

## **CORPORATE AND EFFICIENT GOVERNANCE COMMITTEE**

At a Meeting of the Corporate and Efficient Governance Committee held on Wednesday, 26 May 2010 in the Council Chambers, Clydebank Town Hall, Dumbarton Road, Clydebank at 10.00 a.m.

**Present:** Councillors Jim Bollan, Jim Brown, David McBride, Ronnie McColl, Jim McElhill, Craig McLaughlin, Marie McNair, Iain Robertson and Martin Rooney.

**Attending:** Joyce White, Executive Director of Corporate Services; Andrew Fraser, Head of Legal, Administrative & Regulatory Services; Tricia O'Neill, Head of Human Resources & Organisational Development; David Connell, Head of Finance and ICT; Vincent Gardiner, Manager of Exchequer; Lorraine Coyne, Manager of Audit; Gillian McNeilly, Manager of Accounting; Patricia Marshall, Manager of ICT; Alison Wood, Corporate Procurement Team Leader and Craig Stewart, Committee Officer.

**Apology:** An apology for absence was intimated on behalf of Councillor Margaret Bootland.

### **Councillor Craig McLaughlin in the Chair**

#### **CHAIR'S REMARKS**

Councillor McLaughlin, Chair, advised the meeting that with the consent of the Committee, he was recommending that Items "7. Corporate Services Department Plan 2010 – 2014", "8. Corporate Services Department Plan – Annual Performance Report 2009/2010", "16. Competitiveness of Corporate Marketing, Design and Press Office Services" & "17. Competitiveness Review", that had been issued with the supplementary agenda, should be continued to enable a Members' Briefing to be undertaken and that these items would be considered at the next meeting of the Committee.

The Committee indicated its agreement to this course of action.

#### **DECLARATIONS 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 Corporate and Efficient Governance Committee held on 24 March 2010 were submitted and approved as a correct record.

### **TERMS & CONDITIONS OF EMPLOYMENT FOR LOCAL GOVERNMENT EMPLOYEES**

A report was submitted by the Executive Director of Corporate Services seeking approval to introduce a new allowance to support occasional night working and to amend the current arrangements to access payments in respect of overtime working.

After discussion and having heard the Head of Human Resources & Organisational Development in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to the introduction of an occasional night working allowance as outlined in paragraphs 3.2 to 3.6 of the report; and
- (2) that overtime payments above Grade 7 be introduced as outlined in paragraphs 3.7 to 3.9 of the report.

### **CHIEF EXECUTIVE'S DEPARTMENTAL PLAN 2009/13 – PERFORMANCE REVIEW 2009/10**

A report was submitted by the Chief Executive setting out the performance of the Chief Executive's Department in 2009/10, from 1 April 2009 to 31 March 2010.

After discussion and having heard the Executive Director of Corporate Services and relevant officer in elaboration and in answer to Members' questions, the Committee agreed to note the contents of the report.

### **CHIEF EXECUTIVE'S DEPARTMENTAL PLAN 2010/14**

A report was submitted by the Chief Executive setting out the proposed Chief Executive's Departmental Plan for 2010/14.

Having heard the Executive Director of Corporate Services and the Manager of Audit in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to continue the report to the next meeting of the Committee for further consideration; and
- (2) that an Elected Members' briefing should take place on some of the issues raised at the meeting.

### **CORPORATE SERVICES DEPARTMENT PLAN 2010 – 2014**

A report was submitted by the Executive Director of Corporate Services seeking approval of the Corporate Services Department's Service Plan 2010 – 2014 which was attached as Appendix 1.

As had been agreed previously in the meeting, the Committee agreed to continue this item to the next meeting of the Committee to enable further consideration to take place.

### **CORPORATE SERVICES DEPARTMENT PLAN – ANNUAL PERFORMANCE REPORT 2009/2010**

A report was submitted by the Executive Director of Corporate Services presenting the annual performance report to the Committee. The report highlights the department's performance across all the services.

After discussion, the Committee agreed:-

- (1) to congratulate officers for their considerable success and achievement in claiming back Value Added Tax for the Council; and
- (2) to continue this item to the next meeting of the Committee to enable further consideration to take place.

