

CORPORATE SERVICES COMMITTEE

At a Meeting of the Corporate Services Committee held by video conference on Wednesday, 19 May 2021 at 10.03 a.m.

Present: Councillors Jim Brown, Ian Dickson, Diane Docherty, Jim Finn, 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, Chief Officer – Supply, Distribution and Property; Peter Barry, Chief Officer – Housing and Employability; Peter Hessematt, Chief Officer – Regulatory and Regeneration; Malcolm Bennie, Chief Officer – Citizen, Culture and Facilities; Victoria Rogers, Chief Officer – People and Technology; Stephen West, Chief Officer – Resources; Patricia Kerr, Service Manager – ICT; Geraldine Lyden, People and Change Partner; Arun Meron, Business Support Manager; Alison McBride, OD and Change Manager; Brian Miller, Section Head - People and Technology; Elaine Troup – Communities Manager; Annabel Travers, Procurement Manager; and Lynn Straker, Committee Officer.

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 MEETINGS

The Minutes of Meetings of the Corporate Services Committee held on (a) 17 February 2021 (Ordinary); and (b) 21 April 2021 (Special) were submitted and approved as correct records.

MINUTES OF JOINT CONSULTATIVE FORUM – 11 MARCH 2021

The Minutes of Meeting of the Joint Consultative Forum held on 11 March 2021 were submitted and all decisions contained therein were approved.

OPEN FORUM

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

DIGITAL TRANSFORMATION

A report was submitted by the Chief Officer – People and Technology providing an update on the further implementation of the Digital Strategy and seeking approval for the permanent establishment of the core team to support delivery of the Council's ambitious programme.

After discussion and having heard the Chief Executive, the Chief Officer – People and Technology and the Strategic People and Change Manager in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note that the Digital Strategy work-streams maximised the potential of digital technologies to improve outcomes and services for all our citizens and employees, whilst seeking to reduce costs;
- (2) to approve the permanent establishment of the Council's core team (currently employed on a fixed term basis); and
- (3) to approve the recruitment of a Graduate Service Designer on a fixed term basis to support the work of the Service Designer.

DELIVERY OF THE COMMUNITY EMPOWERMENT STRATEGY AND ACTION PLAN

A report was submitted by the Chief Officer – Housing and Employability setting out how West Dunbartonshire's Community Empowerment Strategy and Action Plan (approved 2019) would be delivered and seeking approval of additional resources to support delivery.

After discussion and having heard from the Chief Executive, the Chief Officer – Housing and Employability and the Communities Manager in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the process set out for delivery of the Strategy; and
- (2) to approve the additional resources required for this work.

UNIVERSAL SERIAL BUS (USB) DATA DRIVE POLICY

A report was submitted by the Chief Officer – People and Technology seeking to approve the new USB Data Drive Policy.

After discussion and having heard the Section Leader – People and Technology in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note that there had been several recent high profile cyber incidents with the most common means of attack being email and the direct introduction of malware via USB storage;
- (2) to note that the USB Data Drive Policy would become the seventh element of the Information and Communication Technology (ICT) Information Security Policy framework as follows:
 - West Dunbartonshire Council Information Security Policy;
 - West Dunbartonshire Council Acceptable Use Policy (AUP);
 - Acquisition and Disposal of ICT;
 - Privacy and Monitoring;
 - Information Security - DPA forum charter;
 - Reporting of Information Security concerns; and
 - USB Data Drive Policy.
- (3) to note that the Data Breach procedures document was also referenced in the USB data drive policy; and
- (4) to approve the Council USB Data Drive Policy as an addition to the Information ¹Security Policy framework.

SESSION INITIATION PROTOCOL (SIP) TRUNKING PROJECT

A report was submitted by the Chief Officer – People and Technology seeking approval to tender for a SIP solution to facilitate the transition from legacy ISDN30 telephone lines and Virgin Media Centrex lines.

After discussion and having heard the Section Leader – People and Technology in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note that the business case was approved by ICT Steering Board and the Chief Executive in March 2021 to proceed to Committee;
- (2) to approve the tender for a SIP Trunking telephony solution to replace the existing legacy analogue telephony lines;

¹ As corrected at the meeting of Corporate Services Committee held on 8 September 2021

- (3) to note that approval will be sought from the Tendering Committee to award the SIP Trunking telephony solution to the successful supplier; and
- (4) that on award, the implementation plan will be developed relevant to the tender solution and remitted to the Strategic Recovery and Resilience Group (SRRG).

JOB EVALUATION POLICY AND PROCEDURE

A report was submitted by the Chief Officer – People and Technology providing an update on the review of the Job Evaluation Policy and Procedure and the subsequent amendments as agreed with the relevant Trade Unions.

