatory Services  
Mr D Goldie, Head of Housing  
Mr R Evans, Head of Roads and Transport  
Ms C Campbell, Performance and Building Maintenance Manager  
Mr M Mitchell, Finance Manager  
Mr R Pope, Roads and Community Works Manager  
Mr D Summers, Transport Development Officer  
Mr N Downie, Performance Officer  
Mr S Graham, Project Manager, Chief Executive's Office  
Miss J MacLennan, Principal Administrator, Corporate Development Service  
Miss J Green, Administrative Assistant, Corporate Development Service

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

### Mr G MacKenzie in the Chair

### Preliminaries

Prior to the commencement of formal business, the Chairman referred to the sudden deaths of two members of staff from the Lochaber Community Works team: Brian Dawson and Alan Walker. Mr Dawson had worked for the Council since 1979 and

Mr Walker since 2008. On behalf on the Committee the Chairman expressed condolences to both families.

The Chairman also expressed his personal sadness on hearing of the death of Charles Kennedy, the former MP for the Ross, Skye and Lochaber Constituency.

## **Business**

### **1. Apologies for Absence Leisgeulan**

Apologies for absence were intimated on behalf of Mr B Clark, Mrs G Coghill, Mr A Graham and Mr D Hendry.

### **2. Declarations of Interest Foillseachaidhean Com-pàirt**

The Committee **NOTED** the following declarations of interest:-

Item 5ii – Mr B Murphy (financial)

Item 16 – Mr B Murphy (financial) and Mr D Fallows (non-financial)

Item 22 – Mr D Kerr (non-financial) and Mr B Murphy (financial)

In terms of the general dispensation granted by the Standards Commission, Mr D Kerr and Mr G Farlow declared a financial interest in any items which might arise during discussion in regard to Council housing on the grounds of being Council House tenants.

Mr N Donald declared a non-financial interest in any items which might arise during discussion on the basis that a family member worked for the company that carried out grass cutting for the Council.

### **3. Good News Naidheachd Mhath**

Members were advised that tendering arrangements had now be completed and an awareness and education campaign was to be launched to advise householders that they could now add a range of new materials to blue bins, including aerosols, tetrapaks, envelopes and certain tubs and trays. The list of materials included and excluded was being agreed with the contractor at present but the most important aspect of the campaign would be to emphasise the need for the materials to be clean and to the Council's specification.

The Council had also received two gold awards from REPIC in April for most improved site, which was Nairn Recycling Centre, and for collector of the month. This was in addition to the gold awards that had been received for Bonar Bridge and Torbreck as most improved sites in December and September respectively, the silver award for Portree as most improved site in September and the silver and gold award for collector of the month in September and October respectively.

Furthermore, Forest Enterprise and the Council had been successful in securing £125,000 of Scottish Timber Transport Scheme funding for a scheme in Pollock, Lochaber to improve the local road to facilitate timber extraction. This had enabled Forest Enterprise to provide funds to supplement Council

funding to deliver a £400,000 scheme. Additional information would be provided to Lochaber Members.

At this point, it was raised that there was no garden waste recycling in Sutherland and the possibility of residents being provided with compost bins was suggested. It was explained that the Council had offered compost bins to all householders but could no longer make this offer unless a specific budget was identified. Furthermore, kerb side collection of green waste bins were based around population and available vehicles and householders with a large family were provided with an extra blue bin.

The Committee **NOTED** the position.

#### **4. Community Services Service Plan 2015-2017 Plana Seirbheis nan Seirbheisean Coimhearsnachd**

There had been circulated Report No COM/16/15 dated 26 May 2015 by the Director of Community Services which introduced the 2015-17 Service Plan for Community Services and detailed how the Service would contribute to the delivery of the Council's Programme, "Working Together for the Highlands".