### **TRADES UNION RECOGNITION AND FACILITIES AGREEMENT**

A report was submitted by the Executive Director of Corporate Services providing an update on the development of the proposed Trades Union Recognition and Facilities Agreement which was jointly developed by management and trades union representatives and outlines mutually agreed arrangements.

The Committee agreed to approve the introduction of the proposed Trades Union Recognition and Facilities Agreement as contained in Appendix 2 of the report.

### **GRANT APPLICATIONS**

#### **(a) Deputation**

In terms of Standing Order No. 14, the Committee agreed to receive a presentation from Ms. S. Urquhart, Secretary of Dumbarton East & Central Community Council in connection with their grant application from the Dumbarton Common Good Fund for a feasibility study into Architectural Lighting at Dumbarton Castle. Ms. Urquhart was then heard in elaboration of her concerns in respect of this matter.

After discussion and having heard Ms. Urquhart in answer to Members' questions, the Chair, Councillor McLaughlin, on behalf of the Committee thanked Ms. Urquhart for her informative presentation.

**(b) Report by the Executive Director of Corporate Services**

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, Councillor McLaughlin, seconded by Councillor McColl, moved:-

That the Committee agrees to approve the recommendation for Dumbarton East & Central Community Council - Nil;

As an amendment, Councillor McBride, seconded by Councillor Rooney, moved:-

That the Committee agrees to award Dumbarton East & Central Community Council with the amount requested, being £10,000.

On a vote being taken, 4 Members voted for the amendment and 5 for the motion which was accordingly declared carried.

Having heard the Manager of Accounting in answer to Members' questions, Councillor Bollan, seconded by Councillor McNair, moved:-

That the Committee agrees to award Knowetop Community Farm with the amount requested, being £10,000.

As an amendment, Councillor McLaughlin, seconded by Councillor McBride, moved:-

That the Committee agrees to award Knowetop Community Farm Council with the interim payment of £5,000, and that a further report be submitted to a future meeting of the Committee providing details of usage by schools of the Community Farm.

On a vote being taken, 7 Members voted for the amendment and 2 for the motion. The motion was accordingly declared carried.

Councillor Bollan, having failed to obtain a seconder for a proposed amendment, asked that his dissent be recorded in respect of the grant application for Dumbarton North Community Council.

Otherwise, the Committee agreed:-

- (1) to note the delegated approval of the restructure loan position of the Antonine Sports Centre;
- (2) to approve the award of grant of £5,500 for Dumbarton Common Good Fund applications; and

- (3) to approve the recommendation for Community Council applications – £11,600.

### **DISCIPLINE, GRIEVANCE, PERFORMANCE MANAGEMENT AND DIGNITY AT WORK POLICIES AND PROCEDURES**

A report was submitted by the Executive Director of Corporate Services seeking approval for the implementation of the revised Discipline, Grievance and Dignity at Work Policies and Procedures.

The Committee agreed:-

- (1) to approve the revised Discipline and Grievance Policies and Procedures;
- (2) to approve revisions to the Dignity at Work Policy; and
- (3) to note that joint training would be developed and delivered to Managers through Human Resources and the trades unions.

### **FORMER TENANT ARREARS – QUARTER 4 2009/2010**

A report was submitted by the Executive Director of Corporate Services seeking approval for rent arrears write-offs for the fourth quarter of 2009/10.

The Committee agreed to approve rent arrears write-offs totalling £261,008.20 for 2009/2010 as detailed in the appendix to the report.

### **PROPOSED PRIVATE MEMBERS BILL ON PRESCRIBED PERIODS OF DEBT – CONSULTATION PAPER**

A report was submitted by the Executive Director of Corporate Services seeking approval to submit a response to the proposed Private Member's Bill being submitted by John Wilson, MSP in respect of proposals to align local authority powers to pursue tax debts with those for other debts.

