

WEST DUNBARTONSHIRE COUNCIL

At a meeting of West Dunbartonshire Council held within the Council Chambers, Council Offices, Garshake Road, Dumbarton on Wednesday, 20 December 2000 at 7.00 p.m.

Present: Provost Alistair Macdonald, Councillors James McElhill, Mary Campbell, Daniel McCafferty, John Syme, Andrew White, Anthony Devine, Mary Collins, Ian McDonald, Duncan McDonald, John McCutcheon, Linda McColl, Iain Robertson, Geoffrey Calvert, James McCallum, John Trainer, James Bolland, Craig McLaughlin, Ronald McColl, Margaret McGregor, James Flynn and Connie O'Sullivan.

Attending: Tim Huntingford, Chief Executive; Ian McMurdo, Director of Education and Cultural Services; Eric Walker, Director of Corporate Services; Crawford Howat, Head of Finance; Dan Henderson, Director of Economic, Planning and Environmental Services; Alexis Jay, Director of Social Work and Housing Services; Jeff Stobo, Manager of Strategy; David McMillan, Director of Commercial and Technical Services; Gerry McInerney, Head of Personnel Services and Stephen Brown, Head of Legal and Administrative Services.

Provost Alistair Macdonald in the Chair

COMPLIMENTS OF THE SEASON

Before commencing the formal business of the Council, Provost Macdonald extended the compliments of the season to all present and invited both members of the press and public and Elected Members and Officers to participate in some festive hospitality which would be available at the end of the meeting.

OPEN FORUM

It was noted that no questions had been submitted to the Chief Executive for consideration during this first Open Forum.

HOUSING AND COUNCIL TAX BENEFIT PAYMENTS

A report was submitted by the Chief Executive advising on the key points and recommendations made by Messrs PriceWaterhouseCoopers in their report entitled Housing and Council Tax Benefit Payments October 2000 in West Dunbartonshire, and providing details of progress made in implementing the Auditors' recommendations. A copy of the Auditors' report had also been circulated. The Provost advised that this report had been scheduled as the first item on the agenda because the external Auditors, Ms Lindsay Paterson and Mr Mark Thomson of Messrs PriceWaterhouseCoopers, were present to answer Members' questions.

Thereafter Ms Paterson and Mr Thomson from Messrs PriceWaterhouseCoopers were introduced to the meeting by the Chief Executive and the Auditors proceeded to answer various questions from Elected Members on the contents of their report.

The Chief Executive then made a statement on the matter and, together with other Officers, answered questions from Members.

Councillor White, seconded by Councillor Flynn then moved as follows: -

This Council agrees to accept recommendations 1 and 2 of the Chief Executive's report and with regards to point 3 agrees to a progress report being submitted to the next meeting of the Council that includes updates on points 3.5.6, 3.5.7 and 3.5.10.

In addition, the Head of Legal and Administrative Services is instructed to give consideration to a re-negotiation of the terms of the Contract with First Software to establish a proper division of responsibility for the training needs identified in 3.5.10.

Furthermore, Council agrees that the Officer/Members Working Group on Council Structures receives a report from the Chief Executive at their next meeting that gives consideration to the establishment of a cross-party Audit Committee. The PWC report should be referred to this Committee for further consideration.

As an Amendment, Councillor McColl, seconded by Councillor McLaughlin, moved the foregoing Motion but subject to same being changed to the effect that the report from Messrs PriceWaterhouseCoopers should not be noted but both the report together with the paper from the Chief Executive should be remitted to the Standards Committee for a full investigation into the contents of same.

On a vote by show of hands, eight members voted for the Amendment and twelve for the Motion, which was declared carried.

During consideration of the foregoing item, Councillors Collins and Syme left the meeting.

MINUTES OF LAST MEETING

The minutes of the last meeting of Council held on 25 October, 2000 were submitted and approved.

ADJOURNMENT

At this point in the meeting, the Council agreed to a short adjournment. The meeting was adjourned at 9.10 p.m. and reconvened at 9.30 p.m. with the same sederunt as at the beginning of the meeting under the exception of Councillors Collins and Syme.

MEMBER/OFFICER WORKING GROUP -EXECUTIVE/SCRUTINY SYSTEM

With reference to Minute of the Meeting of Council held on 25 October 2000, a report was submitted by the Chief Executive advising on the deliberations of the Member/Officer Working Group on proposed amendments to Standing Orders which were submitted to Council at its last meeting.

After discussion, each of the proposed amendments to Standing Orders was considered and the Council dealt with the recommendations of the Working Group as follows:-

1. 6g) agreed to add the following to the end of the paragraph.. **"or make a decision."**
2. 6b) agreed to revoke or amend a previous decision of the Council after a period of six months subject to Standing Order 18k).
3. 17b) agreed to amend the Standing Order to read **"until the deputation has withdrawn or retired to the public gallery."**
4. 25) Council endorsed the recommendation of the Working Group to make no change to this Standing Order.
5. 31d) Council endorsed the recommendation of the Working Group to make no change to this Standing Order.
6. 36) Council endorsed the recommendation of the Working Group to make no change to this Standing Order.
7. 37(3) It was agreed that the expenditure limits be changed to read **"all items of expenditure between £25,000 and £50,000 which are authorised under delegated powers"**.
8. 39) agreed to amend the Standing Order by adding, at the end of this line, **"without the prior written consent of Council"**
9. 41a) agreed to amend this Standing Order to read **"Estimated expenditure means the total expenditure incurred over the duration of the contract including all finance and other charges. Officers who are authorised to enter contracts between £25,000 and £50,000 will be required to put them out to tender if practicable, and will also comply with these Contracts Standing Orders in all other respects."**
10. 42c) agreed to add bullet IV) **"Or any Councillor in the presence and under the guidance of an officer from Legal and Administrative Services."**
11. **OrderPart II, Officers C(iii)**
agreed to amend the sub-paragraph as follows: -
"Should such powers be exercised in urgent circumstances, a report will be submitted to the next appropriate committee for noting. In addition, wherever reasonably practicable, the Convener of the Scrutiny Committee will be informed before the implementation of such power,

failing which, the Convener of the Scrutiny Committee will be advised of the exercise of such power as soon as reasonably possible thereafter."

DESIGNATED SMOKING AREAS/ROOMS

With reference to Minute of the Meeting of Council held on 25 October 2000, a report was submitted by the Chief Executive on the results of an assessment by departments on identifying properly ventilated smoking areas/rooms in Council buildings where there are identified smokers. A list of premises with identified smokers was included, detailing available options, if any, including necessary modifications.

Following discussion, the Council noted the terms of the report and agreed to reaffirm the decision which it took on the provision of smoking areas within Council buildings on 27 September 2000.