During discussion, comments were made as follows:-

- an explanation was sought, and received, that the 2015/16 Mainstream Programme included an allowance to bring the housing stock up to the Scottish Housing Quality Standard;
- in relation to customer contact, it was important that the Service Centre liaised with sub-contractors to deal with complaints and passed customers on to the relevant Community Services duty officer;
- the identification and management of corporate risks was welcomed and there was a need to include an explanation of how these risks were being mitigated which linked to the Service Plan or the control that was in place;
- the risk matrix showed several risks "above the line", two with a significant likelihood of catastrophic impact, which would be reduced once mitigation was included;
- in relation to the Roads and Transport service commitment to provide and maintain a network of public conveniences to a high standard of cleanliness, a high standard of maintenance was also required;
- concern was raised in relation to how the key performance result to maintain the number of parks and green spaces in Highland would be achieved following budget cuts to Wick and Thurso gardeners;
- in addition to bio-mass boilers and ground source heating systems, Building Maintenance staff were required to be skilled at repairing and servicing air source heat pumps;
- confirmation was sought, and received, that the £2.2464m saving on the Public, School and Community Transport Programme was for the whole period 2014-17;
- there was a considerable volume of traffic in Inverness which meant the road markings were in urgent need of replacement and concern was expressed in relation to the available budget and staffing resources to meet this need;
- without road markings Traffic Wardens were unable to prosecute for a number of offences under the Road Traffic Act;
- there was a considerable backlog of traffic orders that needed to be addressed;

- consideration be given to incorporating the delivery of Traffic Orders in the Service Plan so that progress can be measured;
- in light of the recent tragedy in Glasgow where a child lost their life due to a gravestone toppling over, it was important to use commutation funding for the correct purpose and maintain the grave areas and layers in burial grounds with a regard for safety;
- it was felt that the Common Good Fund and Commutation Fund were subsidising general grounds maintenance work that did not meet quality standards; and
- assurance was sought, and provided, that the review of the winter maintenance service would be reported to Committee in August.

Thereafter, the Committee **APPROVED** the Service Plan for 2015-17 subject to the following amendment:-

Service Commitments Roads and Transport Id. 8.07 – We will provide and maintain a network of public conveniences to a high standard of cleanliness and maintenance.

## **5. Community Services Performance Reports Aithisgean Coileanaidh nan Seirbheisean Coimhearsnachd**

### **i. Local Statutory Performance Indicators Comharran Coileanaidh Reachdail Ionadail**

Following the report presented at the Highland Council meeting on 12 March 2015 detailing the Local Statutory Performance Indicators 2013/14, there was circulated Report No COM/17/15 dated 14 May 2015 by the Director of Community Services which provided specific information on Community Services performance indicators.

The Committee **NOTED** the out-turn of Statutory Performance Indicators for 2013/14 and, where relevant, to their national benchmark position.

### **ii. Community Services Performance Report - 1 April 2014 to 31 March 2015 Coileanadh Seirbheis**

**Mr B Murphy declared a financial interest in this item on the grounds of being the provider of homeless accommodation and left the room.**

There had been circulated Report No COM/18/15 dated 15 May 2015 by the Director of Community Services which provided information on how Community Services performed in relation to performance indicators during 2014/15.

During discussion, comments were made as follows:-

- clarification was sought, and received, that there were three gully emptiers deployed strategically across Highland to empty around 44,000 gullies;
- concern was expressed in relation to some areas that had no gullies emptied during some quarters of the year and in response it was explained that the gully emptying process was programmed to meet the climate of each area;

