

## **CORPORATE AND EFFICIENT GOVERNANCE COMMITTEE**

At a Meeting of the Corporate and Efficient Governance Committee held on Wednesday, 27 January 2010 in the Council Chambers, Clydebank Town Hall, Dumbarton Road, Clydebank at 10.00 a.m.

**Present:** Councillors Jim Bollan, Jim Brown, David McBride, Ronnie McColl, Jim McElhill, Craig McLaughlin, Marie McNair, Iain Robertson and Martin Rooney.

**Attending:** Joyce White, Executive Director of Corporate Services; Andrew Fraser, Head of Legal, Administrative & Regulatory Services; David Connell, Head of Finance and ICT; Vincent Gardiner, Manager of Exchequer; Gillian McNeilly, Manager of Accounting; Patricia Marshall, Manager of ICT; David Webster, Manager of Improvement and Performance; Linda McAlister, Section Head, Human Resources & Organisational Development and Craig Stewart, Committee Officer.

**Apology:** An apology for absence was intimated on behalf of Councillor Margaret Bootland.

**Councillor Craig McLaughlin in the Chair**

### **DECLARATIONS OF INTEREST**

It was noted that there were no declarations of interest in any of the items of business on the agenda.

### **MINUTES OF PREVIOUS MEETING**

The Minutes of the Meeting of Corporate and Efficient Governance Committee held on 25 November 2009 were submitted and approved as a correct record.

### **MINUTES OF THE CORPORATE CULTURAL SUB-COMMITTEE**

The Minutes of the Meeting of the Corporate Cultural Sub-Committee held on 30 November 2009 were submitted and approved, subject to Councillor Gail Casey's name being included in the list of apologies for the meeting.

## **RENEWAL OF INSURANCE CONTRACTS**

A report was submitted by the Executive Director of Corporate Services seeking authority to renew and, where appropriate, re-tender the Council's Insurance Contracts.

The Committee agreed:-

- (1) that authority be delegated to the Executive Director of Corporate Services, in consultation with the Chair of the Corporate and Efficient Governance Committee, to renew the Insurance Contracts which are subject to Long Term Agreements and, if appropriate, agree an extension;
- (2) that authority be delegated to the Executive Director of Corporate Services, in consultation with the Chair of the Corporate and Efficient Governance Committee, to re-tender particular Insurance Contracts where this was considered to be in the best interests of the Council; and
- (3) that the Executive Director of Corporate Services be authorised, in consultation with the Chair of the Corporate and Efficient Governance Committee, to accept the most economically advantageous Tenders, the outcome of which would be reported to the Corporate and Efficient Governance Committee.

## **ENFORCEMENT POLICY FOR REGULATORY SERVICES**

A report was submitted by the Executive Director of Corporate Services seeking approval for a single enforcement policy for Regulatory Services.

Having heard the Head of Legal, Administrative and Regulatory Services in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) that the text of the document would be reviewed by the Environmental Health Team in order to ensure it complied with plain English as far as possible; and
- (2) otherwise to approve the enforcement policy, following the review at (1) above.

## **TENDERS FOR CONTAMINATED LAND WORK ON THREE SITES WITHIN WEST DUNBARTONSHIRE**

A report was submitted by the Executive Director of Corporate Services seeking approval to issue tenders in respect of three local sites.

After discussion and having heard the Head of Legal, Administrative and Regulatory Services in answer to Members' questions, the Committee agreed to approve the tendering process.

## **STATUTORY PATERNITY PAY AND LEAVE**

A report was submitted by the Executive Director of Corporate Services providing an update and seeking approval for an amendment to the current arrangements for Paternity Pay and Leave to ensure legislative criteria was met to enable the Council to claim back the Statutory Paternity Pay (SSP) element.

In relation to a point raised by Councillor McBride, it was noted although it was not included in the report, it had been confirmed that the trades unions had been consulted on this issue.

After discussion, the Committee agreed:-

- (1) to approve the proposed amendments, i.e.:-
  - (i) Paternity leave must be taken within 56 days (amended from 6 months);
  - (ii) Paternity leave must be taken in 2 consecutive weeks (amended from separate weeks); and
- (2) to note that the amendments did not have any detrimental effect on employees.

## **FEASIBILITY OF VIDEO CONFERENCING FACILITIES WITHIN WEST DUNBARTONSHIRE COUNCIL**

A report was submitted by the Executive Director of Corporate Services providing an update on the options under consideration regarding the feasibility and cost of creating two video conferencing suites within the Garshake Road and Rosebery Place offices.

After discussion and having heard the Executive Director of Corporate Services and Manager of ICT in elaboration and in answer to Members' questions, Councillor McBride, seconded by Councillor Rooney, moved:-

That the Committee agrees to continue this matter meantime and that a further report, incorporating a business case for the proposal, be prepared and submitted to a future meeting of the Committee for consideration.

