

**WEST DUNBARTONSHIRE COUNCIL**

**Council Offices, Garshake Road, Dumbarton, G82 3PU**

19 May 2005

**MEETING CORPORATE SERVICES COMMITTEE**

**WEDNESDAY, 25 MAY 2005  
COUNCIL CHAMBERS  
MUNICIPAL BUILDINGS  
STATION ROAD  
DUMBARTON**

Dear Member,

Please attend a meeting of the **Corporate Services Committee** to be held in the **Council Chambers, Municipal Buildings, Station Road, Dumbarton** on Wednesday, 25 May 2005 at 10.00 a.m.

The business is as shown on the enclosed Agenda.

Yours faithfully

**TIM HUNTINGFORD**

Chief Executive

**Distribution:**

Councillor T Devine (Convener)  
Councillor D Agnew  
Councillor J Bollan  
Councillor M Bootland  
Councillor D Brogan  
Councillor G Calvert  
Councillor G Casey  
Councillor D McDonald  
Councillor C McLaughlin  
Councillor A White

**All other Councillors for information**

Chief Executive  
Director of Corporate Services  
Director of Development and Environmental Services  
Director of Housing and Technical Services  
Director of Education and Cultural Services  
Acting Director of Social Work Services

## **CORPORATE SERVICES COMMITTEE**

**WEDNESDAY, 25 MAY 2005**

### **AGENDA**

**1. APOLOGIES**

**2. MINUTES OF PREVIOUS MEETING (pages 1 - 21)**

Submit, for approval as a correct record, the Minutes of Meeting of the Corporate Services Committee held on 30 March 2005.

**3. CIVIC HOSPITALITY (pages 23 - 25)**

With reference to the Minutes of Meeting of the Corporate Services Committee held on 30 March 2005 (page 1524, paragraph 5465 refers), submit for further consideration a report by the Director of Corporate Services advising of the current position in relation to civic hospitality and seeking agreement for a change in procedure.

The Committee is reminded that this report was continued from the meeting held on 30 March 2005 to allow the Provost to make comment.

**4. DUMBARTON COMMON GOOD FUND – DALNOTTAR CREMATORIUM (page 27)**

With reference to the Minutes of Meeting of the Corporate Services Committee held on 30 March 2005 (page 1522, paragraph 5445 refers), submit report by the Director of Corporate Services providing further information regarding the inclusion of the upgrade to the Dalnottar Crematorium Disabled Toilet in the statement of the Common Good Fund budgets for 2003/2004 and 2004/2005.

**5./**

**5. GRANT ASSISTANCE – SERVICE LEVEL AGREEMENTS**  
**(page 29)**

With reference to the Minutes of Meeting of the Corporate Services Committee held on 30 March 2005 (page 1528, paragraph 5493 refers), submit report by the Director of Corporate Services providing information on the issue of Service Level Agreements and Organisations who have applied to the Council to receive grant assistance.

**6. PROVOST'S FUND** **(page 31)**

Submit report by the Director of Corporate Services advising of the current sum within the Provost's Fund and seeking approval for a top up to the Fund.

**7. ROYAL SCOTTISH PIPE BAND CHAMPIONSHIPS 2007 – 2009**  
**(pages 33 - 36)**

Submit a joint report by the Director of Development and Environmental Services and the Director of Corporate Services seeking approval for the Council to enter an agreement with the Royal Scottish Pipe Band Association (RSPBA) to procure the annual Scottish Pipe Band Championships for 2007, 2008 and 2009.

**8. UPDATE ON FINANCE REVENUES COLLECTION** **(pages 37 - 39)**

Submit report by the Director of Corporate Services providing an update on the progress of the collection of the local Council Tax and National Non-Domestic Rates (NNDR).

**9. TREASURY TRANSACTIONS (1 APRIL 2004 – 31 MARCH 2005)**  
**(pages 41 - 42)**

Submit report by the Director of Corporate Services advising of the treasury transactions of the Council for the period from 1 April 2004 to 31 March 2005.

**10. INTEREST RATES (1 APRIL 2005 – 1 MAY 2005)**  
**(pages 43 - 44)**

Submit report by the Director of Corporate Services providing information on interest rates during the period from 1 April 2005 to 1 May 2005.

**11. AUTOMATED PAYMENT FACILITIES (pages 45 - 46)**

Submit report by the Director of Corporate Services providing an update on the implementation of automated payment facilities within the Council.

**12. VALUE FOR MONEY SECTION – REVIEW OF WATER BILLING ARRANGEMENTS (pages 47 - 48)**

Submit report by the Director of Corporate Services advising of recent work undertaken by the Value for Money Section of Internal Audit in relation to water billing.

**13. COSLA STAFFING WATCH SURVEY (pages 49 - 50)**

Submit report by the Director of Corporate Services providing information on the size of the Council's workforce as at 15 March 2005.

**14. ANNUAL PERFORMANCE REPORT (pages 51 - 53)**

Submit report by the Director of Corporate Services providing information on the progress made by Corporate Services in the financial year April 2004 to March 2005.

**15. QUARTERLY PERFORMANCE REPORT (pages 55 - 73)**

Submit report by the Director of Corporate Services providing information on departmental progress in the period from January to March 2005.

**16. CIVIL PARTNERSHIP ACT 2004 (pages 75 - 77)**

Submit report by the Director of Corporate Services asking the Committee to consider recommendations in respect of the implementation of the Civil Partnership Act 2004 in West Dunbartonshire.

**17. SINGLE REGISTRATION DISTRICT (pages 79 - 81)**

Submit report by the Director of Corporate Services seeking approval to form a single registration district for the West Dunbartonshire Council area.

**18. TEMPORARY RELOCATION OF DUMBARTON DISTRICT COURT**  
**(pages 83 - 85)**

Submit report by the Director of Corporate Services informing of a request by the Scottish Court Service for the use of Dumbarton District Court for a period of between three and five years to allow for the next phase of the refurbishment of the Sheriff Court in Dumbarton, necessitating the relocation of Dumbarton District Court to Clydebank Town Hall for this period.

**19. A TESTED DISASTER RECOVERY SOLUTION** (pages 87 - 90)

Submit report by the Director of Corporate Services providing an update on progress with the Council's Disaster Recovery Plan.

**20. INFORMATION SERVICES ONE STOP SHOP** (pages 91 - 92)

Submit report by the Director of Corporate Services providing an update on the implementation of the Information Services One Stop Shop.

**21. LOCAL, GENERAL AND COMMUNITY COUNCIL GRANTS 2005/2006**  
**(pages 93 - 114)**

Submit report by the Director of Corporate Services providing an update on the budget position of Local Grants, General Grants and Grants to Community Councils and providing details of grant applications for consideration.

Members are asked to note that in order to consider the recommendation contained in Appendix G to this report, the Committee will require to suspend Standing Order 16, as the application was previously considered at a meeting which took place less than six months from the date of this meeting.

For information on the above agenda please contact Shona Barton, Administrative Assistant, Legal and Administrative Services, Council Offices, Garshake Road, Dumbarton, G82 3PU. Tel: (01389) 737205.e-mail: [shona.barton@west-dunbarton.gov.uk](mailto:shona.barton@west-dunbarton.gov.uk)