It was also noted that a smoking provision had already been made available in Rosebery Place, Clydebank and Council also resolved that, with immediate effect, Committee Room 4 on the fourth floor of the Council's Headquarters at Garshake Road should be re-designated a smoking room.

CHARGING FOR CHILDCARE IN EARLY EDUCATION

With reference to the Minute of Meeting of the Council held on 27 September 2000, a report was submitted by the Director of Education and Cultural Services recommending revised charges for the provision of childcare in Early Education Centres operated by West Dunbartonshire Council to be implemented, in certain circumstances, for the provision of childcare in West Dunbartonshire.

The Council noted that, following the meeting on 27 September, a Working Group had been formed to consider the circumstances in which the current flat-rate charge of £2.50 per hour should be amended.

The Council approved the recommendations of the Working Group as follows:-

- (a) that the charging policy should be transparently fair and should continue to provide access to affordable childcare for working parents and that, furthermore, the system should be as simple as possible;
- (b) that the Government's Working Families Tax Credit system is the process by which parents are means tested for assistance and that the Council should not become involved in any further means testing; and
- (c) that there should be a reduction in charges in the following circumstances:-
 - (i) parents accessing 20 hours or more of childcare for any one child (in addition to any pre-school or ante-pre-school eligibility) should be entitled to a 5% reduction;

- (ii) parents accessing 40 hours or more of childcare for any one child (in addition to any pre-school or ante-pre-school eligibility) should be entitled to a 10% reduction; and
 - (iii) if more than one child from the same family is accessing childcare, the second child will be charged at 50% of the agreed rate. If there are three or more children, the third child and any subsequent children should be charged at 25% the agreed rate.
- (d) that the amended charges should apply with effect from 1 January 2001;
 - (e) that the amended charges should also apply in West Dunbartonshire Council Out of School Care initiatives from 1 April 2001 and that all parents be advised of the introduction of these charges at the earliest possible opportunity; and
 - (f) that an information leaflet for parents be prepared and widely distributed to all interested parents and other relevant agencies.

2001/2002 –2003/2004 LOCAL GOVERNMENT FINANCE SETTLEMENT

A report by the Director of Corporate Services was submitted advising of the latest information issued by the Scottish Executive (per Finance Circular 13/2000 dated 7 December, 2000) and of the potential 2001-2002 Revenue Estimates Situation arising therefrom.

After discussion, and having heard the Director of Corporate Services in explanation of his report, the Council noted that budget savings/cuts would require to be identified if the Council tax increase is to be kept to no more than 5% and thus avoid CTB subsidy limitation.

It was further noted that the first draft Revenue Estimates book will be available in January and further information will be provided to Members at that time in order that the process can be taken forward towards the agreed budget day on 15 February 2000.

ABSTRACT OF ACCOUNTS – 1999/2000

A report by the Director of Corporate Services was submitted advising that the Abstract of Accounts 1999/2000 had been prepared by the statutory deadline of 30 June 2000 and that the Accounts had now been signed off as audited by PriceWaterhouseCoopers with a clean audit opinion. A copy of the Accounts was appended to the report.

The Council noted that there was an accumulated surplus of £4.852m as at 31 March 2000 but that £3.947m had been utilised in the 2000/2001 Revenue Estimates.

Having heard the Director and Head of Finance in answer to Members' questions, Council noted the Abstract of Accounts for the Year to 31 March 2000.

PRICEWATERHOUSECOOPERS FINAL REPORT TO MEMBERS 1999/2000

In conjunction with the previous item, a report was submitted by the Director of Corporate Services enclosing PriceWaterhouseCoopers "Final Report to Members 1999/2000".

After discussion, and having heard the Director, Councillor Devine, seconded by Councillor White, moved that the report be referred to the Audit Committee, the establishment of which was referred to earlier in the Council meeting.

As an Amendment, Councillor McColl, seconded by Councillor McLaughlin, moved that the report be referred to the Executive and that the Executive should report back to the Council with recommendations as to how the various matters raised in the report should be dealt with.

On a vote by show of hands, seven members voted for the Amendment and eleven voted for the Motion which was declared carried.

During consideration of the foregoing item of business, Councillor Campbell left the meeting.

PROTOCOL FOR MEMBER/OFFICER RELATIONS

A report was submitted by the Chief Executive making proposals for a Protocol for Member/Officer relations for West Dunbartonshire Council.

After discussion, the Council agreed that the draft protocol, as contained in Appendix 1 to this Minute, be adopted for an initial period and that it be reviewed as part of the general review of the Executive/Scrutiny system of decision making.

DEVELOPING A STANDARDS COMMITTEE FOR WEST DUNBARTONSHIRE COUNCIL

A report was submitted by the Chief Executive outlining the current position regarding the establishment of Standards Committees in Scottish local authorities and raising issues concerning the establishment of an interim committee in West Dunbartonshire.

The Council noted that the Scottish Executive had proposed to introduce a national code of conduct and Standards Commission by July 2001.

It was agreed that the Council now approves the establishment of a Standards Committee and that a further report on all outstanding issues be referred to the Member/Officer Working Group, on the Executive Scrutiny System, with a further report being brought back to Council in due course.

ADDITIONAL FUNDS FOR SCHOOLS - BUDGET ALLOCATION

A report was submitted by the Director of Education and Cultural Services advising that the Government had allocated additional funding to schools totalling £319,980 for this Council.

The Council noted the contents of the report and its Appendices outlining the background to and arrangements for the distribution and payment of the additional funding for schools and agreed to grant discretion to the Director to allocate these additional funds in the most

appropriate manner in order that local needs can be most effectively addressed. It was further agreed that the Director should take appropriate steps to apprise Elected Members of the details of decisions taken by him in allocating the additional funds.

RESIGNATION FROM SCRUTINY COMMITTEE – COUNCILLOR MARY COLLINS

The resignation of Councillor Mary Collins from the Scrutiny Committee was intimated.

Councillor White moved, seconded by Councillor Devine, that Councillor Collins' resignation be noted meantime and that her place on the Scrutiny Committee should be filled at a later date. As an Amendment, Councillor McColl, seconded by Councillor McLaughlin, moved that the resulting vacancy on the Scrutiny Committee be filled by Councillor Bollan.

Following debate, eighteen members voted for the Amendment and no members voted for the Motion. The amendment was duly carried.

Councillor Bollan recorded his dissent.

APPOINTMENTS TO OUTSIDE BODIES

A report was submitted by the Director of Corporate Services together with a list of appointments to outside bodies for the Council to review in accordance with the changed responsibilities of members under the Executive/Scrutiny Committee.

The Council agreed to a number of changes to the list of appointments, with the amended membership being as shown in Appendix II to this minute.

