

## **CORPORATE SERVICES COMMITTEE**

At a Meeting of the Corporate Services Committee held on Wednesday, 12 August 2015 in Committee Room 3, Council Offices, Garshake Road, Dumbarton at 2.00 p.m.

**Present:** Councillors George Black, Jim Finn, David McBride, Jonathan McColl, Patrick McGlinchey, Tommy Rainey, Gail Robertson, Martin Rooney and Kath Ryall.

**Attending:** Angela Wilson, Executive Director of Corporate Services; Vicki Rogers, Head of People and Transformation; Peter Barry, Head of Customer and Community Services; Angela Terry, Manager of Organisational Development & Change; Paul McGowan, HR & Workforce Development Manager; Annabel Travers, Procurement Manager; Gillian McNeilly, Finance Manager; Jennifer Ogilvie, Finance Business Partner; Karen Shannon, Section Head (Finance, Administration & Control); Peter Hessett, Head of Legal, Democratic and Regulatory Services and Craig Stewart, Committee Officer.

**Apologies:** Apologies for absence were intimated on behalf of Councillors Gail Casey, John Mooney and Lawrence O'Neill.

**Councillor Kath Ryall in the Chair**

### **DECLARATIONS OF INTEREST**

It was noted that there were no declarations of interest in any of the items of business on the agenda at this point in the meeting.

### **MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Corporate Services Committee held on 13 May 2015 were submitted and approved as a correct record.

With regard to the item in the previous minute under the heading 'Update of Voluntary Grants 2014/15', it was noted that all Elected Members would be sent a copy of background information in relation to the Community Loans Fund.

### **MINUTES OF JOINT CONSULTATIVE FORUM – 11 JULY 2015**

After discussion, the Minutes of Special Meeting of the Joint Consultative Forum (JCF) held on 11 June 2015 were submitted for information and noted.

## **PROVISION OF BANKING SERVICES - RENEWAL OF BANKING CONTRACT**

A report was submitted by the Executive Director of Corporate Services seeking approval to commence the tendering process and to award to the preferred bidder the Provision of Banking Services for the period 1 April 2016 to 31 March 2019, with an option to extend for a further 2 years to 31 March 2021.

The Committee agreed:-

- (1) to approve the process to begin invitations to tender for the provision of banking services for a three year period from 1 April 2016 until 31 March 2019, with an option to extend for a further two years until 31 March 2021; and
- (2) that authority be delegated to the Executive Director of Corporate Services, in consultation with the Chair of the Corporate Services Committee, to accept the most economically advantageous tender received providing this was within budgetary provision and at the end of the 3 year contract period, to renew the Council's banking contract and if appropriate agree an extension for a maximum of a further 2 additional 12 month periods until 31 March 2021.

## **CASH RECEIPTING SYSTEMS CONTRACT**

A report was submitted by the Executive Director of Corporate Services seeking approval to award to the Council's existing supplier the provision of the Cash Receipting System Services Contract for the period 1 November 2015 to 31 October 2018.

After discussion and having heard the Executive Director of Corporate Services in further explanation and in answer to a Member's questions, the Committee agreed to award the cash receipting contract for the period 1 November 2015 to 31 October 2018 to the Council's current supplier.

## **GRANT APPLICATIONS 2015/16**

A report was submitted by the Executive Director of Corporate Services providing information on grant applications with recommendations for payment to voluntary organisations from Trust Fund, Community Council and Dumbarton Common Good budgets.

The Committee agreed to approve the grants recommended to be awarded for Community Councils (totalling £4,250.59) as shown in Appendix B to the report, which would be contained within the Community Council's annual budget allocation.

## **CORPORATE SERVICES BUDGETARY CONTROL REPORT TO 30 JUNE 2015 (PERIOD 3)**

A report was submitted by the Executive Director of Corporate Services advising on the performance of the Corporate Services budget for the period to 30 June 2015.

After discussion and having heard the Executive Director of Corporate Services in further explanation and in answer to Members' questions, it was agreed:-

- (1) to note the revenue account currently showing a projected annual favourable variance of £0.390m (2.01% of the total budget);
- (2) to note that the capital account shows a projected nil annual and project life variance; and
- (3) that a briefing would be provided to Members of the Committee on the current position of the project associated with cashless payments particularly in relation to schools.

