

## **CORPORATE AND EFFICIENT GOVERNANCE COMMITTEE**

At a Meeting of the Corporate and Efficient Governance Committee held on Wednesday, 27 October 2010 in the Council Chambers, Clydebank Town Hall, Dumbarton Road, Clydebank at 10.00 a.m.

**Present:** Councillors Jim Bollan, Margaret Bootland, Jim Brown, David McBride, Ronnie McColl, Jim McElhill, Craig McLaughlin, Iain Robertson and Martin Rooney.

**Attending:** Joyce White, Executive Director of Corporate Services; Andrew Fraser, Head of Legal, Administrative & Regulatory Services; David Connell, Head of Finance and ICT; Vincent Gardiner, Manager of Exchequer; Gillian McNeilly, Manager of Accounting; Sandra Brysland, Manager of Quality; Dorothy Farquhar, Section Head – ICT & Business Development and Craig Stewart, Committee Officer.

**Apology:** An apology for absence was intimated on behalf of Councillor Marie McNair.

### **Councillor Craig McLaughlin in the Chair**

#### **DECLARATION OF INTEREST**

Councillor McBride declared a non-financial interest in the item of business under the heading 'Christmas Payments to Elderly People's Organisations', being the spouse of someone involved in Dumbarton Senior Citizens' Committee.

#### **MINUTES OF PREVIOUS MEETING**

The Minutes of the Meeting of the Corporate and Efficient Governance Committee held on 25 August 2010 were submitted and approved as a correct record, subject to the undernoted corrections.

It was noted:-

- (1) that in respect of the item under the heading 'Corporate Services Department Plan 2010 – 2014' (Page 3022 refers), the seconder of the amendment moved by Councillor McLaughlin was Councillor McElhill and not Councillor McBride; and

- (2) that in respect of the item under the heading 'Old People's Welfare Grant Funding' (Pages 3024/3025 refers), the motion moved by Councillor McLaughlin, seconded by Councillor Robertson, be amended to read "That the Committees agrees to defer a decision meantime pending a copy of the report being sent to all groups requesting feedback and then for a seminar to be arranged".

### **MINUTES OF THE CORPORATE CULTURAL SUB-COMMITTEE**

The Minutes of Meeting of the Corporate Cultural Sub-Committee held on 14 September 2010 were submitted and approved as a correct record.

The Head of Legal, Administrative and Regulatory Services was heard in clarification of the Community Council's position with regard to the item under the heading 'Urgent Item of Business' concerning location signage at Old Kilpatrick.

In relation to the item under the heading 'West Dunbartonshire Council Youth Orchestra' (Page 3088 refers), the Committee agreed to remit the matter back to the Sub-Committee to consider funding the trip or part thereof.

### **BENCHMARKING TOOLKIT**

A report was submitted by the Chief Executive recommending approval of a Benchmarking toolkit as a method to prove competitiveness.

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

- (1) to approve the Benchmarking toolkit as a method to prove competitiveness;
- (2) to note that a Briefing Note would be issued to Members giving more detailed information on the process;
- (3) that a Members' Briefing be arranged on competitiveness and benchmarking; and
- (4) to congratulate the officers involved for their efforts and achievements in this regard.

### **GRANT APPLICATIONS**

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

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

- (1) to refer the application for Vale of Leven Trust Fund, from Age Concern Vale of Leven, to the Community and Volunteering Service (CVS) with a recommendation for approval;
- (2) to approve the Community Council application of £400; and
- (3) to approve the Dumbarton Common Good Fund application for the full amount requested of £14,400.

### **PROPOSED AMALGAMATION OF EDUCATIONAL TRUSTS**

A report was submitted by the Executive Director of Corporate Services providing an update on the proposed amalgamation of various Educational Trusts.

The Committee agreed:-

- (1) to note that the Council had a legal obligation to review Charitable Trusts to ensure compliance with the Office of the Scottish Charity Regulator (OSCR) under the Charities and Trustee Investment (Scotland) Act 2005;
- (2) to note that final approval of any reorganisation scheme rested with the OSCR;
- (3) to note the further work required to resolve the operational issues raised by the OSCR; and
- (4) that authority be delegated to the Executive Director of Educational Services to complete the application for charitable status for the new proposed trust.

### **ANNUAL EFFICIENCY STATEMENT 2009/10**

A report was submitted by the Executive Director of Corporate Services providing a copy of the annual efficiency statement for 2009/10 prepared by the Council and providing an update on the aggregated national position with regard to efficiencies achieved by Local Government.

After discussion and having heard the Executive Director of Corporate Services and the Head of Finance and ICT in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note the efficiency gains achieved by the Council in the efficiency statement for 2009/2010 as detailed in Appendix 1 of the statement; and
- (2) to note the key areas to be targeted for efficiencies in 2010/11 as detailed in Section 6 of the efficiency statement.

### **FORMER TENANT RENT ARREARS – QUARTER 2 2010/11**

A report was submitted by the Executive Director of Corporate Services seeking approval for rent arrears write-offs for the first quarter of 2010/11.

