

## **CORPORATE SERVICES COMMITTEE**

At a Meeting of the Corporate Services Committee held on Wednesday, 11 November 2015 in Committee Room 3, Council Offices, Garshake Road, Dumbarton at 2.06 p.m.

**Present:** Councillors George Black, Gail Casey, Jim Finn, David McBride, Jonathan McColl, \*Patrick McGlinchey, John Mooney, Lawrence O'Neill, Tommy Rainey, Martin Rooney and Kath Ryall.

\* Attended later in the meeting.

**Attending:** Angela Wilson, Executive Director of Corporate Services; Stephen West, Head of Finance and Resources; Vicki Rogers, Head of People and Transformation; Amanda Coulthard, Corporate & Community Planning Manager; Annabel Travers, Procurement Manager; Malcolm Bennie, Corporate Communications Manager; Jennifer Ogilvie, Finance Business Partner; Marion Smith, Section Head (Revenues & Benefits); Peter Hessel, Head of Legal, Democratic and Regulatory Services and Craig Stewart, Committee Officer.

**Apology:** An apology for absence was intimated on behalf of Councillor Gail Robertson.

**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 12 August 2015 were submitted and approved as a correct record.

### **MINUTES OF JOINT CONSULTATIVE FORUM – 24 SEPTEMBER 2015**

After discussion, the Minutes of Meeting of the Joint Consultative Forum (JCF) held on 24 September 2015 were submitted for information and noted.

## **CORPORATE SERVICES DEPARTMENTAL PLAN 2015/16 MID-YEAR PROGRESS REPORT**

A report was submitted by the Executive Director of Corporate Services setting out the progress towards the delivery of the Corporate Services Departmental Plan 2015/16.

After discussion and having heard the Executive Director of Corporate Services and the Corporate & Community Planning Manager in further explanation and in answer to Members' questions, the Committee agreed to note the contents of the report and the progress to date.

Note: Councillor McGlinchey entered the meeting during consideration of this item.

## **CORPORATE SERVICES BUDGETARY CONTROL REPORT TO 30 SEPTEMBER 2015 (PERIOD 6)**

A report was submitted by the Executive Director of Corporate Services advising on the performance of the Corporate Services budget for the period to 30 September 2015 (Period 6).

After discussion and having heard the Head of People and Transformation in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note that the revenue account currently shows a projected annual favourable variance of £0.300m (1.56% of the total budget); and
- (2) to note that the capital account shows a projected annual favourable variance of £0.574m (29.2% of annual budget) and project life adverse variance of £0.144m (1.8% of project life budget).

## **GRANT APPLICATIONS 2015/16**

A report was submitted by the Executive Director of Corporate Services providing information on grant applications with recommendations for payment to voluntary organisations from Trust Fund, Community Council and Dumbarton Common Good.

After discussion and having heard the Head of Executive Director of Corporate Services in further explanation and in answer to Members' questions and the Head of Legal, Democratic & Regulatory Services in clarification, the Committee agreed to approve the grants recommended to be awarded for Community Councils (totalling £3,258) as shown in Appendix A to the report, which would be contained within the Community Council's annual budget allocation.

## **WRITE-OFF OF MISCELLANEOUS INCOME DEBTOR AND COUNCIL TAX ACCOUNTS - 2015/16 QUARTERS 1 & 2**

A report was submitted by the Executive Director of Corporate Services seeking approval for the write off of debts in respect of miscellaneous income debtor and council tax accounts, which have been deemed as irrecoverable during Quarter 1 and Quarter 2 of 2015/16, arising from various years as detailed in Appendix 1 and for the reasons detailed in Appendix 2 of the report.

After discussion and having heard the Head of Finance and Resources in answer to Members' questions, the Committee agreed:-

- (1) to approve the write-off of miscellaneous income debtor accounts totalling £129,309.54; and
- (2) that officers would break-down the Prescribed part of the Appendix 1 table in future reports, in order that an indication could be given of the categories involved.

## **PROCUREMENT STRATEGY (2015 to 2017) – ANNUAL PROGRESS REPORT**

A report was submitted by the Executive Director of Corporate Services providing an update on the outcomes achieved relative to the Council's Procurement Strategy, 2015 to 2017 and the areas of focus for the next 12 months.

After discussion and having heard the Corporate Procurement Manager in elaboration and in answer to Members' questions, the Committee agreed to note the content of the report with satisfaction.

## **EQUALITY AND DIVERSITY IN EMPLOYMENT POLICY**

A report was submitted by the Executive Director of Corporate Services providing an update on the development of the Equality and Diversity in Employment Policy.

The Committee agreed:-

- (1) to note the contents of the report;
- (2) to approve the implementation of the Equality and Diversity in Employment Policy; and
- (3) to approve the amendments to the Grievance Policy.

## **ATTENDANCE MANAGEMENT: QUARTER 2 - 2015/16**

A report was submitted by the Executive Director of Corporate Services advising on attendance levels within Corporate Services and providing a summary of the Quarter 2 absence statistics.

After discussion and having heard the Executive Director of Corporate Services and the Head of People and Transformation in further explanation and in answer to a Member's question, the Committee agreed to note the content of the report and the attendance results for the year, namely a significant decrease of 513 days lost (32%) compared to the same period last year.

## **EARLY RETIREMENT, VOLUNTARY SEVERANCE AND REDEPLOYMENT – 1 APRIL TO 30 SEPTEMBER 2015**

A report was submitted by the Executive Director of Corporate Services advising on early retirements, voluntary severance, and redeployments during the 6 month period from 1 April to 30 September 2015.

The Committee agreed to note the contents of the report.

## **WEST DUNBARTONSHIRE COUNCIL WORKFORCE MONITORING REPORT**

A report was submitted by the Executive Director of Corporate Services providing employment information relating to the Council for the period 1 April 2015 to 30 September 2015.

After discussion and having heard the Head of People and Transformation and the Executive Director of Corporate Services in further explanation and in answer to Members' questions, the Committee agreed to note the following employment information for 1 April to 30 September 2015:-

- Attendance statistics
- Occupational health and counselling
- Accidents/incidents
- Discipline, grievance and dignity at work
- Employee development
- Recruitment monitoring
- Staffing watch as at 14 June 2015

The meeting closed at 3.27 p.m.