

## **CORPORATE SERVICES COMMITTEE**

At a Meeting of the Corporate Services Committee held by video conference on Wednesday, 8 September 2021 at 2.05 p.m.

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

**Attending:** Joyce White, Chief Executive; Angela Wilson, Chief Officer – Supply, Distribution and Property; Peter Hessem, Chief Officer – Regulatory and Regeneration; Malcolm Bennie, Chief Officer – Citizen, Culture and Facilities; Victoria Rogers, Chief Officer – People and Technology; Alison McBride, Strategic People and Change Manager; Arun Menon, Business Support Manager; Annabel Travers, Procurement Manager; Raymond Lynch, Section Head – Licensing; Karen Shannon, Section Head – Finance, Administration & Control; Adrian Gray, Finance Business Partner; Scott Kelly and Ashley MacIntyre, Committee Officers.

**Also Attending:** Paul Smith, Chair of the West Dunbartonshire Licensing Forum.

**Apologies:** Apologies for absence were intimated on behalf of Councillors Jim Finn and Daniel Lennie.

### **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**

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 19 May 2021 were submitted and approved a correct record, subject to the words 'Security Policy framework' being added to the end of paragraph (4) under the heading 'Universal Serial Bus (USB) Data Drive Policy'.

## **VARIATION IN ORDER OF BUSINESS**

Having heard the Chair, Councillor Dickson, the Committee agreed to vary the order of business as hereinafter minuted.

## **FESTIVE SAFETY SCHEME**

A report was submitted by the Chief Officer – Regulatory and Regeneration advising on the findings of the working group which was set up to investigate the viability of setting up a new safety initiative to replace the previous scheme, Night Zone West (NZW).

It was noted that Mr Paul Smith, Chair of the West Dunbartonshire Licensing Forum, was in attendance and, at the request of Councillor Dickson, Chair, Mr Smith addressed the Committee in relation to this matter and was heard in answer to a Member's question.

After discussion and having heard the Section Head (Licensing) and the Chief Officer, Regulatory & Regeneration, in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the terms of the report;
- (2) to approve the utilising of the existing funding allocated to Night Zone West to support Police Scotland to assist in the Division's Festive Policing Plan for the festive period 2021/2022; and
- (3) that the working group should report to a future meeting of the Committee with an new outline festive plan for the festive period 2022/2023.

Note: Mr Smith left the meeting following consideration of this item.

## **MINUTES OF JOINT CONSULTATIVE FORUM – 10 JUNE 2021**

The Minutes of Meeting of the Joint Consultative Forum held on 10 June 2021 were submitted and all decisions contained therein were approved.

## **OPEN FORUM**

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

### **WRITE-OFF OF MISCELLANEOUS INCOME DEBTOR ACCOUNTS – QUARTER 1, 2021/22**

A report was submitted by the Chief Officer – Resources seeking approval for the write-off of debts in respect of miscellaneous income debtor accounts, which have been deemed as irrecoverable during Quarter 1 2021/22.

After discussion and having heard from the Business Support Manager in further explanation of the report and in answer to a Member's questions, the Committee approved the write-off of miscellaneous income debt valued at £64,043.95.

### **THE PROVISION OF MANAGED WORK FOR HOUSING BENEFIT AND COUNCIL TAX REDUCTION**

A report was submitted by the Chief Officer – Resources seeking approval to procure the provision of managed work associated with the processing of Housing Benefit (HB) and Council Tax Reduction (CTR) claims.

After discussion and having heard the Business Support Manager in further explanation of the report and in answer to a Member's questions, the Committee agreed to approve the procurement of the managed work associated with the processing of HB and CTR for a two year period with the unilateral option on the Council's part to extend for a further two 12 month periods, subject to continued funding from the Department for Work and Pensions (DWP) as detailed in paragraph 4.2 of the report.

### **CORPORATE SERVICES BUDGETARY CONTROL REPORT TO 31 JULY 2021 (PERIOD 4)**

A report was submitted by the Chief Officer – Resources advising on the performance of the Corporate Services budget for the period to 31 July 2021.

After discussion and having heard from the Finance Business Partner and relevant officers in further explanation of the report and in answer to a Member's questions, the Committee agreed:-

- (1) to note that the revenue account currently showed a projected annual favourable variance of £0.093m (0.29% of the total budget) which included an adverse variance related to the potential impact of COVID-19 of £0.153m resulting in an underlying favourable variance of £0.246m(0.76% of the total budget);

- (2) to note that the capital account was showing a projected in-year underspend of £2.791m (49.7% of in-year budget) due to two projects showing projected underspends as a result of delays to these projects mainly caused by COVID-19 restrictions, and that the project life projection currently showed a projected on budget spend; and
- (3) to note the progress on efficiencies incorporated into budgets for 2021/22.

### **PAYMENT PROCESSING SERVICES**

A report was submitted by the Chief Officer – Resources seeking approval to initiate a formal procurement process for West Dunbartonshire Council's and West Dunbartonshire Leisure Trust's Payment Processing Services.

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

- (1) to approve the initiation of a formal procurement process for the Payment Processing Service for the Council and the Trust for a three year period from 1 April 2022 until 31 March 2025 with an option to extend for a further two additional periods of up to 12 months until 31 March 2027; and
- (2) 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 following evaluation of tender submissions received, on behalf of the Council and the Trust.

### **PROCUREMENT IMPROVEMENTS**

A report was submitted by the Chief Officer – Supply, Distribution and Property providing an update on the procurement outcomes achieved in 2020/21 and seeking approval to publish the Annual Procurement Report for 2020/21 and the Procurement Strategy – 2021/26.

After discussion and having heard the Chief Officer, the Procurement Manager and the Chief Executive in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the remaining procurement outcomes achieved in 2020/21 in the Annual Procurement Strategy as outlined in Appendix 1 to the report;
- (2) to approve the Annual Procurement Report for 2020/21 for publication as outlined in Appendix 2 to the report;
- (3) to note the social benefits delivered in 2020/21 as outlined in Appendix 3 to the report; and

- (4) to approve the Procurement Strategy - 2021/26 for publication as detailed in Appendix 4 to the report.

### **STRATEGIC RISKS 2017-22**

A report was submitted by the Chief Officer – People and Technology providing an update on the strategic risks for 2017-22.

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

- (1) to note the strategic risks as detailed at Appendix 1 to the report; and
- (2) to note the supplementary EU Assurance Plans as detailed in Appendices 2 and 3 to the report.

### **COUNCIL WORKFORCE PLAN 2017-2022: ANNUAL ACTION PLAN 2020/2021**

A report was submitted by the Chief Officer – People and Technology providing an update on the Council's workforce planning activity for 2021/22.

After discussion and having heard the Strategic People and Change Manager in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note progress during 2020/21 in delivering against the Council Workforce Plan;
- (2) to note the workforce profile as at 31st March 2021 and the key changes;
- (3) to note the planned actions for 2021/2022; and
- (4) to note that the Delivery Plans for each service include workforce annual action plans.

The meeting closed at 4:55 p.m.