

CORPORATE AND EFFICIENT GOVERNANCE COMMITTEE

At a Meeting of the Corporate and Efficient Governance Committee held on Wednesday, 18 January 2012 in the Education Centre, St Margaret of Scotland Hospice, East Barns Street, Clydebank at 10.00 a.m.

Present: Councillors Jim Bollan, Jim Brown, David McBride, Ronnie McColl, Patrick McGlinchey, Craig McLaughlin, Marie McNair, Lawrence O'Neill and Iain Robertson.

Attending: David Amos, Interim Executive Director of Corporate Services; Andrew Fraser, Head of Legal, Democratic & Regulatory Services; Stephen West, Head of Finance & Resources; Vincent Gardiner, Client & Support Manager; Gillian McNeilly, Finance Manager and Craig Stewart, Committee Officer.

Councillor Craig McLaughlin in the Chair

DECLARATION OF INTEREST

Councillor McBride declared a non-financial interest in the Item "Update on Elderly Welfare Grant Funding".

MINUTES OF PREVIOUS MEETINGS

The Minutes of Meetings of the Corporate and Efficient Governance Committee held on 20 October 2011 (Special) and 23 November 2011 (Ordinary) were submitted and approved as a correct record.

MINUTES OF THE CORPORATE CULTURAL SUB-COMMITTEE

The Minutes of Meeting of the Corporate Cultural Sub-Committee held on 13 December 2011 were submitted and approved as a correct record.

NATIONAL ASSISTANCE ACT 1948 – POLICY ON INDIGENT FUNERALS

A report was submitted by the Interim Executive Director of Corporate Services seeking approval of a policy to ensure a consistent approach was taken for the arrangement of indigent funerals.

After discussion and having heard the Head of Legal, Democratic and Regulatory Services in answer to Members' questions, the Committee agreed:-

- (1) to approve the policy on indigent funerals with some minor adjustments as detailed below;
- (2) where it was the clear wishes of the deceased, or where immediate relatives intimate, the body of the deceased should be taken to a chapel for mass and remain overnight. The costs of transportation of the deceased would be borne by the Council; and
- (3) that a wreath would be provided by the Council for indigent funerals.

UPDATE ON ELDERLY WELFARE GRANT FUNDING

A report was submitted by the Interim Executive Director of Corporate Services providing an update on the current process and seeking approval to amend certain elements of the process, with a view to smoothing out the payment process for 2011/12 for as many elderly residents and groups as possible.

After discussion, the Committee agreed:-

- (1) to note the progress made so far in processing payments to groups and to individuals and the number of issues that had been highlighted within the report;
- (2) to note that officers were continuing to work to make the group application form as simple as possible in order that groups did not have to complete an over lengthy form;
- (3) to approve the amendments to the policy in order to allow outstanding payments to be made and help smooth the process for as many individuals and groups as possible, as follows:-
 - (a) Minimising information requested for groups due funding below £100 as noted in paragraph 3.4 of the report;
 - (b) Payment of late group listings of memberships/late group nominations – received prior to the end of January 2012 subject to agreement with the spokesperson;
 - (c) Payment of funds by cheque to be cashed through the Municipal Bank or a housing area cash office) where no alternative is available; and
 - (d) Payment of late individual nomination forms – received prior to the end of January 2012.
- (4) to approve the grant of £9,000, and not the recommendation of £5,000, from the Dumbarton Common Good Fund, as noted in paragraph 3.5 of the report;

- (5) that a report on the balance of budgetary allocation, following the disbursement of grant funding, would be submitted to a future meeting of the Committee for Members' consideration; and
- (6) to note that a further final report on the 2011/12 payments would be submitted to the Committee after the year end.

RENEWAL/RE-TENDERING OF THE COUNCIL'S INSURANCE CONTRACTS

A report was submitted by the Interim Executive Director of Corporate Services seeking authority to renew and, where appropriate, re-tender the Council's Insurance Contracts.

