

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton, G82 3PU

18 November 2004

MEETING: CORPORATE SERVICES COMMITTEE

**WEDNESDAY, 24 NOVEMBER 2004
COUNCIL CHAMBERS
CLYDEBANK TOWN HALL
DUMBARTON ROAD
CLYDEBANK**

Dear Member

Please attend a meeting of the **Corporate Services Committee** to be held in the **Council Chambers, Clydebank Town Hall, Dumbarton Road, Clydebank** on Wednesday, 24 November 2004 at 10.00 a.m.

The business is as shown on the enclosed Agenda.

Yours faithfully

TIM HUNTINGFORD

Chief Executive

Distribution:

Councillor T Devine (Convener)
Councillor M Bootland
Councillor G Casey
Councillor G Calvert
Councillor A White
Councillor D McDonald
Councillor J Duffy
Councillor C McLaughlin
Councillor J Bolla
1 Opposition vacancy

All other Councillors for information

Chief Executive
Director of Corporate Services
Director of Development and Environmental Services
Director of Housing and Technical Services
Director of Education and Cultural Services
Director of Social Work Services

CORPORATE SERVICES COMMITTEE

WEDNESDAY, 24 NOVEMBER 2004

AGENDA

1. APOLOGIES

2. PRESENTATIONS

The Convener, Councillor Devine, will make presentations of awards:-

- (a) to the Head of Information Services in recognition of the successful maintenance of the Investors in People standard and to the Head of Personnel Services in recognition of the attainment of the Investors in People standard; and
- (b) as part of the Employee Recognition Scheme, to Mr. Damian McConnachie in recognition of his long service with the Finance Department of the Council.

3. MINUTES OF PREVIOUS MEETING (pages 1 – 17)

Submit, for approval as a correct record, the Minutes of Meeting of the Corporate Services Committee held on 22 September 2004.

4. INSURANCE POOLING

With reference to the Minutes of Meeting of the Corporate Services Committee held on 22 September 2004 (page 1088, paragraphs 3643/3644 refer) Members are asked to note that a briefing session has been arranged for Elected Members, to provide an update on the proposal for Insurance Pooling. The date proposed is Wednesday, 15 December 2004 to be held in the Falkirk Council Offices at 2.00 p.m. The Council will have the opportunity to send up to 3 Members to the session, and it should be noted that there is no cost to the Council for this session. Please be advised that the date and time of the session may be subject to change, further details will be made available to Members in due course.

5. LENDER OF LAST RESORT – HOME LOAN PORTFOLIO
(pages 19 - 20)

With reference to the Minutes of Meeting of the Corporate Services Committee held on 22 September 2004 (page 1086, paragraph 3626 refers), submit for further consideration a report by the Director of Corporate Services advising of the current valuation of the home loan portfolio and the potential sale value and making recommendations thereon.

6. INTERNAL AUDIT SERVICES PROVIDED FOR REVIEWING OF GRANTS
(pages 21 - 23)

In terms of the remit from the Minutes of Meeting of the Audit and Performance Review Committee held on 22 September 2004 (page 1110, paragraph 3694 refers) submit a report by the Director of Corporate Services advising of the existing arrangements for the audit of grants and making recommendations thereon.

7. COSLA STAFFING WATCH SURVEY
(pages 25 - 26)

Submit report by the Director of Corporate Services informing on the size of the Council's workforce as at 10 September 2004.

8. THE EMPLOYMENT OF TEMPORARY, CASUAL, SESSIONAL AND OCCASIONAL WORKERS
(pages 27 - 33)

Submit report by the Director of Corporate Services asking the Committee to agree a policy statement on the employment of Occasional Workers previously known as temporary, casual, sessional and seasonal workers.

9. CORPORATE SERVICES BUDGETARY CONTROL REPORT – PERIOD 6(2004/05)
(pages 35 - 54)

Submit report by the Head of Finance advising of the performance of the Corporate Services budget for the period to 15 October 2004.

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10. DUMBARTON COMMON GOOD FUND – MONITORING REPORT TO 15 OCTOBER 2004
(pages 55 - 56)

Submit report by the Director of Corporate Services providing details of income and expenditure on the Common Good Fund to 15 October 2004.

11. UPDATE ON FINANCE REVENUES COLLECTION (pages 57 - 59)

Submit report by the Director of Corporate Services providing an update on the progress of the collection of the local Council Tax and National Non-Domestic Rates (NDDR).

12. INTEREST RATES (1 APRIL 2004 – 1 NOVEMBER 2004)
(pages 61 - 62)

Submit report by the Director of Corporate Services advising on interest rates during the period from 1 April 2004 to 1 November 2004.

13. TREASURY TRANSACTIONS (1 APRIL 2004 – 15 OCTOBER 2004)
(pages 63 - 64)

Submit report by the Director of Corporate Services advising of the treasury transactions of the Council for the period from 1 April 2004 to 15 October 2004.

14. INVESTOR IN PEOPLE
(pages 65 - 66)

Submit report by the Director of Corporate Services providing an update on the successful maintenance of the Investor in People Standard in Information Services and the attainment of the award in the Personnel Service.

15. EUROPEAN COMPUTER DRIVING LICENCE (ECDL)
(pages 67 - 70)

Submit report by the Director of Corporate Services providing an update on the successful external Test Centre Accreditation audit which enables Information Services to continue to award the European Computer Driving Licence qualification.

16. LOCAL, GENERAL AND COMMUNITY COUNCIL GRANTS 2004/2005
(pages 71 - 88)

Submit report by the Director of Corporate Services providing an update on the budget position of Local Grants, General Grants and Grants to Community Councils. The report also provides details of grant applications for approval by Members.

For information on the above agenda please contact Shona Barton, Administrative Assistant, Legal and Administrative Services, Council Offices, Garshake Road, Dumbarton, G82 3PU. Tel: (01389) 737205.
e-mail: shona.barton@west-dunbarton.gov.uk