

## **CORPORATE SERVICES COMMITTEE**

At a meeting of the Corporate Services Committee held in the Council Chambers, Municipal Buildings, Station Road, Dumbarton on Wednesday 27 August 2003 at 10.15 a.m.

**Present:** Councillors Tony Devine, Gail Casey, Geoff Calvert, Jack Duffy, Craig McLaughlin and Andy White.

**Attending:** Tim Huntingford, Chief Executive; Eric Walker, Director of Corporate Services; Lynn Bradley, Head of Finance; Stephen Brown, Head of Legal and Administrative Services; Angela Clements, Head of Information Services; David Connell, Manager of Accounting; Vincent Gardiner, Manager of Exchequer; Jim Pow, Manager of Resources and Willie Croft, Property Services Manager, Social Work and Housing Services; Russell Fleming, Resource Manager, Commercial and Technical Services and Nuala Borthwick, Administrative Assistant.

**Apologies:** Apologies for absence were received on behalf of Councillors Margaret Bootland, Jim Bolland and Duncan McDonald.

### **Councillor Tony Devine in the Chair**

## **WELCOME**

425 Before commencing with the business of the meeting, the Convener welcomed everyone present to the first meeting of the Corporate Services Committee.

## **TREASURY TRANSACTIONS (1 APRIL 2003 – 31 JULY 2003)**

426 A report was submitted by the Director of Corporate Services advising of the treasury transactions of the Council for the period from 1 April 2003 to 31 July 2003.

427 Having heard the Manager of Accounting, the Committee agreed to note the details of the treasury transactions as detailed in the appendix to the report.

## **DEBT RESCHEDULING**

428 A report was submitted by the Director of Corporate Services advising of debt rescheduling which had taken place.

429 Having heard the Manager of Accounting in answer to Members' questions, the Committee agreed to note the terms of the report.

### **THE PRUDENTIAL CODE FOR CAPITAL FINANCE IN LOCAL AUTHORITIES**

430 A report was submitted by the Director of Corporate Services providing the Committee with key information on the Prudential Code for Capital Finance in Local Authorities.

431 Having heard the Head of Finance in further explanation of the report and after discussion, the Committee agreed:-

- (1) that plain English be used in all finance reports in future; and
- (2) to note the terms of the report.

432 Councillor McLaughlin, having failed to find a seconder for a motion, requested that his dissent be recorded.

### **SHERIFF OFFICER SERVICES**

433 A report was submitted by the Director of Corporate Services recommending the appointment of Sheriff Officers to assist with the Council's debt recovery processes.

434 Having heard the Manager of Exchequer in answer to Members' questions and in further explanation, the Committee agreed:-

- (1) that, subject to satisfactory terms and conditions being agreed, George Walker & Co. be appointed as the Council's Sheriff Officers; and
- (2) to note that the tender price of £122,500 fell within the budgetary provision.

### **UPDATE ON FINANCE REVENUES COLLECTIONS**

435 A report was submitted by the Director of Corporate Services updating the Committee on the progress of the collection of the Council Tax levied in 2003/04.

436 Having heard the Director of Corporate Services in answer to Members' questions, the Committee agreed to note the council tax collection and workflow performance to date.

**DUMBARTON COMMON GOOD FUND – MONITORING REPORT  
TO 30 JUNE 2003**

- 437 A report was submitted by the Director of Corporate Services providing the Committee with details of income and expenditure on the Common Good Fund to 30 June 2003.
- 438 Having heard the Director of Corporate Services and the Manager of Accounting in further explanation, the Committee agreed to note the terms of the report.

**DUMBARTON COMMON GOOD FUND – DRAFT OUTTURN  
AT 31 MARCH 2003**

- 439 A report was submitted by the Director of Corporate Services providing the Committee with details of actual income and expenditure on the Dumbarton Common Good Fund for 2002/03.
- 440 Having heard the Chief Executive and the Director of Corporate Services in further explanation of the report and in answer to Members' questions, the Committee agreed to note the terms of the report.