- it was felt that if gullies were emptied before they froze they would function better and prevent flooding;
- it was important to empty gullies on a regular basis to avoid flooding which had an adverse effect on the condition of roads and carrying out road repairs;
- the reduction in street cleaning caused an accumulation of debris in gullies and an increase in the number of blocked gullies which needed emptied;
- there was an increase in the total amount of gullies emptied during the year compared to the previous year;
- it would be useful to include in future reports the percentage of the total number of gullies in each area which were cleaned so that regional variations could be identified;
- it was important to recognise the progress, which staff were given credit for, that had been made to identify the total number of gullies and the number of gullies cleaned and the next steps, which were underway, to identify gullies that needed to be prioritised and to improve the efficiency of the gully emptying process;
- concern was expressed in relation to the high percentage of grounds maintenance inspections that breached standards especially in the old historic graveyards in Inverness which were visitor attractions and the high percentage of public convenience cleaning inspections that breached standards although it was recognised that this depended on when inspections had been carried out;
- the total number of breached standards that were not rectified within the set timescales and incurred financial penalties was requested and the importance of rectifying the problem was stressed;
- concern was expressed in relation to the timescales for installing noise monitoring equipment in response to antisocial behaviour and the effectiveness of advising neighbours when noise monitoring equipment had been installed which led to a reduction in noise during the period being monitored although it was recognised that there were regulations to follow;
- in relation to the partnership arrangement with Moray Council for use of the “Jetpatcher” to address road defects, concern was expressed regarding the allocation of time, costs etc;
- a recent presentation on the survey of road conditions indicated that at current resurfacing rates it would take 175 years to resurface the entire roads network. The current backlog maintenance costs ran to some £154m;
- discretion in relation to the supply of clothes poles or rotary driers was requested in circumstances where Council house tenants could not afford to buy such equipment for their garden to avoid clothes being dried indoors which, in turn, led to damp problems; and
- the Empty Homes Standard was welcomed which would prevent good quality furnishings going to landfill, reduce the time during the void stage and increase the rent income to the Council.

The Committee:-

- i. **NOTED** the information provided on Community Services performance from 1 April 2014 to 31 March 2015; and
- ii. **APPROVED** the targets for 2015/16 as detailed in Appendix 3 of the report; and

- iii. **AGREED** that information be provided on the number of grounds maintenance and public convenience cleaning inspections that breached standards and were not rectified within the set timescales.

## 6. **Community Services Business Continuity Plan** **Plana Leantainneachd Gnothachais nan Seirbheisean Coimhearsnachd**

There had been circulated Report No COM/19/15 dated 22 May 2015 by the Director of Community Services which introduced the Community Services Business Continuity Plan which identified key business activities delivered by the Service. This Plan, which had been prepared according to a methodology agreed by the Executive Leadership Team, identified key activities which had to be maintained against a range of timeframes. Once adopted, it would become an integral part of the Council's overall General Business Continuity Plan and any identified training for staff in its activation would follow, as would testing and periodic (annual) review.

Having been advised of a typographical correction to the Plan and that a colour version would be provided to ease clarification, Members generally welcomed the approach. However concern was expressed that, for Emergency Housing Repairs to be addressed, this would place additional pressure on staff who were already stretched and multi-skilling.

The Committee:-

- i. **APPROVED** the Community Services Business Continuity Plan; and
- ii. **AGREED** a colour version of the Business Continuity Plan be circulated to Members.

## 7. **Scottish Landfill Communities Fund** **Maoin Coimhearsnachd Làraich-sgudail na h-Alba**

There had been circulated Report No COM/20/15 dated 19 May 2015 by the Director of Community Services which provided information in regard to the Scottish Landfill Communities Fund.

During discussion, the proposed change to the Council's Scheme of Delegation to clarify the remit Area Committees had in relation to supporting projects for consideration by the Fund was welcomed, with the importance of having more decision making powers devolved to local level also being emphasised. Clarification was however also sought as to the Fund's criteria as it was suggested that it should be used to help eradicate Japanese Knotweed which, in turn, would encourage biodiversity. The Community Planning Board too had recognised the impact of Japanese Knotweed on the environment as had been highlighted in its recent Highland Biodiversity Action Plan.

The Committee **NOTED** the devolution of landfill tax in 2015 and **APPROVED** the distribution of the Scottish Landfill Communities Fund as set out in Section 3.3 of the report to raise the maximum amount available to each project from £10,000 to £15,000, reflecting the gradual increase in landfill tax and inflation.

## 8. Roads Innovation Fund Action Plan Report Maoin Ùr-ghnàthachaidh Rathaidean

There had been circulated Report No COM/21/15 dated 26 May 2015 by the Director of Community Services which provided an update in regard to the Roads Innovation Fund Action Plan.

