

Agenda



Statutory Meeting of West Dunbartonshire Council

Date: Wednesday, 17 May 2017

Time: 19:00

Venue: Council Chambers,
Council Offices, Garshake Road, Dumbarton

Contact: Christine McCaffary
Tel: 01389 737186 – christine.mccaffary@west-dunbarton.gov.uk

Dear Member

Please attend the statutory meeting of **West Dunbartonshire Council** as detailed above. The business is shown on the attached agenda.

Yours faithfully

JOYCE WHITE

Chief Executive

Distribution:-

Councillor Denis Agnew
Councillor Jim Bollan
Councillor Jim Brown
Councillor Gail Casey
Councillor Karen Conaghan
Councillor Ian Dickson
Councillor Diane Docherty
Councillor Jim Finn
Councillor William Hendrie
Councillor Daniel Lennie
Councillor Caroline McAllister
Councillor Douglas McAllister
Councillor David McBride
Councillor Jonathan McColl
Councillor Iain McLaren
Councillor Marie McNair
Councillor John Millar
Councillor John Mooney
Councillor Lawrence O'Neill
Councillor Sally Page
Councillor Martin Rooney
Councillor Brian Walker

Chief Executive
Strategic Director - Transformation & Public Service Reform
Strategic Director - Regeneration, Environment & Growth
Chief Officer of West Dunbartonshire Health & Social Care Partnership

Date of issue: 11 May 2017

STATUTORY MEETING
WEST DUNBARTONSHIRE COUNCIL
WEDNESDAY, 17 MAY 2017

AGENDA

1 ELECTION OF PROVOST

The Council is requested to consider the election of the Provost.

2 APOLOGIES

3 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.

4 LOCAL GOVERNMENT ELECTIONS – 4 MAY 2017 5 - 12

Submit report by the Returning Officer on the results of the Local Government Elections held in West Dunbartonshire on 4 May 2017.

5 ELECTION OF LEADER OF THE COUNCIL AND DEPUTE LEADER OF THE COUNCIL

The Council is requested to consider the election of:-

- (a) The Leader of the Council; and
- (b) The Depute Leader of the Council.

6 SCHEME OF MEMBERS' ALLOWANCES AND APPOINTMENT TO SENIOR COUNCILLOR POSTS 13 - 22

Submit report by the Strategic Lead - People and Technology providing Council with information as to the Scheme of Members' Allowances and inviting Council to identify Senior Councillor posts, agree the appointment of Councillors to these Senior Councillor posts and the levels of allowances paid to these posts.

7 APPOINTMENTS TO COUNCIL COMMITTEES AND OTHER BODIES 23 - 36

Submit report by the Strategic Lead - Regulatory seeking appointments to a number of Council Committees and other bodies.

8 MEMBERSHIP OF WEST DUNBARTONSHIRE LOCAL LICENSING FORUM 37 - 40

Submit report by the Strategic Lead - Regulatory requesting the appointment of Members to the West Dunbartonshire Local Licensing Forum.

9 PROPOSED STANDING LIST OF CONFERENCES 41 - 44

Submit report by the Strategic Lead - Regulatory seeking approval of a proposed Standing List of Conferences.

10 EXPENDITURE ON CIVIC EVENTS AND HOSPITALITY 45 - 48

Submit report by the Strategic Lead - Regulatory seeking approval of the current practice for authorisation of expenditure in relation to civic events and hospitality.

11 AFFILIATIONS 49 - 52

Submit report by the Strategic Lead - Regulatory providing information on the organisations to which this Council is currently affiliated and seeking a decision as to the continuation of these affiliations.

WEST DUNBARTONSHIRE COUNCIL

Report by the Returning Officer

Statutory Meeting of West Dunbartonshire Council: 17 May 2017

Subject: Local Government Elections – 4 May 2017

1. Purpose

- 1.1** This report provides the Council with information on the results of the Local Government Elections held in West Dunbartonshire on 4 May 2017.

2. Recommendations

- 2.1** The Council is asked to note the results of the West Dunbartonshire Council elections held in May 2017.

3. Background

- 3.1** Elections were held on 4 May 2017 to elect 22 Councillors to serve in the undernoted multi-member wards within the West Dunbartonshire Council area:-

Lomond	3 Members
Leven	4 Members
Dumbarton	4 Members
Kilpatrick	3 Members
Clydebank Central	4 Members
Clydebank Waterfront	4 members

4. Main Issues

- 3.1** The method used to elect local Councillors was the Single Transferable Vote (Weighted Inclusive Gregory model) which required the electorate to vote by order of preference. The results of the local elections are detailed in the Appendix to this report.

5. People Implications

- 5.1** There are no implications for employees of the Council.

6. Financial and Procurement Implications

- 6.1** There are no financial or procurements implications.

7. Risk Analysis

- 7.1** As the elections have been completed, there is no requirement for a risk analysis.

8. Equalities Impact Assessment (EIA)

- 8.1** There is no impact on any equalities groups.

9. Consultation

- 9.1** Officers from finance and legal services have been consulted on the content of this report.

10. Strategic Assessment

- 10.1** One of the key tasks of the newly elected Councillors will be to consider and set the Council's strategic priorities for the next term of office.

.....
Joyce White
Returning Officer
Date: 8 May 2017

Person to Contact: George Hawthorn, Manager of Administrative and Democratic Services, Council Offices, Garshake Road, Dumbarton.
Telephone No. 01389-737204 or e-mail:
george.hawthorn@west-dunbarton.gov.uk

Appendix: West Dunbartonshire Council Elections – 4 May 2017 – Results.

Wards Affected: All Wards.

WEST DUNBARTONSHIRE COUNCIL ELECTION - 4 MAY 2017- RESULTS

WARD 1 – LOMOND

NO OF COUNCILLORS TO BE ELECTED - 3

Electorate	Turnout %	Total Valid Votes	Quota
9136	48.9	4365	1092

Candidates	Party	Status	Total votes prior to election or exclusion
MCCOLL Jonathan	Scottish National Party (SNP)	Elected Stage 2	1109
PAGE Sally	Scottish Conservative and Unionist	Elected Stage 6	1099
POLLOCK Chris	Scottish National Party (SNP)	Not elected	674
RICE George	Independent	Excluded Stage 2	218
ROBERTSON Louise	West Dunbartonshire Community Party	Excluded Stage 4	300
ROONEY Martin	Scottish Labour Party	Elected Stage 5	1386
SORRELL Hazel	Scottish Labour Party	Excluded Stage 5	542

Elected to serve for the Lomond Ward:

Jonathan McColl
Sally Page
Martin Rooney

WARD 2 – LEVEN**NO OF COUNCILLORS TO BE ELECTED - 4**

Electorate	Turnout %	Total Valid Votes	Quota
13832	43.7	5893	1179

Candidates	Party	Status	Total votes prior to election or exclusion
BOLLAN Jim	West Dunbartonshire Community Party	Elected Stage 1	1291
DICKSON Ian	Scottish National Party (SNP)	Elected Stage 1	1353
DRUMMOND George	Scottish Liberal Democrats	Excluded Stage 5	153
MCALLISTER Caroline	Scottish National Party (SNP)	Elected Stage 7	972
MCGINTY Michele Marie	Scottish Labour Party	Excluded Stage 7	933
MILLAR John Kelly	Scottish Labour Party	Elected Stage 7	1942
PARLANE Peter	Scottish Conservative and Unionist	Excluded Stage 6	703
QUINN Sean	Scottish Green Party	Excluded Stage 4	120

Elected to serve for the Leven Ward:

Jim Bollan
Ian Dickson
Caroline McAllister
John Kelly Millar

WARD 3 – DUMBARTON**NO OF COUNCILLORS TO BE ELECTED - 4**

Electorate	Turnout %	Total Valid Votes	Quota
13146	51.2	6562	1313

Candidates	Party	Status	Total votes prior to election or exclusion
BLACK George	West Dunbartonshire Community Party	Excluded Stage 5	888
CONAGHAN Karen	Scottish National Party (SNP)	Elected Stage 1	1499
MCBRIDE David	Scottish Labour Party	Elected Stage 1	1762
MCLAREN Iain	Scottish National Party (SNP)	Elected Stage 6	1402
MUIR Andrew	Independent	Excluded Stage 4	170
RUINE Elizabeth	Scottish Labour Party	Excluded Stage 6	1103
WALKER Brian	Scottish Conservative and Unionist	Elected Stage 6	1387

Elected to serve for the Dumbarton Ward:

Karen Conaghan
David McBride
Iain McLaren
Brian Walker

WARD 4 – KILPATRICK**NO OF COUNCILLORS TO BE ELECTED - 3**

Electorate	Turnout %	Total Valid Votes	Quota
9052	48.0	4182	1046

Candidates	Party	Status	Total votes prior to election or exclusion
FINN Jim	Scottish National Party (SNP)	Elected Stage 5	1738
GALLAGHER Claire	Scottish National Party (SNP)	Excluded Stage 5	842
MCALLISTER Douglas James	Scottish Labour Party	Elected Stage 1	1704
O'NEILL Lawrence	Scottish Labour Party	Elected Stage 3	1071
SPENCER Hermione	Scottish Conservative and Unionist	Excluded Stage 3	369

Elected to serve for the Kilpatrick Ward:

**Jim Finn
Douglas James McAllister
Lawrence O'Neill**

WARD 5 – CLYDEBANK CENTRAL NO OF COUNCILLORS TO BE ELECTED - 4

Electorate	Turnout %	Total Valid Votes	Quota
11928	43.3	4976	996

Candidates	Party	Status	Total votes prior to election or exclusion
AGNEW Denis	Independent	Elected Stage 6	1050
ALLARDICE Dean	West Dunbartonshire Community Party	Excluded Stage 5	125
BROWN Jim	Scottish National Party (SNP)	Elected Stage 1	1631
DOCHERTY Diane	Scottish National Party (SNP)	Elected Stage 2	1297
HUTTON Penny	Scottish Conservative and Unionist	Not elected Stage 6	524
MOONEY John	Scottish Labour Party	Elected Stage 1	1180
SORRELL Alan Lewis	Scottish Labour Party	Excluded Stage 6	345

Elected to serve for the Clydebank Central Ward:

**Denis Agnew
Jim Brown
Diane Docherty
John Mooney**

WARD 6 – CLYDEBANK WATERFRONT**NO OF COUNCILLORS TO BE ELECTED - 4**

Electorate	Turnout %	Total Valid Votes	Quota
11689	44.4	5018	1004

Candidates	Party	Status	Total votes prior to election or exclusion
CAMERON Locky	Independent	Excluded Stage 5	165
CASEY Gail	Scottish Labour Party	Elected Stage 1	1298
HENDRIE William	Scottish National Party (SNP)	Elected Stage 1	1487
HENRY Joe	Independent	Excluded Stage 6	423
JARDINE David	Scottish Conservative and Unionist	Excluded Stage 9	612
LENNIE Daniel	Scottish Labour Party	Elected Stage 9	951
MCNAIR Marie A	Scottish National Party (SNP)	Elected Stage 6	1051
MCNIFF Frank	Scottish National Party (SNP)	Excluded Stage 8	533
MURRAY Brian	Independent	Excluded Stage 4	42

Elected to serve for the Clydebank Waterfront Ward:

Gail Casey
William Hendrie
Daniel Lennie
Marie McNair

WEST DUNBARTONSHIRE COUNCIL**Report by the Strategic Lead - People and Technology**

Statutory Meeting of West Dunbartonshire Council: 17 May 2017

Subject: Scheme of Members' Allowances and Appointment to Senior Councillor Posts**1. Purpose**

- 1.1** The purpose of this report is to provide Council with information as to the Scheme of Members' Allowances and to invite Council to identify Senior Councillor posts, agree the appointment of Councillors to these Senior Councillor posts and the levels of allowances paid to these posts.

2. Recommendations

- 2.1** The Council must appoint a Leader of the Council and Provost. The post of Provost has previously been recognised as the Civic Head of the Council.
- 2.2** Additionally the Council can appoint up to ten Senior Councillors. The number of Senior Councillor posts and allowances payable is determined by Scottish Government regulations. It will be for the new Council to determine the posts deemed as being a Senior Councillor and the level of remuneration applicable.
- 2.3** Any changes to the allowances will be implemented in accordance with Scottish Government guidance.
- 2.4** Council is asked to:
- (a) note the Scheme of Members' Allowances and Expenses;
 - (b) note the current list of approved duties;
 - (c) note that Councillors have access to a specific pension scheme for Councillors;
 - (d) agree that the Provost be recognised as the Civic Head of the Council;
 - (e) note that in addition to the Leader and Civic Head, the Council is entitled to appoint a maximum of ten Senior Councillors;
 - (f) identify up to ten Senior Councillor posts;
 - (g) agree those Councillors who are to be appointed to the identified Senior Councillor posts;

- (h) note the rate of allowance to be paid to remaining Members who are not identified as Senior Councillors; and
- (i) delegate authority to the Strategic Lead to uprate allowances in accordance with Scottish Government guidance.

3. Background

- 3.1** Remuneration arrangements for Councillors referred to in this report are governed by Local Governance (Scotland) Act 2004 (Remuneration) Amendment Regulations 2017 (in force from 4th May 2017). These regulations cover Members Allowances, reimbursement of expenses and pensions rights. The regulations allow for a standardised procedure across all Scottish local authorities for the payment of Councillors' allowances and expenses.

