

CORPORATE SERVICES COMMITTEE

At a Hybrid Meeting of the Corporate Services Committee held in the Civic Space, 16 Church Street, Dumbarton on Wednesday, 1 November 2023 at 2.00 p.m.

Present: Councillors Karen Murray Conaghan, Ian Dickson, Daniel Lennie, David McBride, Jonathan McColl, Michelle McGinty, June McKay, Lawrence O'Neill, Martin Rooney and Clare Steel.

Attending: Alan Douglas, Chief Officer – Regulatory and Regeneration; Amanda Graham, Chief Officer – Citizen, Culture and Facilities; Laurence Slavin, Chief Officer – Resources; Victoria Rogers, Chief Officer – People and Technology; John Anderson, West Dunbartonshire Leisure Trust Manager; Arun Menon, Business Support Manager; Alison McBride, Strategic People and Change Manager; Annabel Travers, Procurement Manager; Elaine Troup, Communities Manager; Michelle Lynn, Asset Co-ordinator; Adrian Gray, Finance Business Partner; Lisa MacGregor, People and Change Partner; Michael McDougall, Manager of Legal Services and Ashley MacIntyre and Nicola Moorcroft, Committee Officers.

Apologies: Apologies for absence were intimated on behalf of Councillors James McElhill and Gordon Scanlan.

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

It was noted that there were no declarations of interest in any of the items of business on the agenda.

RECORDING OF VOTES

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

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Corporate Services Committee held on 14 August 2023 were submitted and approved as a correct record.

MINUTES OF JOINT CONSULTATIVE FORUM

The Minutes of Meeting of the Joint Consultative Forum held on 7 September 2023 were submitted for information and where necessary ratification, following discussion the Committee unanimously agreed:-

- (1) to note the minutes;
- (2) to note that JCF takes elimination of bullying as seriously as discrimination, harassment and victimisation. However, that it is unable to approve the decision taken at the meeting of the Joint Consultative Forum on Thursday, 7 September 2023 to add bullying to Section 3.2 of the Annual Monitoring Report 2022/23 – Employment Equalities;
- (3) to note that the Chief Officer – People and Technology cannot retrospectively change the report and would not be expected to include bullying in future equality reports that specifically report on the Public Sector Equality Duties; and
- (4) to note that bullying would continue to be dealt with separately through Respect at Work, Grievance and Disciplinary processes as appropriate, and will this will be reported annually to the JCF.

OPEN FORUM

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

CITIZEN, CULTURE AND FACILITIES 2023/24 DELIVERY PLAN MID-YEAR PROGRESS

A report was submitted by the Chief Officer – Citizen, Culture and Facilities setting out the mid-year progress of the Citizen, Culture and Facilities Delivery Plan 2023/24.

After discussion and having heard the Chief Officer – Citizen, Culture and Facilities in further explanation of the report, the Committee agreed to note the progress achieved.

PEOPLE AND TECHNOLOGY 2023/24 DELIVERY PLAN MID-YEAR PROGRESS

A report was submitted by the Chief Officer – People and Technology setting out the midyear progress of the People and Technology Delivery Plan 2023/24.

After discussion and having heard the Chief Officer – People and Technology in further explanation of the report, the Committee agreed to note the progress achieved.

REGULATORY AND REGENERATION 2023/24 DELIVERY PLAN MID-YEAR PROGRESS

A report was submitted by the Chief Officer – Regulatory and Regeneration setting out the mid-year progress of the Regulatory and Regeneration Delivery Plan 2023/24.

After discussion and having heard the Chief Officer – Regulatory and Regeneration in further explanation and in answer to Members' questions, the Committee agreed to note the progress achieved.

RESOURCES 2023/24 DELIVERY PLAN MID-YEAR PROGRESS

A report was submitted by the Chief Officer – Resources setting out the mid-year progress of the Resources Delivery Plan 2023/24.

After discussion and having heard the Chief Officer – Resources in further explanation of the report, the Committee agreed to note the progress achieved.

REVIEW OF ORGANISATIONAL CHANGE POLICY

A report was submitted by the Chief Officer – People and Technology providing an update on the review of the Organisational Change Procedure, the subsequent changes made and seeking approval for the same.

After discussion and having heard the Chief Officer – People and Technology and the People and Change Partner in further explanation and in answer to Members' questions, the Committee approved the revised policy, Appendix 1 to the report.

JOB EVALUATION POLICY AND PROCEDURE

A report was submitted by the Chief Officer – People and Technology providing an update on changes and seeking approval for the revisions to the Job Evaluation Policy and Procedure.

After discussion and having heard the Chief Officer – People and Technology in further explanation and in answer to Members’ questions, the Committee approved the Job Evaluation Policy and Procedure.

ANNUAL PROCUREMENT REPORT

A report was submitted by the Chief Officer – Regulatory and Regeneration seeking approval to publish the Annual Procurement Report for 2022/23 and the 2023/24 annual revision of the Sustainable Procurement & Commercial Improvement Strategy.

After discussion and having heard the Procurement Manager in further explanation and in answer to Members’ questions, the Committee agreed:-

- (1) the Annual Procurement Report for 2022/23 as outlined in Appendix 1 to the report; and
- (2) the Annual revision to the Sustainable Procurement and Commercial Improvement Strategy – 2021 to 2026 as outlined in Appendix 2 to the report.

WEST DUNBARTONSHIRE LEISURE TRUST BUSINESS PLAN 2023/24

A report was submitted by the Chief Officer – Citizen, Culture and Facilities providing an update on the West Dunbartonshire Leisure Trust Business Plan 2023/24.

After discussion and having heard the Chief Officer – Citizen, Culture and Facilities and the West Dunbartonshire Leisure Trust Manager in further explanation and in answer to Members’ questions, the Committee agreed:-

- (1) to approve the report and the 2023/24 West Dunbartonshire Leisure Trust Business Plan; and
- (2) to formally agree the WDLT management fee as set out in the report, the sum having already been included in the Council’s 2023/24 revenue budget.

CORPORATE SERVICES BUDGETARY CONTROL REPORT TO 31 AUGUST 2023 (PERIOD 05)

A report was submitted by the Chief Officer – Resources advising on the performance of the Corporate Services budget for the period to 31 August 2023.

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

- (1) to note that the revenue account currently shows a projected annual favourable variance of £0.341m (0.98% of the total budget); and

- (2) to note that the capital account shows a projected in-year overspend of £0.001m (0.02% of in-year budget). Explanations for projected variances to the 19 current projects are detailed in Appendices 6 and 7 to the report. The project life projection currently shows a projected overspend of £0.009m (0.01% of project life budget).

GRANT APPLICATION TO DUMBARTON COMMON GOOD

A report was submitted by the Chief Officer – Resources providing details of one grant application to Dumbarton Common Good for consideration.

After discussion and having heard the Finance Business Partner in further explanation and in answer to Members' questions, the Committee agreed to approve the request for a £39,000 grant to Corra Foundation to assist with the cost of 3 years staff costs and other operating costs, grant to be paid in 3 annual instalments of £13,000.

The meeting closed at 3.00 p.m.