

**WEST DUNBARTONSHIRE COUNCIL**

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

16 October 2003

**MEETING: CORPORATE SERVICES COMMITTEE**

**WEDNESDAY, 22 OCTOBER 2003  
COUNCIL CHAMBERS  
COUNCIL OFFICES  
ROSEBERY PLACE  
CLYDEBANK**

Dear Member

Please attend a meeting of the **Corporate Services Committee** to be held in the Council Suite, Council Offices, Rosebery Place, Clydebank on Wednesday, 22 October 2003 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 Bolla  
1 Opposition Member (to be nominated)

All other Councillors for information

Chief Executive  
Director of Corporate Services  
Director of Economic, Planning and Environmental Services  
Director of Commercial and Technical Services  
Director of Education and Cultural Services  
Director of Social Work and Housing Services

## **CORPORATE SERVICES COMMITTEE**

**WEDNESDAY, 22 OCTOBER 2003**

### **AGENDA**

**1. APOLOGIES**

**2. MINUTES OF PREVIOUS MEETING (pages 1 – 5)**

Submit for approval, the Minutes of Meeting of the Corporate Services Committee held on 27 August 2003.

**3. HRA CAPITAL BUDGETARY CONTROL REPORT:  
PERIOD 5, 2003/04 (pages 7 – 12)**

In terms of remit from the Minutes of a Meeting of the Social Justice Committee held on 8 October 2003, submit for information report by the Director of Social Work and Housing Services advising of the progress of HRA Capital Programme to 31 August 2003.

**4. HOUSING REVENUE ACCOUNT BUDGETARY POSITION 2003/04  
(pages 13 – 18)**

In terms of remit from the Minutes of a Meeting of the Social Justice Committee held on 8 October 2003, submit for information report by the Director of Social Work and Housing Services containing information on how key elements within the Housing Revenue Account (HRA) are performing against budget for the period ended 31 August (period 5).

**5. HOUSING MAINTENANCE DLO AND WINDOW FACTORY  
FINANCIAL PERFORMANCE – 2003/2004 TO 31 August 2003  
(PERIOD 5) (pages 19 – 22)**

In terms of remit from the Minutes of a Meeting of the Social Justice Committee held on 8 October 2003, submit for information report by the Director of Social Work and Housing Services advising of the interim cumulative financial information for the five months from 1<sup>st</sup> April to 31<sup>st</sup> August 2003.

**6. SOCIAL WORK GRANTS TO VOLUNTARY ORGANISATIONS**  
**(pages 23 – 24)**

In terms of remit from the Minutes of a Meeting of the Social Justice Committee held on 8 October 2003, submit for information report by the Director of Social Work and Housing Services on the level of grants payable to voluntary organisations.

**7. THE SCOTTISH EXECUTIVE DRAFT BUDGET 2004/05**  
**(pages 25 – 32)**

Submit report by the Director of Corporate Services providing information about the Scottish Executive's spending plans for 2004/05.

**8. COUNCIL TAX SETTING DAY 2004/05**  
**(page 33)**

Submit report by the Director of Corporate Services seeking agreement to set the council tax for West Dunbartonshire Council for 2004/05 on Thursday 12 February 2004.

**9. TREASURY TRANSACTIONS (1 APRIL 2003 – 30 SEPTEMBER 2003)**  
**(pages 35 – 36)**

Submit for information, report by the Director of Corporate Services advising of the treasury transactions of the Council.

**10. GENERAL SERVICES CAPITAL BUDGETARY CONTROL REPORT PERIOD 5, 2003/04**  
**(pages 37 – 48)**

Submit for consideration, report by the Director of Corporate Services advising of the progress of the General Services Capital Programme to 31 August 2003 together with comments on matters arising since then.

**11. GENERAL SERVICES BUDGETARY CONTROL REPORT: PERIOD 5 (2003/04)**  
**(pages 49 – 65)**

Submit report by the Director of Corporate Services advising Members of the performance of the General Services budget for the period to 31 August 2003.

