

CORPORATE SERVICES COMMITTEE

At a Meeting of the Corporate Services Committee held in the Council Chambers, Municipal Buildings, Station Road, Dumbarton on Wednesday, 27 September 2006 at 10.00a.m.

Present: Councillors Geoff Calvert, Tony Devine, Martin Rooney, James Bollan, Dennis Brogan and Craig McLaughlin.

Attending: Tim Huntingford, Chief Executive; Stephen Brown, Head of Legal and Administrative Services; David Connell, Head of Finance; Angela Clements, Head of ICT and Business Development; Tricia O'Neill, Head of Personnel; David Webster, Section Head, Performance Management; Vincent Gardiner, Manager of Exchequer; Gillian Jump, Manager of Accounting; Stephen West, Manager of Resources, Social Work Services; Lesley-Anne Haigh, Grants Administrator and Lorraine Beveridge, Administrative Assistant.

Apologies: Apologies were intimated on behalf of Councillors Denis Agnew, Margaret Bootland, Duncan McDonald and Andy White.

Councillor Devine in the Chair

MINUTES OF PREVIOUS MEETING

- 10086 The Minutes of Meeting of the Corporate Services Committee held on 28 June 2006 were submitted for approval.
- 10087 After discussion and having heard the Head of ICT and Business Development in answer to Members' questions in relation to the purchase and funding of additional GT-X services and licences for the development of a Contact Centre for West Dunbartonshire, the Committee agreed to approve the Minutes as a correct record.

WEST DUNBARTONSHIRE DISTRICT COURT

- 10088 With reference to the Minutes of Meeting of the Corporate Services Committee held on 28 June 2006 (Page 2527, paragraph 9395 refers), a report was re-submitted by the Clerk to the District Court seeking authority of the Committee to vary the Court Sitting Diets of West Dunbartonshire District Court.

- 10089 In this respect, Councillor Devine informed the Committee that Members had met with the Chairman and the Vice Chairman of the Justices Committee on 21 August 2006 to discuss the Council's proposal to vary the Court Sitting Diet.
- 10090 At that meeting the Members of the Justices Committee informed elected members that they appreciated the services and training which they received from West Dunbartonshire Council and would prefer the existing arrangements for West Dunbartonshire District Court to remain, at least until the impact of the recommendations contained within the report of the Summary Justice Review Committee by John McInnes were known.
- 10091 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) that any proposal to vary the present Court Sitting Diet should not be considered until such time as the recommendations contained within the report of the Summary Justice Review Committee by John McInnes were implemented; and
 - (2) that the Head of Legal and Administrative Services should advise the Procurator Fiscal of the decision detailed in (1) above.

PIPE BAND FUNDING UPDATE

- 10092 With reference to the Minutes of Meeting of the Corporate Services Committee held on 28 June 2006 (Page 2530, paragraph 9419 (1) refers), a report was submitted by the Chief Executive providing details of grants provided to Pipe Band organisations within the Council's area.
- 10093 After discussion and having heard the Head of Finance in answer to Members' questions, the Committee agreed:-
- (1) that a report establishing a draft policy on funding for pipe bands, by use of cultural resources, be submitted to the next meeting of the Committee;
 - (2) to note that a report on the Pipe Band Championship event would be submitted to the next meeting of the Community Safety and Environmental Services Committee;
 - (3) that there was a need to identify the provision of training given to young people by the pipe bands; and
 - (4) otherwise to note the contents of the report.

PRESENTATION ON GRANTS

- 10094 Reference was made to the Minutes of Meeting of the Corporate Services Committee held on 28 June 2006 (Pages 2530/1, paragraph 9419 (6) refer), when it had been agreed that the Corporate Policy Team would give a presentation on grants to the next meeting of the Committee.
- 10095 After discussion and having heard the Chief Executive, the Committee agreed:-
- (1) to note that as the Funding Officer's post had become vacant the presentation would not take place until the position had been filled; and
 - (2) that a report would be submitted and a presentation made on the set up of the External Funding Unit, which was led by the Council and which served all Community Planning Partners, to the next meeting of the Committee.