LOCAL GOVERNMENT EMPLOYEES' 2000 PAY AWARD

A report was submitted by the Director of Corporate Services providing an update on the progress of negotiations on the 2000 pay award for local government employees.

The Council noted that the employers' side of the Scottish Joint Council had offered a two year deal worth 6.11%, which had been accepted by T&GWU and GMB, but had been rejected by UNISON.

It was further noted that COSLA had advised that Councils could process the award on an interim basis with the latest deal proposed by the employers' side being paid to employees. This payment would be without prejudice to ongoing discussions, with the undertaking that any final agreement would be processed as soon as possible thereafter.

The Director advised that almost all Councils in Scotland had followed this course of action and that within West Dunbartonshire Council, interim payments were made with the December pay.

The Council noted the position.

NOTICES OF MOTION

- (a) The following motion was received from the Special Meeting of the Scrutiny Committee held on 6 December:-

"This Committee recommends that the Chief Executive proceeds to implement the pay rise with regards to TGWU and GMB Unions who have already agreed terms, and offers to implement the pay rise with regards to UNISON members on the clear understanding that acceptance of this pay offer is as a down payment against any final negotiated settlement."

Councillor McColl, seconded by Councillor Robertson, moved the foregoing Motion.

Thereafter, by way of amendment, Councillor White, seconded by Councillor Devine, moved that no further action need be taken in relation to the pay award, given that same had already been implemented within West Dunbartonshire Council.

By way of further amendment, Councillor McLaughlin, seconded by Councillor Bollan, moved that the Director of Corporate Services be instructed to make payment to those employees who are presently absent from their employment due to industrial action of all arrears of pay which will have accumulated up until the date of the industrial action.

At this stage in the proceedings, Councillors McCafferty and Trainer declared a non-pecuniary interest.

Following extensive discussion, on a show of hands, eight members voted for the second amendment and nine members voted for the first amendment and thereafter on a further show of hands, nine members voted for the first amendment and eight members voted for the Motion and the first amendment was accordingly carried.

ADJOURNMENT

At this stage in the proceedings, it was agreed that the meeting should be adjourned to a time, date and place to be fixed by the Provost.

The meeting duly adjourned at 11.35 p.m.

**West Dunbartonshire Council
Draft Protocol for Officer/Member Relations**

This protocol is intended as a positive tool to aid relations between officers and members.

The key guiding principles are that officers and members should:

- work together effectively;
- act within the law and the Standing Orders of the Council;
- behave with mutual courtesy;
- communicate effectively with one another;
- adopt a constructive approach to resolving differences and difficulties.

The protocol also sets out to clarify areas where new working arrangements are in place and gives guidance on what to do when problems occur.

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Draft Protocol for Officer/Member Relations

1. INTRODUCTION

- 1.1 This protocol sets out the way in which members and officers of the Council should behave towards one another. It defines the roles and responsibilities of members and officers. It cannot cover every eventuality, but sets a framework for dealing with issues as they arise.
- 1.2 The protocol should be used in conjunction with other existing guidance contained in the National Code of Local Government Conduct, Pecuniary Interests of Members of Local Authorities, the West Dunbartonshire Council Code of Conduct for Chief Officers and the Council's Standing Orders.
- 1.3 The protocol will be regularly reviewed in the light of new legislation and codes of conduct. The Ethical Standards in Public Life etc. (Scotland) Act 2000 will provide a new code of conduct for councillors. Similarly, the development of Freedom of Information legislation will have an effect on the rights of elected members.

2. WHO IS AFFECTED?

The most frequent contacts are between members and senior officers at Chief Executive, Director or Head of Service level, and this protocol is largely about those contacts. There are also many contacts between members and other officers in their daily business, and the principles of this protocol also apply to them. The particular position of officers who provide support services for members is dealt with separately at paragraph 11.

3. THE ROLE OF MEMBERS

- 3.1 Within a Council, members have a number of different roles:
 - some are conveners;
 - most belong to political groups;
 - each has a local ward to represent;
 - each may represent the Council in partnership arrangements and on outside organisations.
- 3.2 Collectively, elected members also:
 - provide strategic leadership;
 - determine policy aims and objectives;
 - take executive decisions not delegated to officers and
 - review performance.
- 3.3 ***The Council***
The main functions of Council are to:
 - debate and agree policy proposals;
 - debate and agree budgets;

- appoint Executive members;
- appoint the Scrutiny Committee;
- appoint the regulatory and other such committees;
- make appointments to outside bodies;
- consider reports from the Executive and Scrutiny Committee;
- provide a forum for debating key issues.

A full remit for the Council is included in the Standing Orders, Scheme of Administration.

3.4 The Executive

The general aims of the Executive are to:

- accelerate the decision making process on delegated matters;
- focus on strategic issues, expenditure priorities and policy led budgeting;
- identify the decision-makers to the public.

The Executive should at all times make fair and impartial decisions in the interests of the people of West Dunbartonshire.

The full remit of the Executive is laid out in the appendix to Standing Orders "Remit and Conduct of Committees and Scheme of Delegation".

3.5 The Scrutiny Process

The general role of the scrutiny process is to:

- question and review decisions of the Executive;
- improve the *quality* of the decisions, rather than simply accepting or rejecting them;
- scrutinise the actions of the Executive on behalf of the people of West Dunbartonshire, and enhance service delivery;
- have the main responsibility for monitoring the performance of Council departments, including performance on Best Value.

The full remit of the Scrutiny Committee is laid out in the appendix to Standing Orders "Remit and Conduct of Committees and Scheme of Delegation".

3.6 The Community Initiatives Committee (CIC)

The CIC will have an increased role in feeding into the Council's decision-making processes. It will contribute to policy development and review through the policy development forums and will make recommendations to the Scrutiny Committee, the Executive or Council about issues which it wishes scrutinised.

The full remit of the CIC is laid out in the appendix to Standing Orders "Remit and Conduct of Committees and Scheme of Delegation".

4. THE ROLE OF OFFICERS

- 4.1 Various documents concerned with modernising local government decision making define the role of officers as follows:

- The Chief Executive and Directors are responsible for assisting the Executive in the development of Council policies;
- The Chief Executive and Directors have a wider responsibility to the Council in the effective discharge of its responsibilities;
- The Chief Executive and Directors have responsibility for ensuring policy implementation;
- Officers will be required to support the scrutiny process by preparing reports and appearing as witnesses;
- The Chief Executive should provide advice and management and publish decisions;
- The Directors and Service Heads take managerial accountability for their service areas and act as the first point of contact for that service;
- Some officers have personal statutory powers and duties, for example the officers designated as Head of Paid Service (Chief Executive), the Monitoring Officer (Director of Education) and the Section 95 Officer (Director of Corporate Services).

