

CORPORATE SERVICES COMMITTEE

At a Meeting of the Corporate Services Committee held in the Council Chambers, Clydebank Town Hall, Dumbarton Road, Clydebank on Wednesday, 23 June 2004 at 10.00 a.m.

Present: Councillors Jim Bollan, Margaret Bootland, Geoff Calvert, Gail Casey, Tony Devine and Jack Duffy.

Attending: Tim Huntingford, Chief Executive; Eric Walker, Director of Corporate Services; Stephen Brown, Head of Legal & Administrative Services; Lynn Bradley, Head of Finance; Gerry McInerney, Head of Personnel Services; Vincent Gardiner, Manager of Exchequer; and Shona Barton, Administrative Assistant.

Apology: An apology for absence was intimated on behalf of Councillor Duncan McDonald.

Councillor Tony Devine in the Chair

CHAIR'S REMARKS

3062 The Convener, Councillor Devine, introduced and welcomed Mr. McInerney, who would be assuming the role of Director of Corporate Services, and wished him every success in his new post.

MINUTES OF PREVIOUS MEETING

3063 The Minutes of Meeting of the Corporate Services Committee held on 28 April 2004 were submitted and approved as a correct record.

OVERTOUN HOUSE – PROGRESS REPORT NO 1

3064 In terms of remit from the Minutes of Meeting of the Community Safety and Environmental Services Committee held on 5 May 2004, (page 761, paragraph 2647(3) refers) an excerpt Minute together with a report by the Director of Economic, Planning and Environmental Services were submitted, reporting on the progress of works being undertaken to refurbish Overtoun House.

- 3065 After discussion, the Committee agreed to approve a contribution of £5,000 to assist with the installation of a water pump that would be financed from the Dumbarton Common Good Fund.
- 3066 Councillor Bollan, having failed to find a seconder for a motion requested that his dissent be recorded.

DUMBARTON COMMON GOOD FUND

- 3067 With reference to the Minutes of Meeting of the Corporate Services Committee held on 28 April 2004 (page 718, paragraph 2479(2) refers) a report was submitted by the Director of Corporate Services advising on the administrative arrangements for the Common Good Fund.
- 3068 The Committee agreed to note the statutory and procedural arrangements which are in force to regulate the management of the Council's Common Good property.

SALARY SACRIFICE SCHEMES

- 3069 A report was submitted 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.
- 3070 After discussion and having heard the Director of Corporate Services and the Head of Finance in further explanation and in answer to Members' questions, the Committee agreed:-
- (1) in principle, that officers should progress the proposal to introduce a Salary Sacrifice Scheme; and
 - (2) that a further report on this issue be submitted to a future meeting of the Committee.

EARLY RETIREMENT

- 3071 A report was submitted by the Director of Corporate Services asking for approval for a Policy on the Discretionary Payments Regulations applying to early retirement in the Council.
- 3072 After discussion and having heard the Head of Personnel Services in further explanation and in answer to Members' questions, the Committee agreed to approve the Policy on Early Retirement.

CODE OF CONDUCT FOR EMPLOYEES

- 3073 A report was submitted by the Director of Corporate Services seeking approval for a code of conduct for employees.
- 3074 The Committee agreed to approve the Code of Conduct for Employees.

4 P PLAN (PEOPLE, PROFILING, PERFORMANCE, PAY-STRUCTURES)

- 3075 A report was submitted by the Director of Corporate Services advising of an integrated approach to Employee Development, Performance Review, Service Plans and proposals for broad banded grading.
- 3076 Having heard Councillor Bootland, Spokesperson for Personnel Services, in further explanation, the Committee agreed to note the contents of the report.

UPDATES ON REVENUES COLLECTION PERFORMANCE

- 3077 A report was submitted by the Director of Corporate Services updating on the progress of the collection of Council Tax levied.
- 3078 After discussion and having heard the Director of Corporate Services and the Manager of Exchequer in further explanation and in answer to Members' questions, the Committee agreed:-
- (1) to note the contents of the report with satisfaction; and
 - (2) that a report on the collection of Non-Domestic rates be submitted to a future meeting of the Committee.