The Committee agreed to approve rent arrears write-offs totalling £24,274.28 for 2010/11 as detailed in the Appendix to the report.

### **KEY CORPORATE PERFORMANCE INDICATORS FOR THE YEAR 2009/10**

A report was submitted by the Executive Director of Corporate Services advising of areas identified within the Key Corporate Performance Indicators for 2009/10 as poorly performing and recommending corrective action plans.

After discussion and having heard the Executive Director of Corporate Services in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to approve the actions outlined in order to address the key performance indicators identified as 'poorly performing'; and
- (2) to note that it would be useful for Members to have sight of the relevant Actions Plans.

### **LOCAL GOVERNMENT PENSION SCHEME (LGPS) REGULATORY CHANGES AND COUNCIL POLICY ON APPLICATION OF REGULATORY PENSION DISCRETIONS**

A report was submitted by the Executive Director of Corporate Services seeking approval for revisions to the Council's "Application of Regulatory Pension Discretions".

After discussion and having heard the Head of Human Resources and Organisational Development in answer to Members' questions, the Committee agreed:-

- (1) to note that the Joint Consultative Forum had been consulted on this proposal, and that a wider consultation exercise had already taken place with all members of the Pension Scheme by Strathclyde Pension Fund;
- (2) to note the regulatory changes to the pension scheme; and
- (3) to approve the amended Policy.

### **CHRISTMAS PAYMENTS TO ELDERLY PEOPLE'S ORGANISATIONS**

A report was submitted by the Executive Director of Corporate Services seeking approval to make Christmas payments to elderly people's organisations.

The Committee agreed:-

- (1) to approve the Christmas contribution to Elderly People's Organisations for 2010/2011 on the basis shown in Appendix A to the report; and
- (2) to note that, following the follow-up seminar of all elderly welfare groups, that a further report with a recommendation for revised procedures would be brought to a future meeting of the Committee for consideration.

### **CHIEF EXECUTIVE BUDGETARY CONTROL REPORT: PERIOD 5 2010/11**

A report was submitted by the Chief Executive advising on the performance of the Chief Executive budget for the period to 31 August 2010.

The Committee agreed:-

- (1) to note the contents of the report with satisfaction; and
- (2) to pass on its congratulations to officers for this satisfactory position.

### **CORPORATE SERVICES BUDGETARY CONTROL REPORT: PERIOD 5 2010/11**

A report was submitted by the Executive Director of Corporate Services advising on the performance of the Corporate Services budget for the period to 31 August 2010.

After discussion and having heard the Executive Director of Corporate Services and relevant officers in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note the contents of the report with satisfaction; and
- (2) to pass on its congratulations to officers for this satisfactory position.

### **DUMBARTON COMMON GOOD FUND – MONITORING REPORT TO 31 AUGUST 2010**

A report was submitted by the Executive Director of Corporate Services providing details of income and expenditure on the Common Good Fund Account to 31 August 2010.

After discussion and having heard the Executive Director of Corporate Services in answer to Members' questions, the Committee agreed:-

- (1) that a Briefing Note be prepared for Members' setting out the possible options in respect of the lease of land by Aggreko and the effect this might have on the Common Good Account; and
- (2) to note the Statement of Income and Expenditure to 31 August 2010.

### **TREASURY UPDATE (1 APRIL 2010 – 30 SEPTEMBER 2010)**

A report was submitted by the Executive Director of Corporate Services advising on interest rates and treasury transactions of the Council which have taken place during the period 1 April 2010 to 30 September 2010.

Having heard the Executive Director of Corporate Services, the Committee agreed to note the contents of the report.

### **UPDATE ON CORPORATE ICT SECURITY POLICY**

A report was submitted by the Executive Director of Corporate Services providing an update on the Corporate ICT Security policy review and subsequent changes.

After discussion and having heard the Section Head – ICT & Business Development in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note the updated Corporate ICT Security Policy, Version 4.7;
- (2) to note that the Corporate Email and Internet Policy was currently being reviewed and updated and would be presented to a future meeting of the Committee in due course; and
- (3) to note that consultation on the Policy would take place with representatives of the trades unions, as necessary.

### **EQUALITY ACT 2010 – MAIN EMPLOYMENT PROVISIONS**

A report was submitted by the Executive Director of Corporate Services providing an update on the employment provisions of the Equality Act 2010 which came into force on 1 October 2010.

Having heard the Head of Human Resources & Organisational Development, the Committee agreed:-

- (1) to note the main employment provisions of the Equality Act 2010 to be introduced from 1 October 2010 and the action taken to ensure compliance;
- (2) to note that the Recruitment & Selection Policy and Dignity at Work Policy would be updated to include revised wording to reflect the Equalities Act; and

- (3) to note that the trades unions had already been consulted on the Equalities Act, and it would be helpful in future if reports of this nature reflected the position in the 'People Implications' section of the report.

The meeting closed at 10.45 a.m.