

**MINUTES of MEETING of ORGANISATIONAL DEVELOPMENT POLICY AND
PERFORMANCE GROUP held in the MEMBERS ROOM, KILMORY, LOCHGILPHEAD
on WEDNESDAY, 28 SEPTEMBER 2011**

Present: Councillor McQueen (Chair)
Councillor McCuish Councillor Philand

Attending: Charles Reppke, Head of Governance and Law
Jim Smith, Head of Roads and Amenity Services
Malcolm MacFadyen, Head of Facility Services
Jane Fowler, Head of Improvement and Strategic HR
Fergus Murray, Development Policy Manager

In the absence of a the Chair, Councillor McNaughton, the PPG appointed Councillor McQueen to Chair the meeting.

1. APOLOGIES

Apologies for absence were received from Councillor Alex McNaughton and Councillor Gary Mulvaney.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES

The Minutes of the meeting of the Organisational Development Policy and Performance Group held on 29 June 2011 were approved as a correct record.

4. PROCESS FOR CHANGE

A report giving an update to the PPG on Process for Change Programme, consisting of the Customer Management and Workforce Deployment projects, was considered.

Decision

1. Noted the progress of the Process for Change projects and that progress was continually reviewed through regular update reports.
2. Noted that an action plan was being prepared following the Mystery Shopping Exercise which would be reported in due course.

(Reference: Report by Head of Improvement and Strategic HR dated September 2011, submitted)

5. MODERNISATION PROGRAMME

A report outlining the redundancies that had taken place between 1 April 2010 and 30 June 2011 as a result of the implementation of the Council's transformation programme through service reviews and voluntary redundancy/early retirement was considered.

Decision

Noted the content of the report.

(Reference: Report by Head of Improvement and Strategic HR dated September 2011, submitted)

6. ASSET MANAGEMENT STRATEGY

The PPG considered a report providing an update on the progress that had been made in relation to Asset Management.

Decision

1. Noted the progress that would continue to be made.
2. Noted the key elements of the work plan.

(Reference: Report by Head of Facility Services dated 14 September 2011, submitted)

7. THIRD SECTOR DISPOSAL STRATEGY

A report providing Members with an opportunity to review the progress that had been made to develop and introduce asset transfer arrangements to facilitate the transfer of property assets to the Third Sector where appropriate.

Decision

1. Noted that the Third Sector Asset Transfer documents appended to the report including the Stage One scoring matrix were approved by the Asset Management Board at its meeting held on 29 March 2011, and subsequently by each Departmental Management Team.
2. Noted that the Third Sector Asset Transfer pack was the subject of a report to the Strategic Management Team on 22 August 2011.
3. Noted that the Transfer pack was tabled at the meeting of the Third Sector and Communities Community Planning Partnership Sub Group held on 30 August 2011. The purpose of this was -
 - To fulfil a commitment to provide Third Sector representatives with a final opportunity to review the Transfer Pack including the process, application form and guidance notes (but excluding the scoring matrix)

- To secure appropriate nominations from officers for membership of the Decision Making Panel. It will be the role of the Decision Making Panel to make the appropriate recommendation to the relevant Area Committee at Stages 1 & 2 of the process.
- To consider how best to prioritise projects for transfer to ensure that the Council has the required capacity to deal with these given the ongoing Service Review programme.

(Reference: Report by Head of Facility Services dated 13 September 2011, submitted)

8. LOCAL PLAN PROCESS

A report providing Members with an update on the progress with the Local Development Plan process.

Decision

Noted the content of the report.

(Reference: Report by Development Policy Manager dated September 2011, submitted)

9. WORK PROGRAMME

The Work Programme was submitted for consideration.

Decision

Noted the Work Programme.

(Reference: Organisational Development PPG Work Programme 2011/12, submitted)

10. ROADS ASSET MANAGEMENT PLAN

A report informing Members on the formulation of the Roads Asset Management Plan was considered.

Decision

Noted the content of the report.

(Reference: Report by Head of Roads and Amenity Services dated 13 September 2011, submitted)