

STRATEGIC POLICY AND RESOURCES COMMITTEE

Minute of meeting of the Strategic Policy and Resources Committee held in the Council Chamber, Council Building, 2 High Street, Perth on Wednesday 13 June 2018 at 10.00am.

Present: Councillors M Lyle, P Barrett, C Stewart, A Bailey, B Band, S Donaldson, D Doogan, A Forbes, G Laing, R McCall, S McCole, Provost D Melloy, Councillors A Parrott, C Purves, C Shiers and L Simpson.

In Attendance: B Malone, Chief Executive; J Valentine, Depute Chief Executive and Chief Operating Officer; K Donaldson, C Mackie, F Robertson, L Simpson, G Taylor, S Walker and C Irons (all Corporate and Democratic Services); S Devlin (Education and Children's Services); B Renton, L Cameron, F Crofts, F Kerr, C Mailer, K McNamara and M Mitchell (all Housing and Environment).

Councillor M Lyle, Convener, Presiding.

321. WELCOME AND APOLOGIES

The Convener welcomed all those present to the meeting. There were no apologies.

322. DECLARATIONS OF INTEREST

In terms of the Councillors' Code of Conduct, Councillors A Forbes, A Parrott and C Shiers declared a non-financial interest in Art. 325 – Cultural Trusts Transformation Project: Outline Business Case and Next Steps.

323. MINUTES OF PREVIOUS MEETINGS

(i) Strategic Policy and Resources Committee

The minute of meeting of the Strategic Policy and Resources Committee of 18 April 2018 (Arts. 192 - 200) was submitted, approved as a correct record and authorised for signature.

(ii) Executive Sub-Committee of the Strategic Policy and Resources Committee

The minute of meeting of the Executive Sub-Committee of 24 April 2018 was submitted and noted. (**Appendix I**)

(iii) Chief Executive Appointments Sub-Committee of the Strategic Policy and Resources Committee

The minutes of meetings of the Chief Executive Appointments Sub-Committee of 14 March, 26 March, 24 April, 3 May and 22 May 2018 were submitted and noted. (**Appendices II, III, IV, V, VI**)

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(iv) Property Sub-Committee of the Strategic Policy and Resources Committee

The minutes of the meeting of the Property Sub-Committee of 25 October 2017 and the Special meeting of the Property Sub-Committee of 15 December 2017, were submitted and noted. **(Appendices VII and VIII)**

(v) Provost's Sub-Committee of the Strategic Policy and Resources Committee

The minute of the meeting of the Provost's Sub-Committee of 28 March 2018 was submitted and noted. **(Appendix IX)**

(vi) Economy and Lifelong Learning Outcome Delivery Group

The minutes of meetings of the Economy and Lifelong Learning Outcome Delivery Group of 8 December 2017 and 23 February 2018 were submitted and noted. **(Appendices X and XI)**

(vii) Tay Cities Region Joint Committee

The minute of meeting of the Tay Cities Region Joint Committee of 8 December 2017 was submitted and noted. **(Appendix XII)**

324. AUTHORITY TO WRITE OFF DEBTS AND OBSOLETE STOCK

There was submitted a report by the Head of Finance (18/193), seeking (1) approval to write off identified debts in respect of Sales Ledger; Council Tax (including Water and Waste Charges); Non-Domestic Rates; Irrecoverable Rents; Housing Benefit Overpayments and Car Park Trading Account Income and (2) approval to write off obsolete stock and write on outstanding credit balances.

Resolved:

- (i) That all amounts as detailed in Section 2 of and in Appendices 1 to 5 to Report 18/193 were written off or on for accounting purposes, be approved.
- (ii) That files would not be closed and every effort would be made to collect the outstanding debt, be noted.

325. CULTURAL TRUSTS TRANSFORMATION PROJECT: OUTLINE BUSINESS CASE AND NEXT STEPS

There was submitted a report by the Depute Chief Executive and Chief Operating officer (18/194) on the scope for reviewing current delivery models for culture services commissioned by the Council, as part of the wider 2018/19 Transformation Programme.

Resolved:

- (i) The background to selecting the area for review of the Cultural Trusts, be noted.

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- (ii) The outline business case for the Transformation Project, as detailed in Report 18/194, be approved.
- (iii) The timescale for delivery of the Project, as set out in paragraph 2.7 of Report 18/194, be noted.

326. DEVELOPMENT OF THE CREATIVE EXCHANGE IN THE FORMER ST JOHN'S PRIMARY SCHOOL

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (18/195) on the development of the Creative Exchange in the former St John's primary school to include the Famous Grouse Ideas Centre.

Resolved:

- (i) The progress made in launching the Famous Grouse Ideas Centre, delivering the business support programmes for creative businesses and the staging of the successful final showcase event for the first accelerator cohort on 9 May 2018, be noted.
- (ii) The proposal to progress the project to convert the former St John's primary school to a creative exchange hub, be approved.
- (iii) The funding envelope as detailed in Report 18/195, be approved with authority delegated to the Depute Chief Executive and Chief Operating Officer to allocate funding to the project following announcement of the Tay Cities Deal.
- (iv) The disposal of the former St John's primary school by way of a long lease to Workshop and Artists' Studios Provision Scotland (WASPS) on the terms referred to in Report 18/195, be approved.
- (v) Authority be delegated to the Executive Director (Housing and Environment) in consultation with the Head of Legal and Governance, to finalise the Service Level Agreement with WASPS.
- (vi) A sub-lease from WASPS in favour of the Council, be approved in respect of two of the completed units to provide accommodation for the proposed Famous Grouse Ideas Centre, on terms detailed in Report 18/195 or otherwise on terms to be agreed by the Executive Director (Housing and Environment) and the Head of Legal and Governance.

