

CORPORATE SERVICES COMMITTEE

At a Meeting of the Corporate Services Committee held in Meeting Room 3, Council Offices, Garshake Road, Dumbarton on Wednesday, 31 August 2005 at 10.00 a.m.

Present: Councillors Denis Agnew, Jim Bollan, Margaret Bootland, Geoff Calvert, Gail Casey and Tony Devine.

Attending: Gerry McInerney, Director of Corporate Services; Stephen Brown, Head of Legal and Administrative Services; David Connell, Head of Finance; Tricia O'Neill, Head of Personnel Services; Irving Hodgson, Head of Development and Environmental Services; Kevin Neeson, Manager of Development Services; Vincent Gardiner, Manager of Exchequer; Gillian Jump, Manager of Accounting; Andrea Gibson, Project Leader – Strategy; Louise Love, Section Head – Internal Audit, Stephen Wight, Project Leader – Information Services; Lesley-Anne Haigh, Grants Administrator and Shona Barton, Administrative Officer.

Apologies: Apologies for absence were submitted on behalf of Councillors Dennis Brogan, Duncan McDonald, Craig McLaughlin and Andy White.

Councillor Tony Devine in the Chair

CONVENER'S REMARKS

6692 The Convener, Councillor Devine, welcomed Andrea Gibson, Project Leader – Strategy, Stephen Wight, Project Leader – Information Services and Louise Love, Section Head – Internal Audit to their first meeting of the Committee.

MINUTES OF PREVIOUS MEETING

6693 The Minutes of Meeting of the Corporate Services Committee held on 25 May 2005 were submitted and approved as a correct record.

URGENT ITEM OF BUSINESS

6694 The Convener, in terms of Section 50 B (4)(b) of the Local Government (Scotland) Act 1973, as inserted by the Local Government (Access to Information) Act 1985, requested that the Committee consider an additional item of business concerning the Dumbarton Common Good Fund grant application from Bellsmyre Digital Community which had been continued from the meeting of the Committee held on 25 May 2005.

- 6695 The Committee agreed that this item be considered as a matter of urgency on the grounds that the action to be taken required early consideration. It was noted that this item would be considered with the grant applications under Item 21 of the Agenda.

VARIATION IN ORDER OF BUSINESS

- 6696 Having heard Councillor Devine, the Committee agreed to vary the order of business as hereinafter recorded.

REGENERATION OF WEST DUNBARTONSHIRE

- 6697 With reference to the Minutes of Meeting of the Corporate Services Committee held on 25 May 2005 (Page 1660, paragraph 5986 refers), a report was submitted by the Director of Development and Environmental Services providing information on the efforts being made by the Council to regenerate and develop the local economy with particular reference to the Strathleven Regeneration Company.
- 6698 The Committee heard a presentation from the Head of Development and Environmental Services providing information on the main issues covered in the report. The Convener, on behalf of the Committee, thanked the Head of Development and Environmental Services for the comprehensive report and presentation.
- 6699 Following extensive discussion and having heard the Head of Development and Environmental Services in further explanation and in answer to Members' questions, the Committee agreed:-
- (1) to note the range of economic development and regeneration activities presently taking place in West Dunbartonshire; and
 - (2) to note that a report would be submitted to a future meeting of the Community Safety and Environmental Services Committee detailing the progress made by the Strathleven Regeneration Company.
- 6700 Councillor Bollan having failed to obtain a seconder for a proposed motion requested that his dissent be recorded in relation to this matter.

THE ROYAL SCOTTISH PIPE BAND CHAMPIONSHIPS**(a) The Royal Scottish Pipe Band Championships 2007-2009**

6701 A joint report was submitted by the Director of Development and Environmental Services and the Director of Corporate Services advising of the outcome of discussions with the Royal Scottish Pipe Band Association (RSPBA) to procure the annual Scottish Pipe Band Championships for 2007, 2008 and 2009.

6702 Having heard the Manager of Development in further explanation, the Committee agreed to note the contents of the report.

(b) The Royal Scottish Pipe Band Championships 2005

6703 A report was submitted by the Director of Development and Environmental Services advising of the outcome of the Royal Scottish Pipe Band Championships 2005 and reporting the findings of an economic impact study undertaken to assess the benefits to the local economy.

