

**WEST DUNBARTONSHIRE COUNCIL**

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

20 May 2008

**MEETING: CORPORATE & EFFICIENT GOVERNANCE COMMITTEE**

**WEDNESDAY 28 MAY 2008  
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, 28 May 2008 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 Iain Robertson (Vice Chair)  
Councillor Jim Bollan  
Councillor Margaret Bootland  
Councillor Jim Brown  
Councillor David McBride  
Councillor Jonathan McColl  
Councillor Ronnie McColl  
Councillor Marie McNair  
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  
Executive Director of Social Work and Health

## **CORPORATE & EFFICIENT GOVERNANCE COMMITTEE**

**WEDNESDAY, 28 MAY 2008**

### **AGENDA**

**1. APOLOGIES**

**2. 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 26 March 2008.

**3. MINUTES OF CORPORATE CULTURAL SUB-COMMITTEE**

Submit for information, and where necessary approval, the Minutes of Meeting of the Corporate Cultural Sub-Committee held on 20 March 2008.

**4. CORPORATE DEBT POLICY**

With reference to the Minutes of Meeting of the Corporate and Efficient Governance Committee held on 26 March 2008:-

- (a) resubmit report by the Executive Director of Corporate Services providing information on the introduction of a Corporate Debt Policy; and
- (b) submit report by the Executive Director of Corporate Service providing an update on the development of a Corporate Debt Policy.

**5. SINGLE OUTCOME AGREEMENTS**

Submit report by the Chief Executive advising of the progress in developing West Dunbartonshire's Single Outcome Agreement (SOA) and requesting Members' comments.

**6. SUSTAINABLE DEVELOPMENT STRATEGY**

Submit report by the Chief Executive providing information on the Sustainable Development Strategy and Action Plan for 2008-2009.

**7. CORPORATE SERVICES' DEPARTMENT – QUARTER 4 PERFORMANCE REVIEW**

Submit report by the Executive Director of Corporate Services setting out the performance of the Corporate Services Department in the fourth quarter of 2007/2008 from 1 January to 31 March 2008.

**8. CHIEF EXECUTIVE'S DEPARTMENT – QUARTER 4 ANNUAL PERFORMANCE REVIEW 2007/08**

Submit report by the Chief Executive setting out the performance of the Chief Executive's Department in the final quarter of 2007/8 and providing an overview of performance in 2007/8 as a whole.

**9. CHIEF EXECUTIVE'S DEPARTMENT – SERVICE PLAN 2008/12**

Submit report by the Chief Executive setting out the 2008/12 Service Plan for the Chief Executive's Department.

**10. WRITE-OFF POLICIES**

Submit report by the Executive Director of Corporate Services recommending amendments to the current write off policies.

**11. BENEFIT INVESTIGATION TEAM FRAUD RESULTS 2007/2008 AND ANNUAL BUSINESS PLAN 2008/2009.**

Submit report by the Executive Director of Corporate Services informing of the performance of the benefit investigation team during 2007/2008 and seeking approval for the team's business plan for 2008/2009.

**12. HOUSING AND COUNCIL TAX BENEFIT FRAUD STRATEGY**

Submit report by the Executive Director of Corporate Services seeking approval for the amended Housing and Council Tax Benefit Fraud Strategy for West Dunbartonshire Council (Appendix 1).

**13. HOUSING AND COUNCIL TAX BENEFIT PERFORMANCE 2007/08**

Submit report by the Executive Director of Corporate Services updating the Committee on housing and council tax benefit performance for 2007/2008.

**14. UPDATE ON FINANCE REVENUES COLLECTION 2007/08**

Submit report by the Executive Director of Corporate Services providing an update on the collection of the local council tax and National Non-Domestic Rates (NNDR).

**15. TREASURY UPDATE (1 APRIL 2007 – 30 APRIL 2008)**

Submit report by the Executive Director of Corporate Services advising about interest rates and treasury transactions of the Council which have taken place during the period 1 April 2007 to 30 April 2008.

**16. SUMMARY OF VOLUNTARY GRANTS 2007/2008**

Submit report by the Executive Director of Corporate Services providing an analysis of voluntary grants approved during 2007/08.

**17. GRANTS UPDATE**

Submit report by the Executive Director of Corporate Services providing Committee with an update on grants to voluntary organisations through Dumbarton Common Good, Community Council budgets and via delegated Member approval and providing details of relevant grant applications put forward for Committee approval.

For information on the above agenda please contact Fiona Anderson, Committee Officer, Legal and Administrative Services, Council Offices, Garshake Road, Dumbarton, G82 3PU. Tel: (01389) 737210 e-mail: [fiona.anderson@west-dunbarton.gov.uk](mailto:fiona.anderson@west-dunbarton.gov.uk)