327. COMMUNITY INVESTMENT FUND

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (18/196) on (1) the distribution of the new Community Investment Fund and (2) the role of the Local Action Partnerships in assessing and making recommendations to this Committee on how the Community Investment Fund be spent.

Resolved:

- (i) The background to establishing the Community Investment Fund, be noted.
- (ii) The rationale for recommending Local Action Partnerships as the managing bodies for the Fund, as set out in Report 18/196, be noted.
- (iii) The proposed role of the Local Action Partnerships, advised by Grant Assessment Panels at ward level, in making recommendations to this Committee on the distribution of the Fund, be approved.

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- (iv) The evaluation arrangements for the Fund, as detailed in Report 18/196, be approved.
- (v) The Depute Chief Executive and Chief Operating Officer be instructed to submit an evaluation report and any improvement recommendations to this Committee by March 2019.

328. TRANSFORMATION PROGRAMME 2015-2020

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (18/197), providing (1) an update on the Transformation Programme approved by Council on 1 July 2015; (2) feedback on the Can Do Challenge Bid and (3) an update on Collaborative Working with Dundee City and Angus Councils.

Resolved:

- (i) The progress related to the Transformation Programme, as detailed in Appendices 1 and 2 to Report 18/197, be noted.
- (ii) The confirmation of funding for the Can Do Challenge Fund bid for Perth Smart Energy Network, be noted.
- (iii) The Tayside Collaborative Working update, be noted.

329. PROCUREMENT UPDATE 2017/18

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (18/198) on the progress made by Perth and Kinross Council during 2017/18 in delivering the Procurement Strategy, published in 2015.

Resolved:

- (i) Progress made with the 2016/17 Procurement Action Plan, be noted.
- (ii) The Procurement Annual report for 2017/18, attached as Appendix 1 to Report 18/198, be approved.

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## **EXECUTIVE SUB-COMMITTEE OF THE STRATEGIC POLICY AND RESOURCES COMMITTEE**

Minute of Meeting of the Executive Sub-Committee of the Strategic Policy and Resources Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Tuesday 24 April 2018 at 2.30pm.

Present: Councillors M Lyle, P Barrett, C Stewart, D Doogan and G Laing.

In Attendance: L Brady, Revenues and Benefits Service Manager and K Fraser, Assistant Revenues Manager, Perth and Kinross Council; M Griffiths and P Hood, Horsecross Arts Limited; J Valentine, Depute Chief Executive and Chief Operating Officer; G Fogg, C Irons, S Mackenzie, G Taylor and S Walker (all Corporate and Democratic Services).

Councillor M Lyle, Convener, Presiding.

### **1. WELCOME AND APOLOGIES**

The Convener welcomed everyone present to the meeting. There were no apologies.

### **2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made in terms of the Councillors' Code of Conduct.

### **3. PROCEDURE**

#### **Resolved:**

The procedure to be used for a non-domestic rates relief appeal be adopted.

**IT WAS AGREED THAT THE PUBLIC AND PRESS SHOULD BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEM IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH WAS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT, 1973**

### **4. APPEAL AGAINST REFUSAL OF APPLICATION FOR RELIEF OF NON-DOMESTIC RATES**

The Executive Sub-Committee was convened to consider an appeal against refusal by the Rating Authority of an application for relief of Non-Domestic Rates under the terms of the Local Government (Scotland) Act 1947.

The Executive Sub-Committee considered documentation lodged and heard evidence from both parties. Thereafter the parties summed up their cases and withdrew.

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The Executive Sub-Committee then considered the case.

**Resolved:**

The decision by the Rating Authority to refuse the application for discretionary relief of Non-Domestic Rates be upheld.

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CHIEF EXECUTIVE APPOINTMENT SUB-COMMITTEE

Minutes of Meeting of the Chief Executive Appointment Sub-Committee held in Room 410, Council Building, 2 High Street, Perth on Wednesday 14 March 2018 at 2.00pm.

Present: Councillors P Barrett, D Doogan, G Laing, M Lyle and R McCall (substituting for C Shiers).

In attendance: G Taylor, Head of Democratic Services; K Donaldson, Corporate Human Resources Manager and C Irons, Committee Officer (all Corporate and Democratic Services).

1. REMIT OF SUB-COMMITTEE

The Sub-Committee noted that the remit was to approve the recruitment and selection arrangements for the appointment of a new Chief Executive, to undertake interviews and to make an appointment.

2. APPOINTMENT OF CONVENER

Councillor D Doogan, seconded by Councillor P Barrett, nominated Councillor M Lyle as Convener of the Sub-Committee.

Councillor M Lyle was unanimously elected as Convener and took the Chair.

IT WAS AGREED THAT THE PUBLIC AND PRESS BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEM IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH WAS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973

3. APPOINTMENT OF INDEPENDENT EXTERNAL PROFESSIONAL ADVISOR

The Corporate Human Resources Manager reported on the appointment of an independent external professional advisor to assist in the process for the recruitment and selection of a new Chief Executive.

Resolved:

Mr David Martin, Chief Executive of Dundee City Council, be invited to act as the independent external professional advisor to the Sub-Committee.

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## **CHIEF EXECUTIVE APPOINTMENTS SUB-COMMITTEE**

Minute of Meeting of the Chief Executive Appointments Sub-Committee held in Room 410, Council Building, 2 High Street, Perth on Monday 26 March 2018 at 11.30am.

Present: Councillors P Barrett, D Doogan, G Laing, M Lyle and C Shiers.

In attendance: Mr D Martin, Independent Professional Adviser to the Sub-Committee; K Donaldson, Corporate Human Resources Manager and C Irons, Committee Officer.

Councillor M Lyle, Convener

### **1. MINUTE**

The minute of meeting of the Sub-Committee of 12 March 2018 was submitted and approved.

