

CORPORATE AND EFFICIENT GOVERNANCE COMMITTEE

At a Meeting of the Corporate and Efficient Governance Committee held on Wednesday, 21 March 2012 in the Education Centre, St Margaret of Scotland Hospice, East Barns Street, Clydebank at 10.00 a.m.

Present: Councillors Jim Bollan, Jim Brown, David McBride, Ronnie McColl, Patrick McGlinchey*, Craig McLaughlin, Lawrence O'Neill and Iain Robertson.

* Attended later in the meeting.

Attending: Angela Wilson, Executive Director of Corporate Services; Andrew Fraser, Head of Legal, Democratic & Regulatory Services; Tricia O'Neill, Head of Human Resources and Organisational Development; Stephen West, Head of Finance & Resources; Gillian McNeilly, Finance Manager; Janice Rainey, Business Unit Finance Partner; Alison Wood, Corporate Procurement Team Leader and Craig Stewart, Committee Officer.

Apologies: Apologies for absence were intimated on behalf of Councillors Jim McElhill and Marie McNair.

Councillor Craig McLaughlin in the Chair

CHAIR'S REMARKS

Prior to commencing with the business of the meeting, Councillor McLaughlin, Chair, welcomed Angela Wilson, Executive Director of Corporate Services, to her first meeting of the Committee.

DECLARATION OF INTEREST

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

MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting of the Corporate and Efficient Governance Committee held on 18 January 2012 were submitted and approved as a correct record, subject to the following correction:-

In respect of the item entitled, “National Assistance Act 1948 – Policy on Indigent Funerals”, paragraph (2) be amended to read “where it was the clear wishes of the deceased, or where immediate relatives intimate, the body of the deceased should be taken to a church or chapel for a requiem mass or service and remain overnight. The costs of transportation of the deceased would be borne by the Council;”

Note: Councillor McGlinchey entered the meeting during consideration of this item.

PROCUREMENT CAPABILITY ASSESSMENT 2011 – NOTIFICATION OF OUTCOME AND IMPROVEMENT PLAN

A report was submitted by the Executive Director of Corporate Services advising of the outcome of the 2011 Procurement Capability Assessment (PCA) and seeking approval for the PCA Improvement Plan.

The Committee agreed:-

- (1) to note the results of the 2011 PCA; and
- (2) to approve the PCA Improvement plan as attached as Appendix 1 to the report.

PROCUREMENT POLICY, PROCUREMENT STRATEGY FOR 2012 TO 2015 AND COUNCIL MEMBERSHIP OF SCOTLAND EXCEL

A report was submitted by the Executive Director of Corporate Services seeking approval for a Procurement Policy and supporting Procurement Strategy which covers the period 2012 to 2015.

After discussion and having heard the relevant officers in further explanation and in answer to Members’ questions, the Committee agreed:-

- (1) to note that Angela Salmons, Procurement Manager, would be taking up her post on 16 April 2012;
- (2) to approve the Procurement Policy as outlined in paragraph 3.1 of the report;
- (3) to approve the Procurement Strategy 2012 – 2015 as appended to the report;

- (4) to approve the continued participation of the Council as a member of Scotland Excel;
- (5) that officers should liaise with Scotland Excel regarding the issue of local procurement, to ensure that the types of contracts, advertised by Scotland Excel, were not packaged in such a way that could be difficult for small and medium sized enterprises to access in terms of being able to tender for them; and
- (6) that a report be brought to a future meeting of the Committee on steps taken to encourage local procurement.

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

RENT ARREARS WRITE-OFF – QUARTER 3 2011/12

A report was submitted by the Executive Director of Corporate Services seeking approval for rent arrears write-offs for the third quarter of 2011/12.

It was noted that a detailed list of debtors would be sent to all Members.

The Committee agreed to approve the rent arrears write-offs totalling £4,711.79 for 2011/12 as detailed in section 3.2 of the report, subject to Members comments on individual debts after viewing the list.

UPDATED DATA PROTECTION POLICY

A report was submitted by the Executive Director of Corporate Services seeking approval of the updated Data Protection Policy.

After discussion and having heard the Head of Legal, Democratic and Regulatory Services in further explanation and in answer to Members' questions, the Committee agreed to note the report and approved the updated Policy for dissemination to all employees.