**GENERAL SERVICES BUDGETARY CONTROL REPORT:  
PERIOD 3 (2003/04)**

- 441 A report was submitted by the Director of Corporate Services advising the Committee of the performance of the General Services budget for the period to 30 June 2003.
- 442 Having heard Officers in answer to Members' questions, the Committee agreed to note the terms of the report.

**GENERAL SERVICES CAPITAL BUDGETARY CONTROL  
REPORT: PERIOD 3 (2003/04)**

- 443 A report was submitted by the Director of Corporate Services advising of the progress of the General Services Capital Programme to 30 June 2003.
- 444 Having heard the Director of Corporate Services in further explanation, the Committee agreed to note the terms of the report.

**HRA CAPITAL BUDGETARY CONTROL REPORT:  
PERIOD 3, 2003/04**

- 445 A report was submitted by the Director of Corporate Services advising of the progress of HRA Capital Programme to 30 June 2003.

446 Having heard the Manager of Resources, Social Work and Housing Services  
in further explanation, the Committee agreed to note the terms of the report.

### **DLO/DSO FINANCIAL PERFORMANCE – 2003/04 TO PERIOD 3**

447 A report was submitted by the Director of Commercial and Technical  
Services providing the interim cumulative financial information for the 3  
months from 1 April to 30 June 2003 for the Trading Accounts (the former  
DLO and DSO activities under CCT) within the Department of Commercial  
and Technical Services.

448 Having heard the Resource Manager, Commercial and Technical Services  
the Committee agreed to note the contents of the report.

### **HOUSING REVENUE ACCOUNT BUDGETARY POSITION 2003/04**

449 A report was submitted by the Director of Social Work and Housing Services  
providing information on how key elements within the Housing Revenue  
Account (HRA) are performing against budget for the period ended 30 June  
2003 (period 3).

450 After discussion and having heard the Property Services Manager, Social  
Work and Housing Services, the Committee agreed to note the contents of  
the report.

### **HOUSING MAINTENANCE DLO AND WINDOW FACTORY FINANCIAL PERFORMANCE – 2003/04 TO 30 JUNE 2003 (PERIOD 3)**

451 A report was submitted by the Director of Social Work and Housing Services  
providing the interim cumulative financial information for the three months  
from 1 April to 30 June 2003.

452 The Committee agreed to note the contents of the report.

### **PURCHASING CARDS**

453 A report was submitted by the Director of Corporate Services:-

- (1) providing information on the proposed implementation of a Purchasing  
Cards Scheme within the Council; and
- (2) seeking the approval of the Committee to tender for the provision of  
these cards.

454 After discussion, the Committee agreed:-

- (a) to allow the OGC Buying Solutions contract to be evaluated to establish if it matched the Council's requirements;
- (b) to select a Card Provider under the OGC contract if this solution was deemed appropriate and offered the best value for money; and
- (c) in the event that the OGC contract did not offer an appropriate solution or the best value for money, to proceed to tender for the provision of Purchasing Cards based on the Council's individual requirements.

### **CREATION OF POST OF ARCHIVIST IN RELATION TO IMPLEMENTATION OF FREEDOM OF INFORMATION (SCOTLAND) ACT 2002**

- 455 A report was submitted by the Director of Corporate Services advising of the implications for the Council in relation to the Freedom of Information (Scotland) Act 2002.
- 456 Having heard the Head of Legal and Administrative Services in answer to Members' questions, the Committee agreed to approve the appointment of an Archivist at AP5 grade.

### **ESD (ELECTRONIC SERVICE DELIVERY) UPDATE**

- 457 A report was submitted by the Director of Corporate Services providing an update on Electronic Service Delivery (ESD).
- 458 Having heard the Head of Information Services, the Committee agreed to note the contents of the report.

### **ACTION AGAINST VANDALISM COMMITTEE**

- 459 A report was submitted by the Director of Corporate Services seeking the Committee's view on the future administrative arrangements with respect to the Action Against Vandalism Committee (AAVC).
- 460 After discussion and having heard the Chief Executive in further explanation, it was agreed that a report providing full details of the costs associated with operating the Action Against Vandalism Committee be submitted to the Committee after a period of 6 months, but meantime the Council continue with its administrative support to the Action Against Vandalism Committee.

The meeting closed at 11.20 a.m.