

CORPORATE SERVICES COMMITTEE

At a Meeting of the Corporate Services Committee held on Wednesday, 11 May 2016 in Committee Room 3, Council Offices, Garshake Road, Dumbarton at 2.03 p.m.

Present: Councillors George Black, Gail Casey, David McBride, Jonathan McColl, Patrick McGlinchey, John Mooney, Tommy Rainey, Gail Robertson, Martin Rooney and Kath Ryall.

Attending: Angela Wilson, Strategic Director – Transformation & Public Service Reform; Peter Hessest, Strategic Lead - Regulatory; Stephen West, Strategic Lead - Resources; Malcolm Bennie – Strategic Lead – Communication, Culture and Communities; Gillian McNeilly, Finance Manager; Amanda Coulthard, Corporate and Community Planning Manager; Malcolm Bennie, Corporate Communications Manager; Jackie Allison, Finance Business Partner; Patricia Kerr, ICT Manager and Craig Stewart, Committee Officer.

Apologies: Apologies for absence were intimated on behalf of Councillors Jim Finn and Lawrence O'Neill.

Councillor Kath Ryall 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 at this point in the meeting.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Corporate Services Committee held on 10 February 2016 were submitted and approved as a correct record.

MINUTES OF JOINT CONSULTATIVE FORUM - 31 MARCH 2016

The Minutes of Meeting of the JCF held on 31 March 2016 were submitted for information and noted.

CORPORATE SERVICES DEPARTMENTAL PLAN 2015/16

A report was submitted by the Strategic Director – Transformation and Public Service Reform setting out the year end progress against the Corporate Services Departmental Plan for 2015/16.

After discussion and having heard the Corporate & Community Planning Manager and the Manager of ICT in further explanation and in answer to Members' questions, the Committee agreed to note the year end progress for 2015/16.

STRATEGIC DELIVERY PLANS 2016/17

A report was submitted by the Strategic Director – Transformation and Public Service Reform setting out the delivery plans for the new strategic areas that fall within the remit of the Corporate Services Committee, covering communications, culture and communities, people and technology, regulatory and resources.

After discussion and having heard the Strategic Director and relevant officers in elaboration and in answer to Members' questions, the Committee agreed to note the delivery plans for the four strategic areas outlined in the appendices to the report.

GRANT APPLICATIONS 2016/17

A report was submitted by the Strategic Lead – Resources providing a budget update on the grant funding for 2016/17 and recommendations in relation to funding support to Community Councils, the Dumbarton Common Good Fund and the Provost's Fund.

After discussion and having heard the Strategic Director and the Corporate & Community Planning Manager in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) the approach to considering grant applications from Community Councils as detailed in the report, which would now include the two funding applications listed in Appendix B of the report;
- (2) the updated Dumbarton Common Good budget for the period 2016/17 to 2017/18 as detailed in Appendix C of the report; and
- (3) to approve the transfer of £2,950 from the 2016/17 grants budget to the Provost's Fund to reinstate the level to £3,000.

UPDATE OF VOLUNTARY GRANTS 2015/16

A report was submitted by the Strategic Lead – Resources providing an analysis of voluntary grants approved by WDCVS in respect of Community Chest, Playscheme, Cultural and Social Transport Support Funding Grants.

After discussion, the Committee agreed:-

- (1) to note the position of the grants paid out in 2015/16; and
- (2) that the unused Community Loans Fund be retained at £100,974.

REGISTERED CHARITABLE TRUSTS

A report was submitted by the Strategic Lead – Resources providing an update on the current status of the registered charitable trusts (the Trusts) which are administered by the Council and providing information and a recommendation on options for the management of the business of the Trusts in the future.

After discussion and having heard the Strategic Director and relevant officers in further explanation and in answer to Members' questions, the Committee agreed that a further report be submitted to a future Council meeting for consideration, which would assist in clarifying the delegation arrangements, previously agreed, in relation to certain of the Trusts listed in the report.