**12. TRADING ACCOUNT FINANCIAL PERFORMANCE – 2003/2004 TO PERIOD 5 (pages 67 – 74)**

Submit report by the Director of Commercial and Technical Services advising of the interim cumulative financial information for the 5 months from 1 April to 31 August 2003 for the Trading Accounts (the former DLO and DSO activities under CCT) within the Department of Commercial and Technical Services.

**13. UPDATE ON FINANCE REVENUES COLLECTION (pages 75 – 77)**

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

**14. DUMBARTON COMMON GOOD FUND – MONITORING REPORT TO 31 AUGUST 2003 (pages 79 – 80)**

Submit for consideration, report by the Director of Corporate Services providing Members with details of income and expenditure on Dumbarton Common Good fund to 31 August 2003.

**15. LOCAL, GENERAL AND COMMUNITY COUNCIL GRANTS (pages 81 – 92)**

Submit report by the Director of Corporate Services providing Members with an update on the budget position of Local Grants, General Grants and grants to Community Councils and seeking approval of outstanding applications.

**16. CHRISTMAS PAYMENTS TO ELDERLY PEOPLE'S ORGANISATIONS (pages 93 – 95)**

Submit report by the Director of Corporate Services seeking approval to make Christmas payments to elderly people's organisations.

**17. TRADING ACCOUNTS (pages 97 – 98)**

Submit report by the Director of Corporate Services containing information about changes introduced by the Local Government Scotland Act 2003, which affect how the Council defines and reports on trading activities.

**18. ELECTED MEMBERS – HEALTH AND SAFETY (pages 99-102)**

Submit report by the Director of Corporate Services requesting the Committee to nominate an Elected Member to have responsibility for health and safety.

**19. EARLY RETIREMENT (pages 103-107)**

Submit report by the Director of Corporate Services advising of early retirements during the period 1 April 2002 to 31 March 2003 and making recommendations thereon.

**20. REVISIONS TO PERSONNEL POLICIES (pages 109-149)**

Submit report by the Director of Corporate Services seeking approval for the necessary revisions to existing Personnel Policies resulting from the Employment Act 2002 and Working Time Regulations 1998.

**21. POLICY ON STRESS IN THE WORKPLACE (pages 151-163)**

Submit report by the Director of Corporate Services seeking approval for the Policy on Stress in the Workplace.

**22. REVISION OF EMPLOYEE DEVELOPMENT POLICY (pages 165-178)**

Submit report by the Director of Corporate Services seeking approval for a revised policy on Employee Development.

**23. SICKNESS ABSENCE STATISTICS – QUARTER 1 2003/2004**  
**(pages 179-182)**

Submit report by the Director of Corporate Services containing information on the levels of employee absence during the 3 month period 1<sup>st</sup> April to 30<sup>th</sup> June 2003.

**24. COSLA STAFFING WATCH SURVEY** **(pages 183-184)**

Submit report by the Director of Corporate Services providing information on the size of the Council's workforce as at 7<sup>th</sup> June 2003.

**EXCLUSION OF PRESS AND PUBLIC**

The Committee is asked to pass the following resolution:-

"That under Section 50A (4) of the Local Government (Scotland) Act, 1973 the press and public be excluded from the meeting for the following item of business on the grounds that any instructions to Counsel and any opinion of Counsel (whether or not in connection with any proceedings) and any advice received, information obtained or action to be taken in connection with –

- (a) any legal proceedings by or against the authority, or
- (b) the determination of any matter affecting the authority

(whether, in either case, proceedings have been commenced or are in contemplation)."

**25. THE PLAY DROME, CLYDEBANK** **(pages 185-191)**

Submit report by the Director of Corporate Services outlining the background and feasibility of further pursuing legal action to recompense the Council for the consequences of (a) Design; and (b) Construction Faults in the Play Drome Leisure Centre, Clydebank and making recommendations thereon.

For information on the above agenda please contact Lorraine Beveridge, Administrative Assistant, Legal and Administrative Services, Council Offices, Garshake Road, Dumbarton. G82 3PU Tel: (01389) 737220 email: [lorraine.beveridge@west-dunbarton.gov.uk](mailto:lorraine.beveridge@west-dunbarton.gov.uk)