

CORPORATE SERVICES COMMITTEE

At a Meeting of the Corporate Services Committee held in the Council Chamber, Clydebank Town Hall, Dumbarton Road, Clydebank on Wednesday, 8 February 2017 at 2.00 p.m.

Present: Councillors George Black, Gail Casey, Jim Finn, David McBride, Jonathan McColl, John Mooney, Tommy Rainey*, Martin Rooney and Kath Ryall.

* Attended later in the meeting.

Attending: Angela Wilson, Strategic Director – Transformation & Public Service Reform; Peter Hessett, Strategic Lead – Regulatory; Malcolm Bennie – Strategic Lead – Communication, Culture & Communities; Vicki Rogers, Strategic Lead – People & Technology; Arun Menon, Business Support Manager; Jackie Allison, Finance Business Partner and Craig Stewart, Committee Officer.

Apologies: Apologies for absence were intimated on behalf of Patrick McGlinchey, Lawrence O'Neill and Gail Robertson.

Councillor Kath Ryall in the Chair

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 Meeting of the Corporate Services Committee held on 9 November 2016 were submitted and approved as a correct record.

MINUTES OF JOINT CONSULTATIVE FORUM – 8 DECEMBER 2016

The Minutes of Meeting of the JCF held on 8 December 2016 were submitted and all decisions contained therein were approved.

CORPORATE SERVICES BUDGETARY CONTROL REPORT TO 31 DECEMBER 2016 (PERIOD 9)

A report was submitted by the Strategic Director – Transformation & Public Service Reform advising on the performance of the Corporate Services budget for the period to 31 December 2016.

After discussion, the Committee agreed:-

- (1) to note that the revenue account currently showed a projected annual favourable variance of £0.165m (0.87% of the total budget); and
- (2) to note that the capital account was projecting a favourable variance of £0.272m for the current year and a nil variance for the project life.

WRITE-OFF OF MISCELLANEOUS INCOME DEBTOR ACCOUNTS – QUARTER 3, 2016/17

A report was submitted by the Strategic Lead – Resources seeking approval for the write-off of debts in respect of miscellaneous income debtor accounts, which have been deemed as irrecoverable during Quarter 3 2016/17, arising from various years and reasons as detailed in the Appendix to the report.

After discussion, the Committee approved the write-off of miscellaneous income debt valued at £29,882.21.

WRITE-OFF OF NATIONAL DOMESTIC RATES

A report was submitted by the Strategic Lead – Resources seeking approval for the write-off of debts in respect of National Non-Domestic Rates (NNDR), which have been deemed as irrecoverable during the financial year 2016/17.

After discussion and having heard the Business Support Manager and Strategic Lead – Regulatory in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to approve the write-off of NNDR accounts totalling £535,646.48; and
- (2) that a briefing note would be issued to Members of the Committee, giving a further explanation to specific questions raised at the meeting.

Note: Councillor Rainey entered the meeting during consideration of this item. Councillor Rooney left the meeting at this point in the proceedings.

ELECTION COUNTING CONTRACT: LOCAL GOVERNMENT ELECTION 2017

A report was submitted by the Strategic Lead – Regulatory to note retrospectively the decision to award the contract for equipment, supplies and services to permit the conduct of electronic counting for the 2017 Local Government Elections.

After discussion and having heard the Strategic Lead – Regulatory in further explanation and in answer to Members' questions, the Committee agreed to note the decision of the Chief Executive, acting in the capacity of Returning Officer for West Dunbartonshire, to approve the execution of the contractual documentation for the equipment, supplies and services necessary to ensure the proper conduct of the Local Government Elections 2017.

PEOPLE & TECHNOLOGY CONTRACTS AND SPEND 2017-18

A report was submitted by the Strategic Lead – People & Technology:-

- (1) providing a detailed breakdown of the planned ICT Capital and Revenue spend on new and existing contracts in excess of £50,000 and seeking approval to procure and contract for the required goods and services; and
- (2) seeking authority to renew or, where appropriate, retender the Council's employee counselling service provision.

A revised Appendix 1 – 'ICT Annual Revenue Spend' was circulated to Members.

After discussion and having heard the Strategic Lead – People & Technology in further explanation and in answer to Members' questions, the Committee agreed:-

ICT Contracts & Spend

- (1) to note the ICT Revenue and Capital spend detail including the anticipated procurement method;
- (2) to note the decision of the Chief Executive to approve the execution of the contractual documentation for the equipment, supplies and services for a 5-year contract for the provision of the Council's Wide Area Network (WAN) to Capita IT Services Limited; and
- (3) that a Tendering Committee be arranged, at an appropriate time, to consider the award of contracts for the planned P&T Revenue and Capital spend detailed in this report and associated appendix to suppliers providing the most economically advantageous offer to the Council; and

Employee Counselling Provision

- (4) that officers be authorised to proceed in developing a strategy, for the procurement of Employee Counselling services on the basis of existing identified, approved and secured funds, which will consider all procurement options currently available and identify the route to market and process to be followed; and
- (5) that authority be delegated to the Strategic Lead – People & Technology to renew or, where appropriate, retender and award the contract for the Council's employee counselling service provision based on the resulting recommendation.

WORKING WELL TOGETHER – ATTENDANCE MANAGEMENT: QUARTER 3

A report was submitted by the Strategic Lead – People & Technology advising on attendance levels across the Council for quarter 3 (October – December 2016) and providing a breakdown of absence performance by Strategic Lead area.

After discussion and having heard the Strategic Director and Strategic Lead – People & Technology in further explanation, the Committee agreed:-

- (1) to note the content of the report and the attendance results for Q3 2016/17, namely a decrease of 337 FTE days lost (3.3%) compared to the same period last year;
- (2) to be further directed to Appendices 1-4 of the report which provided a breakdown of results for the Strategic Lead area(s) covered by the Committee; and
- (3) to note the supporting verbal commentary from the Director in respect of pertinent points/actions to note for the service areas within the locus of the Committee.

The meeting closed at 3.17 p.m.