4.2 The following duties will apply to the position of Chief Executive:

- The Chief Executive is the statutory Head of the Paid Service and as such will be “responsible for managing and securing the professional body of staff needed to deliver modern, well-focussed services effectively.” (DETR, June 2000);
- The Chief Executive, as the most senior manager, is the main point of contact for members when difficulties arise; however members should raise any problem with the appropriate Director or Head of Service in the first instance;
- The Chief Executive will, on occasion, be the representative of the Council's officers on partnership and external bodies;
- The Chief Executive, as the Head of Paid Service, will work closely with the Executive in ensuring policy implementation but will continue to be politically neutral and will work with all party groups.

4.3 The organisational role of officers has two important dimensions. Some officers have professional skills relevant to a particular organisational task. Others have primarily a managerial responsibility. Many have elements of both in their jobs.

4.4 Officers should also know that they must:

- pursue every known lawful policy of the Council;
- implement the decisions of Council, committees and sub-committees;
- inform members immediately of any decision that cannot be fully implemented;
- behave in a professional manner;
- serve all members, not just those of the administration group;
- deal with member enquiries efficiently and expeditiously;
- strive continually to comply with the Council's performance management and scrutiny processes; and
- support councillors in their role as elected members.

4.5 Council officers have an obligation to follow Council policies and to implement the decisions of the Council and its committees even if they have professional misgivings about proposed decisions. The role of officers in that situation is to advise elected members and to voice concerns in giving that advice. An officer will normally have a duty not to implement a Council decision if it is manifestly illegal. In such

circumstances, the officer should seek the advice of the Head of Legal and Administrative Services and the Chief Executive.

- 4.6 Officers' delegated powers are outlined in part 11 of the appendix to Standing Orders "Remit and Conduct of Committees and Scheme of Delegation".

5. PERSONAL CONDUCT

- 5.1 Courtesy - in line with the National Code's reference to 'mutual respect' - it is important that members and officers should behave courteously to one another at all times.

- 5.2 Disagreements should be acknowledged and worked out in private rather than in public view.

- 5.3 Close personal relationships between individual councillors and officers can damage good working relationships and should be avoided.

- 5.4 Constructive criticism - members have the right to make reasonable and constructive criticism of the work of officers. Members should remember that officers cannot respond to personal criticisms of themselves or other officers in the same way that politicians can and should make their comments accordingly.

- 5.5 Lines of accountability - members must not apply pressure to an officer to act against the instructions of management and should not apply undue pressure to an officer.

- 5.6 Decisions delegated to officers - members should not put pressure on an officer on matters which have been delegated for officer decision. Officers should be left to make decisions that are:

- objective and can be accounted for; and
- fair and consistent in their application.

See point 4.6.

- 5.7 **Undue influence - members should not bring undue influence to bear on an officer to take any action which is contrary to law or against the Council's approved procedures. This could include action which is:**

- a breach of personnel procedures;
- in conflict with standing orders and/or financial regulations;
- in conflict with planning procedures and policies;
- in conflict with Codes of Conduct.

- 5.8 Declaring relationships with constituents - members must declare any close personal relationships with constituents when dealing with council officers. Members should represent the interests of all their constituents on an equal basis. They should not seek special treatment for any individual, nor should any individual be disadvantaged as a result of a personal relationship with an elected member.

- 5.9 The Ethical Standards in Public Life etc (Scotland) Act 2000 will provide a more detailed code of conduct for councillors including financial matters.

6. ACCESS TO INFORMATION AND DOCUMENTS

- 6.1 Members are free to request council departments to provide them with information, explanation and advice about that department's functions, which they may reasonably need in order to help them carry out their roles as members of the Council. Councillors should normally approach the Director or a Head of Service. This can be for general information about aspects of the department's activities or specific information on behalf of a constituent.
- 6.2 Members have certain statutory and common law rights to request and inspect Council documents. The common law rights are wider and more significant than those given by the Access to Information legislation. For instance, papers which contain "exempt information" relating to the categories specified in the Access to Information legislation may fall within the rights of inspection given to councillors by common law.
- 6.3 Members have a statutory right to inspect any Council document which contains material relating to any business which is to be transacted at a Council, committee or sub-committee meeting. This right applies whether or not the member is an appointed member of the Executive, Scrutiny Committee or panel, or other committee concerned and extends not only to reports which are to be submitted to the meeting but also to any relevant background papers. This right does not however apply to documents relating to certain items, for example, those which contain exempt information relating to employees, occupiers of Council property, applicants for grants and other services, the care of children, contract and industrial relations negotiations, advice from Counsel and criminal investigations.
- 6.4 The common law right is based on the principle that any member has a right to inspect Council documents if access is reasonably necessary to enable the member to perform his/her duties as a member of the Council - commonly referred to as the "need to know" principle.
- 6.5 The exercise of this common law right depends upon the member's ability to demonstrate that he/she has the necessary "need to know". If members cannot have access to information, officers should explain why. The crucial question is the determination of the "need to know". This question must initially be determined by the Director who holds the document in question. In the event of a dispute, the question should be referred to the Chief Executive (taking advice if necessary from the Head of Legal & Administrative Services).
- 6.6 A "need to know", and therefore a right to inspect, will not exist in relation to:
- a document which forms part of the internal workings of another party group;
 - the working draft of an officer's report before it has been authorised for circulation to the Executive, the Scrutiny Committee or other committee;
 - information covered by the provisions of the Data Protection Act, The Access to Information Act and the Access to Personal Files legislation. See paragraph 6.2.
- 6.7 In some areas there are specific statutory codes which deal with the treatment of confidential information. This is especially true of Education and Social Work records. At all times, both members and officers must recognise the need to operate within the overall legislative framework surrounding information, e.g. Data Protection.

- 6.8 Members should not put pressure on officers to provide them with documents to which they have no statutory or common law right or to withhold from other councillors documents to which they have a statutory or common law right of access. The advice of the Head of Legal and Administrative Services should be sought promptly if there is doubt about whether access should be given.
- 6.9 Both members and officers have access to information which has not yet been made public and is still confidential. It is a betrayal of trust to breach such confidences. Confidential information must never be disclosed or used for personal advantage or to the disadvantage or the discredit of the Council or anyone else.

7. ACCESS TO ADVICE

- 7.1 Officers provide professional and managerial advice to councillors in a number of settings:
- to the Council, Committees and sub-committees in written reports;
 - to the political leadership
 - to the party groups;
 - to individual councillors with political roles (portfolio holders, committee conveners, opposition spokespersons);
 - to individual councillors as local members.

