

CORPORATE SERVICES COMMITTEE

At a Hybrid Meeting of the Corporate Services Committee held in the Civic Space, 16 Church Street, Dumbarton on Wednesday, 1 February 2023 at 2.00 p.m.

Present: Councillors Karen Conaghan, Ian Dickson, Daniel Lennie, David McBride, James McElhill, Michelle McGinty, June McKay, Lawrence O'Neill, Martin Rooney and Clare Steel*.

*arrived later in the meeting

Attending: Angela Wilson, Chief Officer – Supply, Distribution and Property; Alan Douglas, Chief Officer – Regulatory and Regeneration; Amanda Graham, Chief Officer – Citizen, Culture and Facilities; Laurence Slavin, Chief Officer – Resources; Victoria Rogers, Chief Officer – People and Technology; Arun Menon, Business Support Manager; Alison McBride, Strategic People and Change Manager; Michelle Lynn, Asset Co-ordinator; Karen Shannon, Resources Section Head; Lisa MacGregor, People and Change Partner and Ashley MacIntyre and Nicola Moorcroft, Committee Officers.

Apology: An apology for absence was intimated on behalf of Councillor Gordon Scanlan.

Councillor Daniel Lennie in the Chair

STATEMENT BY CHAIR – AUDIO STREAMING

Councillor Lennie, 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.

RECORDING OF VOTES

The Committee agreed that all votes taken during the meeting be done by roll call vote to ensure an accurate record.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Corporate Services Committee held on 2 November 2022 were submitted and approved as a correct record.

MINUTES OF JOINT CONSULTATIVE FORUM

The Minutes of Meeting of the Joint Consultative Forum held on 1 December 2022 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.

CORPORATE SERVICES BUDGETARY CONTROL REPORT TO 30 NOVEMBER 2022 (PERIOD 8)

A report was submitted by the Chief Officer – Resources advising on the performance of the Corporate Services budget for the period to 30 November 2022.

After discussion and having heard the Chief Officer – Resources and the Chief Officer – Regulatory and Regeneration in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note that the revenue account was showing a projected annual adverse variance of £0.054m (0.16% of the total budget); and
- (2) to note that the capital account was showing a projected in-year underspend of -£3.293m (-43.9% of in-year budget) due to 6 projects showing projected underspends as a result of delays to these projects with explanations for delays detailed in Appendices 5 and 6 of the report. The project life projection was currently showing a projected underspend of £-0.047m (-0.42% of project life budget).

Note:- Councillor Steel joined the meeting during consideration of this item.

PREGNANCY LOSS SCHEME

A report was submitted by the Chief Officer – People and Technology informing of the development of a Pregnancy Loss Scheme and seeking approval for implementation.

After discussion and having heard the Chief Officer – People and Technology and the People and Change Partner in further explanation of the report and in answer to

Members' questions, the Committee agreed to approve the Pregnancy Loss Scheme.

WORKFORCE PLANNING STRATEGY AND FRAMEWORK 2022-27

A report was submitted by the Chief Officer – People and Technology seeking approval of the revised Workforce Planning Strategy and Framework.

After discussion and having heard the People and Change Partner in further explanation of the report and in answer to Members' questions, the Committee agreed to approve the revised Workforce Planning Strategy.

CITIZEN, CULTURE AND FACILITIES 2022/23 DELIVERY PLAN INTERIM PROGRESS

A report was submitted by the Chief Officer – Citizen, Culture and Facilities setting out the interim progress of the Citizen, Culture and Facilities Delivery Plan 2022/23.

After discussion and having heard the Chief Officer – People and Technology and the Asset Co-ordinator in further explanation of the report and in answer to Members' questions, the Committee agreed to note the contents of the Delivery Plan.

PEOPLE AND TECHNOLOGY 2022/23 DELIVERY PLAN INTERIM PROGRESS

A report was submitted by the Chief Officer – People and Technology setting out the interim progress of the People and Technology Delivery Plan 2022/23.

After discussion and having heard the Chief Officer – People and Technology and the Strategic People and Change Manager in further explanation of the report and in answer to Members' questions, the Committee agreed to note the contents of the Delivery Plan.

REGULATORY AND REGENERATION 2022/23 DELIVERY PLAN INTERIM PROGRESS

A report was submitted by the Chief Officer – Regulatory and Regeneration setting out the interim progress of the Regulatory and Regeneration Delivery Plan 2022/23.