After discussion and having heard the People and Change Partner in further explanation of the report and in answer to Members' questions, the Committee agreed to approve the revisions made to the Job Evaluation Policy and Procedure (attached in Appendix 1 of the report).

TRADE UNION RECOGNITION AND FACILITIES AGREEMENT

A report was submitted by the Chief Officer – People and Technology providing an update on the review of the trade union facilities provision that supports the collaborative working arrangements with the Trade Unions.

After discussion and having heard the Chief Officer – People and Technology in further explanation of the report and in answer to Members' questions, the Committee agreed to note the content of the report and approve the amendments to the Trade Union Recognition and Facilities Agreement.

PEOPLE AND TECHNOLOGY DELIVERY PLAN 2020/21 YEAR-END PROGRESS REPORT AND 2021/22 DELIVERY PLAN

A report was submitted by the Chief Officer – People and Technology presenting the 2021/22 Delivery Plan and the year-end progress report for the 2020/21 Delivery Plan.

After discussion and having heard from the Chief Executive and the Chief Officer – People and Technology in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note progress made on the delivery of the 2020/21 plan; and
- (2) to note the 2021/22 Delivery Plan.

REGULATORY DELIVERY PLAN 2020/21 YEAR-END PROGRESS, AND REGULATORY AND REGENERATION DELIVERY PLAN 2021/22

A report was submitted by the Chief Officer – Regulatory and Regeneration presenting the year-end progress of the 2020/21 Regulatory Delivery Plan and setting out the 2021/22 Delivery Plan for Regulatory and Regeneration.

Having heard the Chief Officer – Regulatory and Regeneration in further explanation of the report, the Committee agreed:-

- (1) to note the year-end position for 2020/21; and
- (2) to note the Delivery plan for 2021/22.

RESOURCES DELIVERY PLAN 2020/21 YEAR-END PROGRESS, AND RESOURCES DELIVERY PLAN 2021/22

A report was submitted by the Chief Officer – Resources presenting the year-end progress of the 2020/21 Delivery Plan and setting out the 2021/22 Delivery Plan.

After discussion and having heard from the Chief Executive and the Chief Officer – Resources and the Business Support Manager in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the year-end position for 2020/21; and
- (2) to note the Delivery plan for 2021/22.

CITIZEN, CULTURE AND FACILITIES DELIVERY PLAN 2021/21 YEAR-END PROGRESS REPORT AND 2021/22 DELIVERY PLAN

A report was submitted by the Chief Officer – Citizen, Culture and Facilities presenting the 2021/22 Delivery Plan and the year-end progress of the 2020/21 Delivery Plan.

After discussion and having heard the Chief Officer – Citizen, Culture and Facilities in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note progress made on the delivery of the 2020/21 Delivery plan; and
- (2) to note the 2021/22 Delivery Plan.

PROCUREMENT YEAR-END PROGRESS REPORT 20/21 AND DELIVERY PLAN 21/22

A report was submitted by the Chief Officer – Supply, Distribution and Property presenting the year-end progress report for 2020/21 and the 2021/22 Delivery Plan for Procurement (now part of Supply, Distribution and Property Services).

After discussion and having heard the Chief Officer – Supply, Distribution and Property in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note progress made on the delivery of the 2020/21 plan; and
- (2) to note the 2021/22 Delivery Plan.

UPDATE OF VOLUNTARY GRANTS 2020/21

A report was submitted by the Chief Officer – Resources providing an update of the voluntary grants administered and awarded by West Dunbartonshire Community and Volunteering Services (WDCVS) in 2020/21 in respect of Community Chest, Playschemes, Cultural, and Social Transport Support Funding Grants on behalf of the Council.

Councillor Lennie moved:-

Committee notes the significant reduction in uptake of voluntary grants in 2020/21. We also recognise that this will have exacerbated social exclusion and loneliness. Accordingly, Committee recommends that the underspends are regarded as priority, additional funding in 2021/22 to promote community activity and social events. For example, summer and Christmas events. Committee asks for a report to come to a future meeting detailing this activity.

Following discussion and having heard the Chief Officer – Resources, the Committee agreed the motion, noting that the report would be submitted to the June Council meeting.

EQUALITY OUTCOMES AND MAINSTREAMING REPORT 2021-2025

A joint report was submitted by the Chief Officers – Citizen, Culture and Facilities and People and Technology presenting the draft Equality Outcomes and Mainstreaming Report 2021-2025 for approval.

After discussion and having heard both Chief Officers in further explanation of the report and in answer to Members' questions, the Committee agreed to approve the report and the equality outcomes and mainstreaming priorities it identified.

The meeting closed at 1.00 p.m.