**IT WAS AGREED THAT THE PUBLIC AND PRESS BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEM IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH WAS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973**

### **2. APPOINTMENT OF CHIEF EXECUTIVE**

There was submitted a report by the Corporate Human Resources Manager (18/116) on the appointment process for a new Chief Executive. The following appendices were discussed:- Job Profile and Specification; Recruitment Information Pack; Terms and Conditions; Advert. It was agreed that amended versions of the Job Profile and Advert be circulated to members of the Sub-Committee.

#### **Resolved:**

- (i) The recruitment process, as detailed in Report 18/116, be approved with the option of a one-stage or two-stage interview process.
- (ii) The vacancy be advertised on MyJobScotland and the S1 jobsite.
- (iii) The vacancy be promoted using a range of social media channels.
- (iv) A procurement process be undertaken for the appointment of a company to run an assessment centre for candidates.
- (v) References be obtained for short listed candidates.
- (vi) Members of the Appointments Sub-Committee attend a fair selection and unconscious bias briefing session.

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CHIEF EXECUTIVE APPOINTMENTS SUB-COMMITTEE

Minute of Meeting of the Chief Executive Appointments Sub-Committee held in Room 415, Council Building, 2 High Street, Perth on Tuesday 24 April 2018 at 9.00am.

Present: Councillors P Barrett, D Doogan, G Laing, M Lyle and C Shiers.

In attendance: K Donaldson, Corporate Human Resources Manager.

Also in Attendance: J Robertson, Dundee University and E Dougherty, Solace in Business.

Councillor M Lyle, Convener

1. MINUTE

The minute of meeting of the Sub-Committee of 26 March 2018 was submitted and approved.

IT WAS AGREED THAT THE PUBLIC AND PRESS BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEMS IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH WAS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973

2. UNCONSCIOUS BIAS AND FAIR SELECTION TRAINING

Joan Robertson, Equality & Diversity Officer, University of Dundee gave a presentation to members on unconscious bias in the context of recruitment and selection.

The Convener thanked J Robertson for her attendance and contribution to the appointment process.

3. ASSESSMENT CENTRE

Evelyn Dougherty, Solace in Business provided details to members on the proposed assessment centre for candidates and feedback to members ahead of the final interviews.

There followed discussion and agreement on the main competencies which would be evaluated during the Assessment Centre.

The Convener thanked E Dougherty for her attendance and contribution to the appointment process.

4. ISSUE OF APPLICATIONS PACK

K Donaldson, Corporate Human Resources Manager, issued an applications pack to each member for consideration at the next meeting. K Donaldson outlined the process to be followed in assessing job applicants against the Job Requirements and reiterated the need for fairness and transparency in the selection decision making process and for confidentiality.

PROVOST'S SUB-COMMITTEE OF THE STRATEGIC POLICY AND RESOURCES COMMITTEE

Minute of meeting of the Provost's Sub-Committee of the Strategic Policy and Resources Committee held in the Council Chamber, Ground Floor, 2 High Street, Perth on Wednesday 28 March 2018 at 3.30pm.

Present: Provost D Melloy and Councillors S Donaldson, M Lyle, R McCall and A Parrott.

In Attendance: G Taylor and C Irons (both Corporate and Democratic Services).

Provost D Melloy, Presiding.

1. WELCOME AND APOLOGIES

The Provost welcomed everyone to the meeting.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest made in terms of the Councillors' Code of Conduct.

3. MINUTES OF THE PREVIOUS MEETING

The minute of meeting of the Provost's Sub-Committee of 20 April 2016 was submitted and noted.

4. PROPOSED TWINNING VISIT TO ASCHAFFENBURG, GERMANY – JUNE 2018

There was submitted a report by the Head of Democratic Services (18/117) advising of an invitation extended by the Oberbürgermeister of Aschaffenburg to the Provost and a Council delegation to visit Aschaffenburg, Germany from 28 June to 2 July 2018, to participate in the opening ceremony of the 31st Aschaffenburg Culture Festival.

It was noted a trio of young musicians would accompany the Provost and Chief Executive.

Resolved:

- (i) The invitation to visit Aschaffenburg, Germany from 28 June to 2 July 2018, be accepted.
- (ii) The Council be represented by the Provost and Chief Executive, supported by the Council Officer.
- (iii) The costs, estimated to be £732 covering flights for the Provost and Council Officer, airport transfers and civic gifts, be met from the 2018/19 twinning budget.

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NOTE: Subsequent to the meeting, further correspondence was received from the Oberbürgermeister's office inviting the Council's representative from the Friends of Aschaffenburg, Councillor B Pover, to accompany the Provost on this trip and offering to pay for accommodation costs. The members of the Sub-Committee subsequently agreed to accept the invitation for the Council's representative from the Friends of Aschaffenburg, to also visit Aschaffenburg from 28 June to 2 July 2018 at a cost of £330 to be met from the 2018/19 twinning budget.

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## **CHIEF EXECUTIVE APPOINTMENTS SUB-COMMITTEE**

Minute of meeting of the Chief Executive's Appointments Sub-Committee held in Room 415, Fourth Floor, 2 High Street, Perth on Thursday 3 May 2018 at 12.00pm.

Present: Councillors M Lyle, P Barrett, D Doogan, G Laing and C Shiers.

In Attendance: K Donaldson, Corporate Human Resources Manager, D Martin (Professional Adviser) and G Taylor, Head of Democratic Services.

Councillor Lyle in the Chair

### **1. DECLARATIONS OF INTEREST**

There were no Declarations of Interest in terms of the Councillors' Code of Conduct.

### **2. MINUTE OF MEETING OF THE APPOINTMENTS SUB-COMMITTEE OF 24 APRIL 2018**

The minute of meeting of the Chief Executive's Appointment Sub-Committee of 24 April 2018 was submitted and approved.

