

**WEST DUNBARTONSHIRE COUNCIL**

**Council Offices, Garshake Road, Dumbarton, G82 3PU**

12 March 2010

**MEETING: CORPORATE & EFFICIENT GOVERNANCE COMMITTEE**

**WEDNESDAY, 24 MARCH 2010  
MEETING ROOM 3  
COUNCIL OFFICES  
GARSHAKE ROAD  
DUMBARTON**

Dear Member,

Please attend a meeting of the **Corporate & Efficient Governance Committee** to be held in Meeting Room 3, Council Offices, Garshake Road, Dumbarton on Wednesday, 24 March 2010 at 10.00 a.m.

The business is as shown on the enclosed Agenda.

Yours faithfully

**DAVID MCMILLAN**

Chief Executive

**Distribution:**

Councillor Craig McLaughlin (Chair)  
Councillor Jim Bollan  
Councillor Margaret Bootland  
Councillor Jim Brown  
Councillor David McBride  
Councillor Ronnie McColl  
Councillor Jim McElhill  
Councillor Marie McNair  
Councillor Iain Robertson (Vice Chair)  
Councillor Martin Rooney

**All other Councillors for information**

Chief Executive  
Executive Director of Corporate Services  
Executive Director of Educational Services  
Executive Director of Housing, Environmental & Economic Development  
Interim Executive Director of Social Work and Health

## **CORPORATE & EFFICIENT GOVERNANCE COMMITTEE**

**WEDNESDAY, 24 MARCH 2010**

### **AGENDA**

**1. APOLOGIES**

**2. DECLARATIONS OF INTEREST**

Members are invited to declare if they have an interest in any of the items of business on this agenda and the reasons for such declarations.

**3. MINUTES OF PREVIOUS MEETING**

Submit for approval as a correct record, the Minutes of the Meeting of the Corporate and Efficient Governance Committee held on 27 January 2010.

**4. MINUTES OF THE CORPORATE CULTURAL SUB-COMMITTEE**

Submit for information, and where necessary approval, the Minutes of Meeting of the Corporate Cultural Sub-Committee held on 16 February 2010.

### **Reports for DECISION**

**5. OLD PEOPLE'S WELFARE GRANT FUNDING**

A presentation will be given by an officer from Strathclyde Police on this issue.

Submit report by the Executive Director of Corporate Services providing an update regarding the grant funding for elderly welfare organisations.

**6. PUBLIC HEALTH ETC. (SCOTLAND) ACT 2008 – JOINT HEALTH PROTECTION PLAN**

Submit report by the Executive Director of Corporate Services seeking approval of the NHS Glasgow & Clyde Joint Health Protection Plan.

**7. LOCAL PROCUREMENT POLICY**

Submit report by the Executive Director of Corporate Services advising of a Local Procurement Policy (attached to the report) that has been produced in response to the “Improving Council” Action Plan and Scottish Government guidance.

**8. NATIONAL CONTRACT FOR POSTAL SERVICES**

Submit report by the Executive Director of Corporate Services requesting approval for the Council to participate in the national contract agreement for postal services developed by Procurement Scotland. This would result in TNT being the Council’s preferred supplier for 2<sup>nd</sup> Class mail services.

**9. IN-HOUSE REPROGRAPHICS AND PRINTING & FINISHING COMPETITIVENESS TESTING**

Submit report by the Executive Director of Corporate Services providing an update on the outcome of the benchmarking/competitiveness testing exercise carried out on the Council’s in-house reprographics and printing and finishing services which are currently provided by Legal, Administrative & Regulatory Services and Finance & ICT respectively.

**10. PRUDENTIAL RESERVES POLICY**

Submit report by the Executive Director of Corporate Services reviewing the calculation methodology of the current general services prudential reserves policy approved by the Council on 25 June 2003.

**11. CONSULTATION ON THE WEST DUNBARTONSHIRE CORPORATE PARENTING STRATEGY**

Submit report by the Executive Director of Educational Services on the draft West Dunbartonshire Corporate Parenting Strategy and seeking Members’ views on the Strategy.

The Strategy can be downloaded using the following link, <http://wdccmis.west-dunbarton.gov.uk/CMISWebPublic/Binary.ashx?Document=9853>

## **Reports for NOTING**

### **12. CHIEF EXECUTIVE BUDGETARY CONTROL REPORT: PERIOD 10 2009/10**

Submit report by the Chief Executive advising on the performance of the Chief Executive departmental budget for the period to 15 February 2010.

### **13. CORPORATE SERVICES BUDGETARY CONTROL REPORT: PERIOD 10 2009/10**

Submit report by the Executive Director of Corporate Services advising on the performance of the Corporate Services budget for the period to 15 February 2010.

### **14. WRITE OFF OF MISCELLANEOUS INCOME DEBTOR ACCOUNTS**

Submit report by the Executive Director of Corporate Services recommending the write off of debts in respect of miscellaneous income debtor accounts.

### **15. WRITE OFF OF NATIONAL NON-DOMESTIC RATES**

Submit report by the Executive Director of Corporate Services recommending the write off of debts in respect of National Non-Domestic Rates (NNDR).

### **16. GRANT APPLICATIONS**

Submit report by the Executive Director of Corporate Services providing an update on grants to voluntary organisations from the Trust Fund and Dumbarton Common Good budgets.

### **17. DUMBARTON COMMON GOOD FUND – MONITORING REPORT TO 15 FEBRUARY 2010**

Submit report by the Executive Director of Corporate Services providing details of income and expenditure on the Common Good Fund Account to 15 February 2010.

**18. DUMBARTON COMMON GOOD FUND - 2010/11 DRAFT BUDGET**

Submit report by Executive Director of Corporate Services providing a draft budget for 2010/2011.

**19. TREASURY UPDATE (1 APRIL 2009 – 15 FEBRUARY 2010)**

Submit report by the Executive Director of Corporate Services advising on interest rates and treasury transactions of the Council which have taken place during the period 1 April 2009 to 15 February 2010.

**20. SICKNESS ABSENCE REPORTING - QUARTER 3 (2009/10)**

Submit report by the Executive Director of Corporate Services advising on the levels of employee sickness absence for the third quarter (October, November & December) of 2009/10.

**21. OVERTOUN HOUSE CHRISTIAN CENTRE**

Submit report by the Executive Director of Corporate Services seeking approval to recognise the value of the ground maintenance work carried out at the above location and to approve a proposal that this should be applied to partially offset the annual property insurance charge levied on the property.

For information on the above agenda please contact Craig Stewart, Committee Officer, Legal, Administrative & Regulatory Services, Council Offices, Garshake Road, Dumbarton G82 3PU. Tel: (01389) 737251 e-mail: [craig.stewart@west-dunbarton.gov.uk](mailto:craig.stewart@west-dunbarton.gov.uk)