

## **CORPORATE SERVICES COMMITTEE**

At a Meeting of the Corporate Services Committee held in the Civic Space, Council Offices, 16 Church Street, Dumbarton on Wednesday, 19 February 2020 at 10.00 a.m.

**Present:** Councillors Jim Brown, Ian Dickson, Diane Docherty, Jim Finn, Daniel Lennie, Caroline McAllister, David McBride, Jonathan McColl, Iain McLaren, John Mooney, Lawrence O'Neill and Martin Rooney.

**Attending:** Joyce White, Chief Executive; Angela Wilson, Strategic Director – Transformation & Public Service Reform; Malcolm Bennie, Strategic Lead – Communications, Culture, Communities & Facilities; Victoria Rogers, Strategic Lead – People & Technology; Laura Mason, Chief Education Officer; Gillian McNeilly, Finance Manager; Arun Menon, Business Support Manager; Patricia Kerr, Manager of ICT; Brian Miller, Section Head – ICT Infrastructure; Geraldine Lyden, HR Business Partner, People and Technology; Peter Hissett, Strategic Lead - Regulatory and Craig Stewart, Committee Officer.

**Councillor Ian Dickson in the Chair**

### **STATEMENT BY CHAIR – AUDIO STREAMING**

Councillor Dickson, 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 Finn and McBride declared a non-financial interest in relation to the item under the heading 'West Dunbartonshire Leisure Trust Business Plan 2020/21', being Directors of West Dunbartonshire Leisure Trust, and both advised that they would remain in the meeting and take part in the decision in relation to this item.

### **MINUTES OF PREVIOUS MEETING**

The Minutes of Meetings of the Corporate Services Committee held on 13 November 2019 were submitted and approved as a correct record.

Having heard the Finance Manager In relation to the item under the heading 'Dumbarton Common Good Fund – Grant Applications', it was noted that with regard to the grant to Bellsmyre Digital Trust, the sum awarded of £33,101 had subsequently been reduced to £25,636, following award.

## **MINUTES OF JOINT CONSULTATIVE FORUM – 5 DECEMBER 2019**

Following discussion, the Minutes of Meeting of the Joint Consultative Forum held on 5 December 2019 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.

### **COUNCIL MOTION ON WREATHS FOR COMMUNITY COUNCILS**

A report was submitted by the Strategic Lead – Housing & Employability providing an update following the motion to Council in November 2019 regarding the purchase of wreaths by Community Councils using their community council grant.

After discussion and having heard the Finance Manager in answer to a Member's question, the Committee agreed to note the contents of the report and the amendment that had been made in the context of a wider review of support to Community Councils.

### **PEOPLE & TECHNOLOGY SPEND 2020-21**

A report was submitted by the Strategic Lead – People & Technology providing a detailed breakdown of the planned People & Technology (P&T) capital and revenue spend on new and existing contracts in excess of £50,000 and seeking approval to procure and contract for the required goods and services.

After discussion and having heard the Manager of ICT in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note the revenue and capital spend detail included in the report, including the anticipated procurement method. The projects to deliver this spend would be included in the 2020-21 People and Technology Delivery Plan currently in development and scheduled for the May meeting of the Corporate Services Committee;

- (2) that authority be delegated to the Corporate Procurement Manager, in consultation with the Strategic Lead – People & Technology, to instruct the award of contracts for the planned revenue and capital spend detailed in the report to suppliers providing the most economically advantageous offer to the Council for all spend purchased from National Framework agreements; and
- (3) to note that spend where the value of the contract was in excess of £50,000, would be submitted to the Tendering Committee for approval.

### **STRATEGIC RISKS 2017-22: BI-ANNUAL UPDATE**

A report was submitted by the Strategic Lead – People & Technology providing an update on the strategic risks for 2017-22.

After discussion and having heard the Strategic Lead – People & Technology, the Section Head – ICT Infrastructure and relevant officers in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note the strategic risks as detailed at Appendix 1 to the report; and
- (2) to note the supplementary EU Assurance Plan as outlined in Appendix 2 to the report.

### **CAREER BREAK POLICY**

A report was submitted by the Strategic Lead – People & Technology outlining provisions of the new career break policy for Local Government employees and seeking approval of same.

After discussion and having heard the HR Business Partner in further explanation and in answer to Members' questions, the Committee agreed to approve the Career Break policy as detailed in the Appendix to the report.

### **SECONDMENT POLICY**

A report was submitted by the Strategic Lead – People & Technology outlining provisions of the new secondment policy for Local Government employees and seeking approval of same.

After discussion and having heard the HR Business Partner and the Chief Executive in further explanation and in answer to Members' questions, the Committee agreed to approve the secondment policy as detailed in the Appendix to the report.

## **WEST DUNBARTONSHIRE LEISURE TRUST BUSINESS PLAN 2020/21**

A report was submitted by the Strategic Lead – Communications, Culture, Communities & Facilities providing an update on the West Dunbartonshire Leisure Trust Business Plan for 2020/21.

After discussion and having heard the Strategic Lead – Communications, Culture, Communities & Facilities, the Committee agreed to approve the report and West Dunbartonshire Leisure Trust Business Plan for 2020/21.

### **GLENHEAD COMMUNITY CENTRE**

A report was submitted by the Strategic Lead – Communications, Culture, Communities & Facilities providing an update on the usage of the Glenhead Community Centre and the costs of operating it on existing hours rather than to harmonise with Duntocher Library.

The Committee agreed to note the contents of the report.

### **WRITE-OFF OF NATIONAL NON-DOMESTIC RATES**

A report was submitted by the Strategic Lead – Resources recommending, for approval, the write-off of debts in respect of National Non-Domestic Rates (NNDR), which have been deemed as irrecoverable during the financial year 2019/20.

After discussion and having heard the Business Support Manager in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to approve the write-off of NNDR accounts totalling £567,786.04; and
- (2) that the report be remitted to the next meeting of the Member/Officer Working Group on National Non-Domestic Rates, in order to enable further consideration to take place.

### **CORPORATE SERVICES BUDGETARY CONTROL REPORT TO 31 DECEMBER 2019 (PERIOD 9)**

A report was submitted by the Strategic Lead - Resources on the performance of the Corporate Services budget for the period to 31 December 2019.

The Committee agreed:-

- (1) to note that the revenue account currently showed a projected annual favourable variance of £0.274m (1.32% of the total budget); and

- (2) to note that the capital account was showing a projected in-year underspend of £0.469m due to slippage of £0.451m (16.4% of the total budget), and current year project underspends of £0.018m (0.7% of the total budget).

## **YEAR OF THE YOUNG PERSON LEGACY FUND**

A report was submitted by the Chief Education Officer:-

- (a) informing on the implementation of the Year of the Young Person Legacy Fund across West Dunbartonshire Council; and
- (b) informing of the governance, allocations and range of projects supported by the fund.

It was noted that a copy of Appendix 2 (Unsuccessful Awards) in relation to the Fund, had already been circulated to Members.

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

- (1) to note the range of partners who received funding across the community; and
- (2) to note how funds would be used, administered and governed.

The meeting closed at 11.22 a.m.