**IT WAS AGREED THAT THE PUBLIC AND PRESS BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEM IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH WAS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT, 1973**

### **3. APPOINTMENT OF CHIEF EXECUTIVE – COMPLETED APPLICATION FORMS**

The Sub-Committee reviewed each of the completed application forms received for the post of Chief Executive and assessed them against the requirements for the post.

The Sub-Committee agreed on a short list of candidates to take part in the next stages of the process which will be the Assessment Centre on 11 May 2018 and final interview on 22 May 2018.

#### **Resolved:**

- (i) The sub-committee agreed to invite six candidates to proceed to Assessment Centre and Final Interview.
- (ii) The Corporate Human Resources Manager be instructed to correspond with candidates on this basis.

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**4. DATE OF NEXT MEETING**

**Resolved:**

It was noted the next meeting would be held on 22 May 2018 at 9.00am in the Civic Lounge, 2 High Street, Perth.

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CHIEF EXECUTIVE APPOINTMENTS SUB-COMMITTEE

Minute of meeting of the Chief Executive Appointments Sub-Committee held in Room 215, Second Floor, 2 High Street, Perth on Tuesday 22 May 2018 at 8.45am.

Present: Councillors M Lyle, P Barrett, C Shiers, D Doogan and G Laing.

In Attendance: D Martin, Dundee City Council (Professional Adviser) and K Donaldson, Corporate Human Resources Manager.

Councillor M Lyle, Convener, Presiding.

1. DECLARATIONS OF INTEREST

There were no Declarations of Interest made in terms of the Councillors' Code of Conduct.

2. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Chief Executive Appointments Sub-Committee of 3 May 2018 was submitted and approved.

IT WAS AGREED THAT THE PUBLIC AND PRESS BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEM IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH WAS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT, 1973

3. POST OF CHIEF EXECUTIVE

There was submitted an interview pack containing details relating to the candidates selected for interview, together with interview questions.

It was noted that six candidates had been invited for interview and as one had withdrawn, five were to be interviewed.

The Sub-Committee having received information from K Donaldson, Corporate Human Resources Manager on the Assessment Centre feedback, interviewed the five candidates and asked detailed questions of the candidates. The Sub-Committee thereafter considered the matter.

Resolved:

The Sub-Committee unanimously agreed that an offer of appointment be made to Karen Reid, currently Chief Executive of the Care Inspectorate in respect of the post of Chief Executive, on the advertised terms and conditions, with the start date to be agreed.

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## **PROPERTY SUB-COMMITTEE**

Minute of meeting of the Property Sub-Committee of the Strategic Policy and Resources Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 25 October 2017 at 10.00am.

Present: Councillors B Band, P Barrett, I Campbell, D Doogan, G Laing, M Lyle and C Purves (substituting for R McCall)

In Attendance: B Renton, S Crawford and J Janes (all The Environment Service); G Boland (Education and Children's Services); G Taylor, G Fogg, C Irons, K Molley, A Thomson and M Willis (all Corporate and Democratic Services).

### **1. APPOINTMENT OF CONVENER**

Councillor Barrett seconded by Councillor Purves, nominated Councillor Campbell for the position of Convener of the Sub-Committee.

Councillor I Campbell was unanimously elected as Convener of the Sub-Committee.

Councillor I Campbell took the chair.

### **2. WELCOME AND APOLOGIES/SUBSTITUTES**

The Convener welcomed all those present to the meeting. An apology and substitution were noted as above.

### **3. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made in terms of the Councillors' Code of Conduct.

### **4. MINUTES**

- (i) The minute of meeting of the Property Sub-Committee of 1 March 2017 was submitted and approved as a correct record.
- (ii) The minute of meeting of the School Estate Sub-Committee of the Lifelong Learning Committee of 2 March 2017 was submitted and noted.

### **5. SCHOOL ESTATE PROGRAMME PROGRESS REPORT**

There was submitted a report by the Executive Director (Education and Children's Services) (17/347) (1) updating the Committee on the progress and proposals for delivering the current school projects within the Education and Children's Services School Estate Programme, (2) detailing key milestones which had been achieved since the last update to the School Estate Sub-Committee on 2 March 2017; and (3) detailing future projects.



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**Resolved:**

- (i) The significant milestones achieved since the report to the School Estate Sub-Committee on 2 March 2017, as detailed in paragraphs 3.1 to 3.5 of Report 17/347, be noted.
- (ii) The forward planning, as detailed in paragraphs 4.1 to 4.4 of Report 17/347, be noted.

**IT WAS AGREED THAT THE PUBLIC AND PRESS SHOULD BE EXCLUDED  
DURING CONSIDERATION OF THE FOLLOWING ITEM IN ORDER TO AVOID  
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*COUNCILLOR LYLE ENTERED THE MEETING DURING THE FOLLOWING ITEM*

**P1. THE PROPOSED SALE AT AUCTION OF VARIOUS PROPERTIES**

There was submitted a report by the Director (Environment) (17/348) seeking approval for the sale at auction of various properties within Perth and Kinross.

**Resolved:**

- (i) The properties, as detailed in Report 17/348, be sold in compliance with the Disposal of Land by Local Authorities (Scotland) Regulations and the relevant property's market value, and otherwise on terms to the satisfaction of the Director (Environment) and the Head of Legal and Governance Services.
- (ii) If any property fails to sell at auction, it be remarketed for sale through the traditional manner or at auction in compliance with the Disposal of Land by Local Authorities (Scotland) Regulations and the relevant property's market value, and otherwise on terms to the satisfaction of the Director (Environment) and the Head of Legal and Governance Services.

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PROPERTY SUB-COMMITTEE

Minute of special meeting of the Property Sub-Committee of the Strategic Policy and Resources Committee held in Room 410, Fourth Floor, Council Building, 2 High Street, Perth on Friday 15 December 2017 at 14.30.

Present: Councillors B Band, I Campbell, R McCall and A Parrott (substituting for D Doogan).