6704 Having heard the Manager of Development in further explanation and having heard Councillors Agnew and Calvert, the Committee agreed:-

- (1) to note the successful outcome of the 2005 Royal Scottish Pipe Band Championships; and
- (2) to note the findings of the economic impact study which outlined the significant economic contribution made by the event.

AUTOMATED PAYMENT FACILITIES

6705 With reference to the Minutes of Meeting of the Corporate Services Committee held on 25 May 2005 (page 1659, paragraph 5978 refers), a report was submitted by the Director of Corporate Services advising of the sponsor identified for the incentive programme to promote the Council Tax Direct Debit campaign.

6706 After discussion and having heard the Manager of Exchequer in further explanation, the Committee agreed to note that the Dalmuir Credit Union had agreed to sponsor the Council Tax Direct Debit draw and would donate a television to the winner.

VALUE FOR MONEY SECTION – REVIEW OF WATER BILLING ARRANGEMENTS

- 6707 With reference to the Minutes of Meeting of the Corporate Services Committee held on 25 May 2005 (Page 1659, paragraph 5980 refers), a report was submitted by the Director of Corporate Services providing further information on refunds received from Scottish Water.
- 6708 After discussion and having heard the Head of Finance in further explanation, the Committee agreed to note the contents of the report.

CIVIL PARTNERSHIPS

- 6709 With reference to the Minutes of Meeting of the Corporate Services Committee held on 25 May 2005 (Page 1660, paragraph 5988 refers), a report was submitted by the Director of Corporate Services:-
- (a) providing further information concerning the arrangements for civil partnerships; and
 - (b) making recommendations in respect of the implementation of the Civil Partnership Act 2004 in West Dunbartonshire.
- 6710 After discussion and having heard the Head of Legal and Administrative Services in further explanation and in answer to Members' questions, the Committee agreed:-
- (1) to recommend to the Registrar General for Scotland that all Registrars/Assistant Registrars in West Dunbartonshire be authorised to register civil partnerships and that the registrations be carried out in any one of our three registration offices;
 - (2) that this Council will offer civil partnership ceremonies to any same sex couples who wish this additional service;
 - (3) that registration staff be authorised to conduct civil partnership ceremonies in all three registration offices and those external venues which have been approved by the local authority as being suitable for that purpose; and
 - (4) that the fees for civil partnership ceremonies in West Dunbartonshire should be similar to those set by the local authority for civil marriages held in both registration marriage suites (i.e. the statutory registration fee, the usual accommodation fee plus any out of hours supplement) and external venues (i.e. the statutory registration fee plus the fee for the supply of a registrar to an external venue).

**CORPORATE SERVICES BUDGETARY CONTROL REPORT: PERIOD 3
(2005/06)**

- 6711 A report was submitted by the Director of Corporate Services advising of the performance of the Corporate Services Budget for the period to 15 July 2005.
- 6712 Having heard Councillor Devine, the Committee agreed to note the contents of the report.

UPDATE ON FINANCE REVENUES COLLECTION

- 6713 A report was submitted by the Director of Corporate Services providing an update on the progress of the collection of the local Council Tax and National Non-Domestic Rates (NNDR).
- 6714 Having heard the Manager of Exchequer in further explanation, the Committee agreed to note the Council Tax and NNDR collection performance to date.
- 6715 The Committee agreed to congratulate all staff involved with the increasing collection rates.

QUARTERLY PERFORMANCE REPORT

- 6716 A report was submitted by the Director of Corporate Services providing information on departmental performance.
- 6717 Having heard the Head of Personnel Services in answer to Members' questions, the Committee agreed to note the contents of the report.

DEBT RESCHEDULING

- 6718 A report was submitted by the Director of Corporate Services advising of debt rescheduling which has taken place.
- 6719 The Committee agreed to note the contents of this report.

TREASURY TRANSACTIONS (1 APRIL 2005 – 15 JULY 2005)

- 6720 A report was submitted by the Director of Corporate Services advising of the treasury transactions of the Council during the period from 1 April 2005 to 15 July 2005.
- 6721 The Committee agreed to note the contents of the report.

INTEREST RATES (1 APRIL 2005 – 1 AUGUST 2005)

- 6722 A report was submitted by the Director of Corporate Services providing information on interest rates during the period from 1 April 2005 to 1 August 2005.
- 6723 Having heard the Head of Finance in answer to Members' questions, the Committee agreed to note the contents of the report.

