

CORPORATE SERVICES COMMITTEE

At a Hybrid Meeting of the Corporate Services Committee held in the Civic Space, 16 Church Street, Dumbarton on Wednesday, 17 August 2022 at 2.02 p.m.

Present: Councillors Karen Conaghan, Ian Dickson, Diane Docherty, Craig Edward*, Daniel Lennie, David McBride, June McKay, Martin Rooney, Gordon Scanlan and Hazel Sorrell.

* arrived later in the meeting.

Attending: Peter Hessett, Chief Executive; Angela Wilson, Chief Officer – Supply, Distribution and Property; Laurence Slavin, Chief Officer – Resources; Amanda Graham, Chief Officer – Citizen, Culture and Facilities; Alan Douglas, Manager of Legal Services; Pamela Clifford, Manager of Planning, Building Standards and Environmental Health; Arun Menon, Business Support Manager; Alison McBride, Strategic People and Change Lead; Annabel Travers, Procurement Manager; Adrian Gray, Finance Business Partner; Karen Shannon, Section Head – Financial, Administration and Control; Lisa MacGregor, HR Advisor; and Ashley MacIntyre and Gabriella Gonda, Committee Officers.

Apologies: Apologies for absence were intimated on behalf of Councillors Michelle McGinty and James McElhill.

Councillor Daniel Lennie in the Chair

STATEMENT BY CHAIR – AUDIO STREAMING

Councillor Lennie, Chair, advised that the meeting was being audio streamed and broadcast live to the internet and would be available for playback.

DECLARATIONS OF INTEREST

Councillors Diane Docherty, Daniel Lennie, June McKay and Gordon Scanlan declared an interest in Item 18 as Directors of Clydebank Municipal Bank and intimated that they would leave the meeting during consideration of the item.

RECORDING OF VOTES

The Committee agreed that all votes taken during the meeting would be done by roll call vote to ensure an accurate record.

MINUTES OF JOINT CONSULTATIVE FORUM

The Minutes of Meeting of the Joint Consultative Forum held on 16 June 2022 were submitted and all decisions contained therein were approved.

OPEN FORUM

The Committee noted that no open forum questions had been submitted by members of the public.

INTERIM CHANGE TO PAY FREQUENCY

A report was submitted by the Chief Officer – People and Technology seeking agreement of the proposed interim change to the 2-weekly payrun.

After discussion and having heard the Business Support Manager in further explanation of the report and in answer to Members' questions, the Committee agreed to approve the interim change to the 2-weekly payrun which will transition employees to the 4-weekly payrun from 1 October 2022. This will initially be for a 12 month period with a review thereafter.

RESPECT AT WORK POLICY AND PROCEDURE

A report was submitted by the Chief Officer – People and Technology informing on the new Respect at Work Policy and Procedure, seeking approval for implementation and noting the planned approach for a Resolution Framework.

After discussion and having heard the HR Advisor in further explanation of the report and in answer to Members' questions, the Committee agreed to approve the Respect at Work Policy and Procedure (Appendix 1 to the report).

Note: Councillor Craig Edward joined the meeting during consideration of this item.

DECLARATION OF INTEREST

Councillor Craig Edward declared an interest in Item 18 as a Director of Clydebank Municipal Bank and intimated that he would leave the meeting during consideration of the item.

WDC 'PEOPLE FIRST' STRATEGY

A report was submitted by the Chief Officer – People and Technology providing an update on the proposed 'people' route to support delivery of the Council's ambitious strategic plan.

After discussion and having heard the Strategic People and Change Lead in further explanation of the report and in answer to Members' questions, the Committee agreed to note the new 'People First' Strategy which puts people at the centre of Council transformation.

PEOPLE AND TECHNOLOGY DELIVERY PLAN 2021/22 YEAR END PROGRESS

A report was submitted by the Chief Officer – People and Technology presenting the year-end progress report for the 2021/22 Delivery Plan.

After discussion and having heard the Strategic People and Change Lead and the Business Support Manager in further explanation of the report and in answer to Members' questions, the Committee agreed to note progress made on the delivery of the 2021/22 plan.

REGULATORY AND REGENERATION DELIVERY PLAN YEAR END PROGRESS AND NEW DELIVERY PLAN

A report was submitted by the Strategic Managers – Regulatory and Regeneration providing the year-end progress of the 2021/22 Delivery Plan.

