

## **CORPORATE SERVICES COMMITTEE**

At a Hybrid Meeting of the Corporate Services Committee held in the Civic Space, 16 Church Street, Dumbarton, on Wednesday, 24 November 2021 at 10.00 a.m.

**Present:** Councillors Jim Brown, Karen Conaghan, Jim Finn, Ian Dickson, Diane Docherty, Daniel Lennie, David McBride, Jonathan McColl, Iain McLaren, John Mooney and Martin Rooney.

**Attending:** Angela Wilson, Chief Officer – Supply, Distribution and Property; Malcolm Bennie, Chief Officer – Citizen, Culture and Facilities; Victoria Rogers, Chief Officer – People and Technology; Stephen West, Chief Officer – Resources; Alan Douglas, Legal Manager; Pamela Clifford, Planning, Building Standards and Environmental Health Manager; John Anderson, General Manager - West Dunbartonshire Leisure Trust; Alison McBride, Strategic People and Change Manager; Arun Menon, Business Support Manager; Annabel Travers, Procurement Manager; Karen Shannon, Section Head – Finance, Administration & Control; Adrian Gray, Finance Business Partner; Ryan Chalmers, Section Head – Revenues and Benefits; Nigel Ettles, Section Head – Litigation (Legal Officer); and Ashley MacIntyre, Committee Officer.

**Apology:** An apology for absence was intimated on behalf of Councillor Lawrence O'Neill.

**Councillor Ian Dickson in the Chair**

### **STATEMENT BY CHAIR – AUDIO STREAMING**

Councillor Dickson, Chair, advised that the meeting was being audio streamed and broadcast live to the internet and would be available for playback.

### **DECLARATIONS OF INTEREST**

Councillors Jim Finn and David McBride declared an interest in Item 17, 'Annual Performance of West Dunbartonshire Leisure Trust for Year to 31 March 2021' and Item 18, 'Agreements with West Dunbartonshire Leisure Trust' and advised they would leave the meeting during consideration of those items.

## **RECORDING OF VOTES**

The Committee agreed that all votes taken during the meeting be done by roll call vote to ensure an accurate record.

## **MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Corporate Services Committee held on 8 September 2021 were submitted and approved as a correct record.

## **MINUTES OF JOINT CONSULTATIVE FORUM – 16 SEPTEMBER 2021**

The Minutes of Meeting of the Joint Consultative Forum held on 16 September 2021 were submitted and all decisions contained therein were approved.

## **OPEN FORUM**

The Committee noted that no open forum questions have been submitted by members of the public.

## **REGULATORY AND REGENERATION DELIVERY PLAN 2021/22 - MID-YEAR PROGRESS**

A report was submitted by the Chief Officer – Regulatory and Regeneration setting out the mid-year progress of the 2021/22 Delivery Plan.

After discussion and having heard from the Legal Manager and the Planning, Building Standards and Environmental Health Manager in further explanation of the report and in answer to Members' questions, the Committee agreed to note the contents of the report and the progress achieved at mid-year.

## **CITIZENS, CULTURE AND FACILITIES DELIVERY PLAN 2021/22 – MID-YEAR PROGRESS**

A report was submitted by the Chief Officer – Citizen, Culture and Facilities setting out the mid-year progress of the Citizen, Culture and Facilities Delivery Plan 2021/22, these are: Performance and Strategy, Libraries, Citizen Services and Facilities.

After discussion and having heard from the Chief Officer – Citizen, Culture and Facilities in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the contents of the report and the progress achieved at mid-year; and

- (2) to note that the Delivery Plan will also be submitted to the next meeting of the Cultural Committee to enable scrutiny of the Town Hall, Arts and Heritage and Communications.

### **PEOPLE AND TECHNOLOGY DELIVERY PLAN 2021/22 – MID-YEAR PROGRESS**

A report was submitted by the Chief Officer – People and Technology setting out the progress to date in delivery of the actions and performance indicators detailed within the People and Technology Delivery Plan 2021/22.

After discussion and having heard from the Chief Officer – People and Technology in further explanation of the report and in answer to Members' questions, the Committee agreed to note the contents of this report and the progress achieved at mid-year.

### **RESOURCES DELIVERY PLAN 2021/22 – MID-YEAR PROGRESS**

A report was submitted by the Chief Officer – Resources setting out the mid-year progress of the 2021/22 Delivery Plan.

After discussion and having heard from the Chief Officer – Resources in further explanation of the report and in answer to Members' questions, the Committee agreed to note the contents of the report and the progress achieved at mid-year.

### **CORPORATE PROCUREMENT ACTIONS – SUPPLY, DISTRIBUTION AND PROPERTY DELIVERY PLAN 2021/22 – MID-YEAR PROGRESS**

A report was submitted by the Chief Officer – Supply, Distribution and Property setting out the mid-year progress of Corporate Procurement actions within the Supply, Distribution and Property Delivery Plan 2021/22.

After discussion and having heard from the Chief Officer – Supply, Distribution and Property in further explanation of the report and in answer to a Member's questions, the Committee agreed to note the contents of the report and the progress achieved at mid-year.

### **CORPORATE SERVICES BUDGETARY CONTROL REPORT TO 30 SEPTEMBER 2021 (PERIOD 6)**

A report was submitted by the Chief Officer – Resources advising on the performance of the Corporate Services budget for the period to 30 September 2021.