Payment of Allowances

- 3.2** Each local authority will have one Leader of the Council. For West Dunbartonshire Council, this post will attract a fixed allowance of £33,857 per annum. This figure is set by the regulations and the Council is not able to vary this remuneration level.
- 3.3** Each Council may also have one Civic Head. This post will attract an allowance up to a maximum of 75% of the Leader's allowance, i.e. a maximum of £25,392 per annum. West Dunbartonshire Council has always recognised the post of Provost as being the Civic Head.
- 3.4** In addition to the Leader and Civic Head, the Council will be entitled to appoint a maximum of ten Senior Councillors. Under the regulations the Council is allocated a budget of £211,598.75 for Senior Councillors and the maximum allowance payable to any Senior Councillor is 75% of the Leader's allowance, i.e. £25,392. The Scottish Government determines the number of senior posts and associated budgetary provision. The Council does not have the authority to exceed these limits.
- 3.5** The current Standing Orders of the Council make provision for the appointment of a Deputy Leader and Deputy Provost. If the Council makes these appointments, classifies the posts as Senior Councillors and allocates a Senior Councillor allowance to them, these posts will count toward the ten senior posts and the costs will come from the overall budget for Senior Councillors.
- 3.6** It is for the Council to determine which positions are deemed to be a Senior Councillor. The Council will also decide the level of remuneration to be paid to each Senior Councillor as long as no Councillor receives more than £25,392 per annum and the total sum paid out to Senior Councillors does not exceed £211,598.75. The Council's currently agreed allowance for Senior Councillors is £21,118. The revised rate for 2017 will be £21,160.
- 3.7** A summary of Senior Councillor positions as at 1st May 2017 under the previous Council Administration is attached at Appendix 1.

- 3.8** All Councillors who do not hold the position of Leader, Civic Head or Senior Councillor will receive a basic remuneration of £16,927 per annum. This figure is set by the regulations and the Council is not permitted to vary this remuneration level.
- 3.9** The Scottish Government advice is that allowances should be paid either monthly or 4 weekly in arrears. The proposed scheme makes provision for allowances to be paid either 4 weekly in arrears (preferred and most efficient method) or monthly on the 28th of the month. These payments will be made by electronic bank transfer (known as BACS Transfer).
- 3.10** Separate provisions will apply to the payments to Conveners and Depute Conveners of Joint Boards.

Reimbursement of Expenses

- 3.11** Claims for travel and subsistence can only be submitted for undertaking approved duties of the Council. The current approved list of duties is attached as Appendix 2 to this report.
- 3.12** The only standard allowance that is available to Councillors under the regulations is for mileage. The prescribed rates for mileage are as follows:
- 45p per mile for travel by own car or van (first 10,000 miles, 25p per mile thereafter);
 - 24p per mile for travel by motorcycle;
 - 20p per mile for travel by bicycle; and
 - 5p per passenger per mile where both the passenger and the Councillor are carrying out approved duties.

These rates are mandatory and cannot be varied. Note the rates are as detailed in the Councillors' Remuneration Guidance 2010 (and amendment to mileage rate, November 2011).

- 3.13** Claims for subsistence (meal expenditure) will be on the basis of receipted expenditure. Meal expenditure cannot be reimbursed where a Councillor is carrying out Council business in their own ward or on Council premises within West Dunbartonshire. All claims must be accompanied by relevant receipts.
- 3.14** All claims for reimbursement of travel and subsistence expenditure must be submitted on the standard claim form. Completed claim forms should be submitted to Members' Services for checking and processing and all claims will be reimbursed through Payroll as part of the payment of allowances and expenses. These payments will be made at the same time as payments are made for Allowances as described at 2.9 above via BACS Transfer.

- 3.15** The Council will also be allowed to reimburse actual and receipted expenditure incurred by the Civic Head in carrying out his or her civic duties. The Civic Head's expenses cannot exceed £3,000 per annum.
- 3.16** All Councillors are provided with a mobile device (laptop or similar) and a mobile (SMART) phone. As such, all duties associated with the role of a Councillor via use of said devices will be covered by the Council contracts. Additional expenditure is unlikely other than for personal use which should be repaid to the Council at the earliest opportunity.
- 3.17** A summary of the expenses scheme is attached as Appendix 3 to this report.

Pension Scheme

- 3.18** All Councillors are automatically entered into the Local Government Pension Scheme (administered by Strathclyde Pension Fund Office) unless an opt-out form is received, as per scheme rules. The benefits are based on career average pay and the contribution rate is assessed based on pensionable pay at 31 March each year, per table below.

Post	Remuneration	Pension Contribution (2017/18)
Councillor	£16,927	5.5%
Senior Councillor	£21,160	5.5%
Civic Head	£25,392	5.8%
Leader of the Council	£33,857	6.5%

Review of Remuneration Levels

- 3.19** The Scottish Government will review the levels of remuneration and issue guidance in the event of an uprating of allowances. It is the current policy of the Council for the Section 95 Officer, in partnership with relevant Leads, to implement the Scottish Government recommendations as and when they are issued.

4. Main Issues

- 4.1** As stated above, there are restrictions on the number, maximum allowances and overall amount which can be paid to Senior Councillors.
- 4.2** Individual members can agree to change downwards the level of allowance paid to them.
- 4.3** Council will require to consider:
- Whether the Provost is to be appointed as Civic Head;
 - Decide on the number of Senior Councillor posts and identify which Members are appointed to these posts; and

- Decide the level of allowance for these ten Senior Councillor posts.

5. People Implications

- 5.1** There are no additional people implications other than those outlined in the report.

6. Financial and Procurement Implications

- 6.1** The costs associated with the remuneration scheme are provided for within the Revenue Estimates for 2017/18.

7. Risk Analysis

- 7.1** The Council cannot exceed the limits set out in the regulations in respect of the number of posts, the allowances payable and the level of expenses reimbursed.

8. Equalities Impact Assessment (EIA)

- 8.1** There is no Equalities Impact Assessment required.

9. Strategic Environmental Assessment

- 9.1** The Scheme of Allowances reflects the different roles undertaken by Elected Members in taking forward the strategic agenda of the Council.

10. Consultation

- 10.1** Consultation has taken place with Strategic Leads - Resources and Regulatory Services as appropriate.

Victoria Rogers

Strategic Lead, People and Technology

Date: 4 May 2017

Person(s) to Contact: Victoria Rogers, Strategic Lead, People and Technology; and George Hawthorn, Manager of Administrative and Democratic Services
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Appendix 1: List of Senior Councillor Roles as at May 2017
Appendix 2: List of Approved Duties
Appendix 3: Summary of Expenses Scheme 2017

Background Papers: Local Governance (Scotland) Act 2004 (Remuneration) Amendment Regulations 2017 (in force from 4th May 2017).

