

## **CORPORATE SERVICES COMMITTEE**

At a Meeting of the Corporate Services Committee held on Wednesday, 10 August 2016 in Clydebank Town Hall, Dumbarton Road, Clydebank at 2.00 p.m.

**Present:** Councillors Gail Casey, Jim Finn, David McBride, Jonathan McColl, Patrick McGlinchey, John Mooney, Lawrence O'Neill, Tommy Rainey, Gail Robertson, Martin Rooney and Kath Ryall.

**Attending:** Angela Wilson, Strategic Director – Transformation & Public Service Reform; Stephen West, Strategic Lead - Resources; Vicki Rogers, Strategic Lead – People & Technology; Alan Douglas, Manager of Legal; Arun Menon, Business Support Manager; Karen Shannon, Section Head, Financial Admin & Control; Ryan Chalmers, Section Head, Revenues & Benefits; Jackie Allison, Finance Business Partner and Craig Stewart, Committee Officer.

**Apology:** An apology for absence was intimated on behalf of Councillor George Black.

**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 11 May 2016 were submitted and approved as a correct record.

### **MINUTES OF JOINT CONSULTATIVE FORUM – 9 JUNE 2016**

The Minutes of Meeting of the JCF held on 9 June 2016 were submitted and all decisions contained therein were approved.

## **WRITE-OFF OF MISCELLANEOUS INCOME DEBTOR ACCOUNTS AND COUNCIL TAX – QUARTER 1, 2016/17**

A report was submitted by the Strategic Lead – Resources seeking approval of the write-off of debts in respect of miscellaneous income debtor accounts and council tax accounts, which have been deemed as irrecoverable during Quarter 1 2016/17, arising from various years and reasons as detailed in the Appendices to the report.

After discussion, the Committee agreed:-

- (1) to approve the write-off of miscellaneous income debt valued at £116,514.88; and council tax debt of £30,971.18; and
- (2) to note that officers would explore the possibility of increasing the write-off limit, under delegated powers as was the case with neighbouring Councils, and would report back further on this.

## **CORPORATE SERVICES BUDGETARY CONTROL REPORT TO 30 JUNE 2016 (PERIOD 3)**

A report was submitted by the Strategic Lead – Resources advising on the performance of the Corporate Services budget for the period to 30 June 2016.

After discussion and having heard the Strategic Lead – Resources in answer to a Member's question, the Committee agreed:-

- (1) to note that the revenue account currently showed a projected annual adverse variance of £0.069m (0.4% of the total budget); and
- (2) to note that the capital account shows a projected annual favourable variance of £0.010m (0% of annual budget) and project life favourable variance of £0.010m (0% of project life budget).

## **RENEWAL/RETENDERING OF THE COUNCIL'S AND LEISURE TRUST'S INSURANCE CONTRACTS**

A report was submitted by the Strategic Lead – Resources seeking authority to renew or, where appropriate, re-tender the Council's and the Leisure Trust's Insurance Contracts.

After discussion, Councillor Ryall, seconded by Councillor Rainey, moved the recommendations in the report, as follows:-

That the Committee agrees:-

- (1) to note the position with regard to the renewal of the main insurance contracts and the Engineering Insurance Programme on 1 August 2016;

- (2) to delegate authority to the Strategic Lead – Resources to re-tender and award the main insurance contracts with a new contract to come into effect from 1 August 2017 for an initial contract period of 3 years with an option to extend for up to a further two 12 month periods;
- (3) to delegate authority to the Strategic Lead – Resources to re-tender and award the Engineering Insurance Programme with a new contract to come into effect from 1 August 2017.

As an amendment, Councillor McColl, seconded by Councillor Finn, moved:-

That the Committee agrees:-

- (1) to note the position with regard to the renewal of the main insurance contracts and the Engineering Insurance Programme on 1 August 2016;
- (2) to delegate authority to the Strategic Lead – Resources to re-tender the main insurance contracts with a new contract to come into effect from 1 August 2017 for an initial contract period of 3 years with an option to extend for up to a further two 12 month periods;
- (3) to delegate authority to the Strategic Lead – Resources to re-tender the Engineering Insurance Programme with a new contract to come into effect from 1 August 2017; and
- (4) to delegate authority to the Tendering Committee to award the contracts at (2) and (3) above.

On a vote being taken, 3 Members voted for the amendment and 8 for the motion which was declared carried.

### **BLOCK BUILDINGS INSURANCE FOR PRIVATELY OWNED EX-COUNCIL PROPERTIES**

A report was submitted by the Strategic Lead – Resources providing an update on the position regarding the provision of buildings insurance by the Council to owners of former council houses for the “Right to Buy” Buildings Block Insurance Policy and seeking approval for the recommended revised approach to this service provision.