**DUMBARTON COMMON GOOD FUND –
MONITORING REPORT TO 15 JULY 2005**

- 6724 A report was submitted by the Director of Corporate Services providing details of income and expenditure on the Common Good Fund to 15 July 2005.
- 6725 Having heard the Manager of Accounting in further explanation, the Committee agreed:-
- (1) to note the contents of the report;
 - (2) to note that the grant to Dumbarton Senior Citizens Project had been approved; and
 - (3) that information on the reason for the inclusion of an item in the monitoring report headed "other income (sale of fireplaces at Municipal Buildings)" would be circulated to Members of the Committee.

AWARD OF DISCRETIONARY RELIEF OF RATES – 2004/05

- 6726 A report was submitted by the Director of Corporate Services providing information on the organisations awarded discretionary relief of rates in 2004/05.
- 6727 The Committee agreed to note the organisations awarded discretionary relief of rates during 2004/05 as detailed in the Appendix to the report.

COSLA STAFFING WATCH SURVEY

- 6728 A report was submitted by the Director of Corporate Services providing information on the size of the Council's workforce as at 10 June 2005.
- 6729 The Committee agreed to note the contents of the report.

EARLY RETIREMENT

- 6730 A report was submitted by the Director of Corporate Services providing information on early retirements during the year to 31 March 2005.
- 6731 After discussion and having heard the Head of Personnel Services in answer to Members' questions, the Committee agreed to note the financial circumstances as outlined in the report.

PROTECTION OF CHILDREN (SCOTLAND) ACT 2003 – REVISION OF CURRENT POLICIES AND PROCEDURES

- 6732 A report was submitted by the Director of Corporate Services seeking approval for changes that have been made to a number of existing Personnel Policies in response to the Protection of Children (Scotland) Act 2003.
- 6733 The Committee agreed:-
- (1) to approve the revisions to the Recruitment Policy and the Schedule of Terms and Conditions for all employees and;
 - (2) to note that changes had been made to key documents associated with the Recruitment and Selection Policy and the Manager's Toolkit.

PROGRESS WITH THE NEW ECDL QUALIFICATIONS

- 6734 A report was submitted by the Director of Corporate Services providing an update on the successful external Test Centre Accreditation audit, which has ensured that the "A" status accreditation now includes six new recognised qualifications that are being delivered by Information Services.
- 6735 Having heard Councillor Devine, the Committee agreed to note the continuous progress being made by IS in maintaining their "A" status Test Centre Accreditation for the fifth year in succession, which has now been expanded to include the six new ECDL recognised qualifications.

DEFINITIVE NATIONAL ADDRESSING FOR SCOTLAND (DNAS)

- 6736 A report was submitted by the Director of Corporate Services providing information on the creation of a Corporate Address Gazetteer as part of the Definitive National Addressing for Scotland (DNAS) project currently being undertaken by Information Services.
- 6737 Having heard Councillor Devine, the Committee agreed to note the positive progress which has been made to date on the Corporate Address Gazetteer.

LOCAL, GENERAL AND COMMUNITY COUNCIL GRANTS 2005/2006

6738 A report was submitted by the Director of Corporate Services providing an update on the budget position of Local Grants, General Grants and Grants to Community Councils and providing details of grant applications for consideration.

6739 Having heard Councillor Devine, the Committee agreed:-

- (1) to note the current budgetary position on Local, General and Community Council Grants as detailed in Appendix A to the report;
- (2) that the continued Local Grants Applications for 2005/2006 be dealt with as shown in Appendix 1 to these Minutes;
- (3) that the new Local Grant Applications for 2005/2006 be dealt with as shown in Appendix 2 to these Minutes;
- (4) that the General Grant Applications for 2005/2006 be dealt with as shown in Appendix 3 to these Minutes;
- (5) that the Community Council Grant Applications for 2005/2006 be dealt with as shown in Appendix 4 to these Minutes; and
- (6) that the Dumbarton Common Good Fund Applications for 2005/2006 be dealt with as shown in Appendix 5 to these Minutes.

6740 Councillor Bollan, having failed to find a seconder for a proposed motion requested that his dissent be recorded in these Minutes.

6741 In relation to Dumbarton Common Good Fund grant application 05/76 for Bellsmyre Digital Community the Committee heard Councillor Calvert who provided further information on the application.

6742 The Committee agreed to award a grant of £19,700 to this organisation.

The meeting closed at 11.33 a.m.