

## **CORPORATE SERVICES COMMITTEE**

At a Meeting of the Corporate Services Committee held in the Council Chambers, Clydebank Town Hall, Clydebank on Tuesday, 28 November 2006 at 10.00 a.m.

**Present:** Councillors Denis Agnew, Margaret Bootland, Geoff Calvert, Tony Devine and Duncan McDonald.

**Attending:** Stephen Brown, Head of Legal and Administrative Services; David Connell, Head of Finance; Angela Clements, Head of ICT and Business Development; Tricia O'Neill, Head of Personnel Services; Liz Cochrane, Principal Policy Officer; Marion Smith, Section Head, Revenues; Gillian Jump, Manager of Accounting; Vincent Gardiner, Manager of Exchequer; Adrian Gray, Assistant Principal Officer; Lesley-Anne Haigh, Grants Administrator and Lorraine Beveridge, Administrative Assistant.

**Apologies:** Apologies for absence were submitted on behalf of Councillors Dennis Brogan, Martin Rooney and Andy White.

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

## **MINUTES OF PREVIOUS MEETING**

- 10704 The Minutes of Meeting of the Corporate Services Committee held on 27 September 2006 were submitted and approved as a correct record.

## **THE ATTRACTION OF EXTERNAL FUNDING TO WEST DUNBARTONSHIRE**

- 10705 With reference to the Minutes of Meeting of the Corporate Services Committee held on 27 September 2006 (Page 2689, paragraph 10095 (2) refers), a report was submitted by the Chief Executive updating the Committee on the plans to re-organise External Funding resources within the Council to reflect the changes in the national external funding climate and acknowledging the role of Community Planning.
- 10706 The Committee agreed to note the progress with the establishment of the External Funding Team.

## **DRAFT PIPE BAND FUNDING SUPPORT POLICY**

10707 With reference to the Minutes of Meeting of the Corporate Services Committee held on 27 September 2006 (Page 2688, paragraph 10093 (1) refers), a report was submitted by the Chief Executive on a draft funding policy in respect of pipe bands and making recommendations thereon.

10708 After discussion, the Committee agreed:-

- (1) to give, in principle, support for the draft policy as detailed in the Appendix to the report;
- (2) that, under the direction of the Convener, the views of the bands be sought on the aforementioned draft policy; and
- (3) that the Committee would consider the matter further when the Council budget for the financial year 2007/2008 was agreed.

## **INTEREST RATE REPORT (1 APRIL 2006 – 15 OCTOBER 2006)**

10709 With reference to the Minutes of Meeting of the Corporate Services Committee held on 27 September 2006 (Page 2690, paragraph 10105 refers), a report was submitted by the Chief Executive containing information on interest rates during the period from 1 April to 15 October 2006 and outlining the cost implications to the Council of a 0.5% increase in interest rates.

10710 The Committee agreed to note the contents of the report.

## **EARLY LEAVERS FROM STRATHCLYDE PENSION FUND AND ASSOCIATED COSTS**

10711 A report was submitted by the Chief Executive providing details on the number of employees who had left the Strathclyde Pension Fund earlier than their normal retirement date with access to their pension and the associated costs covering the period 1 April 2005 to 31 March 2006.

10712 After discussion the Committee agreed to note the contents of the report.

## **SCHEME OF VOLUNTARY EARLY RETIREMENT AND VOLUNTARY SEVERANCE**

10713 A report was submitted by the Chief Executive seeking approval for the development and implementation of a Council Scheme of Voluntary Early Retirement and Voluntary Severance.

10714 After discussion and having heard the Head of Personnel Services and the Head of Finance in answer to Members' questions, the Committee agreed:-

- (1) that a Scheme of Voluntary Early Retirement and Voluntary Severance be developed to be implemented during the period January 2007 to July 2007, under the Chief Executive's delegated powers;
- (2) that, as previously agreed at a meeting of the Committee held on 23 June 2004 (Page 924, paragraph 3072 refers), the Chief Executive would retain delegated authority to approve all retirements and severances made under the Scheme;
- (3) that a detailed progress report on the implementation of (1) and (2) above be submitted to the next meeting of the Committee; and
- (4) that all elected members be kept informed of any changes to staffing structures.

#### **PREPARATIONS FOR ELECTED MEMBER DEVELOPMENT 2007 AND BEYOND**

10715 A report was submitted by the Chief Executive seeking approval for preparations to be made for the training and development of elected members in the run up to and following the 2007 Elections.

10716 After hearing the Convener, the Committee agreed to approve the preparations which had been put in place for Elected Member Development.

#### **CONTACT CENTRE – UPDATE**

10717 A report was submitted by the Chief Executive providing an update on the significant progress of the Contact Centre solution for West Dunbartonshire Council.

10718 The Committee agreed to note the commitment of departments and the significant progress made to-date with the corporate Contact Centre solution.

#### **COUNCIL MOBILE TELEPHONY PROVISION**

10719 A report was submitted by the Chief Executive providing an update on the contract for provision of a corporate mobile telephony service for the Council.

