

# Minute of Meeting

Performance Review and Scrutiny Committee  
Tuesday 6 September 2016  
Item No 4.3



## Special Performance, Review and Scrutiny Committee

Date	Time	Venue
8 June 2016	2 pm	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

### Present:

Councillor Milligan (Chair)	Councillor Bennett
Councillor Coventry	Councillor de Vink
Councillor Muirhead	Councillor Pottinger
Councillor Russell	Councillor Wallace

### In attendance:

Kenneth Lawrie	Chief Executive
Garry Sheret	Head of Property and Facilities Management
Ricky Moffat	Head of Commercial Operations
Gary Fairley	Head of Integrated Service Support
Janet Ritchie	Democratic Services Officer

## 1 Apologies

- 1.1 It was noted that apologies had been received from Councillors Baxter, Beattie, Imrie, Montgomery and Young.

## 2 Order of Business

The order of business was confirmed as outlined in the agenda that had been circulated.

## 3 Declarations of interest

No declarations of interest were intimated.

## 4 Public Reports

Report No.	Report Title	Presented by:
4.1	Commercial Operations Q4 Performance Report	Head of Commercial Operations

### Outline of report and summary of discussion

The Quarter 4 2015/16 yearend Performance Report for Commercial Operations was submitted. The Head of Commercial Operations highlighted to the Performance Review and Scrutiny Committee the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed in the Report. Thereafter the Head of Commercial Operations responded to questions raised by Elected Member's which included:

- Recycling and the various contracts for waste disposal and the difference in costs for processing this waste. The approximate costs currently to the Council for disposal of waste vary according to the waste: Food waste £20 per ton; Residual waste £100 per ton Recycling £20 per ton. The team continue to encourage residents to dispose of their waste appropriately.
- Road Network and any decisions made are based on the asset management principle also all Community Council were notified and any feedback received was considered.
- With regards the station at Newtongrange all interactive signs are now in place including information regarding travel and details on tourist attractions.
- The Grey Fleet Mileage is being assessed and consideration given to reducing the carbon footprint.
- The issues around abandoned vehicles and the time it takes for these to be uplifted. It was explained there is a process in place but unfortunately it is now more difficult to check ownership of these vehicles and also difficulties in sourcing companies who will uplift these vehicles due to no scrape value.
- The issue of fly tipping was raised and how this is dealt with by the Council. It was explained that any fly tipping is mapped on a national database recording the location of the fly tipping, the date reported and the type of material. This material is uplifted by the Council and disposed off as residual waste and although there are no figures available on the cost this can be

obtained from the database. It was confirmed there has been an increase in the last 6 months of fly tipping.

- With regards to the Penicuik Depot there are ongoing consultations and a full report will go to Council in due course.
- Recycling in general has been a success and the Midlothian residents have engaged in this from the start. The possibility of larger bins for recycle waste was raised along with the use of the larger bins for residual waste and if these were still required. Ongoing work has been undertaken by the waste aware team in addressing these issues as well as linking in with the collection team.

#### Decision

- To congratulate on the service on the progress with regards to recycling.
- To provide feedback on the cost of fly tipping.
- To provide an update on the issues to be addressed regarding the uplift of abandoned vehicles.
- To otherwise note the Report.

#### Action

Head of Commercial Operations

Report No.	Report Title	Presented by:
4.2	Finance and Integrated Service Support Performance Report Quarter 4 2015/16	Head of Integrated Service Support

#### Outline of report and summary of discussion

The Quarter 4 2015/16 year end Performance Report for Integrated Service Support was submitted. The Head of Integrated Service Support highlighted to the Performance Review and Scrutiny Committee the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed in the Report. Thereafter the Head of Integrated Service Support responded to questions raised by Elected Member's which included:

- In terms of the ranking, showing the 3<sup>rd</sup> quartile, this was explained that as one of the smaller mainland authorities ranking of 20 show better than similar sized authorities.
- The drop in percentage in dealing with invoices within 30 days, although there is no particular reason for this drop in performance, purchasing cards have been introduced and this may have an impact. It was highlighted that the main factor is to ensure that invoices are dealt with properly and the business processes are in place.