In Attendance: T Flanagan, K Leer and J Janes (all The Environment Service); G Taylor, G Fogg and C Flynn (all Corporate and Democratic Services).

Apologies: Councillors P Barrett, D Doogan, G Laing and M Lyle.

Councillor I Campbell, Presiding.

1. WELCOME AND APOLOGIES/SUBSTITUTES

The Convener welcomed all those present to the meeting. Apologies and substitutions were noted as above.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest made in terms of the Councillors' Code of Conduct.

IT WAS AGREED THAT THE PUBLIC AND PRESS SHOULD BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEM IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH IS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973

P1. PROPOSED SALE OF ACORN BUSINESS CENTRE, PERTH

There was submitted a report by the Interim Executive Director (Environment) (17/410) seeking approval for the sale of Acorn Business Centre, Arran Road, Perth to Northern Trust Company Ltd or their nominees.

Resolved:

- (i) Acorn Business Centre, Perth be sold to Northern Trust Company Ltd or its Nominee on the basis of the terms contained in Report 17/410 and otherwise on terms and conditions to the satisfaction of the Interim Executive Director (Environment) and the Head of Legal and Governance.
- (ii) In the event that the offer from Northern Trust Company Ltd fails to deliver a concluded bargain, the competing offers that meet the asking price of £1.2 million be pursued in descending order as outlined in paragraphs 2.2 to 2.4 of Report 17/410, all to the satisfaction of the Interim Executive Director (Environment) and the Head of Legal and Governance.

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- (iii) If any of the acceptable offers fail to reach a concluded bargain, the property be remarketed as soon as possible in the traditional manner, all to the satisfaction of the Interim Executive Director (Environment) and the Head of Legal and Governance.

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**ECONOMY AND LIFELONG LEARNING GROUP  
COUNCIL CHAMBERS, COUNCIL BUILDING, 2 HIGH STREET, PERTH  
FRIDAY 8 DECEMBER 2017**

Minute of meeting of the Community Planning Economy and Lifelong Learning Group held in the Council Chamber, 2 High Street, Perth on Friday 8 December 2017 at 2.00pm.

**Present:** Councillors C Purves; A Jarvis (substituting for Councillor C Shiers) and F Sarwar; L Baillie, Perth and Kinross Health and Social Care Partnership; L Cairns, Perth College UHI (substituting for D Gourlay); N Moran, TACTRAN; K MacPherson, PKAVS (Third Sector Interface); C Mella, Federation of Small Businesses; and O Robertson, Perth and Kinross Social Enterprise Network.

**In Attendance:** J Alexander, Department of Work and Pensions; N Christison, VisitScotland; S Cumiskey, L McIntyre, K Molley, E Paul, D Stokoe and D Williams; all Perth & Kinross Council.

**Apology:** Councillor C Shiers; A Burnett, VisitScotland; J Dernie, NHS Tayside; D Gourlay, Perth College UHI; E Guthrie, TACTRAN; J Hunter, Skills Development Scotland; and V Unite, Perthshire Chamber of Commerce.

Councillor C Purves, Chair, Presiding.

**1. WELCOME AND APOLOGIES**

Councillor Purves welcomed all those present to the meeting and an apology was noted as above.

**2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made in terms of the relevant codes of Conduct.

**3. MINUTE OF PREVIOUS MEETING**

The Minute of the Meeting of the Economy and Lifelong Learning Group on 22 September 2017 was submitted and approved as a correct record.

**4. MATTERS ARISING**

There were no matters arising from the previous minute.

## **5. ANNUAL UPDATE**

N Christison, VisitScotland, and S Cumiskey, Perth & Kinross Council, delivered a slide based presentation on tourism in Perth and Kinross.

During the presentation, specific reference was made to the following;

- The visitor economy;
- Tourism and employment in Perth and Perthshire;
- Stakeholders in the public sector and tourism associations, and also business engagement;
- Infrastructural investment and people development;
- Plans going forward.

N Christison added that there was a changing information strategy with VisitScotland, with the closure of a number of information centres and the restructuring to 26 regional hubs, in order to adapt to the needs of the visitor. N Christison further highlighted the importance of staff knowledge, and highlighted both a global campaign and more local-level investment. He added that Perth and Kinross was in a strong tourism position compared to other areas, but there was still work improvement work to be done.

C Mella, Federation of Small Businesses, raised the possibility of using QR Codes as a means towards generating further traffic through to the VisitScotland website and mobile application on mobile devices. C Mella added that there were issues with 'double-booking' of accommodation occurring in rural areas due to connectivity issues, to which N Christison responded that VisitScotland were actively working towards a solution. L Cairns commented that recognition of a target audience is vital and making tourism more accessible through technology could have a positive impact in terms of the number of people visiting Perth and Kinross. N Christison emphasised the potential of tourism as a catalyst for economic development.

Councillor Sarwar highlighted issues regarding living wage and zero-hour contracts in the tourism industry. L McIntyre, Perth and Kinross Council, there was active encouragement for those in the tourism industry, in particular with regards to meeting the living wage, and that market forces would naturally drive an increase in wages. L McIntyre added that whilst this would not be a short-term process, progress was being made. S Cumiskey and N Christison highlighted SSE Pitlochry Dam and Blair Castle as examples of good practice and initiatives having a positive effect in this regard.

## **6. SCOTLAND'S YEAR OF YOUNG PEOPLE 2018**

C HOLGATE ENTERED THE MEETING DURING THIS ITEM

L McIntyre, Perth and Kinross Council, delivered a verbal update with accompanying slide based presentation on Scotland's Year of Young People 2018.