After discussion and having heard the Chief Executive, the Manager of Legal Services and the Manager of Planning, Building Standards and Environmental Health in further explanation of the report and in answer to Members' questions, the Committee agreed to note progress made on the delivery of the 2021/22 plan.

PROCUREMENT DELIVERY PLAN 2021/22 YEAR END PROGRESS

A report was submitted by the Chief Officer – Supply, Distribution and Property providing the year-end progress of the 2021/22 Delivery Plan.

After discussion and having heard the Chief Officer – Supply, Distribution and Property and the Procurement Manager in further explanation of the report and in answer to Members' questions, the Committee agreed to note progress made on the delivery of the 2021/22 plan.

CITIZEN, CULTURE AND FACILITIES DELIVERY PLAN 2021/22 YEAR END PROGRESS

A report was submitted by the Chief Officer – Citizen, Culture and Facilities providing the year-end progress of the 2021/22 Delivery Plan.

After discussion and having heard the Chief Officer – Citizen, Culture and Facilities in further explanation of the report and in answer to Members' questions, the Committee agreed to note progress made on the delivery of the 2021/22 plan.

RESOURCES DELIVERY PLAN 2021/22 YEAR END PROGRESS

A report was submitted by the Chief Officer – Resources providing the year-end progress of the 2021/22 Delivery Plan.

After discussion and having heard the Chief Officer – Resources and the Business Support Manager in further explanation of the report and in answer to Members' questions, the Committee agreed to note progress made on the delivery of the 2021/22 plan.

CORPORATE SERVICES BUDGETARY CONTROL REPORT TO 30 JUNE 2022 (PERIOD 3)

A report was submitted by the Chief Officer – Resources advising on the performance of the Corporate Services budget for the period to 30 June 2022.

After discussion and having heard the Finance Business Partner in further explanation of the report, the Committee agreed:-

- (1) to note that the revenue account currently showed a projected annual favourable variance of -£0.314m (-0.93% of the total budget); and
- (2) to note that the capital account was showing a projected in-year underspend of -£0.655m (-10.1% of in-year budget) due to 2 projects showing projected underspends as a result of delays to these projects with explanations for delays detailed in Appendix 6 to the report. The project life projection was currently showing a projected underspend of £-0.096m (-1.0% of project life budget).

UPDATE OF VOLUNTARY GRANTS 2021/22

A report was submitted by the Chief Officer – Resources providing an update of the voluntary grants administered and awarded by West Dunbartonshire Community and Volunteering Services (WDCVS) in 2021/22 in respect of Community Chest, Playschemes, Cultural and Social Transport Support Funding Grants on behalf of the Council and providing information on the position regarding the Provost's Fund and the Dumbarton Common Good Fund.

After discussion and having heard the Chief Officer – Resources in further explanation of the report and in answer to Members’ questions, the Committee agreed:-

- (1) to note the position of the grants paid out by WDCVS, the Provost’s Fund and the Dumbarton Common Good Fund; and
- (2) to approve a top-up payment of £2,710.96 to be made to the Provost’s Fund as detailed in paragraph 4.10 of the report.

EXCLUSION OF PRESS AND PUBLIC

The Committee agreed to approve 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 items of business on the grounds that it may involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A of the Act”.

APPOINTMENT OF CHAIR

At this point in the meeting, the Manager of Legal Services advised that, in the absence of the Chair and Vice Chair, the Committee was required to appoint a Chair, for the remainder of the meeting, from amongst its Members.

The Committee agreed that Councillor Rooney be appointed Chair for the remainder of the meeting. Accordingly, Councillor Rooney assumed the Chair and the business of the meeting resumed.

DECLARATIONS OF INTEREST

Councillors Diane Docherty, Craig Edward, Daniel Lennie, June McKay and Gordon Scanlan having earlier declared an interest in the following item of business, left the meeting at this point.

CLYDEBANK MUNICIPAL BANK

A report was submitted by the Chief Officer – Resources regarding Clydebank Municipal Bank Limited (CMB).

After discussion and having heard the Chief Officer – Resources and the Section Head – Financial, Administration and Control in further explanation of the report and in answer to Members’ questions, the Committee agreed to note recommendations 1 and 2 of the report and that the report be considered by the Board of Directors.

The meeting closed at 3.37 p.m.

DRAFT