Wards Affected: All Wards

Appendix 1

COUNCIL SPOKESPERSONS AND CHAIRS (Senior Councillors as at 1st May 2017)

Appointment(s)	Comments
Provost	Civic Head and Ambassador and Spokesperson for Cultural Development
Leader of the Council	
Depute Provost	Senior Councillor
Spokesperson for Corporate Services	Senior Councillor
Spokesperson for Social Work and health	Senior Councillor
Spokesperson for Educational Services	Senior Councillor
Spokesperson for Housing and Communities Service	Senior Councillor
Spokesperson for Infrastructure, Regeneration and Environment	Senior Councillor
Convener of Planning Committee	Senior Councillor
Convener of Appeals Committee	Senior Councillor
Leader of the Opposition	Senior Councillor
Chair of the Licensing Board	Senior Councillor

Appendix 2

Current List of Approved Duties

- 1** Attendance at duly constituted meetings of the Council, Committees or Sub-Committees. This should include attendance at a particular meeting on the invitation of a Committee of which the Councillor is not a Member for a specific item of business.
- 2** Attendance at meetings of other bodies as appointees of the Council.
- 3** Attendance at meetings of Community Councils, Parent Councils and Tenants' Organisations.
- 4** Attendance at surgeries
- 5** Attendance by Councillors at functions where it has been agreed by the appropriate Committee and minuted accordingly.
- 6** Attendance at conferences approved by the Council.
- 7** Attendance at meetings of Political Groups which have a Councillor or Councillors on the Council, where such meetings are held to enable preliminary discussion to take place on matters related to the functions of the Council.
- 8** Attendance at meetings of the Convention of Scottish Local Authorities (CoSLA) and its Committees or Sub-Committees and on external bodies appointed by CoSLA itself.
- 9** Attendance at meetings with Officers of the Council by Conveners or Vice-Conveners and invited Councillors to discuss matters relating to their respective Committees.
- 10** Attendance by Members for the purposes of opening tenders.
- 11** Duties performed by the Convener of the Council and/or his or her nominees where such duties are of a civic nature.
- 12** Attendance at Working Groups constituted by the Council.
- 13** Attendance at a court, tribunal or public enquiry at which the Council is represented as an approved duty.

Appendix 3

ACCEPTABLE EXPENDITURE AND MAXIMUM RATES

(a) Breakfast (where no overnight subsistence is claimed)	£8 per day
(b) Lunch	£12 per day
(c) Dinner	£25 per day
Meals taken under paragraphs (a), (b) and (c) are those taken by a member of a local authority outside the electoral ward in respect of which they hold office and not within any council premises	
(d) Overnight accommodation away from home and council premises (costs for bed and breakfast)	£118.63 within London £94.82 elsewhere
(e) Costs incurred when travelling by private car or van, motorcycle and bicycle, on approved duties.	45p per mile for travel by car or van 24p per mile for travel by motorcycle 20p per mile for travel by bicycle 5p per passenger per mile where both the passenger(s) and the Councillor are carrying out approved duties.
(f) Other particular costs of travel by private car, motorcycle or bicycle, being– (i) parking charges (ii) road pricing schemes and congestion charging (where applicable) (iii) ferry fares	Receipted cost of expense Receipted cost of expense Receipted cost of expense
(g) Road and bridge tolls	Actual cost of expense

(h) Public transport (including taxis, where public transportation is unavailable or impractical)	Receipted cost of expense
(i) Telephone and computer line rental for use of personal telephone and computer for approved duties	50 per cent of line rental cost
(j) Telephone and computer line rental for second line for approved duties use	Receipted cost of expense
(k) Telephone and computer costs (apart from calls or line rental) necessarily incurred for approved duties	Receipted cost of expense – should be exceptional (N.B. Provision of telephone and computer direct from Council)
(l) Calls made in respect of approved duties, upon a home telephone, networked personal computer, fax machine, or personal mobile telephone	Receipted cost of expense – should be exceptional (N.B. Provision of telephone and computer with inclusive calls etc.)

WEST DUNBARTONSHIRE COUNCIL

Report by the Strategic Lead - Regulatory

Statutory Meeting of West Dunbartonshire Council: 17 May 2017

Subject: Appointments to Council committees and other bodies

1. Purpose

- 1.1** To provide information to allow the Council to consider appointments to a number of Council committees and other bodies.

2. Recommendation

- 2.1** Council is asked to consider appointing members to:-

- (a) Council committees and other constituted bodies and to grant authority to the Strategic Lead – Regulatory to agree to any proxy attending the West Dunbartonshire Health & Social Care Partnership Board instead of a nominated member;
- (b) Council working groups and trusts;
- (c) Joint boards/committees and strategic partnerships; and
- (d) Outside bodies.

Details of the nominations sought are detailed in the 4 appendices attached to this report.

3. Background

- 3.1** Full memberships of the current committee structure, working groups and other constituted bodies are required to allow meetings to continue to take place and business to be dealt with.
- 3.2** Appointments to outside bodies are also required and should reflect the requirements provided by the individual organisations.

4. Main Issues

Council committees and other constituted bodies

- 4.1** To allow the continuation of the current committee structure and to allow meetings to take place, Council is required to appoint members to the committees and other

constituted bodies detailed in Appendix 1 to this report. It is important that the appointments reflect the political balance of the Council.

- 4.2** While there is no legal requirement in Scotland to achieve an exact political balance on committees, it is important that appointments take into account the political balance of the Council. In particular, it is good practice to avoid committees whose membership is taken from a single party.
- 4.3** Council is also required to appoint a Convener (Chair) to those committees where no decision was made earlier in this meeting.

Appeals Committee

- 4.4** It should be noted that only Elected Members who have been trained in hearing appeals can sit on the Appeals Committee and make decisions. Training will be provided to those who require it.

Planning Committee

- 4.5** When appointing members to the Planning Committee, Council should aim to achieve a membership that is balanced geographically over the six Council wards.

Council Working Groups and Trusts

- 4.6** A list of Council working groups and trusts which require nominations is attached as Appendix 2.

Joint boards/committees and strategic partnerships

- 4.7** A list of joint boards, joint committees and strategic partnerships which require nominations from the Council is attached as Appendix 3.

Outside Bodies

- 4.8** A list of the organisations that are currently inviting nominations from West Dunbartonshire Council is attached as Appendix 4. This includes the Council's delegation to the Convention of Scottish Local Authorities (COSLA).

COSLA

- 4.9** Notification has been received advising that a meeting of Council Leaders will be held on 26 May 2017.
- 4.10** COSLA has requested that notification of this Council's 3 delegates be given no later than 8 June 2017. The delegation must now reflect the balance of party

political representation within the Council, which is a significant change from previous years and was agreed at the last review of the COSLA Constitution.

- 4.11** It will now be the Convention delegates who nominate for the posts of President and Vice President of COSLA, and not Councils as in previous years. Therefore, to participate fully in the election of the Presidential Team, Convention delegates must be appointed no later than 8 June in order to give them the opportunity to meet the deadline of 9 June for said nominations, which must now be gender balanced. COSLA has advised that there is no flexibility in this timescale.
- 4.12** The normal post-election practice for COSLA is for it to run on an interim basis with any office bearers who have been re-elected. New office bearers will then be appointed at the first Convention meeting on 30 June.

Protecting Vulnerable Groups Scheme (PVG)

- 4.13** The Protection of Vulnerable Groups (Scotland) Act 2007 provides for members of certain Council committees to be eligible for PVG Scheme membership due to the position they hold.