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During the accompanying presentation, specific reference was made to the following;

- A background to Scotland's Year of the Young People 2018;
- Details on 'Communcat18', a group of 35 young people from across Scotland offering support and advice to partners on involving young people in their Year of Young People activity. There are two Communicat18 representatives from Perth and Kinross;
- Year of Young People signature event, Diverse CiTay Festival, which will take place on 23 June 2018, involving Perth and Kinross Council, Horsecross Arts Ltd., Culture Perth and Kinross and Perth College UHI, and featuring a number of events in Perth and Kinross;
- Progress made so far and access to further details on Scotland's Year of Young People 2018.

L McIntyre informed members that Scotland is the first country in the world to have a dedicated year of young people, and that there were now 500 young people ambassadors across Scotland. Councillor Purves expressed his happiness that Scotland's Year of Young People 2018 and related events were being designed in collaboration with young people.

In response to a query from Councillor Jarvis on the role of young people, L McIntyre informed members that the approach was less about inviting young people into existing forums, and more about allowing young people to create their own forums.

In response to a question from E Paul, Perth and Kinross Council, regarding any work done within schools in Perth and Kinross regarding Scotland's Year of Young People, L McIntyre informed members that work was being undertaken regarding this with Education and Children's Services and the Council's Communications team, with other partners also involved. S Cumiskey added that there was relevance from a tourism perspective, with there being promotion of Perth and Kinross as a family-friendly destination.

## **7. SOCIAL ENTERPRISE**

There was submitted a Report by K Macpherson, PKAVS (Third Sector Interface), and O Robertson, Perth and Kinross Social Enterprise Network (G/17/215), providing an update on the development and increase of Social Enterprise in Perth and Kinross since the last update in December 2015. The report also highlights PKAVS (Third Sector Interface) and Perth and Kinross Social Enterprise Network's local contribution to the Scottish Government's Social Enterprise Strategy and Action Plans, and an inclusive local economy. Slides displaying photographs were displayed to accompany the report.

O Robertson highlighted the growth in social enterprise and the positive economic impact emanating from this growth. D Stokoe noted the increase in start-up organisations outlined in Paragraph 4.4 of the Report, but highlighted the continuing challenge in this regard in rural areas.

**Resolved:**

Members agreed to;

- (i) The content of Report G/17/214, be noted.
- (ii) Continue to work with PKAVS and Perth and Kinross Social Enterprise Network to relise market opportunities for Social Enterprise.

**8. ECONOMY & LIFELONG LEARNING GROUP – ACTION PARTNERSHIP PROFILES**

There was a Report submitted (G/17/214) by D Stokoe, on action partnership profiles around Perth & Kinross. C Holgate, Perth and Kinross Council, introduced these profiles and gave an update on the current statistics of employment throughout different areas across Perth & Kinross and explained what these figures represent.

C Holgate informed members that there were differences within localities themselves and not just between the different localities. C Holgate added that although Perth and Kinross was below the Scottish average in terms of deprivation, there was apparent deprivation in the area. C Holgate further added that there was a difference in prominent employment in different areas within Perth and Kinross.

J Alexander, Department of Work and Pensions, raised a query as to why only those claiming Universal Credit and JSA had been included in the claimant count. C Holgate responded that these had been the only factors, as these were employment related benefits, to which J Alexander suggested that it could possibly be beneficial to include those in ESA categories.

In response to a query from Councillor Purves, C Holgate explained that the median as opposed to the mean had been used in the statistics as it was considered to be more representative.

**Resolved:**

The content of Report G/17/214, be noted.

**9. ANY COMPETENT BUSINESS**

No other competent business.

**10. DATE OF NEXT MEETING**

The date of the next meeting of the Economy and Lifelong Learning Group to be arranged, and members will be notified in due course.

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**ECONOMY AND LIFELONG LEARNING GROUP
COUNCIL CHAMBERS, COUNCIL BUILDING, 2 HIGH STREET, PERTH
FRIDAY 23 FEBRUARY 2018**

Minute of meeting of the Community Planning Economy and Lifelong Learning Group held in Room 410, 2 High Street, Perth on Friday 23 February 2018 at 2.00pm.

Present: Councillors C Purves, H Anderson (substituting for Councillor F Sarwar) and A Jarvis (substituting for Councillor C Shiers); A Burnett, Elevator; A Carrington, Skills Development Scotland; J Clarkson, VisitScotland; E Dear, Federation of Small Businesses; D Gourley, Perth College UHI; J Padmore (substituting for E Guthrie), TACTRAN; O Robertson, PKSEN.

In Attendance: F Kerr, G Glover, A Graham, R Hill, L McIntyre, and D Williams, all Perth and Kinross Council.

Apologies: Councillors F Sarwar and C Shiers; E Guthrie, TACTRAN; V Unite, Perthshire Chamber of Commerce.

Councillor C Purves, Chair, Presiding.

1. WELCOME AND APOLOGIES

Councillor Purves welcomed all those present to the meeting and apologies were noted as above.

It was noted that E Dear would be replacing C Mella as the representative of the Federation of Small Businesses.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest made in terms of the relevant codes of Conduct.

3. MINUTE OF PREVIOUS MEETING

The Minute of the Meeting of the Economy and Lifelong Learning Group on 22 September 2017 was submitted and approved as a correct record.

4. MATTERS ARISING

Councillor Jarvis raised the issue of exploring a deeper involvement of Young People in the organisation of Scotland's Year of Young People in Perth and Kinross. L McIntyre informed Councillor Jarvis that there would be an opportunity for young people to be further involved through an event on 23 June 2018, and that Perthshire Youth Voice had since been established and was becoming active.

5. ANNUAL UPDATE – BUSINESS SUPPORT – FOOD & DRINK

G Glover, Perth and Kinross Council, delivered an annual update on business support for the Perthshire Food & Drink sector, with an accompanying slide based presentation.

During the presentation, specific reference was made to the following;

- Food and Drinks place in the top business sectors in Perth and Kinross;
- Scottish Food and Drink award winners from Perth and Kinross in 2017;
- PKC Food & Drink Action Plan 2017/18;
- The future of the sector in Perth and Kinross.