After discussion and having heard from the Chief Officer – Resources in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note that the revenue account currently showed a projected annual favourable variance of £0.182m (0.57% of the total budget) which included an adverse variance related to the potential impact of Covid-19 of £0.150m resulting in an underlying favourable variance of £0.332m (1.04% of the total budget);
- (2) to note that the capital account was showing a projected in-year underspend of £1.977m (35.2% of in-year budget) due to three projects showing projected underspends, and that the project life projection was currently showing a projected on budget spend; and
- (3) to note the progress on efficiencies incorporated into budgets for 2021/22.

### **HOME CONTENT INSURANCE FOR COUNCIL TENANTS AND PRIVATE OWNED EX-COUNCIL PROPERTIES**

A report was submitted by the Chief Officer – Resources providing an update on the Home Contents Insurance scheme available to council tenants and owners of former council houses and providing options for the future of the scheme.

After discussion and having heard from the Section Head – Revenues and Benefits in further explanation of the report and in answer to Members' questions, and following a short recess, the Committee agreed to note the report, agreeing Option 1 – tender policy on current terms i.e. officers continue to administer the scheme.

### **BLOCK BUILDINGS INSURANCE**

A report was submitted by the Chief Officer – Resources seeking approval to tender the Block Building Insurance Policy which is administered by West Dunbartonshire Council.

After discussion and having heard from the Section Head – Finance, Administration & Control in further explanation of the report and in answer to a Member's questions, the Committee agreed: -

- (1) to approve the tendering of the Block Building Insurance Policy with a new contract to come into effect from 1 April 2022 for an initial contract period of three years with an option to extend by up to a further two 12 month periods;
- (2) that as part of the tender process the Chief Officer – Resources has the authority to vary the scheme's terms as may be required in terms of excess levels and/or insurance coverage, as noted in the report;

- (3) to note that a report will be brought to a future meeting of the Tendering Committee seeking approval for the Chief Officer – Regulatory and Regeneration to conclude the award of a new contract, if the value is £50,000 or more, following evaluation of tender submissions received, and should the Corporate Services committee or Full Council (timing dependent) agree to proceed to award a contract; and
- (4) to note that scheme members will be provided with details on the outcome of the tender exercise on completion of this process.

### **QUEEN'S PLATINUM JUBILEE 2022**

A report was submitted by the Chief Officer – People and Technology providing an update on the on the options considered in respect of the Queen's Platinum Jubilee.

After discussion and having heard from the Chief Officer – People and Technology in further explanation of the report and in answer to a Member's questions, the Committee agreed:-

- (1) to approve the preferred approach to the celebration of the Jubilee, namely that relevant Local Government employees be invited to request a day of leave from their entitlement for Thursday, 2 June should they wish to mark the occasion and Friday, 3 June 2022 would be a day of closure with normal pay for the day applied; and
- (2) to note that this approach was one agreed for the workforce and that relevant establishments would therefore be closed on Friday, 3 June only.

### **DECLARATIONS OF INTEREST**

Having earlier declared interests in the remaining items of business on the agenda, Councillors Finn and McBride left the meeting at this point.

### **ANNUAL PERFORMANCE OF WEST DUNBARTONSHIRE LEISURE TRUST FOR YEAR TO 31 MARCH 2021**

A report was submitted by the Chief Officer – Citizen, Culture and Facilities presenting the annual performance of West Dunbartonshire Leisure Trust during the period 1 April 2020 to 31 March 2021.

After discussion and having heard from the Chief Officer – Citizens, Culture and Facilities and General Manager – West Dunbartonshire Leisure Trust in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the contents of the report; and

- (2) to commend West Dunbartonshire Leisure Trust for their invaluable support in facilitating a number of Covid-19 Vaccination and testing centres across the authority during the year as outlined in paragraph 4.3 of the report.

### **AGREEMENTS WITH WEST DUNBARTONSHIRE LEISURE TRUST 2022-2027**

A report was submitted by the Chief Officer – Citizen, Culture and Facilities proposing the extension of the Council's existing partnership with West Dunbartonshire Leisure Trust for the delivery of leisure services for a five-year period.

After discussion and having heard from the Chief Officer – Citizens, Culture and Facilities and General Manager – West Dunbartonshire Leisure Trust in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the contents of the report; and
- (2) to agree that officers can conclude the extension of the Services Agreement, Support Services Agreement, Licence to Occupy and Lease Agreement for the period 2022-2027 to West Dunbartonshire Leisure Trust.

#### **VALEDICTORY – MALCOLM BENNIE**

Councillor Dickson, Chair, informed the Committee that this was the last meeting which Mr Malcolm Bennie, Chief Officer – Citizens, Culture and Facilities would attend before taking up his new position at Falkirk Council. On behalf of the Committee, Councillor Dickson thanked Mr Bennie for his dedication and commitment over the years and wished him every possible success both personally and professionally.

#### **VALEDICTORY – STEPHEN WEST**

Councillor Dickson, Chair, informed the Committee that this was the last meeting which Mr Stephen West, Chief Officer – Resources would attend before his retirement in December. On behalf of the Committee, Councillor Dickson thanked Mr West for his dedication and commitment over the many years and wished him good health and happiness in his retirement.

The meeting closed at 12.30 p.m.