7.2 Officers should give elected members the best advice and information possible.

7.3 Executive Members and Officers

7.3.1 The establishment of the Executive seeks to set the leadership of the Council on a formal, open and accountable footing, both collectively and individually.

7.3.2 In the context of the budget and policy framework approved by the Council, the Executive is in charge and will expect to take the lead in developing policies and priorities. It will expect from officers:

- balanced, objective advice;
- full information;
- truthful reporting.

7.3.3. A close working relationship is needed between each individual member of the Executive and the Director and/or other senior officers of the department for which that member has a special responsibility. Good communications must be maintained between officers and members, and a bond of trust must be established. However, relationships should never become so close, or appear so close, as to bring into question the officer's ability to deal impartially with other members and party groups.

7.3.4. In the spirit of informed and co-operative working, and without prejudice to professional integrity, officers may involve members in the preparation of complex reports. However, the Director will always be fully responsible for the contents of any report submitted in his/her name. An Executive member has the right to submit a recommendation to the Executive which disagrees with the advice and recommendation of an officer. The member must state his or her reasons.

7.4 Party Groups and Officers

- 7.4.1 Officers may properly be called upon to support and contribute to deliberations by party groups on matters of Council business under consideration. This support can be provided in many forms, ranging from a briefing meeting with a spokesperson, to a presentation to a full party group meeting. Whilst in practice such support is likely to be in most demand from the group which is in control of the Council, support is available to all party groups. In the new political management arrangements, it may be in particular demand from the opposition group in connection with the call-in procedure.
- 7.4.2 Officer support in these circumstances must not extend beyond providing information and advice in relation to matters of Council business. Officers must not be involved in advising on matters of party business. Officers should be asked to leave meetings when party groups start to discuss and reach conclusions on the information and advice provided. (This may not be appropriate in the case of Research and Information Advisers in the Members' Services Section, but such officers should act in accordance with paragraph 11.2.)
- 7.4.3 Officers must respect the confidentiality of any party group discussions at which they are present.
- 7.4.4 Special care needs to be exercised if officers are involved in providing information and advice to a party group meeting which includes *persons who are not members* of the Council. Such persons will not be bound by the National Code of Local Government Conduct (in particular, the provisions concerning the declaration of interests and confidentiality). For this and other reasons, officers may not be able to provide the same level of information and advice as they would to a meeting where those in attendance are bound by the provisions of the Code.
- 7.4.5 Officers must respect the confidentiality of any discussions at which they are present with members. If officers receive information which, although confidential, they have a duty to disclose elsewhere, they must indicate that this is the case.
- 7.4.6 Officers must never allow their own personal or political opinions to interfere with their work. Officers should not take part and members should not ask officers to take part in any activity which could be seen as influencing support for a party. (This may not be appropriate in the case of Research and Information Advisers in the Members' Services Section.) Members should raise with the Chief Executive any concerns about the political neutrality of an officer.
- 7.4.7 Senior officers, and other officers providing advice and support services to elected members, are subject to legal rules limiting their political activities outside work.
- 7.5 *Scrutiny Committee/Panels and Officers***
- 7.5.1 The Scrutiny Committee/Panels represent a new experience for the Council. Both members and officers will have to learn new responsibilities. While questions to the convener and officers have always been part of the traditional committee process, prior to reaching a decision on items of business, the convener was in control and normally supportive of the officer. In the Scrutiny Committee/Panels, it is the committee members and its convener who are in control. They need to take a proactive role to make the scrutiny process relevant.

- 7.5.2 The Scrutiny Committee/Panels will normally take advice from within the Council. Occasionally external advice may be sought, although such a course of action should be approached with care as it may appear to challenge or undermine an officer's professional position. Further, given the crosscutting nature of the Scrutiny Committee/Panels, a Director's professional advice from his/her perspective could be in conflict with that of another head of Department, viewing the issue from an alternative perspective. There is nothing inherently wrong with this situation, but it may be necessary to establish a specific protocol to cover such a situation. In such circumstances the Chief Executive, as the Head of Paid Service, may have to intervene.
- 7.5.3 Scrutiny is an essential element in the checks and balances on power within the Council, whereby the Executive is held to account, but it should not be a negative, confrontational process.
- 7.5.4 The role of the Scrutiny Committee convener in promoting this approach is crucial. In particular, the convener must ensure that questions addressed to the Executive member and the officer required to attend in relation to any one item are appropriate to their respective roles.
- 7.5.5 The observance of the various principles underlying other aspects of relations between members and officers, covered by this protocol, should help defuse tension. These principles include:
- mutually courteous behaviour;
 - respect by members for officers' professional and managerial responsibilities and expertise;
 - respect by officers for members' political and representational responsibilities and expertise;
 - open access to information, documentation and impartial advice.

8. THE COUNCIL AS EMPLOYER

- 8.1 Officers are employed by the Council and both they and the Council are governed by contracts of employment and the Council's personnel policies and procedures. The Council has a duty of care towards all of its employees and it is important that this protocol reflects this.
- 8.2 In making employment decisions, the key principles for elected members to follow are:
- Members should not gain financially or personally, nor should their families or friends;
 - members have a duty to declare any private interest, and to protect the public interest;
 - members should have no involvement in employment or recruitment cases in which they have a personal interest of this kind;
 - in making public appointments or recommending people for rewards or benefits, members must make choices on merit, using objective criteria;
 - members should be open about, and are accountable for, the decisions they make in the role of employer. However, some employment matters should be dealt with in confidence.

- 8.3 Members are collectively responsible when acting as employer and are bound by the complete framework of national and European employment law. However, it must be noted that an individual who commits an act of discrimination on the basis of race, gender or disability can be personally liable. The Council is an equal opportunity employer and members should be guided by this principle in all their relationships with staff.
- 8.4 In addition, under the Code of Conduct:
- Members must not solicit a job with the Council for any person (but, in appropriate cases, may give them a written testimonial);
 - Canvassing support for a candidate for a job with the Council disqualifies the candidate from that job.
- 8.5 Members will be involved in individual staffing matters if they are a member of a committee set up for that purpose. Panels of members are normally established for Chief Officer appointments, and for certain disciplinary and grievance processes relating to the Chief Executive and Chief Officers. There are Appeals committees which hear appeals lodged by individual members of staff against grievances (including job gradings) and certain disciplinary decisions. Matters of principle relating to individual grievances can reach the SJNC, (for craft employees), in which members also play a part.
- 8.6 In other circumstances, however, members must not become involved in the management of the Council and all other disciplinary, capability or grievance processes are officer-only affairs. They must not engage in activities which might undermine the management lines of responsibility or adherence to Council personnel procedure, or try to influence the recruitment process.
- 8.7. Members will frequently come into contact with representatives of the Joint Consultative Forum (JCF). The remit of this group is:
- To provide a channel for consultation between the Council and the unions;
 - To discuss significant changes to the Council affecting the welfare or conditions of employment of its employees; and
 - To consider any employment matter referred to them by the staff side or the Council.
- This group does not have a remit to become involved in matters affecting an individual employee's terms, conditions and pay and members must observe this remit in their contacts with Trades Union officials.
- 8.8 Officers must not raise directly with members any personal matter to do with their jobs, or relating to any potential appointment.