10720 The Committee agreed to note that T-Mobile was the new supplier of the Council's mobile telephony service covering the next three years, reducing the cost to the Council for mobile telephony by £89, 292 per annum.

### **LINNVALE/DRUMRY COMMUNITY MINIBUS**

- 10721 A report was submitted by the Chief Executive seeking authorisation to assist Clydebank Group Holiday Project in the purchase of a new minibus by permitting the Linnvale/Drumry Community Minibus to be used as part exchange.
- 10722 The Committee agreed that Clydebank Group Holiday project be permitted to use the Linnvale/Drumry Community Minibus as part exchange towards the purchase of a new minibus.

### **NO SMOKING POLICY**

- 10723 A report was submitted by the Chief Executive seeking approval for minor revisions to the No Smoking Policy to assist the Council in meeting the criteria for achieving the Scotland's Health at Work (SHAW) Bronze Award.
- 10724 After discussion and having heard the Head of Personnel in answer to Members' questions, the Committee agreed the revisions to the 'No Smoking Policy' as detailed in the Appendix to the report.

### **COSLA STAFFING WATCH SURVEY (SEPTEMBER 2006)**

- 10725 There was submitted a report by the Chief Executive containing information on the size of the Council's workforce as at 9 September 2006.
- 10726 After discussion and having heard the Head of Finance and the Head of Personnel in answer to Members' questions, the Committee agreed to note the contents of the report.

### **CHIEF EXECUTIVE BUDGETARY CONTROL REPORT: PERIOD 6 (2006/07)**

- 10727 There was submitted and noted a report by the Chief Executive advising the Committee of the performance of the Chief Executive Department's budget for the period to 15 October 2006.

### **CHIEF EXECUTIVE'S DEPARTMENT QUARTER 2 PERFORMANCE REVIEW**

- 10728 There was submitted and noted a report by the Chief Executive setting out the performance of the Chief Executive's Department in the second quarter of 2006/7, that is, from 1 July to 30 September 2006.

### **FORMER TENANT RENT ARREARS QUARTER 2 WRITE-OFFS**

- 10729 A report was submitted by the Acting Director of Housing, Regeneration & Environmental Services (Housing & Regeneration Services) seeking approval for rent arrears write-offs for the second quarter of 2006/2007.
- 10730 The Committee agreed to approve the write-off of rent arrears totalling £44,043.23 for the second quarter of 2006/2007, as detailed in the Appendix to the report.

### **TREASURY TRANSACTIONS (1 APRIL 2006 – 15 OCTOBER 2006)**

- 10731 There was submitted and noted a report by the Chief Executive advising the Committee of the Treasury transactions of the Council from 1 April 2006 to 15 October 2006.

### **UPDATE ON FINANCE REVENUES COLLECTION**

- 10732 A report was submitted by the Chief Executive containing up to date information on the collection of the local Council Tax and National Non-Domestic Rates (NNDR).
- 10733 After hearing the Manager of the Exchequer in answer to Members' questions, the Committee agreed to note the Council Tax and NNDR collection performance.

### **DUMBARTON COMMON GOOD FUND MONITORING REPORT TO 15 OCTOBER 2006**

- 10734 There was submitted and noted a report by the Chief Executive providing details of income and expenditure on the Common Good Fund Account to 15 October 2006.

### **UPDATE FROM THE GRANTS WORKING GROUP**

- 10735 A report was submitted by the Chief Executive providing information on a number of areas in relation to the grants process being reviewed by the Grants Working Group.
- 10736 After hearing the Convener in further explanation, the Committee agreed:-
- (1) to note the progress achieved to date by the Working Group and the comments thereon; and

- (2) that if Members had any further comments on issues covered by the review, they should be submitted to the Head of Finance in time for inclusion in the full report, which would be submitted to the next meeting of the Committee to be held on 31 January 2006.

### **LOCAL GRANTS BUDGET VIREMENT**

- 10737 A report was submitted by the Chief Executive advising the Committee of the funding source of the virement agreed at a Meeting of the Council on 25 October 2006 (Page 2764, paragraph 10383 (2) refers), to supplement the 2006/07 Local Grants Budget.
- 10738 After hearing the Convener in further explanation, the Committee agreed to note the contents of the report.

### **GRANTS TO VOLUNTARY ORGANISATIONS**

- 10739 A report was submitted by the Chief Executive providing an update on the budget position of Grants to Voluntary Organisations and providing details of grant applications for consideration.
- 10740 After discussion and having heard the Convener, the Committee agreed:-
- (1) to note the current budgetary position on grants to Voluntary Organisations in 2006/2007, as detailed an Appendix A to the report;
  - (2) that the grant application received from Unit 23 (Skatepark) be continued for further information and thereafter be re-submitted to the next meeting of the Committee for consideration;
  - (3) to approve the Officers' recommendations for Local Grant applications to Voluntary Organisations for 2006/2007 as shown in Appendix 1 to these Minutes;
  - (3) to approve the Officer's recommendation for a Social Work Grant Application for 2006/2007, as shown in Appendix 2 to these Minutes; and
  - (4) to approve the Education Grant for 2006/2007, as shown in Appendix 3 to these minutes.

The meeting closed at 10.25 a.m.