

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton, G82 3PU

14 May 2010

MEETING: CORPORATE & EFFICIENT GOVERNANCE COMMITTEE

**WEDNESDAY, 26 MAY 2010
COUNCIL CHAMBERS
CLYDEBANK TOWN HALL
DUMBARTON ROAD
CLYDEBANK**

Dear Member,

Please attend a meeting of the **Corporate & Efficient Governance Committee** to be held in the Council Chambers, Clydebank Town Hall, Dumbarton Road, Clydebank on Wednesday, 26 May 2010 at 10.00 a.m.

The business is as shown on the enclosed Agenda.

Yours faithfully

DAVID MCMILLAN

Chief Executive

Distribution:

Councillor Craig McLaughlin (Chair)
Councillor Jim Bollan
Councillor Margaret Bootland
Councillor Jim Brown
Councillor David McBride
Councillor Ronnie McColl
Councillor Jim McElhill
Councillor Marie McNair
Councillor Iain Robertson (Vice Chair)
Councillor Martin Rooney

All other Councillors for information

Chief Executive
Executive Director of Corporate Services
Executive Director of Educational Services
Executive Director of Housing, Environmental & Economic Development
Interim Executive Director of Social Work and Health

For information on the above agenda please contact Craig Stewart, Committee Officer, Legal, Administrative & Regulatory Services, Council Offices, Garshake Road, Dumbarton G82 3PU. Tel: (01389) 737251 e-mail: craig.stewart@west-dunbarton.gov.uk

CORPORATE & EFFICIENT GOVERNANCE COMMITTEE

WEDNESDAY, 26 MAY 2010

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

Members are invited to declare if they have an interest in any of the items of business on this agenda and the reasons for such declarations.

3. MINUTES OF PREVIOUS MEETING

Submit for approval as a correct record, the Minutes of the Meeting of the Corporate and Efficient Governance Committee held on 24 March 2010.

Reports for DECISION

4. TERMS & CONDITIONS OF EMPLOYMENT FOR LOCAL GOVERNMENT EMPLOYEES

Submit report 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.

5. CHIEF EXECUTIVE'S DEPARTMENTAL PLAN 2009/13 – PERFORMANCE REVIEW 2009/10

Submit report 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.

6. CHIEF EXECUTIVE'S DEPARTMENTAL PLAN 2010/14

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

7. CORPORATE SERVICES SERVICE PLAN 2010/14

(Copy to follow)

Submit report by the Executive Director of Corporate Services on the above.

8. CORPORATE SERVICES YEAR END PERFORMANCE REPORT 2009/10

(Copy to follow)

Submit report by the Executive Director of Corporate Services on the above.

9. TRADE UNION RECOGNITION AND FACILITIES AGREEMENT

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

10. GRANT APPLICATIONS

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

11. DISCIPLINE, GRIEVANCE, PERFORMANCE MANAGEMENT AND DIGNITY AT WORK POLICIES AND PROCEDURES

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

12. FORMER TENANT ARREARS – QUARTER 4 2009/2010

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

13. PROPOSED PRIVATE MEMBERS BILL ON PRESCRIBED PERIODS OF DEBT – CONSULTATION PAPER

Submit report 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.

14. AUTOMATED REMITTANCE PAYMENT KIOSKS

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

Reports for NOTING

15. COUNCIL WORKFORCE PLAN

Submit report 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.

16. COMPETITIVENESS OF CORPORATE MARKETING, DESIGN & PRESS OFFICE SERVICES (Copy to follow)

Submit report by the Chief Executive on the above.

17. CHIEF EXECUTIVE AND CORPORATE SERVICES COMPETITIVENESS REVIEW (Copy to follow)

Submit report by the Executive Director of Corporate Services on the above.

18. TREASURY UPDATE (1 APRIL 2010 – 30 APRIL 2010)

Submit report 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.

19. TREASURY MANAGEMENT PRACTICES UPDATE

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

20. SUMMARY OF VOLUNTARY GRANTS 2009/2010

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

21. PROCUREMENT BEST PRACTICE INDICATORS 2007/08 AND 2008/09

Submit report 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.

22. OLD PEOPLE'S WELFARE GRANT FUNDING

Submit report 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.

23. PROGRESS ON ACTION PLAN FOLLOWING INSPECTION OF HOUSING BENEFIT SERVICE

Submit report 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.