After discussion and having heard the Strategic Lead – Resources in further explanation and in answer to Members’ questions, Councillor Ryall, seconded by Councillor Rainey, moved the recommendations in the report, as follows:-

That the Committee agrees:-

- (1) to note the position with regard to the renewal of the “Right to Buy” Buildings Block Insurance Policy on 1 April 2016;

- (2) that the Council continues to administer and provide the block buildings insurance scheme for privately owned ex-Council properties;
- (3) that authority be delegated to the Strategic Lead – Resources, to re-tender and award the “Right to Buy” Buildings Block Insurance Policy with a new contract to come into effect from 1 April 2017 for an initial contract period of 3 years with an option to extend by a further two one year periods;
- (4) that in the tender process the Strategic Lead – Resources has the power to vary the scheme’s terms as may be required in terms of excess levels and/or insurance coverage, as noted in the report; and
- (5) to note that scheme members will be provided with information on progress.

As an amendment, Councillor McColl, seconded by Councillor Finn, moved:-

That the Committee agrees:-

- (1) to note the position with regard to the renewal of the “Right to Buy” Buildings Block Insurance Policy on 1 April 2016;
- (2) that the Council continues to administer and provide the block buildings insurance scheme for privately owned ex-Council properties;
- (3) that authority be delegated to the Strategic Lead – Resources, to re-tender the “Right to Buy” Buildings Block Insurance Policy with a new contract to come into effect from 1 April 2017 for an initial contract period of 3 years with an option to extend by a further two one year periods;
- (4) to delegate authority to the Tendering Committee to award the contract at (3) above;
- (5) that in the tender process the Strategic Lead – Resources has the power to vary the scheme’s terms as may be required in terms of excess levels and/or insurance coverage, as noted in the report; and
- (6) to note that scheme members will be provided with information on progress.

On a vote being taken, 3 Members voted for the amendment and 8 for the motion which was accordingly declared carried.

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

A report was submitted by the Strategic Lead – Resources providing an update on the provision of content insurance by the Council to council tenants and owners of former Council houses and seeking approval for its provision going forward.

After discussion and having heard the Strategic Lead – Resources in further explanation and the Business Support Manager in answer to Members' questions, Councillor Ryall, seconded by Councillor Rainey, moved the recommendations in the report, as follows:-

That the Committee agrees:-

- (1) to note the position with regard to the current service provision;
- (2) that the Council continues to provide the service when the current contract comes to an end on 4 January 2017 with options identified for the scheme's administration to be considered through the tendering process;
- (3) to note that as part of the procurement process, a strategy will be developed and market research undertaken to determine the market's capability and willingness to provide this service and that the route to market will consider all available options for service delivery;
- (4) that authority be delegated to the Strategic Lead Resources, to re-tender and award the "Home Content" Insurance Policy to the most economically advantageous tenderer with a new contract to come into effect from 5 January 2017; and
- (5) to note that scheme members will be provided with information on progress.

As an amendment, Councillor McColl, seconded by Councillor Finn, moved:-

That the Committee agrees:-

- (1) to note the position with regard to the current service provision;
- (2) that the Council continues to provide the service when the current contract comes to an end on 4 January 2017 with options identified for the scheme's administration to be considered through the tendering process;
- (3) to note that as part of the procurement process, a strategy will be developed and market research undertaken to determine the market's capability and willingness to provide this service and that the route to market will consider all available options for service delivery;

- (4) that authority be delegated to the Strategic Lead Resources, to re-tender the “Home Content” Insurance Policy with a new contract to come into effect from 5 January 2017; and
- (5) to delegate authority to the Tendering Committee to award the contract at (4) above;
- (6) to note that scheme members will be provided with information on progress.

On a vote being taken, 3 Members voted for the amendment and 8 for the motion which was declared carried.

### **ELECTED MEMBER DEVELOPMENT**

A report was submitted by the Strategic Lead – People & Technology providing an update on Elected Member development undertaken through the annual seminar programme and Personal Development Planning (PDP).

After discussion and having heard the Strategic Lead – People & Technology in further explanation and in answer to Members’ questions, the Committee agreed to note the content of the report, including the summary at Appendix A of member participation across the 2015/16 programme, and the proposed programme for 2016/17 outlined at Appendix B to the report.

### **REVISIONS TO CODE OF CONDUCT FOR EMPLOYEES**

A report was submitted by the Strategic Lead – People & Technology providing an update on revisions to the Code of Conduct for Employees, and seeking approval of the revised Code.

After discussion and having heard the Strategic Lead – People & Technology in further explanation and in answer to Members’ questions, the Committee agreed to approve the revised Code of Conduct for Employees.

### **COUNCIL WORKFORCE PLAN**

A report was submitted by the Strategic Lead – People & Technology providing an update in respect of the Council’s workforce planning activity for 2016/17.

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

- (1) to approve the Council Workforce Plan for 2016/17; and
- (2) to approve the planned review of the Council Workforce Planning Strategy & Framework.

## **WORKING WELL TOGETHER – ATTENDANCE MANAGEMENT: QUARTER 1**

A report was submitted by the Strategic Lead – People & Technology advising on attendance levels across the Council for Quarter 1 (April – June 2016).

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

- (1) to note, with satisfaction, the content of the report and the attendance results for Q1 2016/17, namely a significant decrease of 1799 days lost (21.3%) compared to the same period last year; and
- (2) to note that a revised methodology for calculating absence had been adopted consistent with national guidance and to more accurately reflect the workforce demographics.

The meeting closed at 3.17 p.m.