TREASURY TRANSACTIONS (1 APRIL 2003 – 31 MAY 2004)

- 3079 There was submitted and noted a report by the Director of Corporate Services advising of the treasury transactions of the Council from 1 April 2004 to 15 May 2004.

INTEREST RATES (1 APRIL – 1 JUNE 2004)

- 3080 There was submitted and noted a report by the Director of Corporate Services advising on interest rates during the period from 1 April 2004 to 1 June 2004.

CONSULTATION ON REPORT OF THE SUMMARY JUSTICE REVIEW COMMITTEE

- 3081 A report was submitted 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.
- 3082 After discussion and having heard the Chief Executive in further explanation, the Committee agreed to approve the response to the Consultation Paper as detailed in the appendix to the report.
- 3083 Councillor Bollan, having failed to find a seconder for his motion, requested that his dissent be recorded in these minutes.

RENEWAL OF INSURANCE

- 3084 A report was submitted by the Director of Corporate Services seeking authority to renew and, where appropriate, re-tender the Council's Insurance Contracts.
- 3085 After discussion and having heard the Head of Legal and Administrative Services in further explanation, the Committee agreed:-
- (1) to delegate authority to the Director of Corporate Services, in consultation with the Convener of the Corporate Services Committee and the Convener of the Audit and Performance Review Committee to renew Insurance Contracts which are the subject of Long Term Agreements;
 - (2) to authorise the Director of Corporate Services in consultation with the Convener of the Corporate Services Committee and the Convener of the Audit and Performance Review Committee to re-tender particular Insurance Contracts where this was considered to be in the best interests of the Council;
 - (3) to the Engineering Insurance/Inspection and Hired in Plant Contracts being re-tendered;
 - (4) to authorise the Director of Corporate Services, in consultation with the Convener of the Corporate Services Committee and the Convener of the Audit and Performance Review Committee, to accept the most economically advantageous tenders; and
 - (5) that a report would be submitted to a future meeting of Council, providing information on the outcome of any tenders and renewals of the Council's Insurance policies.

LENDER OF LAST RESORT

3086 A report was submitted 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.

3087 After discussion and having heard the Director of Corporate Services in further explanation, the Committee agreed:-

- (1) to withdraw the service of Lender of Last Resort; and
- (2) that a decision on the possibility of selling the existing Home Loan portfolio would be continued to the next meeting of the Committee to allow a more detailed report on the implications of this decision to be submitted for Members' consideration.

AWARD OF DISCRETIONARY RELIEF OF RATES – 2003/04

3088 A report was submitted by the Director of Corporate Services advising of the organisations awarded discretionary relief of rates in 2003/04.

3089 After discussion and having heard the Director of Corporate Services in further explanation, the Committee agreed to note the contents of the report.

3090 Councillor Bollan, having failed to find a seconder for his motion, requested that his dissent be recorded.

LOCAL, GENERAL AND COMMUNITY COUNCIL GRANTS 2004/2005

3091 A report was submitted 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.

3092 After discussion and having heard the Head of Finance in further explanation, the Committee agreed:-

- (1) to note the current budgetary position on Local, General and Community Council Grants as detailed in Appendix A to the report;
- (2) that the New Local Grants Applications for 2004/2005 be dealt with as shown in Appendix 1 to these Minutes;
- (3) that the General Grant Applications for 2004/2005 be dealt with as shown in Appendix 2 to these Minutes;
- (4) that the Community Council Grants for 2004/2005 be dealt with as shown in Appendix 3 to these Minutes;

- (5) to note the applications referred to “Awards for All” for funding as shown in Appendix E to the report; and
- (6) to note the organisations in the process of preparing Service Level Agreements as shown in Appendix F to the report.

3093 In relation to Grant application 04/83 to the Scottish Pensioners Association Councillor Devine, seconded by Councillor Calvert, moved:-

3094 That the Committee approve the officers recommendation of £500.

3095 As an amendment, Councillor Bollan, seconded by Councillor Duffy, moved:-

3096 That the recommendation be increased to £1500 contrary to the officers recommendation of £500.

3097 On a vote being taken, 2 Members voted for the amendment and 4 Members for the motion. The motion was accordingly declared carried.

The meeting closed at 11.15 a.m.