

CORPORATE SERVICES COMMITTEE

At a Meeting of the Corporate Services Committee held on Wednesday, 10 February 2016 in the Council Chambers, Clydebank Town Hall, Dumbarton Road, Clydebank at 2.02 p.m.

Present: Councillors Gail Casey, David McBride, Jonathan McColl, John Mooney, Lawrence O'Neill, Tommy Rainey, Martin Rooney and Kath Ryall.

Attending: Angela Wilson, Executive Director of Corporate Services; Peter Hessel, Head of Legal, Democratic and Regulatory Services; Stephen West, Head of Finance and Resources; Vicki Rogers, Head of People and Transformation; Arun Menon, Business Support Manager; Malcolm Bennie, Corporate Communications Manager; Jackie Allison, Finance Business Partner; Graham Pollock, Manager of Regulatory Services and Craig Stewart, Committee Officer.

Apologies: Apologies for absence were intimated on behalf of Councillors George Black, Jim Finn, Patrick McGlinchey and Gail Robertson.

Councillor Kath Ryall in the Chair

DECLARATIONS OF INTEREST

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

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Corporate Services Committee held on 11 November 2015 were submitted and approved as a correct record.

MINUTES OF JOINT CONSULTATIVE FORUM – 10 DECEMBER 2015

The Minutes of Meeting of the Joint Consultative Forum held on 10 December 2015 were submitted for information and noted.

CORPORATE SERVICES BUDGETARY CONTROL REPORT TO 31 DECEMBER 2015 (PERIOD 9)

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 December 2015 (Period 9).

The Committee agreed:-

- (1) to note that the revenue account currently shows a projected annual favourable variance of £0.436m (2.28% of the total budget); and
- (2) to note that the capital account shows a projected annual favourable variance of £0.753m (35.96% of annual budget) and project life adverse variance of £0.006m (0.07% of project life budget).

GRANT APPLICATIONS 2015/16

A report was submitted by the Executive Director of Corporate Services providing information on grant applications with recommendation for payout to voluntary organisations from Trust Fund, Community Council and Dumbarton Common Good budgets.

After discussion, the Committee agreed:-

- (1) to approve the grants to be awarded for Community Councils (totalling £1,991.23) which would be contained within the Community Council's annual budget allocation, as follows:
 - (a) Dalmuir & Mountblow Community Council - £1,224
 - (b) Bowling & Milton Community Council - £767.23; and
- (2) to approve the grant recommended to be awarded for Tulloch Trust from Dumbarton Common Good Fund (totalling £3,360) which would be contained within the Dumbarton Common Good Fund's annual budget allocation

WRITE-OFF OF MISCELLANEOUS INCOME DEBTOR ACCOUNTS 2015/2016 QUARTER 3

A report was submitted by the Executive Director of Corporate Services seeking approval for the write-off of debts in respect of miscellaneous income debtor accounts, which have been deemed as irrecoverable during Quarter 3 2015/16, arising from various years and reasons as detailed in Appendix 1 of the report.

The Committee agreed to approve the write-off of miscellaneous income debtor accounts totalling £35,629.07.

WRITE-OFF OF NATIONAL NON DOMESTIC RATES

A report was submitted by the Executive Director of Corporate Services 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 2015/16.

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

- (1) to approve the write-off of NNDR accounts totalling £529,055.11; and
- (2) that Members of the Committee would be provided with a Briefing Note giving background information on one of the companies, which was the subject of discussion at Committee, and listed in Appendix 3 to the report.

SCOTTISH REGULATORS' STRATEGIC CODE OF PRACTICE

A report was submitted by the Head of Legal, Democratic and Regulatory Services informing of the progress being made by all West Dunbartonshire Council regulators to adopt the principles of better regulation in contributing to sustainable economic growth, as set out in the Scottish Regulators' Strategic Code of Practice.

The Committee agreed:-

- (1) to approve the enforcement policy, appended to the report;
- (2) that all Council regulators with the exception of planning functions should adopt the high level approaches outlined in the Scottish Regulators' Strategic Code of Practice by August 2016;
- (3) to note the progress being made by services and the work planned for 2016 to adopt the principles of better regulation and sustainable economic growth; and
- (4) that the report would form the basis of the West Dunbartonshire Council Annual Compliance Statement 2015/16 as required by the Code.

DISCIPLINARY POLICY AND PROCEDURE REVISIONS

A report was submitted by the Head of People and Transformation providing an update on revisions to the Disciplinary Policy and Procedure.

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

- (1) to approve the changes to the Disciplinary Policy and Procedure; and

(2) otherwise to note the contents of the report.

ATTENDANCE MANAGEMENT: QUARTER 3 – 2015/16

A report was submitted by the Executive Director of Corporate Services advising on attendance levels within Corporate Services and providing a summary of the quarter 3 absence statistics.

After discussion and having heard the Executive Director of Corporate Services and the Head of People and Transformation in elaboration and in answer to Members' questions, the Committee agreed to note the content of the report, with satisfaction, and in particular the attendance results for the year, namely a significant decrease of 370 days lost (25%) compared to the same period last year.

The meeting closed at 2.44 p.m.