The Committee agreed:-

- (1) that authority be delegated to the Interim Executive Director of Corporate Services, in consultation with the Chair of the Corporate and Efficient Governance Committee, to re-tender the Council's main Insurance Contracts as detailed in paragraph 2.1 of the report;
- (2) that authority be delegated to the Interim Executive Director of Corporate Services, in consultation with the Chair of the Corporate and Efficient Governance Committee, to renew the Insurance Contracts, which are subject to Long Term Agreements and, if appropriate, agree an extension;
- (3) that authority be delegated to the Interim Executive Director of Corporate Services, in consultation with the Chair of the Corporate and Efficient Governance Committee, to re-tender particular Insurance Contracts where this was considered to be in the best interests of the Council; and
- (4) to note that a report on the outcome of the re-tendering exercise would be submitted to a meeting of the Tendering Committee for approval in due course.

DUMBARTON COMMON GOOD FUND – MONITORING REPORT TO 30 NOVEMBER 2011

A report was submitted by the Interim Executive Director of Corporate Services:-

- (a) providing details of income and expenditure on the Dumbarton Common Good Fund Account to 30 November 2011; and
- (b) providing an update on some other matters in relation to the Fund.

The Committee agreed:-

- (1) to note that it was not recommended that the Common Good should consider applying for Trust Status;

- (2) to identify community groups/representatives with a request for them to submit ideas for investment;
- (3) that information be placed on the internet, generally requesting ideas and feedback on possible projects; and
- (4) to note that a report would be submitted to Committee at a later date during 2012/13, identifying and detailing possible capital projects (and funding source) with specific recommendations thereon.

**CHIEF EXECUTIVE'S DEPARTMENT BUDGETARY CONTROL REPORT:
PERIOD 8 2011/12**

A report was submitted by the Chief Executive advising of the performance of the department's budget for the period to 30 November 2011.

The Committee agreed to note the favourable variance of £0.041m in the Chief Executive's departmental budget to date, which is in addition to the £0.186m identified in the probable overrun.

**CORPORATE SERVICES DEPARTMENT BUDGETARY CONTROL REPORT:
PERIOD 8 2011/12**

A report was submitted by the Interim Executive Director of Corporate Services advising of the performance of the department's budget for the period to 30 September 2011.

The Committee agreed to note the favourable variance of £0.142m in the Corporate Services departmental budget to date.

GRANT APPLICATIONS

A report was submitted by the Interim Executive Director of Corporate Services providing an update on grants to voluntary organisations from the Trust Fund and Dumbarton Common Good Fund budgets.

The Committee agreed to note the grants due to be awarded for Community Councils (totalling £2,028) as contained in the report.

TREASURY UPDATE (1 APRIL 2011 – 30 NOVEMBER 2011)

A report was submitted by the Interim Executive Director of Corporate Services advising of interest rates and treasury transactions of the Council which had taken place during the period 1 April 2011 to 30 November 2011.

The Committee agreed to note the contents of the report.

PROCUREMENT BEST PRACTICE INDICATORS 2010/11

A report was submitted by the Interim Executive Director of Corporate Services advising of Procurement Best Practice Indicators (BPIs) that had been produced for the year 2010/2011.

The Committee agreed to note the contents of the report and Appendix 1 thereto.

**REVISION TO FINANCIAL MANAGEMENT AND CONTROL
CODE OF PRACTICE**

A report was submitted by the Interim Executive Director of Corporate Services advising of changes to the Financial Management and Control Code of Practice ('the Code').

The Committee agreed to note the updated Financial Management and Control Code of Practice as outlined in Appendix 1 to the report.

SHORT LIFE ABSENCE MEMBER OFFICER WORKING GROUP

Having heard Councillor McLaughlin, Chair, it was noted that there was no requirement to consider this report at this meeting as the meeting of West Dunbartonshire Council on 21 December 2011 had agreed to consult with the Joint Consultative Forum and thereafter to report back to Council.

The position was noted in relation thereto.

The meeting closed at 10.13 a.m.