G Glover highlighted the importance of the food & drink sector to both the local economy in Perth and Kinross and the Scottish economy, adding that the food & drink sector was attractive to those looking to move into small business.

In response to a query from Councillor Jarvis, G Glover highlighted that there was a sense of pride within the sector of using the Perthshire banner. A Burnett added that there was a good opportunity to utilise the returning Business Month in May 2018, highlighting a workshop taking place in the AK Bell Library, Perth.

6. UPDATE ON REGIONAL TOURISM CAMPAIGN – TAY COUNTRY

A Graham, Perth and Kinross Council, delivered an update on the Regional Tourism Campaign – Tay Country, with an accompanying slide based presentation.

During the presentation, specific reference was made to the following;

- Regional tourism performance;
- Regional tourism approach;
- Marketing activities;
- Consumer marketing;
- Digital focus.

A Graham informed members that the tourism focus which had previously been on the East of Scotland was now focused on the 'Tay Country' of Perth & Kinross, Dundee, Angus and Fife. A Graham added that although there was lower productivity in the region than the Scottish tourism average, there was a strong asset base to build on, highlighting the soon to be open V&A Museum in Dundee and the regional linking asset of the River Tay.

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In response to a query from Councillor Anderson regarding the types of accommodation there was a demand for, A Graham informed members that there would be demand for numerous types of accommodation, depending upon the preference of the individual visitor. A Graham added that there was a lack of a branded hotel in Perth and, in response to a query from Councillor Anderson on the potential for this, informed members that it was important to have a driver for this, highlighting the increased hotel development in Dundee with the V&A Museum.

7. UPDATE ON THE FAMOUS GROUSE IDEAS CENTRE

F Kerr, Perth and Kinross Council, delivered an update on the Famous Grouse Ideas Centre, with an accompanying slide based presentation.

During the presentation, specific reference was made to the following;

- The creative pipeline;
- Creative incubator;
- Creative accelerator.

F Kerr informed members that development was presently being undertaken at the former St. John's Primary School, and the building will operate under the name 'Creative Exchange'. F Kerr added that the lower ground would consist of 26 artists' studios, and that the operator, WASPS, already had 30 notes of interest for the spaces.

F Kerr informed members that it was intended that the Council would own the building, with WASPS having a long-term lease, and that there would be £500,000 investment from The Famous Grouse.

8. REGIONAL SKILLS ASSESSMENT FOR PERTH AND KINROSS

A Carrington, Skills Development Scotland, delivered a slide based presentation on the Regional Skills Assessment for Perth and Kinross.

During the presentation, specific reference was made to the following;

- Population projections: change by age band 2014 – 2039;
- School Leavers' Destinations 2009/10 and 2015/16;
- Total employment projections;
- Proportion of occupations forecast;
- Proportion of requirement forecast;
- Resident and workplace based earnings 2016;
- Tayside Local Authorities' out-commuting.

A Carrington informed members that although there was forecasted growth in employment in Perth and Kinross over the next few years, contrary to the

predicted fall across Tayside, she exercised caution that much of this was replacement demand as opposed to expansion areas.

A Carrington highlighted Health and Social Care as a key employment sector in Perth and Kinross, also highlighting a large number of jobs in professional occupations. A Carrington emphasised that the majority of jobs becoming available were at a lower level and that many higher level jobs saw people commuting out of Perth and Kinross, adding that employers focused more upon qualifications than skills.

9. MIGRATION IN PERTH AND KINROSS

L McIntyre, Perth and Kinross Council, delivered a slide based presentation on Migration in Perth and Kinross.

During the presentation, specific reference was made to the following;

- Changing migration since vote to leave the European Union;
- Citizenship applications since 2016;
- Migration to Perth and Kinross 2004-2017.

L McIntyre informed members that net migration in Perth and Kinross was falling, primarily due to Britain's forthcoming exit from the European Union. She added that the number of European Union citizens coming to look for employment had halved, but highlighted that there had been a rise in citizenship applications in Perth and Kinross since 2016.

In response to a query from Councillor Jarvis regarding the performance of Perth and Kinross in a national context, L McIntyre informed members that there was a high dependency upon the agricultural and food and drink sectors in Perth and Kinross. J Clarkson, VisitScotland, highlighted the pressing time issue in filling the employment gap left by the reduced number of European Union citizens, and stated the need to build on anecdotal evidence.

Councillor H Anderson highlighted the importance of removing stigma around certain employment sectors, and the need for salaries to reflect the removal of stigma.

10. CLOSING THE ATTAINMENT GAP

R Hill, Perth and Kinross Council, delivered a slide based presentation on Raising Attainment Strategy and an update on Tay Learning and Attainment.

During the presentation, specific reference was made to the following;

- National Improvement Framework priorities;
- S4/S5/S6 Attainment;
- School leavers' literacy and numeracy;

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- Attainment versus deprivation;
- Vocational qualifications;
- Positive leavers' destinations and participation;
- Tayside regional collaborative priorities;
- Tay Learning and Attainment Group;
- Areas of progress;
- Areas for continued focus.

R Hill informed members that there had been a slight drop in literacy and numeracy attainment, but informed members that the latest figures were not available. R Hill later highlighted the Tayside Children's Plan and particularly the importance of numeracy.

R Hill informed members that Perth and Kinross was above the national average in terms of positive destinations. He added that many Perth and Kinross students undertook gap years, and work was being undertaken with the government to look beyond the figures in this regard.

R Hill informed members of the importance of leadership development for schools, and added that Perth and Kinross was a high performing authority in national qualifications.

In response to a query from Councillor Jarvis regarding discrepancies in deprived areas, R Hill stated the importance of changing culture and development over time.