The committees are:-

Educational Services Committee
Housing and Communities Committee
West Dunbartonshire Health & Social Care Partnership Board (Integrated Joint Board)

- 4.14** If members who have any restriction on them are appointed to the aforementioned committees, an offence is committed by the members and in certain circumstances by the Council. Accordingly members who are to be appointed to these committees will require to have PVG checks carried out.

5. People Implications

- 5.1** There are no personnel issues.

6. Financial and Procurement Implications

- 6.1** There are no financial or procurement implications.

7. Risk Analysis

- 7.1** There may be a reputational risk to the Council if it chooses not to make nominations to the outside bodies, boards and/or strategic partnerships.

8. Equalities Impact Assessment (EIA)

- 8.1** The Council's representation on these organisations will have no adverse equality impacts.

9. Consultation

- 9.1** Officers in Legal and Finance have been consulted on the content of this report.

10. Strategic Assessment

- 10.1** The continuation of Council business and its representation on other organisations will contribute towards achieving the Council's five Strategic Priorities.

Peter Hessett
Strategic Lead - Regulatory
April 2017

Person to Contact: Christine McCaffary, Senior Democratic Services Officer, Legal, Democratic & Regulatory Services. Tel: 01389 737186
Email: christine.mccaffary@west-dunbarton.gov.uk

Appendices: Appendix 1 – List of Council committees and other constituted bodies
Appendix 2 - List of Council working groups and trusts
Appendix 3 – List of joint boards/committees and strategic partnerships
Appendix 4 - List of outside bodies

Background Papers: None

Wards Affected: All Wards

**COMMITTEES AND OTHER CONSTITUTED BODIES REQUIRING NOMINATIONS
MAY 2017**

COMMITTEE	ELECTED MEMBERSHIP
Alexander Cross Cameron Bequest Committee	All elected members of Wards 4, 5 and 6 in Clydebank
Appeals Committee	Will comprise all elected members of the Council who wish to be members of the Committee and have undertaken training on appeals, only 4 of whom shall sit on any individual committee. For appeals concerning teaching staff, at least one member will also be a member of the Educational Services Committee.
Audit & Performance Review Committee	8
Community Alliance	3
Corporate Services Committee	12
Dumbarton Trust Committee	All elected members of Ward 3 in Dumbarton
Educational Services Committee	14
Housing & Communities Committee	12
Infrastructure, Regeneration & Economic Development Committee	12
Joint Consultative Forum (JCF)	7 (all should be members of the Corporate Services Committee)
Licensing Board	8
Licensing Committee *	8
Local Negotiating Committee for Teachers (LNCT)	4
Local Review Body	All members of the Planning Committee
Planning Committee *	10

* Previous practice has been for these committees to have almost identical memberships, being regulatory in nature.

COMMITTEE	ELECTED MEMBERSHIP
Recruitment & Individual Performance Management Committee	5 plus, where not already one of the standing elected members, the relevant Service Convener. Standing elected members to be the Provost, Leader of the Council and Leader of the Opposition. Both the Administration and the Opposition shall ensure representation from both sexes among those nominated by each party (including the Provost, Leader and Leader of Opposition)
Tendering Committee	8
Vale of Leven Fund Committee	All elected members of Wards 1 and 2 in Alexandria
West Dunbartonshire Community Health & Care Partnership Board	3 members. It is recommended that the Council grant authority to the Strategic Lead – Regulatory to agree to any proxy attending instead of a nominated member.

COUNCIL WORKING GROUPS AND TRUSTS REQUIRING NOMINATIONS
MAY 2017

Working Group / Trust	Membership	Additional information
Member/Officer Working Group on Equality and Diversity	5	3 Administration and 2 others
Gaul Trust	2	Provost and Depute Provost

**LIST OF JOINT BOARDS, JOINT COMMITTEES AND STRATEGIC PARTNERSHIPS REQUIRING NOMINATIONS
MAY 2017**

NAME OF ORGANISATION	NOMINATIONS REQUIRED	OTHER INFORMATION
Clyde and Loch Lomond Joint Committee (CALL)	1 plus 1 substitute	Member will have voting and decision making powers. A prior knowledge or interest in flood risk would be desirable however not mandatory. Meetings held at least twice annually.
Clyde Valley Learning & Development Project Joint Committee	1 plus 1 substitute	Meetings held in June and December in Hamilton and via conference telephone call in September
Community Justice Authority (North Strathclyde)	1 plus 1 substitute	Administered by Renfrewshire Council.
Community Planning West Dunbartonshire Management Board	3 plus 3 substitutes	Community Planning West Dunbartonshire (CPWD) is a management group representing the key community planning partners for the area.
Dunbartonshire and Argyll and Bute Valuation Joint Board	5 plus 5 substitutes	Meets 3 times per year, joint board with Argyll & Bute and East Dunbartonshire Councils.
Dunbartonshire Educational Trust – Governors	3	Generally meets twice per year either in Clydebank or Dumbarton, Joint Board with East Dunbartonshire, Argyll & Bute and North Lanarkshire Councils.
Glasgow and the Clyde Valley Strategic Development Planning Authority Joint Committee	2	Meets four times per year. Councils are encouraged to appoint members who have an active interest in strategic development planning matters.

NAME OF ORGANISATION	NOMINATIONS REQUIRED	OTHER INFORMATION
Glasgow City Region City Deal	1 (Leader of Council) plus substitute	The Glasgow City Region City Deal will fund major infrastructure projects; create thousands of new jobs and assist thousands of unemployed people back to work; improve public transport and connectivity; drive business innovation and growth and generate billions of pounds of private sector investment. Eight neighbouring Councils are involved.
Board of NHS Greater Glasgow and Clyde	1	Nominee should be the Leader of the Council, Depute Leader or spokesperson for health matters, who, once confirmed by Scottish Government minister will become a non-executive director and Chair of West Dunbartonshire Health & Social Care Partnership Board. Remuneration for non-executive directors is currently £8169 p.a.
Shared Services Joint Committee	3	Joint Committee with East Dunbartonshire and Inverclyde Councils.
West Dunbartonshire Health & Social Care Partnership Board	3 plus 3 substitutes	Aims to improve the health and well-being of West Dunbartonshire residents. Responsible for the planning and the delivery of high quality health and social care services to and with the communities of West Dunbartonshire.

LIST OF ORGANISATIONS INVITING NOMINATIONS FROM WEST DUNBARTONSHIRE COUNCIL - MAY 2017

NAME OF ORGANISATION	NOMINATIONS INVITED	OTHER INFORMATION
Association for Public Service Excellence	1 plus 1 substitute	Consults, develops, promotes, advises and shares on best practice and provision of efficient and accountable public services.
Business Gateway	1 plus 1 officer	Spokesperson for Infrastructure, Regeneration & Economic Development Committee and the Strategic Director of Regeneration, Environment and Growth
Clyde Naval Base Local Liaison Committee	1 plus 1 substitute	Strategic Director of Regeneration, Environment and Growth is currently a representative, however preference is for a Councillor to represent WDC. Attendance to the Clyde Local Liaison Committee hosted by the Naval Base Commander, opportunity to understand how HMNB Clyde fits in to the community and how the community is kept safe at all times. Meet once per year, for an afternoon only.
Clydebank Housing Association Ltd	2	Approx. 10 management meetings per annum, held on last Tuesday of every month except July. A knowledge of finance, planning and regeneration would be advantageous.
Convention of Scottish Local Authorities (COSLA) Convention	3	Delegation must reflect the balance of party political representation within the Council, as per last review of COSLA's Constitution. Convention delegates will now nominate for the posts of President and Vice President of COSLA by 9 June and not Councils as in previous years. COSLA requires to be notified of delegation by 8 June 2017 to allow delegates to participate fully in the election of the Presidential Team. The Convention will meet on 30 June 2017.