USE OF NATIONAL FRAMEWORK FOR TEMPORARY AND INTERIM STAFF

A report was submitted by the Executive Director of Corporate Services seeking approval for the Council to access the national framework for temporary and interim staff.

After discussion and having heard the Executive Director of Corporate Services and relevant officers in elaboration and in answer to Members' questions, the Committee agreed to continue consideration of the report to a future meeting of the Committee in order to provide a further report giving more detail on the operation of the framework, and the impact in terms of the Council's living wage policy.

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

NATIONAL FRAMEWORKS FOR ELECTRICITY AND GAS

A report was submitted by the Executive Director of Corporate Services seeking permission for the Council to access the national framework agreements for electricity and gas.

The Committee agreed:-

- (1) to approve the Council's ongoing participation in the national frameworks for electricity and gas; and
- (2) to approve the signing of the revised Agency Agreement, and that authority be delegated to the Executive Director of Corporate Services to maintain the Council's participation until either the framework approach ended or the Executive Director identified that the framework was no longer an appropriate route to procure electricity and gas for the Council, at which point a further report would be submitted to the Committee.

STRESS MANAGEMENT POLICY

A report was submitted by the Executive Director of Corporate Services requesting approval of the revised Stress Management Policy and Procedure which will replace the current Stress in the Workplace Policy.

The Committee agreed to approve the revised policy and the recommendations for implementation with effect from 2 April 2012.

GRANT APPLICATIONS

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

After discussion and having heard the Head of Finance & Resources in answer to Members' questions, the Committee agreed:-

- (1) to approve the grants to be awarded for Community Councils (totalling £4,656.84); and
- (2) to approve the grant to be awarded to Alcoholics Anonymous from the Dumbarton Common Good Fun (totalling £9,250); and
- (3) to approve an interim payment of £10,000 to Bellsmyre Schools Out Club, pending a further report coming back to a future meeting of the Committee providing more information on the Club's operation and Business Plan, and to grant delegated authority to officers to make further payments if urgently required by the Club.

DUMBARTON COMMON GOOD FUND – 2012/13 DRAFT BUDGET

A report was submitted by the Executive Director of Corporate Services providing the Committee with a draft budget for 2012/13 for the Dumbarton Common Good Fund.

The Committee agreed to approve the draft budget for 2012/13.

DUMBARTON COMMON GOOD FUND – MONITORING REPORT TO 31 JANUARY 2012

A report was submitted by the Executive Director of Corporate Services providing details of income and expenditure on the Common Good Fund to 31 January 2012.

The Committee agreed to note the contents of the report.

TREASURY UPDATE (1 APRIL 2011 – 31 JANUARY 2012)

A report was submitted by the Executive Director of Corporate Services advising on interest rates and treasury transactions of the Council which have taken place during the period 1 April 2011 to 31 January 2012.

The Committee agreed to note the contents of the report.

**CHIEF EXECUTIVE'S DEPARTMENT BUDGETARY CONTROL REPORT:
PERIOD 10 2011/12**

A report was submitted by the Chief Executive advising of the performance of the Chief Executive's Department budget for the period to 31 January 2012.

The Committee agreed to note the contents of the report.

**CORPORATE SERVICES DEPARTMENT BUDGETARY CONTROL REPORT:
PERIOD 10 2011/12**

A report was submitted by the Executive Director of Corporate Services advising of the performance of the Corporate Services Department budget for the period to 31 January 2012.

The Committee agreed to note the contents of the report.

2011 CORPORATE COMMUNICATIONS SATISFACTION SURVEY

A report was submitted by the Chief Executive detailing the results of the annual Corporate Communications Customer Satisfaction Survey which was undertaken to evaluate how the service was performing and what areas required improvement.

After hearing Councillor McLaughlin, Chair, the Committee agreed:-

- (1) to commend the staff in the Corporate Communications service for their hard work and efforts during a time of reduced capacity; and
- (2) otherwise to note the contents of the report.

LOCAL GOVERNMENT ELECTIONS 2012

The meeting closed at 10.35 a.m. with a vote of thanks to the Chair.

As this was the last meeting of the Committee during the current administration, the Chair, Councillor McLaughlin, took the opportunity to wish Members well for the local government elections on 3 May 2012.