

The Highland Council

Minutes of Meeting of the **Redesign Board of the Highland Council** held in Committee Room 2, Council Headquarters, Glenurquhart Road, Inverness on Tuesday, 29 August 2017 at 2.00pm.

Present:

Mr B Lobban (Chair)	Dr I Cockburn
Mrs M Davidson	Mr R Bremner (by VC)
Mr A MacKinnon	Mr D Louden
Mr A Baxter (by VC)	Mrs C Caddick
Ms M Smith	Mr C Smith
Mr G MacKenzie	Mr A Jarvie
Mr J Gibson, UNISON	Mr P MacPherson, GMB

Also Present:

Mrs I MacKenzie

Officials in attendance:

Mr S Barron, Chief Executive
Mrs C McDiarmid, Head of Policy and Reform
Ms R Cleland, Communication & Resilience Manager
Miss J MacLennan, Democratic Services Manager

Business

1. Apologies for Absence

Apologies for absence were intimated on behalf of Mr M Reiss, Mrs C Wilson, Mr A Christie and Mr A Sinclair (OCB).

2. Declarations of Interest

There were no Declarations of Interest.

3. Proposed Remit and Work Plan for the Board

There had been circulated Report No. RDB/3/17 dated 23 August 2017 by the Chief Executive which contained a proposed Remit and Work Plan for the Board which had been developed from the requirements agreed by the Council and the two Board Workshops held to date.

In this regard, Appendix 1 to the report highlighted the criteria for identifying peer reviews which had been agreed at the Workshop on 15 August.

Appendix 2 detailed the draft remit (objectives, inclusion, scope, timescales for reporting, membership, frequency/format of meetings and evaluation) and the work plan (the role of the Board and its activities to deliver on proposed objectives).

Specifically in relation to Appendix 2, the following additional wording (in italics) was proposed and **AGREED** –

Timescales for Reporting – the Board will provide progress reports to each meeting of the Council *and also make redesign recommendations. It will also inform the budget process as considered by the Council.*

It was also proposed that a Redesign Communications Plan should be developed and that the Board should continue to provide progress reports to each meeting of the Council and make redesign recommendations.

During discussion, Members raised the following issues:-

- it was imperative that all suggestions from staff were seriously considered and responses given in all cases;
- arising from the above, the current ‘redesign mailbox’ should be highlighted and promoted more prominently and information supplied on the Trade Union representatives on the Board who could also take forward staff suggestions if necessary;
- monitoring of actions arising from Service reviews would be scheduled into the future work programme of the Board;
- it would be important to avoid duplication wherever possible in terms of future work streams and sometimes staff directly dealing with services would have to stand back;
- as part of future peer reviews, consideration should be given to the inclusion of the Energy Efficiency Unit and also Property services (including Housing Maintenance, Project Design, etc);
- consideration should also be given to using any suitable ‘tools’ associated with Best Value Audits, perhaps bringing that forward to the November Workshop; and
- it was important to highlight that, as part of the identification of areas for peer reviews, priority had to be given to future budget planning and specifically those areas where most savings could be achieved across Council Services.

Thereafter, the Board **AGREED TO RECOMMEND** the proposed Remit and Work Plan which had been developed from the requirements agreed by the Council and from the two Board Workshops held to date.

It was also **AGREED** that the Council should be asked to endorse the criteria for identifying peer reviews which had been attached as Appendix 1 to the report and that delegated authority should be sought for the Board to agree the programme of reviews, noting that Members could propose service areas and functions for review to the Board.

The meeting ended at 2.30pm.