9. MONITORING THE PERFORMANCE OF OFFICERS

- 9.1 Members should set the parameters for Council work and then allow officers the freedom to run matters as efficiently as possible, whilst guaranteeing that strong scrutiny and performance management systems are in place.
- 9.2 Members have a right to criticise reports or the actions taken by officers, but they should always:

- Avoid personal attacks on officers;
 - ensure that criticism is constructive and well founded;
 - avoid undermining respect for officers at committee meetings, in any public forum or through the media and
 - use the agreed grievance procedures (when resolution cannot be achieved through normal lines of communication).
- 9.3 The Executive and Scrutiny Committee/Panels can only call officers to account in relation to areas of responsibility that are within their delegated authority.
- 9.4 The Chief Executive, as the statutorily appointed Head of Paid Service, is the first point of contact for members regarding organisational and staffing matters. Directors and Heads of Service must continue to be the recognised first contact in their respective service areas.
- 9.5 Complaints about officers or Council services should be made to the Director or to the Chief Executive as appropriate. Members have a duty to raise any issues that they have reason to think might involve fraud or corruption of any sort. These issues must, however, be raised through the proper channels.
- 9.6 The Monitoring Officer is specifically responsible for reporting any proposal, decision or omission by the Council or its officers which causes or is likely to cause:
- A contravention of the law or any code of practice;
 - Mal-administration or injustice which could be investigated by the Commissioner for Local Government Administration in Scotland.
- 9.7 The role of Monitoring Officer will be further enhanced with the introduction of the new ethical framework for local government.

10. SUPPORT TO OFFICERS

Just as Section 9 of this protocol provides members with a mechanism for criticising the actions or decisions of officers; officers too must have some protection where they feel that members' expectations are unreasonably demanding or in conflict with managerial instruction or Council policy or procedure. The Council's existing grievance procedure will have to be reviewed to make provision for such circumstances.

11. SUPPORT SERVICES TO MEMBERS AND PARTY GROUPS

- 11.1 The Council can only lawfully provide support services to members to assist them in discharging their role as members of the Council - secretarial and typing support, stationery, printing, photocopying, transport and such like. Support services must be used only for Council business. They must never be used in connection with party political or campaigning activity or for private purposes. Members should never ask staff to provide improper support.
- 11.2 The protocols governing the duties of members' support services staff are summarised below:

- They are Council employees and subject to Council contracts of employment, standing order and staff instructions. As such they cannot be required to breach Council procedure, the terms of their contract of employment or the legal restrictions on them.
- They are responsible to officers for the conduct of their duties.
- They cannot represent or stand in for members at events or decision-making bodies, although they can attend as non-speaking observers.
- They must respect confidentiality regarding the party, group and individual members.
- They will not be required to divulge confidential information regarding the group, its dealings or its members.
- In their contacts (internal and external), the jobholders must be careful not to misrepresent the intentions of the group, and must clarify whether they are representing the whole group or individual members.
- The existence of members' services support staff should not detract from normal member/officer relationships.

12. MEETINGS

- 12.1 Both members and officers should take proper account of the pressures each is under when arranging meetings, particularly at short notice.
- 12.2 Officers should respond to requests for meetings with members with priority but where these are requested at short notice, members should accept that officers may have pre-arranged commitments.

13. CORRESPONDENCE

Correspondence between an individual member and an officer should not normally be copied by an officer to any other member. Where it is necessary to copy the correspondence to another member, this should be made clear to the original member at the time. The Code of Conduct for Chief Officers states that responses to councillors should be made within seven days except in cases of particular complexity when an interim response should be issued explaining the reason for the delay.

14. MEDIA RELATIONS

- 14.1 The Chief Executive or the Director of Corporate Services in consultation with the Senior Press Officer will issue press releases and similar information on behalf of the Council, deal with media enquiries and implement the Council's Public Relations policies.
- 14.2 Individual Directors may issue press releases and deal with media enquiries in relation to their own service in consultation with the Senior Press Officer.
- 14.3 Where a response is required to circumstances which are corporate or 'council wide', the Chief Executive and/or Director of Corporate Services, in consultation with the

Council's Senior Press Officer, will express the views of the authority within the corporate policies agreed by the Council.

- 14.4 Officers should take care to avoid press releases of a party political nature. Officers should avoid political debate through the press.

15. REVIEW OF THE PROTOCOL

This protocol will be kept under review and may be amended by the Council from time to time. It will be up-dated to take into account any future relevant legislation. Any amendments will be communicated to employees and members.

MEMBERSHIP OF OUTSIDE BODIES

Organisation	Present Nominee	Comments	Notes
Action Against Vandalism Committee	Councillor Mary Campbell Councillor John Trainer Councillor Duncan McDonald Councillor James McElhill (or sub)		
Age Concern Scotland	Councillor Mary Campbell	Nomination made through COSLA as Partner Organisation	
Argyll, The Isles, Loch Lomond, Trossachs and Stirling Tourist Board	Provost Alistair Macdonald		
Argyll and Clyde Health Board	Depute Leader of Council		
Argyll and Clyde Health Board Joint Member Group	Councillor James Flynn Councillor John Trainer	Plus 2 chief officers	
Authorities Buying Consortium (ABC) Joint Committee	Councillor Duncan McDonald		
Balloch (Loch Lomond) Highland Games Committee	Provost Alistair Macdonald		
Barlinnie Prison Visiting Committee	Councillor John Trainer	Plus 1 lay member - Miss Patricia Rice	
Children 1st	Councillor Mary Collins	Nomination made through COSLA as Partner Organisation	
Children in Scotland	Councillor John Trainer	Nomination made through COSLA as Partner Organisation	
Children's Scotland Act 1995 - Voluntary Sector Implementation Forum		Associate Membership £30	
Clean Air Society	Councillor Mary Campbell		
Clyde Estuary Forum	Councillor Mary Campbell Councillor John Trainer		