During discussion, comments were made as follows:-

- in welcoming the success of the new techniques employed, assurances were sought that, when agreed with Area Managers, specific pieces of work would be completed;
- although use of the “Jetpatcher” had proved disappointing in a couple of instances, these faults had subsequently been rectified by the contractor at no additional cost. Generally Members had found the “Jetpatcher” to be particularly effective but it would be useful for Members to have more information on its successes and failures;
- the importance of joint working with Moray Council to share a “Jetpatcher” was welcomed, particularly given the current climate of competing resources; and
- the “Jetpatcher” unit cost was excellent and Members looked forward to comparing it with the costs of the previous systems used, once these had been established.

The Committee:-

- i. **NOTED** progress against the Action Plan;
- ii. **APPROVED** the reallocation of the fund between actions as detailed in Appendix A of the report;
- iii. **NOTED** the intention to enter into a partnership arrangement with Moray Council to secure usage of their ‘Jetpatcher’ and agree options for future collaboration; and
- iv. **NOTED** that an underspend of £303k had been brought forward into 2015/16 to allow completion of the trials.

## 9. Transport Programme Prògram Còmhshalach

There had been circulated Report No COM/22/15 dated 21 May 2015 by the Director of Community Services which confirmed that, as part of the Council’s Transport Programme, tenders had been invited for public bus service and school transport contracts in Sutherland to commence in October 2015.

The report also informed Members of the consultation and tendering process to date and recommended that delegated authority was given to the Director of Community Services, in consultation with the Chair and Vice Chair of the Community Services Committee, to agree the awards of contract within the available budget.

During discussion Members made the following comments:-

- appreciation was expressed to the staff involved for making the process as thorough and positive as possible;
- clarification was requested, and received, as to what constituted a public and/or school route and, in instances where public and school routes were

- combined, assurances were sought that during the school summer vacation a degree of service would still be provided. It would be difficult to ascertain too, in the early days, what demand there was for the public to use school transport provision, where capacity allowed, given that there had been no such provision in the past; and
- the importance of continuity of services in Sutherland was emphasised, recognising transport was a lifeline in remote areas and any attempt to remove such provision, in order to make savings, would have a disastrous effect.

The Committee:-

- i. **AGREED** the delegation of authority to the Director of Community Services, in consultation with the Chair and Vice Chair of the Community Services Committee, for the sole purpose of the Sutherland contract award decisions;
- ii. **AGREED** the notification of agreed decisions to Sutherland Members on 23 July; and
- iii. **NOTED** that a follow-up paper would be presented at the next meeting on 20 August 2015.

#### **10. Road Restraint System Repair Programme Prògram Càraidh airson Siostam Cuingealachaidh Rathaidean**

There had been circulated Report No COM/23/15 dated 20 May 2015 by the Director of Community Services which provided an update on the Road Restraint System Repair Programme.

During discussion, while welcoming the proposed works on the C1126, it was explained that this was a particularly busy road during the skiing season and there were a number of other locations along the road which were also dangerous. Consequently, a request was made that other parts of this road be considered when looking at allocating funding in future years. Members also requested details of the methodology used to select and prioritise projects.

The Committee **AGREED**:-

- i. the allocations from the 2015/16 Road Restraint System budget as detailed in the report; and
- ii. that a briefing note on the method and criteria used to allocate funding for crash barriers be circulated to all Members.

#### **11. Consultation on a Proposed Bill relating to Burial and Cremation and other Related Matters in Scotland Co-chomhairle mu Bhile a Thathar a' Moladh a thaobh Tiodhlacadh is Losgadh-cuirp agus Gnothaichean Buntainneach eile ann an Alba**

There had been circulated Report No COM/24/15 dated 26 May 2015 by the Director of Community Services informing Members of the consultation by the Scottish Government which closed in April 2015.

During discussion, the cumbersome process involved to agree cemetery extensions was highlighted and it was hoped that this could be streamlined. However, the consultation had made no reference to this but the issue of



cemetery extensions would be the subject of a report to the Committee's next meeting.

The Committee **AGREED** to homologate the response made by Officers to this Scottish Government consultation.

## **12. Health and Safety Executive: Improvement Notices Cunntas às Ùr HSE**

There had been circulated Report No COM/25/15 dated 22 May 2015 by the Director of Community Services which provided an update on the actions taken to address the requirements of the Improvement Notices served on the Highland Council on 30 January 2015 with respect to three contraventions of the Control of Vibration at Work Regulations 2005.

