

**WEST DUNBARTONSHIRE COUNCIL**

**Council Offices, Garshake Road, Dumbarton, G82 3PU**

17 June 2004

**MEETING: CORPORATE SERVICES COMMITTEE**

**WEDNESDAY, 23 JUNE 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, 23 June 2004 at 10.00 a.m.

The business is as shown on the enclosed Agenda.

Yours faithfully

**TIM HUNTINGFORD**

Chief Executive

**Distribution:**

Councillor A 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 Bollan  
1 Opposition Member (to be nominated)

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, 23 JUNE 2004**

### **AGENDA**

**1. APOLOGIES**

**2. MINUTES OF PREVIOUS MEETING (pages 1 - 10)**

Submit for approval, the Minutes of Meeting of the Corporate Services Committee held on 25 April 2004.

**3. OVERTOUN HOUSE – PROGRESS REPORT NO 1 (pages 11 - 18)**

In terms of remit from the Minutes of Meeting of the Community Safety and Environmental Services Committee held on 5 May 2004, submit an excerpt Minute together with a report by the Director of Economic, Planning and Environmental Services reporting on the progress of works being undertaken to refurbish Overtoun House.

**4. DUMBARTON COMMON GOOD FUND (pages 19 - 20)**

With reference to the Minutes of Meeting of the Corporate Services Committee held on 28 April 2004 (page 718, paragraph 2479(2) refers) submit report by the Director of Corporate Services advising on the administrative arrangements for the Common Good Fund.

**5. SALARY SACRIFICE SCHEMES (pages 21 - 27)**

Submit report by the Director of Corporate Services advising of the costs and benefits to both employees and employers of operating a Salary Sacrifice Scheme (SSS) under initiatives being promoted by Government for childcare and requesting approval to pursue the proposal further.

**6./**

**6. EARLY RETIREMENT (pages 29 - 31)**

Submit report by the Director of Corporate Services asking for approval for a Policy on the Discretionary Payments Regulations applying to early retirement in the Council.

**7. CODE OF CONDUCT FOR EMPLOYEES (pages 33 - 46)**

Submit report by the Director of Corporate Services seeking approval for a code of conduct for employees.

**8. 4 P PLAN (PEOPLE, PROFILING, PERFORMANCE, PAY-STRUCTURES) (pages 47 - 49)**

Submit report by the Director of Corporate Services advising of an integrated approach to Employee Development, Performance Review, Service Plans and proposals for broad banded grading.

**9. UPDATE ON FINANCE REVENUES COLLECTION (pages 51 - 53)**

Submit report by the Director of Corporate Services updating on the progress of the collection of Council Tax levied.

**10. TREASURY TRANSACTIONS (1 APRIL 2003 – 31 MAY 2004) (pages 55 - 57)**

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

**11. INTEREST RATES (1 APRIL – 1 JUNE 2004) (pages 59 - 61)**

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

**12./**

**12. CONSULTATION ON REPORT OF THE SUMMARY JUSTICE REVIEW COMMITTEE**  
**(pages 63 - 76)**

Submit report by the Director of Corporate Services suggesting a response to the Consultation document issued by the Scottish Executive arising out of the Report of the Summary Justice Review Committee (SJRC) – the Committee set up to examine the Summary Justice System in Scotland.

**13. RENEWAL OF INSURANCE**  
**(pages 77 - 78)**

Submit report by the Director of Corporate Services seeking authority to renew and, where appropriate, re-tender the Council's Insurance Contracts and making recommendations thereon.

**14. LENDER OF LAST RESORT**  
**(pages 79 - 81)**

Submit report by the Director of Corporate Services proposing that the Council ceases to act as a Lender of Last Resort to tenants who wish to buy their homes and making recommendations thereon.

**15. AWARD OF DISCRETIONARY RELIEF OF RATES – 2003/04**  
**(pages 83 - 87)**

Submit report by the Director of Corporate Services advising of the organisations awarded discretionary relief of rates in 2003/04.

**16. LOCAL, GENERAL AND COMMUNITY COUNCIL GRANTS 2004/2005**  
**(pages 89 - 106)**

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 and seeking approval of outstanding applications.

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.  
Email: shona.barton@west-dunbarton.gov.uk