

**WEST DUNBARTONSHIRE COUNCIL**

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

8 April 2011

**Please note time of meeting**

**MEETING: CORPORATE & EFFICIENT GOVERNANCE COMMITTEE**

**WEDNESDAY, 20 APRIL 2011 AT 2.00 P.M.  
EDUCATION CENTRE  
ST. MARGARET OF SCOTLAND HOSPICE  
EAST BARNS STREET  
CLYDEBANK**

Dear Member,

Please attend a meeting of the **Corporate & Efficient Governance Committee** to be held in the Education Centre, St. Margaret of Scotland Hospice, East Barns Street, Clydebank on **Wednesday, 20 April 2011 at 2.00 p.m.**

The business is as shown on the enclosed Agenda.

Yours faithfully

**DAVID MCMILLAN**

Chief Executive

**Distribution:**

Councillor Craig McLaughlin (Chair)  
Councillor Jim Bollan  
Councillor Jim Brown  
Councillor David McBride  
Councillor Ronnie McColl (Vice Chair)  
Councillor Jim McElhill  
Councillor Marie McNair  
Councillor Lawrence O'Neill  
Councillor Iain Robertson  
Councillor Martin Rooney

**All other Councillors for information**

Chief Executive  
All Executive Directors

For information on the above agenda please contact Craig Stewart, Committee Officer, Legal, Administrative & Regulatory Services, Council Offices, Garshake Road, Dumbarton G82 3PU. Tel: (01389) 737251 e-mail: [craig.stewart@west-dunbarton.gov.uk](mailto:craig.stewart@west-dunbarton.gov.uk)

# **CORPORATE & EFFICIENT GOVERNANCE COMMITTEE**

**WEDNESDAY, 20 APRIL 2011**

## **AGENDA**

**1. APOLOGIES**

**2. DECLARATIONS OF INTEREST**

Members are invited to declare if they have an interest in any of the items of business on this agenda and the reasons for such declarations.

**3. MINUTES OF PREVIOUS MEETING**

Submit for approval as a correct record, the Minutes of the Meeting of the Corporate and Efficient Governance Committee held on 16 February 2011.

**4. MINUTES OF THE CORPORATE CULTURAL SUB-COMMITTEE**

Submit for information, and where necessary approval, the Minutes of Special Meeting of the Corporate Cultural Sub-Committee held on 28 January 2011.

### **Reports for DECISION**

**5. NATIONAL ASSISTANCE ACT 1948 – POLICY ON INDIGENT FUNERALS**

Submit report by the Executive Director of Corporate Services seeking approval for a policy to ensure a consistent approach is taken for the arrangement of indigent funerals.

**6. APPOINTMENT OF PUBLIC ANALYST, AGRICULTURAL ANALYST AND FOOD EXAMINER**

Submit report by the Executive Director of Corporate Services seeking approval for an amendment to the current statutory appointments of Public Analyst and Food Examiner for West Dunbartonshire Council.

**7. RENT ARREARS WRITE-OFF – QUARTER 4 2010/11**

Submit report by the Executive Director of Corporate Services seeking approval for rent arrears write-offs for the third quarter of 2010/11.

**8. WRITE-OFF OF MISCELLANEOUS INCOME DEBTOR ACCOUNTS**

Submit report by the Executive Director of Corporate Services recommending for approval the write-off of debts in respect of miscellaneous income debtor accounts.

**9. WRITE-OFF OF NATIONAL NON-DOMESTIC RATES**

Submit report by the Executive Director of Corporate Services recommending for approval the write-off of debts in respect of National Non-Domestic Rates (NNDR).

**10. ADMISSION TO LOCAL GOVERNMENT PENSION SCHEME – CLYDEBANK REBUILT**

Submit report by the Executive Director of Corporate Services seeking approval for the Council to act as guarantor for Clydebank Rebuilt in their application for full admitted body status with the Strathclyde Pension Fund.

**11. RENEWAL/RE-TENDERING OF THE COUNCIL'S INSURANCE CONTRACTS**

Submit report by the Executive Director of Corporate Services seeking authority to renew and, where appropriate, re-tender the Council's Insurance Contracts.

**12. PERFORMANCE AND DEVELOPMENT PLANNING (PDP)**

Submit report by the Executive Director of Corporate Services seeking agreement to implement a revised policy and framework for Performance and Development Planning (PDP) for all staff across the Council (excluding Chief Officers and Teachers).

**13. GRANT APPLICATIONS**

Submit report by the Executive Director of Corporate Services providing an update on grants to voluntary organisations from the Trust Fund and Dumbarton Common Good budgets.

**14. PROVOST'S FUND**

Submit report by the Executive Director of Corporate Services advising of the current sum available within the Provost's Fund and inviting Members to approve a top-up.

**15. INFORMATION & COMMUNICATION TECHNOLOGY (ICT) STRATEGY**

Submit report by the Executive Director of Corporate Services seeking agreement for a strategy for the management of the Council's ICT assets.

**16. NATIONAL TRADING STANDARDS ENFORCEMENT TEAMS**

Submit report by the Executive Director of Corporate Services requesting that the Committee delegates power to the Executive Director of Corporate Services to authorise enforcement officers employed by national trading standards enforcement teams which operate within West Dunbartonshire.

**17. FOOD STANDARDS AGENCY AUDIT OF WEST DUNBARTONSHIRE COUNCIL – 26 TO 28 OCTOBER 2010**

Submit report by the Executive Director of Corporate Services on the results of a Food Standards Agency (FSA) audit and recommending endorsement of the Action Plan agreed by the Environmental Health Section and the FSA.

**Reports for NOTING**

**18. SICKNESS ABSENCE REPORTING – QUARTER 3 (2010/11)**

Submit report by the Head of Human Resources and Organisational Development advising on the levels of employee sickness absence for the third Quarter 2010/11 (October, November and December 2010).

**19. CHIEF EXECUTIVE BUDGETARY CONTROL REPORT: PERIOD 11 2010/11**

Submit report by the Chief Executive advising of the performance of the Chief Executive budget for the period to 28 February 2011.

**20. CORPORATE SERVICES BUDGETARY CONTROL REPORT: PERIOD 11 2010/11**

Submit report by the Executive Director of Corporate Services advising of the performance of the Corporate Services budget for the period to 28 February 2011.

**21. DUMBARTON COMMON GOOD FUND – MONITORING REPORT TO 28 FEBRUARY 2011**

Submit report by the Executive Director of Corporate Services providing the Committee with details of income and expenditure on the Common Good Fund Account to 28 February 2011.

**22. TREASURY UPDATE (1 APRIL 2010 – 28 FEBRUARY 2011)**

Submit report by the Executive Director of Corporate Services advising about interest rates and treasury transactions of the Council which have taken place during the period 1 April 2010 to 28 February 2011.

**23. CHIEF EXECUTIVE'S DEPARTMENT PUBLIC SERVICE IMPROVEMENT FRAMEWORK (PSIF) IMPROVEMENT PLAN**

Submit report by the Chief Executive informing of the Chief Executive's Department Public Service Improvement Framework (PSIF) self assessment and the resulting Departmental Improvement Plan.

**24. CORPORATE SERVICES PUBLIC SERVICE IMPROVEMENT FRAMEWORK (PSIF) IMPROVEMENT PLAN**

Submit report by the Executive Director of Corporate Services informing of the Corporate Services Public Service Improvement Framework (PSIF) self assessment and seeking approval to implement the Departmental Improvement Plan.