CHIEF EXECUTIVE'S – QUARTER 1 PERFORMANCE REVIEW

- 10096 A report was submitted by the Chief Executive setting out the performance of the Chief Executive's Department in the first quarter of 2006/7, from 1 April to 30 June 2006.
- 10097 After discussion and having heard the Chief Executive in answer to Members' questions, the Committee agreed to note the contents of the report.

CHIEF EXECUTIVE BUDGETARY CONTROL REPORT: PERIOD 4 (2006/07)

- 10098 A report was submitted by the Chief Executive advising the Committee of the performance of the Chief Executive Department's budget for the period to 15 August 2006.
- 10099 After discussion and having heard the Head of Legal and Administrative Services in answer to Members' questions, the Committee agreed:-
- (1) that a report containing comparative figures with other Local Authorities on Taxi Licensing fees, be submitted to a future meeting of the Committee; and
 - (2) otherwise to note the contents of the report.

RENEWAL OF INSURANCE CONTRACTS ON 1 AUGUST 2006

- 10100 A report was submitted by the Chief Executive providing information on the renewal of the Council's Insurance Contracts on 1 August 2006 and making recommendations thereon.
- 10101 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) that the Head of Legal and Administrative Services would contact Zurich Municipal to express Members' concerns in relation to the length of time taken to respond to complaints and to deal with claims made by members of the public;
 - (2) that elected members should advise the Head of Legal and Administrative Services of complaints made by individual members of the public in relation to (1) above;
 - (3) to note the arrangements which have been made regarding the renewal of various Insurance Contracts within the terms of the existing Long Term Agreements; and
 - (4) to note the award of the Mortgage Property Blanket Insurance Contract, under delegated powers, to Zurich Municipal.

DEBT RESCHEDULING

- 10102 A report was submitted by the Chief Executive advising the Committee of the debt rescheduling which had taken place.
- 10103 After hearing the Manager of Accounting in answer to Members' questions, the Committee agreed to note the contents of the report.

INTEREST RATE REPORTS (1 APRIL 2006 – 15 AUGUST 2006)

- 10104 A report was submitted by the Chief Executive containing information on the interest rates during the period from 1 April 2006 to 15 August 2006.
- 10105 After hearing the Head of Finance in answer to Members' questions, the Committee agreed that a report outlining the cost implications to the Council of a 0.5% increase in interest rates would be submitted to the next meeting of the Committee.

TREASURY TRANSACTIONS (1 APRIL 2006 – 15 AUGUST 2006)

10106 There was submitted and noted a report by the Chief Executive containing information on the treasury transactions of the Council.

UPDATE ON FINANCE REVENUES COLLECTION

10107 A report was submitted by the Chief Executive containing up to date information on the collection of the local Council Tax and National Non-Domestic Rates (NNDR).

10108 After hearing the Manager of the Exchequer in answer to Members' questions, the Committee agreed to note the Council Tax and NNDR collection performance.

EMPLOYMENT EQUALITY (AGE) REGULATIONS 2006

10109 A report was submitted by the Chief Executive:-

- (a) requesting the Committee to agree to set the normal retirement age for West Dunbartonshire Council employees at 65 with effect from 1 October 2006;
- (b) containing information on the forthcoming Age Discrimination legislation; and
- (c) advising the Committee of the need to introduce a range of procedures to ensure West Dunbartonshire Council would meet its legislative requirements.

10110 After hearing the Head of Personnel in further explanation and in answer to Members' questions, the Committee noted that the Trades Unions had been consulted and had no issue with the proposal to set the normal retiral age for West Dunbartonshire Council employees at 65 with effect from 1 October 2006.

10111 After discussion, Councillor Bollan, seconded by Councillor McLaughlin, moved:-

10112 That West Dunbartonshire Council has a flexible policy which will allow both men and women to have a choice to retire at 60, if they so choose.