NAME OF ORGANISATION	NOMINATIONS INVITED	OTHER INFORMATION
COSLA Leaders	1	This meeting is for the Council Leader to attend. There will be 8 meetings per year, held on the last Friday of each month.
COSLA - Board - Children & Young People	1 plus 1 substitute	Meetings will be held 6 times per year. Substitute member does not require to named.
COSLA - Board - Health and Social Care	1 plus 1 substitute	Meetings will be held 6 times per year. Substitute member does not require to named.
COSLA - Board - Environment and Economy	1 plus 1 substitute	Meetings will be held 6 times per year. Substitute member does not require to named.
COSLA - Board - Community Wellbeing	1 plus 1 substitute	Meetings will be held 6 times per year. Substitute member does not require to named.
Dumbarton Senior Citizens' Committee	4 (up to 5 max)	Organisation has specified that nominees be "Councillors for the Burgh of Dumbarton."
Dunbritton Housing Association - Management Committee	1	Minimum of 10 Board meetings per annum and AGM in September (Dumbarton location)
Glasgow Airport Flightpath Fund Board	1	Advisory role to provide advice/opinion on how the airport allocates its charitable funding. Bi-monthly meetings held at Glasgow Airport
Glasgow Humane Society	1	4 - 6 Board meetings per annum and AGM
Highland Reserve Forces and Cadets Association	1	Advisory capacity.
Independent Resource Centre - Management Committee	4	Nominations should reflect the political make-up of Council. Meetings held no less than 6 times per annum, normally on last Friday of each month.
Knowes Housing Association (Management Committee)	1 plus 1 substitute	10 meetings per year at 10 Field Road, Faifley, Clydebank
Loch Lomond and The Trossachs National Park Authority	1	Nomination is for five years from 1 October 2017. Full Board meetings held 4 times per annum. The Park Authority is keen to increase Board members with a background in or knowledge of finance, risk management, corporate governance, audit or business. Remuneration of £7177 p.a. currently paid.

NAME OF ORGANISATION	NOMINATIONS INVITED	OTHER INFORMATION
Lomond and Clyde Care and Repair	2	Advisory role only but to take part in Board meetings with voting rights if able to attend meetings.
Maid of the Loch Trust	3 (or up to 3)	Per the Deed of Trust trustees should meet 4 times per year, but in practice likely to be once per year.
Millburn Trust	2	Meetings held at the Vale of Leven Football Club, twice per annum
Nuclear Free Local Authorities (Scotland)	1 plus 1 substitute	Full member with voting and decision making powers. Meetings held 4 times per year (or 8 max. if nominated from NFLA (Scotland) to attend UK national meetings.
Road Safety West of Scotland Group	1	Advisory capacity. 2 meetings per year.
Scotland Excel	1 plus 1 substitute	Councils are encouraged to appoint members who have an active interest in public procurement and a basic understanding of the roles governing the public procurement regime.
Scottish Councils' Committee on Radioactive Substances	1	Provides independent factual advice to local authorities on radiation and radioactive waste matters.
Strathclyde Concessionary Travel Scheme Joint Committee	1	Deals with the policy and delivery of concessionary travel within the Strathclyde area.
Strathclyde Partnership for Transport (SPT)	1	First meeting to take place on 1 June 2017. Nominee will be allocated to 2 SPT committees and should therefore identify their preference from Strategy & Programmes or Operations plus Personnel or Audit & Standards committees. Papers for meetings will be issued to members electronically.
Strathleven Regeneration CIC	2 (Council Leader and one Councillor) plus one substitute*	* Substitute is for Councillor only. Meets approximately 6 times per year in Dumbarton area.

NAME OF ORGANISATION	NOMINATIONS INVITED	OTHER INFORMATION
West Dunbartonshire Area Support Team (local authority member)	1	Nominee will have an overview of the Children's Hearings System and the Children's Panel in their area. To act as an important link between the Children's Panel, elected members and Council officers.
West Dunbartonshire Citizens Advice Bureau	1	Board Meetings approx. every 6 weeks, Wednesday evenings in Alexandria.
West Dunbartonshire Environment Trust	1	Meetings held 4-5 times per annum. Nominee to fulfill the role of trustee with voting and decision making powers.
West Dunbartonshire Fairtrade Networking Group	1 plus 1 substitute	The main purpose of the group is to steer and initiate activity, expertise and evidence to ensure within West Dunbartonshire it continues to raise awareness and to be re-accredited for Fairtrade zone status.
West Dunbartonshire Leisure Trust	3	Role of Director to regulate management of Trust's employees and to regulate the relationship of Trust with third parties. Full board meets 4 times p.a. plus 1 AGM. Possibility of sitting on Committees (4 times).
West of Scotland Archaeology Service Joint Committee	1 plus 1 substitute	Normally meets twice per year in Glasgow. Responsible for ensuring that joint service work is conducted in accordance with law.
West of Scotland European Forum	1 plus 1 substitute	Advisory role to contribute to the Forum's policy and development, advocacy and networking activities. Meets minimum of twice annually.
West of Scotland Regional Equality Council	1 plus 1 substitute	Members are asked to attend regular Board of Directors meetings and attend AGM in an advisory capacity.

WEST DUNBARTONSHIRE COUNCIL**Report by Strategic Lead - Regulatory****Statutory Meeting of Council: 17 May 2017**

Subject: Membership of West Dunbartonshire Local Licensing Forum

1. Purpose

- 1.1** To seek approval of the membership of the West Dunbartonshire Local Licensing Forum following the local government elections on 4 May 2017.

2. Recommendations

- 2.1** It is recommended that Council approves the membership of the West Dunbartonshire Local Licensing Forum in terms of the Licensing (Scotland) Act 2005 following the new appointments made at the Annual General Meeting of the Local Licensing Forum on 21 March 2017.
- 2.2** It is recommended that authority be delegated to the Clerk to the Licensing Board to fill the current vacancy for a representative of Young Persons.
- 2.3** Members are requested to note that the Chair of the Licensing Board will be appointed at the Statutory Meeting of Council and will assume the position on the Licensing Forum.

