

**WEST DUNBARTONSHIRE COUNCIL**

**Council Offices, Garshake Road, Dumbarton, G82 3PU**

17 February 2006

**MEETING: CORPORATE SERVICES COMMITTEE**

**WEDNESDAY, 22 FEBRUARY 2006  
COUNCIL CHAMBERS  
CLYDEBANK TOWN HALL  
DUMBARTON ROAD  
CLYDEBANK**

Dear Member,

Please attend a meeting of the **Corporate Services Committee** to be held in the Council Chambers, Clydebank Town Hall, Dumbarton Road, Clydebank on Wednesday, 22 February 2006 at 10.00 a.m.

The business is as shown on the enclosed Agenda.

Yours faithfully

**TIM HUNTINGFORD**

Chief Executive

**Distribution:**

Councillor T Devine (Convener)  
Councillor D Agnew  
Councillor J Bolla  
Councillor M Bootland  
Councillor D Brogan  
Councillor G Calvert  
Councillor D McDonald  
Councillor C McLaughlin  
Councillor M Rooney  
Councillor A White

**All other Councillors for information**

Chief Executive  
Director of Corporate Services  
Director of Development and Environmental Services  
Director of Housing and Technical Services  
Director of Education and Cultural Services  
Acting Director of Social Work Services

# **CORPORATE SERVICES COMMITTEE**

**WEDNESDAY, 22 FEBRUARY 2006**

## **AGENDA**

**1. APOLOGIES**

**2. MINUTES OF PREVIOUS MEETING (pages 1 - 13)**

Submit, for approval as a correct record, the Minutes of Meeting of the Corporate Services Committee held on 14 December 2005.

**3. REVIEW OF INFORMATION AND ADVICE SERVICES (pages 15 - 18)**

With reference to the Minutes of Meeting of the Corporate Services Committee held on 14 December 2005 (Page 2096, paragraph 7703 refers), submit report by the Acting Director of Social Work Services providing an update on proposals for the remodelling of information and advice giving services within West Dunbartonshire and making recommendations thereon.

**4. CHARTER MARK ACHIEVEMENT FOR INFORMATION SERVICES (pages 19 - 21)**

Submit report by the Director of Corporate Services advising on Information Services successful achievement of Charter Mark Customer Service Excellence standards.

**5. SINGLE STATUS AND EQUAL PAY (pages 23 - 29)**

Submit report by the Director of Corporate Services providing an update on:-

- (a) the actions being taken to address pay inequality; and
- (b) the progress being made on the Single Status agreement in order that a new pay and grading system is established which is free of gender bias.

**6. EMPLOYMENT POLICY – NO SMOKING (pages 31 - 39)**

Submit report by the Director of Corporate Services seeking approval for a revised No Smoking Policy.

**7. EMPLOYING MEMBERS OF THE UNITED KINGDOM'S RESERVE FORCES (pages 41 - 56)**

Submit report by the Director of Corporate Services seeking approval for a policy that supports employees participating in the United Kingdom's Volunteer Reserve Forces.

**8. QUARTERLY PERFORMANCE REPORT (pages 57 - 68)**

Submit report by the Director of Corporate Services:-

- (a) providing information on departmental performance against Statutory Performance Indicators and Corporate and Departmental Objectives; and
- (b) providing an update on a recent assessment of benchmarking practice in the Corporate Services Department.

**9. CORPORATE SERVICES BUDGETARY CONTROL REPORT – PERIOD 9 (2005/06) (pages 69 - 92)**

Submit report by the Director of Corporate Services advising of the performance of the Corporate Services budget for the period to 15 January 2006.

**10. UPDATE ON FINANCE REVENUES COLLECTION (pages 93 - 94)**

Submit report by the Director of Corporate Services providing an update on the collection of the local Council Tax and National Non-Domestic Rates (NNDR).

11./

**11. TREASURY TRANSACTIONS (1 APRIL 2005 – 15 JANUARY 2006)**  
**(pages 95 - 96)**

Submit report by the Director of Corporate Services advising of the treasury transactions of the Council for the period from 1 April 2005 to 15 January 2006.

**12. INTEREST RATES (1 APRIL 2005 – 1 FEBRUARY 2006)**  
**(pages 97 - 98)**

Submit report by the Director of Corporate Services advising about interest rates during the period from 1 April 2005 to 1 February 2006.

**13. DEBT RESCHEDULING** **(page 99)**

Submit report by the Director of Corporate Services advising of debt rescheduling which has taken place.

**14. DUMBARTON COMMON GOOD FUND – MONITORING REPORT TO 15 JANUARY 2006**  
**(pages 101 - 102)**

Submit report by the Director of Corporate Services providing details of income and expenditure on the Common Good Fund to 15 January 2006.

**15. DUMBARTON COMMON GOOD FUND – 2006/07 DRAFT BUDGET**  
**(pages 103 - 104)**

Submit report by the Director of Corporate Services providing a draft budget for the Dumbarton Common Good Fund for 2006/2007.

**16. ELECTRONIC SERVICE DELIVERY UPDATE** **(pages 105 - 116)**

Submit report by the Director of Corporate Services providing an update on the current status of Electronic Service Delivery (ESD) within West Dunbartonshire Council.

**17./**

**17. TRANSFORMATIONAL GOVERNMENT – DEVELOPMENT PARTNERSHIP  
(pages 117 - 118)**

Submit report by the Director of Corporate Services advising of the technological developments in support of providing a One Stop Shop and Contact Centre for West Dunbartonshire.

**18. LOCAL, GENERAL AND COMMUNITY COUNCIL GRANTS 2005/2006  
(pages 119 - 133)**

Submit report 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.

For information on the above agenda please contact Shona Barton, Administrative Officer, Legal and Administrative Services, Council Offices, Garshake Road, Dumbarton, G82 3PU. Tel: (01389) 737205.e-mail: [shona.barton@west-dunbarton.gov.uk](mailto:shona.barton@west-dunbarton.gov.uk)