10113 As an amendment, Councillor Devine, seconded by Councillor Rooney, moved:-

10114 That the following recommendations contained within the report be approved:-

- (1) to set the retirement age for West Dunbartonshire Council employees at age 65 with effect from 1 October 2006;
- (2) to note the main terms of the Employment Equality (Age) Regulations, attached as an Appendix to the report;
- (3) to note that an implementation plan was being developed to address all areas which would be impacted on by the change in legislation; and
- (4) to note that the retirement procedures which would be put in place to ensure compliance with the change in legislation.

10115 On a vote being taken, 3 Members voted for the amendment and 3 for the motion. There being an equality of voting, the Convener exercised his casting vote in favour of the amendment, which was accordingly declared carried.

CUSTOMER QUESTIONNAIRES – CORPORATE BUILDINGS AND RECEPTION SERVICES

10116 A report was submitted by the Chief Executive reporting on the results of the questionnaires that were issued seeking customers' views on reception services and general facilities at three of the corporate buildings.

10117 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 congratulate all Receptionists and Council Officers on their excellent level of performance; and
- (2) that the Head of Legal and Administrative Services would investigate funding implications of the Committee's proposals (i) to increase parking within the confines of the grounds of the Municipal Buildings; (ii) to provide signage directing members of the public to the Municipal Buildings from the Risk Street car park; and (iii) to have a reception facility in the Clydebank Town Hall.

DECLARATION OF INTEREST

10118 Councillor McLaughlin declared an interest in respect of the following item of business and took no part in the discussion or deliberation thereof.

**CUSTOMER SERVICE SURVEYS – CIVIC GOVERNMENT LICENSING
AND LIQUOR/BETTING & GAMING LICENSING**

- 10119 A report was submitted by the Chief Executive providing information on the outcome of recent customer service surveys which were carried out in relation to the Civic Government Licensing and Liquor/Betting & Gaming Licensing Sections within Legal and Administrative Services.
- 10120 The Committee agreed:-
- (1) to congratulate all members of staff in the Civic Government Licensing Section and the Liquor/Betting & Gaming Licensing Section on their excellent level of performance and service to customers; and
 - (2) otherwise to note the contents of the report.

URGENT ITEMS OF BUSINESS

- 10121 The Convener, in terms of Section 50B (4) (b) of the Local Government (Scotland) Act 1973, as inserted by the Local Government (Access to Information) Act, 1985, decided that grant requests received on behalf of St. Peter's Primary School and Mill Road Sheltered Housing Residents be considered as a matter of urgency on the grounds that the action to be taken required early consideration.

**DUMBARTON COMMON GOOD FUND – MONITORING REPORT
TO 15 AUGUST 2006**

- 10122 A report was submitted by the Chief Executive providing the Committee with details of income and expenditure on the Common Good Fund Account to 15 August 2006 and making recommendations thereon.
- 10123 After hearing the Head of Finance in answer to Members' questions, the Committee agreed:-
- (1) to note the Statement of Income and Expenditure to 15 August 2006; and
 - (2) that a payment of £40,000 be made to the West Dunbartonshire Citizens Advice Bureau from the Dumbarton Common Good Fund.

CHRISTMAS PAYMENTS TO ELDERLY PEOPLE'S ORGANISATIONS

- 10124 A report was submitted by the Chief Executive seeking approval to make Christmas payments to elderly people's organisations.

10125 Following discussion and having heard the Convener and the Head of Finance in answer to Members' questions, the Committee agreed:-

- (1) that, subject to satisfactory supporting information being received by the organisations, the Christmas contribution to elderly people's organisations for 2006/2007 should reflect a 2.5% increase in real terms; and
- (2) that elected members and officers should meet with the organisations, to assess their needs in relation to the distribution of funds to their members.