3. Background

- 3.1** The Licensing (Scotland) Act 2005 required each council to establish a Local Licensing Forum. The Forum's functions are to keep under review the operation of the licensing system within West Dunbartonshire, the exercise by West Dunbartonshire Licensing Board of its functions and give advice and make recommendations to the Board.
- 3.2** In terms of the Act, the Forum is to consist of between five and not more than twenty one Members and it is for the Council to appoint Members. In appointing Members to the Forum the Council must seek to ensure that so far as possible that membership of the Forum is representative of:-
- Holders of Premises Licences and Personal Licences
 - The Chief Constable for the police area in which the Forum area is situated
 - Persons having functions relating to health, education or social work
 - Young people
 - Persons resident within the Forum's area
 - A Member nominated by the Health Board in terms of the Alcohol etc (Scotland) Act 2010

- A Licensing Standards Officer for the area

4. Main Issues

- 4.1** The Forum's AGM was held on 21 March 2017 and the members of the Forum who were appointed or re-appointed were:-

Representatives of the Licensing Trade (Holders of Premises Licences and Personal Licences):-

Mr Paul Smith, Representative of the Entertainment Section of the Licensed Trade

Mr Ian McLean, Representative of the On Sales Section of the Licensed Trade

Mr Brian McNeill, Representative of Off Sales Section of the Licensed Trade

Representative of the Chief Constable:-

Angela Walker, Licensing Sergeant, L Division, Police Scotland

Persons having functions relating to Health, Education and Social Work:-

Julie Lusk, Head of Mental Health, Learning Disabilities and Addictions, West Dunbartonshire Health and Social Care Partnership

Representative of Persons resident within the Forum's area:-

Linda Speir, Silvertoun and Overtoun Community Council

Walter Graham, West Dunbartonshire Community Council Forum

Representative of Supermarkets:-

Kevin McPhee, General Manager, Asda Dumbarton

Chair of the Licensing Board:-

Councillor John Mooney (to be updated following the Statutory Meeting of Council)

Licensing Standards Officers:-

Peter Clyde, Licensing Standards Officer

Lawrence Knighton, Licensing Standards Officer

Representative of Members Clubs:-

Mr John Morrow, Lodge Barns O'Clyde

- 4.2** The Forum has a vacancy for a representative of Young Persons at present and officers will continue to seek to fill this vacancy.

5./

5. People Implications

5.1 There are no people or staffing implications for the Council in this report.

6. Financial and Procurement Implications

6.1 There are no financial or procurement implications for the Council in this report.

7. Risk Analysis

7.1 Failure to appoint members of the West Dunbartonshire Local Licensing Forum will result in a breach of the Licensing (Scotland) Act 2005.

8. Equalities Impact Assessment (EIA)

8.1 The appointment of persons to the Forum has a positive equalities impact insofar it ensures that the interests of all representative groups are taken into account in the work of the Local Licensing Forum.

9. Consultation

9.1 No consultation has been carried out in relation to this report.

10. Strategic Assessment

10.1 The work of the Local Licensing Forum and the close relations it has with the Licensing Board are of assistance to the Licensing Board and help it deal with the area's alcohol related problems. This contributes to the Council's strategic priorities to improve economic growth and employability, improve life chances of children and young people and improve the well-being of communities and protect the welfare of vulnerable people.

Peter Hessett

Strategic Lead - Regulatory

Date: 9 May 2017

Person to Contact: Peter Hessett, Strategic Lead – Regulatory, Council Offices, Garshake Road, Dumbarton G82 3PU.
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Appendices: None

Background Papers: None

Wards Affected: All

WEST DUNBARTONSHIRE COUNCIL**Report by the Strategic Lead – Regulatory****Statutory Meeting of West Dunbartonshire Council: 17 May 2017**

Subject: Proposed Standing List of Conferences**1. Purpose**

- 1.1** To ask Council to consider approving a Standing List of Conferences.

2. Recommendation

- 2.1** It is recommended that the Council:-

- (a) approves the proposed list of Standing Conferences as detailed in the appendix to this report; and
- (b) notes that, as detailed in the Council's Scheme of Delegation, powers are delegated to each Strategic Director/Chief Executive to authorise within budgetary limits, the attendance of individual members at specific conferences, seminars, etc., that are not on the approved Standing List of Conferences.

3. Background

- 3.1** The current standing list of conferences was approved by Council in May 2012 and now requires to be updated.

4. Main Issues

- 4.1** The previously approved list was circulated to the Chief Executive and Strategic Directors for comment and has been updated to reflect changes to the structure of Council departments and changes to the programme of local government conferences since 2012.

5. People Implications

- 5.1** There are no implications for Council employees as this report recommends the continuation of the existing practice.

6. Financial and Procurement Implications

- 6.1** There is provision for Members' attendance at conferences, seminars, etc., in the 2017/18 budget and therefore there are no additional financial implications for the Council. There are no procurement implications.

7. Risk Analysis

- 7.1** Failure to approve a standing list of conferences could lead to disputes over who should/should not attend such conferences in the future and it is recommended that this situation be avoided.

8. Equalities Impact Assessment (EIA)

- 8.1** There is no impact on any equalities groups.

9. Consultation

- 9.1** Officers in Finance and Legal have been consulted on the content of this report.

10. Strategic Assessment

- 10.1** Attendance at conferences is a good way for elected members and officers to learn what other councils are doing and to discuss different ways of delivering services. It is also important that elected members are made aware of developments elsewhere in local government in Scotland as this may assist them to make well informed decisions on the strategic priorities of this Council.

Peter Hessett
Strategic Lead - Regulatory
Date: April 2017

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christine.mccaffary@west-dunbarton.gov.uk

Appendix: Proposed List of Standing Conferences

Background Papers: List of Standing Conferences (approved May 2012).

Wards Affected: None

**Proposed Standing List of Conferences
May 2017**

Strategic Area / Conference	Delegate (s)
Chief Executive Cosla Annual Conference	Leader of the Council and Cosla representatives (as nominated by Council)
Transformation & Public Service Reform: Institute of Revenues, Rating and valuation (IRRV) Scottish Annual Conference and Exhibitions CIPFA Scottish Conference and Exhibitions Scotland Excel Association of Directors of Education Church Representatives' Conference Scottish Learning Festival Scottish Licensing Law & Practice Conference	Convener or Depute Convener Convener or Depute Convener
Regeneration, Environment & Growth: Chartered Institute for Housing (CIH) Annual Conference Association of Public Service Excellence (APSE) Annual Conference Scottish Local Authority Economic Development Annual Conference Association of Service Solutions for Scotland Annual Conference Economic Development Association Scotland Scotland's Towns' Partnership	Convener or Depute Convener Convener or Depute Convener

WEST DUNBARTONSHIRE COUNCIL

Report by the Strategic Lead - Regulatory

Statutory Meeting of West Dunbartonshire Council: 17 May 2017

Subject: Expenditure on Civic Events and Hospitality

1. Purpose

- 1.1** This report asks the Council to approve the current practice for the authorisation of expenditure in relation to civic events and hospitality.

2. Recommendations

- 2.1** The current arrangements have operated satisfactorily under the previous Council and officers have no concerns about the arrangements continuing under any new Administration who are appointed following the elections in May.
- 2.2** It is recommended that the Council should continue the existing arrangements for authorising expenditure in relation to civic events and hospitality as outlined in paragraph 3.2 below.

