

## **CORPORATE SERVICES COMMITTEE**

At a Meeting of the Corporate Services Committee held in the Council Chamber, Clydebank Town Hall, Dumbarton Road, Clydebank on Wednesday, 21 August 2019 at 2.00 p.m.

**Present:** Councillors Jim Brown, Ian Dickson, Diane Docherty, 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 and Public Service Reform; Peter Hessem, Strategic Lead – Regulatory; Stephen West, Strategic Lead – Resources; Malcolm Bennie, Strategic Lead – Communications, Culture & Communities; Victoria Rogers, Strategic Lead – People & Technology; Annabel Travers, Procurement Manager; Arun Menon, Business Support Manager; Patricia Kerr, Manager of ICT; Alison McBride, OD & Change Manager; John Duffy, Section Head – Risk and Health & Safety; Brian Miller, Section Head – ICT Infrastructure; Adrian Gray, Finance Business Partner; Geraldine Lyden, HR Business Partner; Cher Colquhoun, HR Advisor and Craig Stewart, Committee Officer.

**Apology:** An apology for absence was intimated on behalf of Councillor Jim Finn.

### **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**

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

## **MINUTES OF PREVIOUS MEETING**

The Minutes of Meetings of the Corporate Services Committee held on 22 May 2019 (Ordinary Meeting) and 19 June 2019 (Special Meeting) were submitted and approved as correct records.

## **MINUTES OF JOINT CONSULTATIVE FORUM – 13 JUNE 2019**

The Minutes of Meeting of the Joint Consultative Forum held on 13 June 2019 were submitted for information and, where necessary, ratification.

## **OPEN FORUM**

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

## **CORPORATE SERVICES BUDGETARY CONTROL REPORT TO 31 JULY 2019 (PERIOD 4)**

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

After discussion and having heard the Strategic Lead - Resources in further explanation and in answer to a Member's question, the Committee agreed:-

- (1) to note that the revenue account currently showed a projected annual favourable variance of £0.031m (0.15% of the total budget); and
- (2) to note that the capital account was showing a projected in-year overspend of £0.247m due to expenditure in 2019/20 being accelerated, with the project life projection being on budget.

## **CORPORATE DEBT POLICY**

A report was submitted by the Strategic Lead – Resources seeking approval of the revised Corporate Debt Policy.

After discussion and having heard the Business Support Manager in further explanation of the report and in answer to Members' questions, the Committee agreed to approve the revised Corporate Debt Policy.

## **UPDATE ON PROGRESS OF THE PROCUREMENT STRATEGY 2017/2022**

A report was submitted by the Strategic Director – Transformation & Public Service Reform providing an update on the outcomes achieved in 2018/19 relative to the Corporate Procurement Strategy and confirming the action plan for 2019/20.

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

- (1) to note the outcomes achieved within the 2018/19 action plan; and
- (2) to note the actions/Performance Indicators for 2019/20.

## **STRATEGIC RISKS 2017-22**

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 Section Head – Risk and Health & Safety, the Strategic Lead – People & Technology and relevant officers in elaboration and in answer to Members' questions, the Committee agreed to note the strategic risks as detailed in Appendix 1 to the report.

## **INFORMATION SECURITY POLICY REVIEW**

A report was submitted by the Strategic Lead – People & Technology providing an update on the Information Security Policy and seeking approval of same.

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

- (1) to note that there have been significant technological changes since the last review and this required a rewrite to address the changing and emerging threats;
- (2) to note that the ICT Security Policy was now a wider framework of documents including:-
  - Acceptable Use Policy (AUP)
  - Acquisition and Disposal of ICT
  - Privacy and Monitoring
  - Information Security - DPA forum charter
  - Reporting of Information Security concerns; and
- (3) to approve the revised Information Security Policy and the associated framework documents listed in Paragraph (2) above.

## **REVIEW OF SUPPORTING EMPLOYEE PERFORMANCE POLICY**

A report was submitted by the Strategic Lead – People & Technology providing an update on the review of the Supporting Employee Performance Policy and the proposed changes.

Having heard the HR Advisor in further explanation of the report, the Committee agreed to approve the revised Supporting Employee Performance Policy (as detailed in Appendix 2 to the report).

## **REVISED EMPLOYER DISCRETIONS – LOCAL GOVERNMENT PENSION SCHEME (SCOTLAND)**

A report was submitted by the Strategic Lead – People & Technology providing an update on the review of the Council's Statement of Policy, and the proposed revisions to the Statement.

After discussion and having heard the HR Business Partner in further explanation of the report, the Committee agreed:-

- (1) to note the content of the report;
- (2) to approve the recommended revisions to the Statement of Policy on Discretions; and
- (3) that the Council's list of discretions would be updated upon receipt of the master list.

The meeting closed at 3.13 p.m.