

CONTRACT SERVICES POLICY BOARD

At a meeting of the Contract Services Policy Board held within the Council Offices, Garshake Road, Dumbarton on 11th April, 1997.

Present: Councillors Patricia Rice (LAB), James Flynn (LAB), Andrew White (LAB), Anthony Devine (LAB), Duncan Mills (LAB), George Cairney (LAB) (substituting for Councillor Mary Campbell), Craig McLaughlin (SNP), Margaret McGregor (SNP) and James Chirrey (SNP).

Attending: Ian Leitch, Depute Chief Executive and Solicitor to the Council; Allan Findlay, Director of Contract Services; Alan Summers, Construction Operations Manager; Ken Sharp, Support Services Manager and Rodney Thornton, Land Services and Cleansing Manager.

Apologies: Apologies for absence from the meeting were intimated on behalf of Councillors Mary Campbell (LAB) and Ronnie McColl (SNP).

Councillor Patricia Rice in the Chair

FINANCIAL PERFORMANCE 1996/97

There was submitted report by the Director of Contract Services reminding the Board that at its previous meeting it was agreed that an overview of the financial performance of the Department for the 10 month period to 31st January 1997 would be submitted to this meeting.

In this connection the Board were advised that owing to circumstances involving the processing of income and expenditure a report comparing income earned against costs incurred on the periodic basis approved could have presented an inaccurate reflection of the Department's trading position and it was for this reason that a report was not presented. Due to difficulties in presenting meaningful data it would be inappropriate to set out detailed figures across the range of services, but notwithstanding this it was estimated that the Department would continue to trade in surplus with a range of 1% to 2% turnover.

Following discussion, the Board agreed that the next report on the financial performance of Contract Services should be in the form of an end of year report for 1996/97 which should be produced in line with the preparation of the Council's draft accounts for the same period.

IMPACT OF BUDGET 1997/98

There was submitted report by the Director of Contract Services reporting on the impact which the decisions taken by the Special Finance Committee on 6th March 1997 would have on Contract Services in respect of commercial operations, transport and the departmental

establishment. The Director reported that the combined reductions would result in a full year saving of £654,205 and that some of the options approved were efficiency savings which would have minimal or no impact on service provision. In addition the required reduction in staff would be arrived at without the need for compulsory redundancies.

The Board, following discussion and having heard the Director of Contract Services, noted the report.

CCT FOR HOUSING AND PROPERTY MAINTENANCE

There was submitted report by the Director of Contract Services reminding members that owing to the reintroduction of CCT for Housing and Non-Housing Maintenance a contract would be required to be in place by 1st July 1997 and that accordingly the contract documents would be available in April 1997 with a return date sometime in May 1997. The contract would be for a period of three years with an extension clause for further tow years. IT was also pointed out that the contract would state that TUPE might apply.

Councillor Andrew White left the meeting at this point and returned a short time thereafter.

The Board, having heard the Director answer various questions raised by members, noted the report.

CCT FOR BUILDING AND WINDOW CLEANING

There was submitted report by the Director of Contract Services advising that in accordance with the moratorium arrangements the Building and Window Cleaning Contract was due to be awarded no later than 1st September 1997. It was pointed out that the process of choosing tenderers was extensively regulated and that all applications had to be evaluated on the grounds of 'economic and financial standing' and 'ability and technical capacity'.

The Board, having heard the Director in answer to questions be members, noted the report.

LABOUR EMPLOYED WTH CONTRACT SERVICES

There was submitted report by the Director of Contract Services on the up to date position on labour employed within Contract Services as at 17th March 1997 in respect of catering and cleaning, land services and cleansing and construction operations.

The Board, having heard the Director, noted the report.

TENDERS SUBMITTED BY CONTRACT SERVICES

There was submitted report by the Director of Contract Services advising of the status of tenders submitted by Contract Services during the period from 1st April 1996 to 31st March 1997.

The Board, following discussion, noted the report and that a moratorium on CCT was effective until 30th June 1997 in respect of certain contracts.

SCOTTISH CONSTRUCTION OPERATIVES REGISTRATION EXECUTIVE (SCORE)

There was submitted report by the Director on Contract Services intimating that both the private and the public sectors of the Scottish Building Industry collectively had decided to record and enhance craft skills beginning on 2nd October 1997 and that the register would be voluntarily available to all operatives engaged in construction occupations in Scotland. Initially, the ten building crafts would be eligible. The Director advised that the scheme had the backing of COSLA and was seen as an important step in eliminating those contractors who did not operate to an acceptable standard from the health and safety point of view.

The Board agreed:-

- (a) that the Contract Services Construction Operatives join the scheme; and
- (b) that the Contract Services fund the initial outlay of £25 per operative which would amount to approximately £6000 in total for the initial registration.

SCOTTISH SCHOOL MEALS WEEK

There was submitted report by the Director of Contract Services advising of this year's catering event to raise the profile of school meals, emphasising their value in financial and social terms and highlighting healthy eating issues within Primary Schools. The Steering Committee from the Scottish Authorities had planned that 'Scottish School Meals Week' would take place during the week commencing 12th May 1997 based upon the theme of 'The Gladiators' and that there would be three large launches in Glasgow, Edinburgh and Aberdeen with surrounding cities also being involved. The cost of the whole project would be £60,000 and West Dunbartonshire Council's contribution to this would be in the region of £2,000.

The Director advised that West Dunbartonshire had been invited to send 20 people (comprising 10 pupils and 10 others (i.e. teachers, Councillors and Contract Services staff)) to the launch to be held in St James Primary, Albert Road, Paisley, on Tuesday, 6th May, 1997.

The Board, following consideration, agreed:-

- (a) to homologate the action taken by the Director of Contract Services in association with the Convener, in agreeing West Dunbartonshire's participation in this year's event; and
- (b) to authorise the Director, in association with the Convener, to arrange which members of the Authority should be invited to attend the launch once further information became available.

HEALTH AND SAFETY

There was submitted report by the Director of Contract Services advising that a Working Group had been set up under the Chairmanship of the Maintenance Manager and comprising Contract Services third tier managers, with a remit to (i) review Departmental Health & Safety Policy, (ii) examine Safe Systems of Work/Risk Assessments inherited from outgoing authorities and produce from them a single West Dunbartonshire set, (iii) initiate training programmes as may be required and (iv) received reports from Area Safety Committees. The members of the Working Group would ensure the formation of local Safety Committees within their areas of responsibility.

The Board, having heard the Director of Contract Services on the importance of Health & Safety, noted the report.

VENUE/TIMETABLE OF MEETINGS OF CONTRACT SERVICES POLICY BOARD

At the suggestion of members it was agreed that the next meeting of the Contract Services Policy Board would take place in Clydebank and that the Director of Contract Services prepare a report on a possible timetable of future meetings for the Board's consideration.