During discussion, the following points were made by Members:-

- the impact of Carpal Tunnel Syndrome/Hand Arm Vibration Syndrome was considerable and any mitigating factors to reduce the inconvenience and pain to an individual was welcomed;
- assurances were sought, and given, that, where it had proved necessary to remove equipment from use following risk assessments, there was other alternative suitable equipment that could be used instead; and
- training staff was vital in terms of Health and Safety.

The Committee **NOTED** the developments highlighted in Section 3 of the report and the positive feedback from the Health and Safety Executive regarding staff at the Diriebught Depot, Inverness.

## **13. Environmental Health Operational Plan 2015/16 Plana Gnìomhach Slàinte Àrainneachd 2015/16**

There had been circulated Report No COM/26/15 dated 22 May 2015 by the Director of Community Services which provided an update on the Environmental Health Operational Plan for 2015/16.

The Committee **APPROVED** the Environmental Health Operational Plan for 2015/16 as detailed in Appendix 1 of the report.

## **14. Tenant and Customer Engagement Strategy 2015-2020 Ro-innleachd Conaltraidh Luchd-màil agus Luchd-ceannach**

There had been circulated Report No COM/27/15 dated 21 May 2015 by the Director of Community Services which provided details of the regulatory requirements to develop and publish a Tenant and Customer Engagement Strategy.

The report also summarised the impact of the Scottish Social Housing Charter in relation to tenant participation and self-assessment arrangements, set out the process followed to co-produce the strategy with tenant involvement and included the draft strategy entitled 'Getting Involved'. An Action Plan designed to support delivery of the strategy outcomes over the period 2015–2018 was also included.

In discussion, with regard to the proposal for a 'Champion' for Tenant and Customer Engagement, it was considered that this was superfluous bearing in mind it was the responsibility of all Members, at Ward level, to be championing this cause. Furthermore, comment was made welcoming the removal of the tenant's right to buy.

The Committee:-

- i. **APPROVED** the Tenant and Customer Engagement Strategy and Action Plan for 2015-2020;
- ii. **APPROVED** the Council's participation in the Scottish Government's national 'Stepping up to Scrutiny' programme as set out in the Action Plan;
- iii. **NOTED** that a comprehensive survey of tenant satisfaction would be undertaken this year; and
- iv. **NOTED** that resource implications would be reported through future HRA Revenue Monitoring reports.

## 15. Individual House Purchases Ceannach Thaignean Fa Leth

There had been circulated Report No COM/28/15 dated 26 May 2015 by the Director of Community Services which sought approval to purchase two existing properties as additional houses for affordable rent and homologation of actions taken which had resulted in purchase of a further property for affordable rent. Approval was also sought to dispose of a property held on the Housing Revenue Account.

During discussion, in relation to the Wells Street, Inverness property, it was pointed out that Council house rents had been increased so that new Council housing development could take place. It seemed inappropriate therefore to sell housing stock and perhaps an alternative would be for it to be transferred to a Community Group, an approach which had worked well elsewhere. However, others pointed out that the Ward Members had appeared supportive of the proposal although confirmation of this was sought.

The Committee **AGREED**:-

- i. that the former Police House, Glencoe, be purchased at the agreed settlement price of £160,000;
- ii. that the property at Balmoral Terrace, Inverness, be purchased at the agreed settlement price of £215,000;
- iii. subject to confirmation that all Ward 15 (Inverness Central) Members were supportive of the proposal, to delegate authority to the Director of Community Services, in consultation with the Chair and Vice Chair of the Community Services Committee, to sell 39, Wells Street, Inverness, subject to the consent of Scottish Ministers and on terms and conditions to be agreed by the Director of Development and Infrastructure; and
- iv. to homologate the decision taken to purchase the former Police House at 9a, Viewfield Road, Inverness.