GRANTS TO VOLUNTARY ORGANISATIONS

10126 A report was submitted by the Chief Executive providing an update on the budget position of grants to voluntary organisations and providing details of grant applications for consideration.

10127 After discussion the Committee agreed:-

- (1) that a report on mainlining funding be submitted to a future meeting of the Committee;
- (2) to note the current budgetary position on Local, General and Community Council Grants as detailed in Appendix A to the report; and
- (3) that the grants be dealt with as follows:-

(a) Chief Executive Grant Applications – 2006/2007

Crosslet Centre OAP's Wednesday Night Club

10128 The Committee agreed to award £1,000 to the Crosslet Centre OAP's Wednesday Night Club.

St. Joseph's Non-Denominational Senior Citizens Club

10129 The Committee agreed to award £700 to St. Joseph's Non-Denominational Senior Citizens Club.

West Dunbartonshire Sports Council and West Dunbartonshire Sports Injury Clinic

10130 Councillor McLaughlin, seconded by Councillor Bollan, moved:-

10131 That West Dunbartonshire Sports Council be awarded £10,000 and that West Dunbartonshire Sports Injury Clinic be awarded £2,000.

10132 As an amendment, Councillor Devine, seconded by Councillor Calvert, moved:-

10133 That West Dunbartonshire Sports Council be awarded £8,000 and that West Dunbartonshire Sports Injury Clinic be awarded £1,600.

10134 On a vote being taken, 3 Members voted for the motion and 3 for the amendment. There being an equality of voting, the Convener exercised his casting vote in favour of the amendment, which was accordingly declared carried.

Bellsmyre Digital Community

10135 The Committee agreed to award Bellsmyre Digital Community £22,200 from the Dumbarton Common Good Fund.

Faifley Monday Club

10136 The Committee agreed to award £576 to the Faifley Monday Club.

Clydebank Recorded Music Club

10137 The Committee agreed to award £400 to the Clydebank Recorded Music Club.

Nova International

10138 The Committee agreed to award £4,000 to Nova International.

West Dunbartonshire Minority Ethnic Association

10139 On the motion of Councillor Devine, the Committee agreed that West Dunbartonshire Minority Ethnic Association be awarded £1,000 to be used for paper materials and that the Group be advised to contact the Community Planning Manager.

10140 Councillor Bollan, having failed to obtain a seconder for a proposed amendment, asked that his dissent be recorded.

(b) Education Grant Applications - 2006/2007

Knowetop Farm

10141 Councillor McLaughlin, seconded by Councillor Bollan, moved:-

10142 That Knowetop Community Farm be awarded £8,000, with an additional £3,000 to be awarded from the Dumbarton Common Good Fund.

10143 As an amendment Councillor Devine, seconded by Councillor Calvert, moved:
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10144 That Knowetop Community Farm be awarded £8,000.

10145 On a vote being taken, 3 Members voted for the motion and 3 for the amendment. There being an equality of voting, the Convener exercised his casting vote in favour of the amendment, which was accordingly declared carried.

Citizens Theatre

10146 Councillor Devine, seconded by Councillor Calvert, moved:-

10147 That the Citizens Theatre be awarded £1,440.

10148 As an amendment Councillor McLaughlin, seconded by Councillor Bollan, moved:-

10149 That the Citizens Theatre be awarded £1,800.

10150 On a vote being taken 2 Members voted for the amendment and 3 for the motion, which was accordingly declared carried.

Community Learning and Development

10151 Councillor Devine, seconded by Councillor Calvert, moved:-

10152 That Community Learning and Development be awarded £12,000.

10153 As an amendment Councillor Bollan, seconded by Councillor Brogan, moved:-

10154 That the application received from Community Learning and Development for a grant of £15,000 be returned to the Department of Education and Cultural Services to investigate the possibility of identify suitable funding for this grant application from the Department's existing budget.

10155 On a vote being taken, 3 Members voted for the motion and 3 for the amendment. There being an equality of voting, the Convener exercised his casting vote in favour of the motion, which was accordingly declared carried.