As an amendment, Councillor McLaughlin, seconded by Councillor McColl, moved:-

That the Committee agrees the recommendation contained in the report, i.e.:-

That subject to allocation of required capital investment by Council, £20,000 (based on current supplier estimates), a procurement exercise would be undertaken to purchase set-top video conferencing units for West Dunbartonshire Council to be located at Garshake and Rosebery Place.

Based on the supplier quotations received during the investigation stages, the procurement would not require a tender process.

On a vote being taken, 5 Members voted for the amendment and 4 for the motion. The amendment was accordingly declared carried.

### **TREASURY UPDATE (1 APRIL 2009 – 15 DECEMBER 2009)**

A report was submitted by the Executive Director of Corporate Services advising on interest rates and treasury transactions of the Council which had taken place during the period 1 April 2009 to 15 December 2009.

After discussion, the Committee agreed to note the contents of the report.

### **GRANT APPLICATIONS**

A report was submitted by the Executive Director of Corporate Services providing an update on grants to voluntary organisations from the Dumbarton Common Good and Community Council budgets.

After discussion and having heard the Manager of Accounting and the Head of Legal, Administrative and Regulatory Services in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to approve the recommendation for Trust Fund grant applications - £nil;
- (2) to approve the recommendation for Dumbarton Common Good Fund in the sum of £10,000 on the basis that a report would be submitted to a future meeting of the Committee which would include an analysis of the footfall of users of the Skatepark resident in the Dumbarton area, compared to those users being resident elsewhere; and
- (3) to approve the recommendation for Community Council Applications - £5,323.75

### **A COMPETITIVENESS FRAMEWORK**

A report was submitted by the Chief Executive presenting a draft Competitiveness Framework for discussion and approval.

After discussion and having heard the Executive Director of Corporate Services and the Manager of Improvement and Performance in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) that the report be remitted to the Joint Consultative Forum and the Audit and Performance Review Committee for consideration; and

- (2) otherwise to approve the Competitiveness Framework on the basis outlined in the report.

### **WWF EARTH HOUR 2010**

A report was submitted by the Chief Executive providing information on WWF Earth Hour 2010 and seeking approval for the Council's participation in this event.

The Committee agreed that the Council should take part in this worthwhile event.

### **VARIATION IN ORDER OF BUSINESS**

After hearing Councillor Rooney, the Committee agreed to vary the order of business as hereinafter recorded in these minutes.

### **FORMER TENANT RENT ARREARS – QUARTER 3 2009/2010**

A report was submitted by the Executive Director of Corporate Services seeking approval for rent arrears write-offs for the third quarter of 2009/10.

After discussion and having heard the Manager of Exchequer in answer to Members' questions, the Committee agreed to approve the rent arrears write-offs totalling £5,444.01 for 2009/2010 as detailed in the Appendix to the report.

### **COUNCIL TAX REBATES FOR ENERGY EFFICIENCY**

A report was submitted by the Executive Director of Corporate Services seeking approval to introduce a scheme of Council Tax rebates for energy efficiency.

After discussion and having heard the Executive Director of Corporate Services and the Manager of Exchequer in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to approve the introduction of the Council Tax Energy Efficiency Scheme as operated by Scottish Gas as from April 2010; and
- (2) that officers would report back to the October 2010 meeting of the Committee with regard to the implementation of the scheme.

### **CORPORATE SERVICES DEPARTMENT PLAN – MID YEAR PERFORMANCE REPORT**

A report was submitted by the Executive Director of Corporate Services presenting the Corporate Services Department mid year performance report and highlighting the Department's performance across all the services.

Having heard the Executive Director of Corporate Services in elaboration and in answer to Members' questions, the Committee agreed:-

- (1) that the Appendix to the report which listed complaints (mid year progress – 2009/2010) would be expanded in future to incorporate more detailed information/explanation;
- (2) to note, with satisfaction, the success of Legal, Administrative and Regulatory Services in achieving Bronze recognition and ICT achieving Gold recognition for Investors in People, along with Customer Service Excellence being successfully maintained by Registration Services, Environmental Health and Trading Standards; and
- (3) otherwise to note the contents of the report and attached appendices.

#### **CHIEF EXECUTIVE BUDGETARY CONTROL REPORT: PERIOD 8 2009/10**

A report was submitted by the Chief Executive advising on the performance of the Chief Executive departmental budget for the period to 15 December 2009.

The Committee agreed to note the report.

#### **CORPORATE SERVICES BUDGETARY CONTROL REPORT: PERIOD 8 2009/10**

A report was submitted by the Executive Director of Corporate Services advising on the performance of the Corporate Services budget for the period to 15 December 2009.

After discussion the Committee agreed to note, with satisfaction, the contents of the report.

#### **DUMBARTON COMMON GOOD FUND – MONITORING REPORT TO 15 DECEMBER 2009**

A report was submitted by the Executive Director of Corporate Services providing details of income and expenditure on the Common Good Fund Account to 15 December 2009.

After discussion, the Committee agreed to note the Statement of Income and Expenditure to 15 December 2009.

The meeting closed at 11.15 a.m.