**16. Highland Housing Need and Demand Assessment  
Measadh air Feum agus Iarrtas airson Taigheadais**

**Declarations of Interest –**

**Mr B Murphy declared a financial interest in this item on the grounds of being the provider of homeless accommodation and left the room.**

**Mr D Fallows declared a non-financial interest in this item as a Board Member of Cairngorms National Park Authority but, in terms of the dispensation granted by the Standards Commission, remained to participate in the discussion.**

There had been circulated Report No COM/29/15 dated 21 May 2015 by the Director of Community Services which provided background information on the requirements to produce a Housing Need and Demand Assessment to support the Council's Local Housing Strategy and Development Plan. The report also provided information on the key findings of the Housing Need and Demand Assessment for Highland.

In recognising that the Assessment would influence Local Development Plans and become the baseline to which housing development would work towards, the Committee:-

- i. **APPROVED** the key issues identified in the Highland Housing Need and Demand Assessment; and
- ii. **AGREED** to submit the Housing Need and Demand Assessment to the Scottish Government, seeking confirmation that the analysis was 'robust and credible' in terms of guidance, subject to any final comments received on the consultation draft.

**17. Out of Hours Call Handling  
Ath-sgrùdadh air Làimhseachadh Ghairmean Taobh A-muigh Uairean**

There had been circulated Report No COM/30/15 dated 25 May 2015 by the Director of Community Services confirming that the Highland Council continually pursued opportunities to work in partnership with other public bodies, particularly where there was a financial benefit. In this regard, Out of Hours emergency calls for housing and former Transport, Environmental and Community Services matters had been handled by Police Scotland at the Force Operation Command Centre in Inverness since April 2012 and this arrangement had recently undergone a review, with an alternative option to provide call handling for out of hour calls being identified.

The importance of ensuring IT security having been emphasised, the Committee **NOTED** the benefits and costs involved with each delivery option highlighted within the report and **APPROVED** the move to a Partnership Agreement with Aberdeen City Council with the implementation date to be agreed between both parties.

**18. Annual Monitoring Report – Housing Allocations Policy  
Clàr Taigheadais na Gàidhealtachd – Aithisg Sgrùdaidh Bhliadhnail**

There had been circulated Report No COM/31/15 dated 21 May 2015 by the Director of Community Services providing annual monitoring information on the

operation of the Highland Housing Register allocations policy for 2014/15 and highlighting key issues in relation to the supply and demand for social rented housing in Highland.

The Committee:-

- i. **NOTED** the information contained in the Annual Monitoring Report on housing allocations;
- ii. **AGREED** that to be awarded Need to Reside points for living in the community, applicants must have been resident for at least 12 months prior to the date of offer;
- iii. **AGREED** to change the mutual exchange policy so that an exchange would not normally be agreed where there were outstanding tenancy debts; and
- iv. **NOTED** the ongoing work on an online Highland Housing Register application form and Housing Options website and that further updates would be given at a later date.

## **19. Minutes Geàrr-chunntas**

There Committee **APPROVED** the circulated Minutes of the Harbours Management Board of 24 April 2015.

## **20. 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 during discussion of the following items on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A of the Act.

## **21. Roads and Transport Structure Structar Rathaidean agus Còmhdhalach**

There had been circulated to Members only Report No COM/32/15 by the Director of Community Services regarding the reallocation of some duties between Development and Infrastructure Services and Community Services and some changes to the staffing of some teams in Roads and Transport.

Following discussion, the Committee **AGREED** the recommendations as set out in the report with the exception of the one relating to Proposal 6 which would be considered at the Committee's next meeting on 15 August 2015.

## **22. Changes to Homelessness Services Atharrachaidhean do Sheirbheisean Cion-dachaigheachd**

**Declarations of Interest –**

**Mr B Murphy declared a financial interest in this item on the grounds of being the provider of homeless accommodation and left the room.**

**Mr D Kerr declared a non-financial interest as a family member was employed by the Housing Service and, having applied the test outlined in**

**Paragraphs 5.2 and 5.3 of the Councillors' Code of Conduct, elected to remain in the room but did not take part in discussion.**

There had been circulated to Members only Report No COM/33/15 dated 22 May 2015 by the Director of Community Services outlining proposals to organisational arrangements for delivering homelessness services.

The Committee **AGREED** the recommendations as set out in the report.

The meeting ended at 1pm.