3. Background

- 3.1** The total budget for Civic Events and Hospitality for 2017/18 is £39,000 and this has been split into two categories of expenditure as follows:

Civic Events	£7,000
Provost's Hospitality	£32,000

- 3.2** The current practice is that the Provost's Office organises small scale civic events and hospitality and any decision to hold larger events are made by Council or committee, with the exception of the Provost's Civic Awards Ceremony which is jointly funded by the Council and by sponsorship. Strictly speaking the Local Government (Scotland) Act does not allow decisions to be delegated to individual members so such decisions are taken by officers, in consultation with and on the recommendation of the Provost. The present procedure is that on this basis officers can authorise expenditure up to a maximum of £1,000 per event, within overall budgetary limits. For events where total expenditure is over £1,000, approval of such events also requires the agreement of the Leader of the Council in advance of the expenditure being incurred. It should be noted that the budget is operated and monitored by officers and all invoices are paid in accordance with the Council's financial regulations and procedures.

4. Main Issues

- 4.1** The current arrangements have operated satisfactorily under the previous Council and officers have no concerns about the arrangements continuing under any new Administration appointed following the elections in May.
- 4.2** Given the nature and timescales involved in the organisation of civic events there are benefits to be gained from having a less bureaucratic approach to decision making while at the same time maintaining a reasonable level of control over the expenditure.

5. People Implications

- 5.1** There are no implications for Council employees.

6. Financial and Procurement Implications

- 6.1** As previously stated the budget for civic events and hospitality has been agreed by the Council and is monitored by officers. Like any other budget, variations are reported to the relevant committee where elected members have the opportunity to ask questions about any spend and variances.

7. Risk Analysis

- 7.1** Given the small levels of expenditure involved and the monitoring procedures outlined above there is very little risk to the Council.

8. Equalities Impact Assessment (EIA)

- 8.1** There is no impact on any equalities groups.

9. Consultation

- 9.1** Officers from Legal Services and Finance Services have been consulted on the content of this report.

10. Strategic Assessment

- 10.1** Although civic functions may not feature as a specific heading under the Council's strategic priorities, they play a key role in promoting the work of the Council and the people of West Dunbartonshire both within and outwith the Council's area.

Peter Hessett
Strategic Lead - Regulatory
Date: 1 May 2017

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Appendices: None

Background Papers: None

Wards Affected: None

WEST DUNBARTONSHIRE COUNCIL**Report by the Strategic Lead - Regulatory****Statutory Meeting of West Dunbartonshire Council: 17 May 2017**

Subject: Affiliations**1. Purpose**

- 1.1** To provide the Council with information on the organisations to which it is currently affiliated and to seek a decision as to the continuation of these affiliations.

2. Recommendation

- 2.1** The Council is asked:-

- (a) in view of budgetary constraints, to consider ending affiliations to some or all of the organisations shown in the Appendix to this report;
- (b) to authorise officers to renew the annual membership fees for any of the affiliations that are continued, as and when required; and
- (b) to agree that all future affiliation requests be referred to the Corporate Services Committee for consideration.

3. Background

- 3.1** At its statutory meeting on 16 May 2012, the Council agreed to affiliate to the organisations shown in the Appendix to this report.
- 3.2** The annual affiliation cost for each is also shown. Members should note that these fees normally increase by inflation on an annual basis.
- 3.3** These affiliations are still active and it is therefore appropriate that they be reviewed at this time.
- 3.4** The Appendix does not include affiliations to professional bodies to which relevant professional services of the Council are affiliated and are therefore funded by departmental budgets.

4. Main Issues

- 4.1** It is possible that, during the term of this Council, additional requests will be received from external organisations seeking affiliation. It is suggested that all future affiliation requests be referred to the Corporate Services Committee for consideration.

5. People Implications

5.1 There are no personnel issues.

6. Financial and Procurement Implications

6.1 The Council is currently affiliated to all of the organisations listed in the Appendix to the report and therefore provision has been made for this expenditure within the Council's revenue budgets. However, in view of budgetary constraints, consideration should be given to reducing this expenditure.

6.2 There are no procurement implications.

7. Risk Analysis

7.1 There is no requirement to undertake a risk assessment in relation to the recommendations of this report.

8. Equalities Impact Assessment (EIA)

8.1 The Council's representation on these organisations will have no adverse equality impacts.

9. Strategic Assessment

9.1 The business considered by many of these organisations will contribute towards achieving the Council's five Strategic Priorities.

Peter Hessett
Strategic Lead - Regulatory
Date: April 2017

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737186
e-mail: christine.mccaffary@west-dunbarton.gov.uk

Appendix: List of Affiliations to External Organisations as at 1 May 2017

Background Papers: List of Affiliations (approved May 2012)

Wards Affected: None affected

**List of Affiliations to External Organisations
May 2017**

Name of Organisation	Summary of Purpose/Objectives	Further information	Annual Affiliation Fee
Commonwealth Local Government Forum (CLGF)	<p>To ensure that local government is recognised as an important sphere of government nationally and internationally;</p> <p>To encourage national government to take action to support stronger local governance;</p> <p>To support its members in developing better and more democratic local governance; and</p> <p>To support election monitoring and newly elected local governments.</p>	CLGF represents local government at Commonwealth level, including to the Commonwealth Secretary-General and at meetings of Commonwealth Heads of Government and with other Commonwealth partners. It also makes written submission to consultations and other policy development forums.	<p>£1,105</p> <p>Renewal due January 2018</p>
Convention of Scottish Local Authorities (COSLA)	COSLA is the representative voice of Scottish local government and also acts as the employers' association on behalf of Scottish councils.	COSLA organises various events throughout the year which are of benefit to every local authority who participates, i.e. the Leaders' Meetings (8 per year); the Annual Conference; and the Excellence awards which showcases outstanding quality in service to the public by councils across Scotland.	£63,201

Name of Organisation	Summary of Purpose/Objectives	Further information	Annual Affiliation Fee
National Association of Councillors (NAC)	To represent and further the interests of members of Local Authorities in the UK and to provide a forum for elected members to discuss items of common interest and exchange information and ideas.	<p>The NAC is the only organisation whose agenda is to look after Councillors' interests. The Association is campaigning to restore the balance in local government by encouraging younger people, women and ethnic minorities to become Councillors. It has also appointed a National Equality and Diversity Officer to assist with this and other campaigns.</p> <p>Other services offered are legal advice, education at a reasonable cost and advice to councillors on the facilities their councils provide, i.e. adequate insurance cover and in-house training.</p>	<p>£422</p> <p>Renewal due June 2017</p>
Scottish Steering Committee Nuclear Free of Nuclear Free Local Authorities	Is the local government voice on nuclear issues. Tackles in practical ways, and within its powers, the problems posed by civil and military nuclear hazards.	Governed by a Steering Committee made up of member councillors that meet 4 times per year.	<p>£1,316</p> <p>Renewal due April 2018</p>