SCOTTISH WELFARE FUND POLICY

A report was submitted by the Strategic Lead – Resources providing an update on changes to the Scottish Welfare Fund Policy for West Dunbartonshire Council following the introduction of The Welfare Funds (Scotland) Act 2015 and The Welfare Funds (Scotland) Regulations 2016.

The Committee agreed to approve the changes made to the policy as detailed in appendices 1 and 2 to the report, in line with The Welfare Funds (Scotland) Regulations 2016.

FOOD EXPORT HEALTH CERTIFICATES

A report was submitted by the Strategic Lead – Regulatory seeking approval to increase the current charge for Food Export Health Certificates, by £10 per certificate in order to achieve an estimated annual saving of £5,000 per year.

After discussion, the Committee agreed to approve the increase in fees for Food Export Health Certificates from the current charge of £37.50 plus VAT to £47.50 plus VAT per certificate.

ICT CONTRACTS

A report was submitted by the Strategic Lead – People and Technology providing a detailed breakdown of the planned ICT Capital and Revenue spend on new contracts in excess of £50,000 and seeking approval to procure and contract for the required goods and services.

After discussion, Councillor Black, seconded by Councillor McColl, moved:-

That the Committee agrees the recommendations contained in the report, with the exception that instead of delegating authority to officers, paragraphs 2.1.2 and 2.1.3 of the report refer, this be brought back for decision to a future Council meeting instead.

As an amendment, Councillor Rainey, seconded by Councillor Rooney, moved:-

That the Committee agrees:-

- (1) to note the ICT Revenue and Capital spend detail including the anticipated procurement method;
- (2) that authority be delegated to the Corporate Procurement Manager, in consultation with the Strategic Lead - People & Technology, to approve the most appropriate procurement method for the planned ICT Capital and Revenue contract spend as detailed in Section 3 of this report based on the agreed contract strategy and best value for the Council; and
- (3) that authority be delegated to the Corporate Procurement Manager, in consultation with the Strategic Lead - People & Technology, to instruct the award of contracts for the planned ICT spend to suppliers providing the most economically advantageous offer to the Council.

On a vote being taken, 7 Members voted for the amendment and 3 for the motion. The amendment was declared carried

WEST DUNBARTONSHIRE COUNCIL WORKFORCE MONITORING REPORT

A report was submitted by the Strategic Lead – People and Technology providing employment information relating to the Council for the period 1 October 2015 to 31 March 2016.

After discussion and having heard the Strategic Director in further explanation and in answer to Members' questions, the Committee agreed to note the following employment information for 1 October 2015 to 31 March 2016:-

- (1) Attendance statistics;
- (2) Occupational health and counselling;
- (3) Accidents/incidents;
- (4) Discipline, grievance and dignity at work;
- (5) Employee development;
- (6) Recruitment monitoring; and

(7) Staffing watch as at December 2015.

Note: Councillor Black left the meeting at this point.

EARLY RETIREMENT/VOLUNTARY SEVERANCE AND REDEPLOYMENT – 1 OCTOBER 2015 – 31 MARCH 2016 AND ANNUAL UPDATE

A report was submitted by the Strategic Lead – People and Technology advising on early retirements, voluntary severance, and re-deployments during the 6 month period from 1 October 2015 to 31 March 2016 and providing a summary of the 12 month period 1 April 2015 to 31 March 2016.

The Committee agreed to note the contents of the report.

ATTENDANCE MANAGEMENT: QUARTER 4 AND ANNUAL RESULTS (2015/16)

A report was submitted by the Strategic Lead – People and Technology advising on attendance levels within Corporate Services and providing a summary of both the quarterly 4 absence and the annual statistics for 2015/16.

After discussion, the Committee agreed to note the content of the report and the attendance results for Q4 2015/16, namely a significant decrease of 146.5 days lost (9%) compared to the same period last year. During 2015/16, annual reported results show there was a significant reduction in absence (26.5%) in Corporate Services showing a total decrease of 1618 days lost.

The meeting closed at 4.13 p.m.