(c) Social Work Grant Applications – 2006/2007

Thursday Stroke Club

10156 After discussion and having heard the Manager of Resources, Social Work Services in answer to Members' questions in relation to the grant application received from the Thursday Stroke Club, the Committee agreed:-

(i) to note that the grant would contribute towards transport costs, not staffing and running costs as stated in the schedule; and

(ii) to award £1,647 to the Thursday Stroke Club.

Pals With Paws

10157 The Committee agreed to award £1000 to Pals with Paws.

West Dunbartonshire ADHD Support Group

10158 After discussion and having heard the Manager of Resources, Social Work Services in answer to Members' questions, Councillor Devine, seconded by Councillor, moved:-

10159 That West Dunbartonshire ADHD Support Group be awarded £2,800 and that relevant Officers meet with the Group to discuss the Group's present situation.

10160 As an amendment Councillor Bollan, seconded by Councillor McLaughlin, moved:-

10161 That West Dunbartonshire ADHD Support Group be awarded £7,022.93.

10162 On a vote being taken, 3 Members voted for the motion and 3 for the amendment. There being an equality of voting, the Convener exercised his casting vote in favour of the motion, which was accordingly declared carried.

Clydebank Blind Club

10163 The Committee agreed to award £400 to the Clydebank Blind Club.

Victim Support Scotland

10164 The Committee agreed not to award a grant to Victim Support Scotland.

(d) Community Council Grant Applications – 2006/2007

Bonhill and Dalmonach Community Council Community House

10165 The Committee agreed to award £8,114.97 to Bonhill and Dalmonach Community Council Community House.

Dumbarton North Community Council

10166 The Committee agreed to award £6,415.50 to Dumbarton North Community Council.

(e) Revisited Grant Applications – 2006/2007Clydebank Life Story Group and Linnvale Senior Citizens Club

10167 After discussion and having heard the Head of Legal and Administrative Services and the Head of Finance in answer to Members' questions, the Committee agreed:-

- (i) to award £2,000 to the Clydebank Life Story Group and £550 to Linnvale Senior Citizens Club; and
- (ii) that as there were now insufficient funds in the Chief Executive's Grant Budget for 2006/2007 to cover the awards detailed in (i) above, to refer the recommendations to Council for consideration.

(f) Grants Awarded by Delegated Approval

10168 The Committee noted the grants awarded by delegated approval as detailed in Appendix 1 to these Minutes.

**(g) Chief Executive Grant Applications – 2006/2007
Urgent Grant Application**Mill Road Sheltered Housing Residents

10169 After discussion, the Committee agreed to award Mill Road Sheltered Housing Residents a grant of £550, subject to the Group complying with the normal rules and procedures which applied to grant applications and thereafter as there were now insufficient funds in the Grant Budget to cover the amount awarded to refer the recommendation to Council for consideration.

10170 Thereafter, the Committee agreed that the approved Local Grant Applications to Voluntary Organisations for 2006/2007 together with Education Grants, Social Work Grants, Community Council Grants and Dumbarton Common Good Grants for 2006/2007 be as summarised in Appendix 2 to these Minutes.

DECLARATION OF INTEREST

10171 Councillor Devine declared an interest in the following item of business and left the meeting during deliberation of the matter.

ELECTION OF CHAIR

10172 In the absence of the Convener, Councillor Rooney nominated Councillor Calvert as Chair and Councillor McLaughlin nominated Councillor Bollan.

10173 On a vote being taken 3 Members voted for Councillor Bollan and 2 for Councillor Calvert. Thereafter, Councillor Bollan assumed the Chair during deliberation of the following item of business.

**(h) Dumbarton Common Good Fund – 2006/2007
Urgent Grant Application**

10174 On the motion of Councillor Bollan, the Committee agreed:-

- (i) to award £958 to St. Peter's Primary School; and
- (ii) that the recommendation be referred to Council for approval.

The meeting closed at 12.50 p.m.