## **COUNCIL TAX ON LONG TERM EMPTY PROPERTIES: POTENTIAL FOR BACKDATING DISCRETIONS AND POTENTIAL FINANCIAL IMPLICATIONS**

A report was submitted by the Executive Director of Corporate Services providing information on the potential financial implications of implementing a backdated new discretion on Long Term Empty Properties which was agreed at Council on 24 June 2015.

After discussion, the Committee agreed to backdate the newly agreed discretions to the date of commencement of the policy in April 2014 on the following basis:-

- (1) The policy will be advertised on the Council website and in social media and members of the public will have six months from the date of advertisement to contact the Council and apply for refund/adjustment of outstanding Council Tax debt in relation to our policy on long term empty properties; and
- (2) The onus will be on members of the public to prove to the satisfaction of officers that they are entitled to the further discretion. This includes where applicable:-
  - (a) Providing evidence that positive steps were being taken by the owner to occupy their property; and/or
  - (b) Providing evidence that positive steps were being taken to refurbish their property; and/or
  - (c) In the absence of being able to fulfil the criterion of the 8 weekly inspection, provide evidence that positive steps were being taken to make their property habitable and that delays had been caused by events outwith their control.

## **CESSATION OF PUBLICATION OF FOOD HYGIENE AND FOOD STANDARDS INSPECTION REPORTS ON THE WEST DUNBARTONSHIRE COUNCIL WEBSITE**

A report was submitted by the Executive Director of Corporate Services seeking approval to cease publication on the Council's website of Food Safety and Food Standards Inspection Reports issued by the Environmental Health Section.

Having heard the Head of Legal, Democratic and Regulatory Services, the Committee agreed to approve the cessation, with immediate effect, of the publication on the Council's website of Food Safety and Food Standards Inspection Reports.

## **ELECTED MEMBER DEVELOPMENT**

A report was submitted by the Executive Director of Corporate Services on Elected Member development undertaken through the annual seminar programme and Personal Development Planning (PDP).

After discussion, the Committee agreed to note the content of the report including the summary at Appendix A of member participation across the 2014/15 programme, and the proposed programme for 2015/16 outlined at Appendix B to the report.

## **ATTENDANCE MANAGEMENT: QUARTER 1 - 2015/16**

A report was submitted by the Executive Director of Corporate Services advising on attendance within Corporate Services and providing a summary of the quarter 1 absence statistics.

After discussion and having heard the Executive Director of Corporate Services in answer to Members' questions, the Committee agreed to note, with satisfaction, the content of the report and the attendance results for the year, namely a significant decrease of 487 FTE days lost (40%) compared to the same period last year.

## **ATTENDANCE MANAGEMENT POLICY REVISIONS**

A report was submitted by the Executive Director of Corporate Services providing and update on proposed revisions to the Attendance Management Policy following discussions with Trade Unions.

After discussion and having heard the Head of People and Transformation in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to approve the changes to the Attendance Management Policy, including incorporating the minor typographical adjustments to the Policy discussed at the meeting; and
- (2) otherwise to note the contents of the report.

Councillor Black, having failed to obtain a seconder for a proposed motion, asked that his dissent be recorded in respect of this item.

### **COUNCIL WORKFORCE PLAN**

A report was submitted by the Executive Director of Corporate Services providing an update in relation to the ongoing Workforce Planning Framework.

After discussion and having heard the Executive Director of Corporate Services and the Head of People and Transformation in further explanation and in answer to Members' questions, the Committee agreed to note the Council Workforce Plan 2015/16.

### **REVISED RESERVIST POLICY AND EMPLOYER RECOGNITION SCHEME AWARD**

A report was submitted by the Executive Director of Corporate Services providing an update on revisions made to the Reservists Policy as a result of legislative changes and to note the Employers Recognition Scheme Bronze Award achieved by the Council.

After discussion and having heard the Head of People and Transformation and the HR and Workforce Development Manager in further explanation and in answer to Members' questions, the Committee agreed to note the contents of the report and agreed the changes to the Reservists Policy.

### **VALEDICTORY – ANGELA TERRY**

As this would be the last meeting of the Corporate Services Committee that Angela Terry, Manager of Organisational Development & Change, would be attending as she was shortly due to leave the Council's service after 8 years to take up a new post at Police Scotland, the Convener, on behalf of the Committee, thanked Angela for her hard work and commitment over the years and wished her every success in the future.

The meeting closed at 3.20 p.m.