

Reviews for redesign and review teams 1.11.16

Significant reviews for redesign

Phase 1 (October to January)

| Review | Leader | Team | Board Member(s) | Staff side rep | Host HoS |
|---|--|--------------------------------------|--|--------------------------|---|
| Services for Children & Young People – looked after children and residential care | David Goldie | Ian Murray John Finlayson | Cllr Davidson John Gibson Cllr Douglas (sub) | John Gibson | Sandra Campbell |
| Adult Social Care - the scope of any review is affected by the lead agency role of NHS Highland | Board agreed 18.10.16 a potential partnership review with NHSH focusing on a plan to shift the balance of care further to community settings and to support community-based interventions. | | Cllr Fernie Cllr MacLennan | | Proposals to come from discussion from Bill Alexander, Jan Baird and Joanna MacDonald |
| Waste Services - all 11 functions | Malcolm Macleod | Sharon Barrie Murdina Boyd | Cllr Smith, Cllr Prag Cllr Gray | Alister Wemyss (Unite) | Andy Summers |
| Street Lighting | Colin Howell | Mark McGinty Angela Echavarren | Cllr Reiss Mick Haymer | Mick Haymer | Tracey Urry |
| Additional Support for learning, specialist services and school transport additional needs | Pablo Mascarenhas | Michael Kelly Imogen Percy-Bell | Cllr Mackenzie Cllr Lobban Cllr MacKay | Ian MacPhee (Unison) | Bernadette Cairns |
| Transport services | Phil Tomalin | Fiona Hampton Paul Whitham | Cllr Davis Cllr Cockburn | Charles Stephen (Unison) | Tracey Urry |
| Administration within schools | Kate Lackie | Caroline Urquhart Noel McLaughlin | Cllr McCallum Cllr Millar | Margo Ramsay (GMB) | Brian Porter |
| Street and road cleansing | Dot Ferguson | Stephen Carr Alan McKinnie | Cllr Christie Cllr MacKinnon | Paul MacPherson (GMB) | Andy Summers |

Later phases of reviews: teams to be identified

- HLH services – libraries and archive services
- Environmental Health services
- Mental health services
- Regulated property maintenance
- Procured legal services
- Children’s services: fostering and adoption, commissioned preventative services, child protection, allied health professionals

Reviews underway that may require Redesign Board consideration: briefings on the current scope and progress to date will be arranged for Board meetings between October and December 2016. For some additional staff support is arranged as noted below.

Reviews underway with Board briefings to be scheduled

1. **Harbours:** additional support to Caroline Campbell, Tony Usher and the Harbour Board from Andy McCann (lead) supported by Ruth Cleland and Charles Stephen. Cllr MacKinnon identified as member support/challenge. **Potential for briefing to the Redesign Board on 29.11.16.**
2. **Depots, stores and fleet maintenance** 3 functions. This is in progress and led by Caroline Campbell. She will be supported by John Robertson. A briefing will come to the Board potentially on **29.11.16.**
3. **Capital programme management:** this review is underway and Alan Yates is added to the team. It will include charging to capital for senior staff time. A briefing will come to the Board.
4. **Community right to participate and asset transfer to community groups.** This is in progress with the CPP and reports going to the Communities and Partnerships Committee. A briefing on progress can be brought to the Board in **late November / early December.**
5. **Supporting CPP, local committees and DPs and engagement and scrutiny of police and fire services** (Members requested that the latter should focus on rationalising the no. of places for reporting). This has undergone a review with the CPP and reported to Council in September 2016. New arrangements to begin for local partnerships from October 2016. Support for local committees will be part of Phase 6 of the Board's work – recommendations on structure, management of Council operations, committee structure and membership.
6. **HR function** – this is underway by the new Head of Service and in support of the redesign process and with staff side discussion. This is also linked to Phase 5 of the Board's work: developing an organisation change and support programme.

Reviews concluded requiring no further Board action at this time.

7. **Facilities management and cleaning:** considered by the Redesign Board on 18.10.16 and recommendations agreed at Council 27.10.16
8. **Procurement** – recent decision for a shared service. A shared service approach with Aberdeen City and Aberdeenshire was agreed by the Resources Committee in August 2016.
9. **Trading standards:** for this function a review was recently undertaken providing savings and transfer of the function to Corporate Development. David Sutherland is assigned to offer support to David MacKenzie should any further review activity be required.

Reviews nearing conclusion

10. **Road verge, amenity and grass cutting and planted areas** (4 functions): a service-led review is reporting to Community Services Committee 3.11.16 so this may not require Board consideration.

Mini reviews, largely affecting income, charges, full cost recovery and commercial opportunities. These are being led by the Commercial Manager, working with the relevant Head of Service and supported by other staff as noted below.

| Review | Lead team | Host HoS | Member interest |
|--|----------------------------------|------------------|----------------------------|
| 1. Review of charging for the pre-application planning service (major and local developments). | Tom MacLennan, Stephen Carr | Malcolm MacLeod | |
| 2. Collection of monies for BIDs | Tom MacLennan, Steven Wright | Allan Gunn | |
| 3. Collection of Scottish Water charges | Tom MacLennan, Steven Wright | Allan Gunn | |
| 4. Income potential to be explored from materials testing lab for construction projects | Tom MacLennan, Ian Jackson | Colin Howell | |
| 5. School hostels | Tom MacLennan, Elizabeth Maciver | Brian Porter | |
| 6. Music tuition | Tom MacLennan, Nicole Wallace | Jim Steven | Cllr Fernie |
| 7. School catering | Tom MacLennan | Brian Porter | |
| 8. Private sector housing grant – full cost recovery | Tom MacLennan, Veronica Mackay | Allan Maguire | |
| 9. Car parking and car parks | Tom MacLennan, Iain Swayne | Tracey Urry | Cllr Millar |
| 10. Public conveniences | Tom MacLennan | Andy Summers | Cllr Smith |
| 11. Elections – cost recovery on providing information to political parties, agents etc. on information associated with counts | Tom MacLennan | David Sutherland | |
| 12. Estates service – review of income target | Tom MacLennan, Graeme Corner | Allan Maguire | Cllr Millar |
| 13. Council energy supply / generation company option | Tom MacLennan, Daniel Greig | Finlay MacDonald | Cllr Cockburn, Cllr Millar |

Other issues clarified for the Board requiring no further action

1. Clarified no advertising costs are associated for liquor and gambling licensing.
2. Clarified that the Council has no in-house tree surgery provisions. The forestry team in D&I deals has a contract in place for an external tree surgeon to use when required and Community Services deals with tree / branch removal in emergency situations only.
3. Clarified position on requirement to pay the Audit Scotland fee and noted the work in progress of Directors of Finance seeking further transparency, value for money assurance and scope to challenge fee levels.