#### Decision

- To note the Report

Report No.	Report Title	Presented by:
4.3	Property and Facilities Management Performance Report Quarter 4 2015/16	Head of Property and Facilities

#### Outline of report and summary of discussion

The Quarter 4 2015/16 year end Performance Report for Property and Facilities Management Report was submitted. The Head of Property and Facilities highlighted to the Performance Review and Scrutiny Committee the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed in the Report. Thereafter the Head of Property and Facilities responded to questions raised by Elected Member's which included:

- There are very few publically owned pitches for Rugby to be played in Midlothian and the issues around accessing facilities. Also raised was the pressure on pitches and training facilities for youngsters and the waiting lists for boys clubs due to lack of facilities. As well as looking at other pitches there are also discussions ongoing to look at improving the pitches already in Midlothian to allow longer use.
- It was highlighted that there are issues at Lasswade High School between the school and community and the use of facilities and how can this be better managed to ensure the public are able to access these facilities. It was agreed there must be a balance between the use of the facilities for both the schools and communities.

#### Decision

- Agreed to bring back a Report to next Performance Review and Scrutiny Committee on the timescale for the work in preparing an audit of sports facilities in Midlothian and how this will be taken forward through the emerging MLDP to ensure that appropriate developers contributions were sought for new sports facilities.
- To note the issues with regards to School facilities and the management of this.
- To otherwise note the Report.

#### Decision

- To note the Report

Report No.	Report Title	Presented by:
4.4	Midlothian Council Performance Report Quarter 4 2015/16	Chief Executive

#### Outline of report and summary of discussion

The Quarter 4 2015/16 yearend Performance Report for Midlothian Council was submitted. The Chief Executive highlighted to the Performance Review and Scrutiny Committee the progresses and a summary of the emerging challenges as detailed in the Report.

<b>Decision</b>
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| <ul style="list-style-type: none"> <li>To note the report.</li> </ul> |
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Report No.	Report Title	Presented by:
4.5	Introduction of the Balance Scorecard	Chief Executive

<b>Outline of report and summary of discussion</b>
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<p>There was the Introduction of the Balanced Scorecard Report submitted by the Chief Executive dated 24 March 2016. The Report presented the current draft of the Balanced Scorecard produced as a result of the ongoing strategic review of planning and performance management arrangements. The report updates the Cabinet on the current position of the Balanced Scorecard as part of the quarterly performance reporting for the year end 2015/16 in order to agree the introduction of the final template as part of the ongoing annual planning and performance management approach for the 2016/17 cycle. The Chief Executive presented the report to the Cabinet highlighting the Balanced Scorecard approach which focuses on delivery of agreed key outcomes in the Single Midlothian Plan.</p>
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<b>Decision</b>
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| <ul style="list-style-type: none"> <li>To note the inclusion of trend data in the final version.</li> <li>To otherwise note the report.</li> </ul> |
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Report No.	Report Title	Presented by:
4.6	Procedure for External Inspection Reports	Chief Executive

<b>Outline of report and summary of discussion</b>
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<p>There was a report submitted on the Procedure for External Inspection by the Chief Executive. The purpose of this report is to seek approval for a proposed approach to be applied to all published external inspection reports for services which Midlothian Council has direct responsibility for.</p>
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<p>The Performance Review and Scrutiny Committee in respect of the Report had agreed on 26 April 2016 the following recommendations:</p>
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| <ul style="list-style-type: none"> <li>To amend the Procedure for External Inspection Reports in respect of Items 3 and 4.</li> </ul> |
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<p>The Chief Executive highlighted to the Committee the changes made to the Report to reflect the Committees concerns raised at the last meeting.</p>
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<b>Decision</b>
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| <ul style="list-style-type: none"> <li>To approve this report.</li> </ul> |
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## 5 Private Reports

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No private business submitted to this meeting.

The meeting terminated at 15:21 pm