In response to a query from Councillor Anderson regarding the Pupil Equity Fund, R Hill informed members that £1200 was issued per student with a free school meal entitlement.

11. ANY COMPETENT BUSINESS

Councillor Purves paid tribute to Laura McIntyre, as this was her final meeting of the Economy and Lifelong Learning Outcome Delivery Group before leaving the Council. On behalf of members, Councillor Purves thanked Laura for all her hard work and wished her all the very best for the future.

12. DATE OF NEXT MEETING

The next meeting of the Economy and Lifelong Learning Outcome Delivery Group will take place Friday 23 April 2018 at 2.00pm.

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At a MEETING of the **TAY CITIES REGION JOINT COMMITTEE** held at Dundee on Friday, 8th December, 2017.

Present:-

Angus Council

Councillor Bill DUFF

Councillor Bob MYLES

Councillor Angus MacMillan DOUGLAS

Dundee City Council

Councillor John ALEXANDER

Councillor Lynne SHORT

Councillor Richard McCREADY

Fife Council

Councillor Tim BRETT

Councillor Karen MARJORAM

Perth & Kinross Council

Councillor Ian CAMPBELL

Councillor Dave DOOGAN

Councillor Colin STEWART

Non-Elected Members

Gordon McGUINNESS, Skills Development Scotland

Tim ALLAN, Tay Cities Enterprise Forum

Professor Sir Pete DOWNES, Principal, University of Dundee Regional HE/FE Forum

Also Present

Jim REID, Scottish Enterprise

Steve GRIMMOND, Fife Council

David MARTIN, Dundee City Council

Mike GALLOWAY, Dundee City Council

Eric KNOX, Third Sector

Alan McKEOWN, Angus Council

Jim VALENTINE, Perth & Kinross Council

Apologies

Apologies were intimated from Councillor David Ross, Linda Hanna, Ellis Watson and Julie Farr.

**I MEMBERSHIP**

Reference was made to Clause Three of the Minute of Agreement between Angus Council, Dundee City Council, Perth and Kinross Council and Fife Council establishing the Joint Committee. The Joint Committee noted the following appointments:-

Angus Council

Councillor Bob Myles

Councillor Angus MacMillan Douglas

Councillor Bill Duff

Dundee City Council

Councillor John Alexander

Councillor Lynne Short

Councillor Richard McCready

#### Fife Council

Councillor David Ross  
Councillor Karen Marjoram  
Councillor Tim Brett

#### Perth and Kinross Council

Councillor Ian Campbell  
Councillor Colin Stewart  
Councillor David Doogan

#### Non-Elected Members

Gordon McGuinness, Skills Development Scotland  
Linda Hanna, Scottish Enterprise  
Ellis Watson, Chair, Tay Cities Enterprise Forum  
Tim Allan, Tay Cities Enterprise Forum  
Professor Sir Pete Downes, Principal, University of Dundee Region HE/FE Forum  
Julie Farr, Dundee Social Enterprise Network, Third Sector

## **II DECLARATION OF INTEREST**

Elected members were reminded that, in terms of The Councillors Code, it was their responsibility to make decisions about whether to declare an interest in any item on the agenda and whether to take part in any discussions or voting.

This included all interests, whether or not entered on their Register of Interests, which would reasonably be regarded as so significant that they would be likely to prejudice your discussion or decision-making.

No declarations of interests were made.

## **II CONVENER AND VICE-CONVENER**

In terms of Clause Twelve of the Minute of Agreement, the Joint Committee agreed to appoint a Convener and Vice-Convener as follows:-

| <u>Year</u> | <u>Convener</u>         | <u>Vice-Convener</u>    |
|-------------|-------------------------|-------------------------|
| 2017/2018   | Angus Council           | Perth & Kinross Council |
| 2018/2019   | Perth & Kinross Council | Fife Council            |
| 2019/2020   | Fife Council            | Dundee City Council     |
| 2020/2021   | Dundee City Council     | Angus Council           |

Accordingly Councillor Bob Myles was appointed as Convener and took the Chair.

## **IV GOVERNANCE ARRANGEMENTS**

The Joint Committee remitted to the Clerk to submit proposed governance arrangements to the next meeting of the Joint Committee.

## **V PRESENTATION**

A presentation was given to the Joint Committee by Jim Reid of Scottish Enterprise highlighting factors of economic importance when relevant to the bid process for the Tay Cities, which would also reflect the four priorities of the Scottish Government's Economic Strategy.

Members noted the three key elements of the bid:-

- Inclusive Tay – delivering of a smarter, fairer economy over the next 20 years which would in turn provide better economic outcomes for citizens

- Innovative, International Tay – support to businesses for innovation of growth, and also creation of new skilled jobs within the region.
- Connected Tay – improved digital connectivity to enhance the development of knowledge intensive business across the Tay Cities Region.

Members agreed that it was imperative to build upon existing strengths within the region and that this was an important time to be ambitious about attracting new talent and opportunities for the area.

Jim Reid was thanked for his interesting and informative presentation.

## **VI      PROGRESS REPORT**

There was submitted Report TCRJC 1-2017 by David Littlejohn, Head of Tay Cities Deal provided Committee Members with an update on progress since the submission of the Tay Cities Deal in March 2017 and the anticipated timescale for its inclusion.

The Committee agreed to:-

- (i)      note the content of this report; and
- (ii)     request a further report on the progress of negotiating the Tay Cities Deal at its next meeting.

## **VII      PROPOSED TIMETABLE 2018**

| <u>Date</u>   | <u>Time</u> |
|---------------|-------------|
| 16th February | 10 am       |
| 18th May      | 10 am       |
| 24th August   | 10 am       |
| 9th November  | 10 am       |

All meetings to be held in Committee Room 1, 14 City Square, Dundee.

The Joint Committee agreed the timetable as detailed.

Bob MYLES, Convener