After discussion and having heard the Chief Officer – Regulatory and Regeneration in further explanation of the report and in answer to Members' questions, the Committee agreed to note the contents of the Delivery Plan.

RESOURCES 2022/23 DELIVERY PLAN INTERIM PROGRESS

A report was submitted by the Chief Officer – Resources setting out the interim progress of the Resources Delivery Plan 2022/23.

After discussion and having heard the Chief Officer – Resources in further explanation of the report and in answer to a Member's questions, the Committee agreed to note the contents of the Delivery Plan.

SUPPLY, DISTRIBUTION AND PROPERTY 2022/23 DELIVERY PLAN – CORPORATE PROCUREMENT UNIT INTERIM PROGRESS

A report was submitted by the Chief Officer – Supply, Distribution and Property setting out the interim progress of the Corporate Procurement Unit priorities within the Supply Distribution and Property Delivery Plan 2022/23.

After discussion and having heard the Chief Officer – Supply, Distribution and Property in further explanation of the report, the Committee agreed to note the contents of the Delivery Plan.

KING'S CORONATION 2023

A report was submitted by the Chief Officer – People and Technology providing an update on the proposed approach in respect of the King's Coronation on Monday 8 May 2023.

After discussion and having heard the Chief Officer – People and Technology in further explanation of the report, the Committee agreed to approve the approach which was also adopted for the Queens' State Funeral and the Jubilee in 2022.

STRATEGIC RISKS 2022-27

A report was submitted by the Chief Officer – People and Technology providing an update on the strategic risks for 2022-27.

After discussion and having heard the Chief Officer – People and Technology and other officers in further explanation of the report and in answer to Members' questions, the Committee agreed to note the strategic risks as detailed in Appendix 1 of the report.

PEOPLE AND TECHNOLOGY SPEND 2023/24

A report was submitted by the Chief Officer – People and Technology providing a detailed breakdown of the planned People and Technology spend for both capital and revenue new and existing contracts valued above £10,000 and seeking approval to procure and contract for the required goods and services.

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

- (1) to note the revenue and capital spend detail included in the report;
- (2) to note the projects to deliver the spend would be included in the 2023-24 People and Technology Delivery Plan currently in development and would be reported to a future meeting of the committee;
- (3) to approve the procurement and award by the Chief Officer – People and Technology, in consultation with the Procurement Manager, of all contracts valued at £213,477 (Vat inclusive) and above subject to the cost being within the available budget and the tender being in line with normal tender parameters;
- (4) to note that where the contract award is less than £213,477 (Vat inclusive), authority would be delegated to the Chief Officer – People and Technology in consultation with the Procurement Manager to instruct the award of contracts for the planned revenue and capital spend detailed in the report to suppliers providing the most economically advantageous offer to the Council;
- (5) to approve the revenue spend detailed in the report including approval to explore and secure multi-year contracts, contracts utilising framework agreements and/or contracts utilising dynamic purchasing systems beyond the term of approved budgets where efficiencies and savings can be achieved; and
- (6) to approve the projects specified in Section 3 of the report.

CASH RECEIPTING SYSTEM

A report was submitted by the Chief Officer – Resources seeking approval to make a direct award under the KCS Managed Services for Business Framework for the cash receipting system and the call secure module for West Dunbartonshire Council.

After discussion and having heard the Chief Officer – Resources in further explanation of the report and in answer to Members’ questions, the Committee agreed:-

- (1) to approve the direct award under the KCS Managed Services for Business Framework for the cash receipting system for the Council for a 2 year period from the date of expiry of the current contract i.e. 31 August 2023 for a period of two years with an option to extend for up to a further two additional 12 month periods; and
- (2) to approve the direct award under the KCS Managed Services for Business Framework for the call secure plus module for the Council for a 2 year period from the date of expiry of the current contract i.e. 3 October 2023 for a period

of two years with an option to extend for up to a further two additional 12 month periods.

WRITE-OFF OF NATIONAL NON DOMESTIC RATES 2022/23

A report was submitted by the Chief Officer – Resources recommending for approval the write-off of debts in respect of National Non-Domestic Rates (NNDR), which have been deemed as irrecoverable during the financial year 2022/2023.

After discussion and having heard the Chief Officer – Resources and the Asset Co-ordinator in further explanation of the report and in answer to Members' questions, the Committee agreed to approve the write-off of NNDR accounts totalling £47,823.69.

The meeting closed at 3.20 p.m.

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