MEMBERSHIP OF OUTSIDE BODIES

Organisation	Present Nominee	Comments	Notes
Clydebank CCTV Trust	Councillor Andrew White	As Convener of P & R	
Clydebank Citizens Advice Bureau Management Committee	Councillor Anthony Devine		
Clydebank College - Board of Management	Councillor Daniel McCafferty		
Clydebank Housing Association Committee of Management	Councillor Andrew White	Both co-opted members	
Clydebank Partnership Steering Committee		No action taken to appoint representatives WDC 25/8/99	
Clydebank Unemployment Resource Centre Management Committee	Councillor John Syme Councillor John Trainer Councillor Mary Campbell Councillor John McCutcheon	Substitutes not allowed	
COSLA Convention	Councillor Andrew White Councillor Anthony Devine Councillor Ronnie McColl	As Leader As Convener of Finance As Leader of Opposition	
COSLA Development Services Forum	Councillor Connie O'Sullivan (or sub)		
COSLA Education and Cultural Services Forum	Councillor Daniel McCafferty (or sub)		
COSLA Elected Members' Network Preparations for EMU	Councillor Anthony Devine		
COSLA Equal Opportunities Members Network Forum	Councillor Connie O'Sullivan	Nomination	
COSLA European Members Network	Councillor Andrew White (or sub)		
COSLA Forum on Drugs	Councillor Margaret McGregor Councillor John Trainer	Appointed by Council 25/10/00	

MEMBERSHIP OF OUTSIDE BODIES

Organisation	Present Nominee	Comments	Notes
COSLA Modernising Government Working Group			
COSLA Planning Members Network	Councillor Connie O'Sullivan (or sub)		
COSLA Protective Services Forum	Councillor Mary Campbell		
COSLA Scottish Council for Local Government Employees	Councillor Anthony Devine		
COSLA SJNC for Teaching Staff in School Education	Councillor Daniel McCafferty		
COSLA Social Affairs Forum	Councillor John Trainer		
COSLA Strategy Forum	Councillor Andrew White		
COSLA Transport Members Network	Councillor Linda McColl (or sub)		
COSLA (1) Scottish War Memorial Board of Trustees (2) SCVO Policy Committee (3) Central Fire Training Board	No nominees	WDC on 29/9/99 decided to make no nominations	
Cube Housing Association - Dumbarton Area Housing Committee	Councillor Margaret McGregor		
Cube Housing Association Ltd	Councillor Margaret McGregor (sub)		
Dalmuir Park Housing Association	Councillor Mary Collins	Also a co-opted member on Management Committee. Considered by WDC 25/8/99 - no nomination	
Dumbarton and District Citizens Advice Management Committee	Councillor James McCallum		

MEMBERSHIP OF OUTSIDE BODIES

Organisation	Present Nominee	Comments	Notes
Dumbarton Senior Citizens Committee	Councillor John Trainer Councillor James McCallum Councillor Geoffrey Calvert Councillor Iain Robertson Councillor Linda McColl		
Dunbartonshire and Argyll and Bute Valuation Joint Board	Councillor Andrew White Councillor Mary Campbell Councillor James McCallum Councillor Craig McLaughlin Councillor Iain Robertson	Subs: Councillors O'Sullivan, Devine, Trainer, R. McColl, McGregor	
Dunbartonshire and Argyll International	Provost Alistair Macdonald		
Dunbartonshire Careers Co., Ltd.,	Councillor Daniel McCafferty Councillor Mary Collins		
Dunbartonshire Educational Trust - Governors	Provost Alistair Macdonald Councillor Geoffrey Calvert Councillor James McCallum		
Dunbritton Housing Association - Management Committee	Councillor James McCallum	Annual Sub £1 (corporate membership)	
Forth and Clyde Canal Joint Advisory Committee	Councillor Anthony Devine Councillor Connie O'Sullivan		
Glasgow Airport Consultative Committee	Provost Alistair Macdonald		
Glasgow and Clyde Valley Structure Plan Joint Committee	Councillor Andrew White Councillor Connie O'Sullivan		
Glasgow Humane Society	Councillor John Trainer		

MEMBERSHIP OF OUTSIDE BODIES

Organisation	Present Nominee	Comments	Notes
Greater Glasgow Joint Planning Forum	Councillor John Trainer		
Health Board for Scotland - Task Group	Councillor James McCallum	Nomination made through COSLA as Partner Organisation	
Health Education Board for Scotland - Task Group	Councillor James McCallum	Nomination made through COSLA as Partner Organisation	
Health Improvement Plans - the Green Paper Task Group	Councillor John Trainer		
Highland Territorial Auxiliary and Volunteer Reserve Association (Sth)	Councillor Geoffrey Calvert	Originally agreed by P&R Committee 8/5/96	
Inter-Authority Standing Group on Gaelic	Provost Alistair Macdonald (or sub)		
Kilpatrick's Project Joint Committee	Councillor Mary Collins Councillor John Syme		
Knowes Housing Association (Management Committee)	Councillor Mary Collins Councillor Ian McDonald	Knowes H.A. agreed 1 extra rep as requested by WDC for SNP Group on 19/5/99	
Law Centre, Dumbarton - Management Committee	Councillor James McCallum Councillor Geoffrey Calvert Councillor Craig McLaughlin		
Levenvalley Enterprise Centre	Councillor James McCallum Councillor Connie O'Sullivan Provost Alistair Macdonald Councillor Ronnie McColl (or sub)	Nominated as Directors of Board	

MEMBERSHIP OF OUTSIDE BODIES

Organisation	Present Nominee	Comments	Notes
Levenvalley Initiative Steering Group	Councillor Connie O’Sullivan Provost Alistair Macdonald Councillor James McCallum Councillor Ronald McColl		
Levenvalley Workspace Ltd., Board	Councillor Connie O’Sullivan Councillor James McCallum Provost Alistair Macdonald Councillor Ronnie McColl (or sub)	Membership changed WDC 26/8/98	
Local Authority Associations - Social Services Training and Staff – Development Working Group	Councillor James McCallum	Nomination made through COSLA as Partner Organisation	
Local Authority Standing Committee on Oil Fabrication (LASCOF)	Provost Alistair Macdonald		
Loch Lomond and The Trossachs Interim Committee	Provost Alistair Macdonald Councillor Connie O’Sullivan Councillor Ronnie McColl	Plus nominations from: Community Councils (3) Loch Lomond Park Authority Scottish Natural Heritage.	
Loch Lomond Rescue Boat Association – Management Committee	Councillor Geoffrey Calvert		
Loch Lomond Trust - Board of Trustees	Provost Alistair Macdonald		
Lomond Enterprise Partners	Councillor Connie O’Sullivan		
Maid of the Loch - Board of Trustees	Councillor Jim Flynn One Member of the Opposition	The previous elected members have resigned because of their membership of the Licensing Board. Licensing Board members are not now eligible for these appointments.	
Millburn Trust	Councillor Connie O’Sullivan (or sub) Councillor James Bollan		