After discussion and having heard the Manager of Exchequer in further explanation, the Committee agreed:-

- (1) to approve that the responses detailed in Appendix 2 to the report be submitted in response to the consultation paper; and
- (2) to include the concerns raised by Members in relation to tax loopholes and potential loss of revenue in the consultation response.

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

### **AUTOMATED REMITTANCE PAYMENT KIOSKS**

A report was submitted by the Executive Director of Corporate Services seeking approval to invite tenders for the automated remittance payment and information kiosk facility.

After discussion and having heard the Manager of Exchequer in further explanation and in answer to Members' questions, the Committee agreed that approval be given to invite tenders for an automated remittance payment and information kiosk facility.

### **COUNCIL WORKFORCE PLAN**

A report was submitted by the Executive Director of Corporate Services providing an update on the development of the Council Workforce Plan and associated Manager's Guidance and seeking feedback on the draft Council Workforce Plan.

After discussion and having heard the Executive Director of Corporate Services and the Head of Human Resources and Organisational Development in elaboration and in answer to Members' questions, the Committee agreed:-

- (1) to note the progress on implementation of the Workforce Planning model and guidance;
- (2) to provide feedback on the draft Council Workforce Plan;
- (3) to recognise that Workforce Plans would be intrinsic in Business Planning processes to ensure it was a mainstream activity in the future; and
- (4) to note that progress on the implementation of the Council Workforce Plan would be reported to the Corporate Management Team on a twice yearly basis.

Note: Councillor Robertson left the meeting at this point in the proceedings.

### **COMPETITIVENESS OF CORPORATE MARKETING, DESIGN & PRESS OFFICE SERVICES**

A report was submitted by the Chief Executive presenting the current results, conclusions and a future action plan for competitiveness studies of the Council's Marketing, Design and Press Office services.

As had been agreed previously in the meeting, the Committee agreed to continue this item to the next meeting of the Committee to enable further consideration to take place.

## **CHIEF EXECUTIVE AND CORPORATE SERVICES COMPETITIVENESS REVIEW**

A report was submitted by the Executive Director of Corporate Services providing a competitiveness position statement on the 5 services prioritised by Corporate Services for competitiveness review.

As had been agreed previously in the meeting, the Committee agreed to continue this item to the next meeting of the Committee to enable further consideration to take place.

## **TREASURY UPDATE (1 APRIL 2010 – 30 APRIL 2010)**

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 2009 to 30 April 2010.

Following discussion the Committee agreed to note the report for information.

## **TREASURY MANAGEMENT PRACTICES UPDATE**

A report was submitted by the Executive Director of Corporate Services on the updated Treasury Management Practices (TMPs) of the Council.

The Committee agreed to note the updated Treasury Management Practices as detailed in Appendix 1 to the report.

## **SUMMARY OF VOLUNTARY GRANTS 2009/2010**

A report was submitted by the Executive Director of Corporate Services providing an analysis of voluntary grants approved during 2009/10.

The Committee agreed to note the contents of the report.

## **PROCUREMENT BEST PRACTICE INDICATORS 2007/08 AND 2008/09**

A report was submitted by the Executive Director of Corporate Services advising on Procurement Best Practice Indicators (BPIs) that have been produced for the years 2007/08 and 2008/09.

The Committee agreed to note the contents of the report and Appendix 1 to the report.

### **OLD PEOPLE'S WELFARE GRANT FUNDING**

A report was submitted by the Executive Director of Corporate Services providing an update on the survey being completed by the Community Volunteer Service regarding the grant funding for elderly welfare organisations.

The Committee agreed to note that a briefing paper would be issued on the findings of the survey, prior to summer recess, with a full report being submitted to the Committee in August 2010.

### **PROGRESS ON ACTION PLAN PLAN FOLLOWING INSPECTION OF HOUSING BENEFIT SERVICE**

A report was submitted by the Executive Director of Corporate Services providing an update on progress made on the recommendations and subsequent action plan following the inspection of the Council's housing benefit service carried out by Audit Scotland in December 2008.

The Committee agreed to note the progress made on the action plan submitted to minimise risks and continually improve the Housing Benefits service.

The meeting closed at 11.28 a.m.