MEMBERSHIP OF OUTSIDE BODIES

Organisation	Present Nominee	Comments	Notes
National Children's Bureau	Councillor Mary Collins	Nomination made through COSLA as Partner Organisation	
National Parks Bill Task Group (Member/Officer)	Councillor Connie O'Sullivan		
National Steering Committee of Nuclear Free Local Authorities	Councillor Andrew White		
NCH Action for Children - Preparation for Life Project - Advisory Committee	Councillor Connie O'Sullivan		
One Plus Executive Committee	Councillor John Trainer		
Programme for Partnership	No Nominee	WDC on 25/8/99 decided to take no action to appoint a rep.	
Scottish Accident Prevention Council - Home Safety Committee	Councillor Mary Campbell	Nomination to be made on invitation from SAPC (AGM October)	
Scottish Accident Prevention Council - Road Safety Committee	Councillor Anthony Devine	Nomination to be made on Invitation from SAPC (AGM Oct)	
Scottish Accident Prevention Council - Water And Leisure Safety Committee	Councillor Mary Campbell	Plus 1 officer.	
Scottish Association for the Deaf - General Council	Provost Alistair Macdonald	Nomination made through COSLA as Partner Organisation	
Scottish Building Control Organisation	Councillor Connie O'Sullivan		
Scottish Council for Single Homeless	Councillor James Flynn	Nomination made through COSLA as Partner Organisation	
Scottish Enterprise Dunbartonshire	Councillor Connie O'Sullivan	Nominated by Council on 25/10/00	
Scottish Federation for the Welfare of the Blind	Councillor John Trainer		
Scottish Housing and Town Planning	Councillor Connie O'Sullivan		

Council			
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MEMBERSHIP OF OUTSIDE BODIES

Organisation	Present Nominee	Comments	Notes
Scottish Local Government Forum Against Poverty	Councillor Anthony Devine		
Scottish Local Government Information Unit – Joint Committee	Councillor Connie O’Sullivan	Affiliation fee (2000/01) - paid July 2000	
Scottish Maritime Museum - Board of Trustees	Provost Alistair Macdonald Councillor James McCallum Councillor Ian McDonald		
Scottish Refugee Council	Councillor Andrew White	Nomination made through COSLA as Partner Organisation	
Scottish Steering Committee for Nuclear Free Local Authorities	Provost Alistair Macdonald	Affiliation fee £1017 paid July 2000	
Skypoint, Faifley	New appointment. Requires 1 nominee and 1 deputy. Nominee Councillor Mary Collins Deputy Councillor Daniel McCafferty	Skypoint Faifley (Faifley Regeneration Centre) applying for Company Limited by Guarantee status. Application to be made to Inland Revenue and Charity Board by end January 2001. 12 member board comprises 8 local people voted by AGM and 4 reps of organisations – WDC, West Dunbartonshire Partnership, Clydebank College and Scottish Enterprise, Dunbartonshire.	
Strathclyde Concessionary Travel Scheme Joint Committee	Councillor Linda McColl Councillor Anthony Devine		
Strathclyde Fire Board – Appeals Sub- Committee	Councillor Geoffrey Calvert		

MEMBERSHIP OF OUTSIDE BODIES

Organisation	Present Nominee	Comments	Notes
Strathclyde Fire Board - Disciplinary Tribunal Sub-Committee	Councillor Linda McColl		
Strathclyde Joint Fire Board	Councillor Geoffrey Calvert Councillor Linda McColl Councillor Mary Collins (substitute) Councillor Connie O'Sullivan (substitute)		
Strathclyde Joint Police Board	Provost Alistair Macdonald Councillor Mary Campbell Councillor Daniel McCafferty (substitute) Councillor Duncan McDonald (substitute)		
Strathclyde Passenger Transport Authority	Councillor Linda McColl Councillor Anthony Devine Councillor Andrew White (substitute) Councillor James Flynn (substitute)		
Strathclyde Passenger Transport Authority - Equality in Transport Committee	Councillor Linda McColl Councillor James Flynn (substitute)		
Strathclyde Passenger Transport Authority - Services Committee	Councillor Linda McColl Councillor Anthony Devine (substitute)		
Strathclyde Passenger Transport Authority - Strategy and Programmes Committee	Councillor Anthony Devine Councillor Andrew White (substitute)		
Strathclyde Youth Club Association Policy Committee	Councillor Duncan McDonald		

MEMBERSHIP OF OUTSIDE BODIES

Organisation	Present Nominee	Comments	Notes
Tenant Participation Service - Executive Council	Councillor James Flynn	Nomination made through COSLA as Partner Organisation	
Tree Council		Approval to re-affiliate WDC 28/10/98 £155	
West Dunbartonshire Amateur Soccer Council	Councillor Duncan McDonald Councillor Geoffrey Calvert Councillor Ian McDonald	Plus Community Football Development Officer	
West Dunbartonshire Arts Council (Executive Board)	Councillor Mary Campbell Councillor Daniel McCafferty Councillor John McCutcheon		
West Dunbartonshire Domestic Violence Project	Councillor Connie O'Sullivan	Councillor O'Sullivan appointed chair on 25/8/99.	
West Dunbartonshire Festival Association	Councillor James McCallum Councillor Geoff Calvert Councillor Iain Robertson		
West Dunbartonshire Partnership Board	Councillor Connie O'Sullivan Councillor Andrew White Councillor Anthony Devine Councillor Iain Robertson		
West Dunbartonshire Sports Council	Councillor Duncan McDonald Councillor Geoffrey Calvert Councillor Andrew White Provost Alistair Macdonald Councillor John McCutcheon Councillor Ronnie McColl Councillor Ian McDonald	Plus Community Football Development Officer.	

MEMBERSHIP OF OUTSIDE BODIES

Organisation	Present Nominee	Comments	Notes
West Dunbartonshire Town Centre Initiative Ltd.,	Councillor Connie O’Sullivan Councillor Geoffrey Calvert Councillor Craig McLaughlin		
West of Scotland Archaeology Joint Committee	Councillor Connie O’Sullivan		
West of Scotland Community Relations Council	Councillor Andrew White 1 Opposition Member		
West of Scotland Defence and Aerospace Network	Councillor Geoffrey Calvert	Organisation was formerly the Strathclyde Defence Industry Working Group.	
West of Scotland European Consortium	Councillor Connie O’Sullivan Councillor Andrew White (substitute)		
West of Scotland Loan Fund	Councillor Connie O’Sullivan	As Convener of Planning & Econ. Development.	
Workshops for the Blind	Councillor John Trainer	Nomination made through COSLA as Partner Organisation	
Zoological Society of Glasgow and West of Scotland			

