

## **CORPORATE SERVICES COMMITTEE**

At a Meeting of the Corporate Services Committee held by Video Conference on Wednesday, 17 February 2021 at 10.00 a.m.

**Present:** Councillors Jim Brown, Ian Dickson, Diane Docherty, Jim Finn, Daniel Lennie, Caroline McAllister, David McBride, Jonathan McColl, Iain McLaren, John Mooney, Lawrence O'Neill and Martin Rooney.

**Attending:** Joyce White, Chief Executive; Angela Wilson, Chief Officer – Supply, Distribution & Property; Malcolm Bennie, Chief Officer – Citizen, Culture & Facilities; Victoria Rogers, Chief Officer – People & Technology; Stephen West, Chief Officer – Resources, Peter Hessett, Chief Officer – Regulatory & Regeneration; Patricia Kerr, ICT Manager; Alison McBride, OD & Change Manager; John Anderson, General Manager, West Dunbartonshire Leisure Trust; Adrian Gray, Business Unit Finance Partner; James Gallacher and Brian Miller, Section Heads, People & Technology; Raymond Lynch, Section Head (Licensing); and Craig Stewart, Committee Officer.

**Councillor Ian Dickson in the Chair**

### **CHAIR'S REMARKS**

Prior to the business of the meeting commencing, Councillor Dickson, Chair, advised that there was an update in relation to Item 13, 'West Dunbartonshire Leisure Trust Business Plan 2021/22' and specifically on the resourcing thereof, and invited the Chief Officer – Resources to provide an update to the Committee. After hearing the Chief Officer, the Committee noted the terms of the verbal update given.

### **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**

Councillors Finn and McBride declared a non-financial interest in Item 13 on the agenda, 'West Dunbartonshire Leisure Trust Business Plan 2021/22', being Board Members of West Dunbartonshire Leisure Trust, and advised that they would not take part in the decision in relation to that item.

## **MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of Corporate Services Committee held on 11 November 2020 were submitted and approved as a correct record.

## **MINUTES OF JOINT CONSULTATIVE FORUM – 3 DECEMBER 2020**

The Minutes of Meeting of the Joint Consultative Forum held on 3 December 2020 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 31 DECEMBER 2020 (PERIOD 9)**

A report was submitted by the Chief Officer – Resources advising on the performance of the Corporate Services budget for the period to 31 December 2020.

The Committee agreed:-

- (1) to note that the revenue account currently showed a projected annual favourable variance of £0.518m (1.61% of the total budget) of which £0.010m was COVID-19 related;
- (2) to note: (i) that the capital account was showing a projected in-year underspend of £1.872m (55.2% of in-year budget) due to 7 projects showing projected underspends as a result of delays to these projects caused by COVID-19 restrictions; and (ii) that the project life projection was currently showing a projected underspend of £0.340m (2.1% of project life budget); and
- (3) to note the progress on efficiencies incorporated into budgets for 2020/21.

## **WRITE-OFF OF NATIONAL NON-DOMESTIC RATES**

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 had been deemed as irrecoverable during the financial year 2020/21.

After discussion and having heard the Chief Officer and the Business Support Manager in further explanation of the report and in answer to Members' questions, the Committee agreed to approve the write-off of NNDR accounts totalling £173,915.94.

## **WRITE-OFF OF MISCELLANEOUS INCOME DEBTOR ACCOUNTS – QUARTER 3, 2020/21**

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 had been deemed as irrecoverable during Quarter 3 2020/21, arising from various years and reasons.

Having heard the Chief Officer in further explanation of the report, the Committee agreed to approve the write-off of miscellaneous income debt valued at £83,114.72.

## **STRATEGIC RISKS 2017-22**

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

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

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

## **PEOPLE & TECHNOLOGY SPEND 2021-22**

A report was submitted by the Chief Officer – People & Technology providing a detailed breakdown of the planned People & Technology capital and revenue spend on 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, the Chief Executive and the ICT Manager in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note: (i) the revenue and capital spend detail included in the report; and (ii) that the projects to deliver this spend would be included in the 2021-22 People and Technology Delivery Plan currently in development and scheduled for consideration at the May 2021 meeting of the Committee;
- (2) where the contract award was less than £50,000, that authority be delegated to the Procurement Manager in consultation with the Chief Officer – People & Technology to instruct the award of contracts for the planned revenue and capital spend detailed in this report to suppliers providing the most economically advantageous offer to the Council for all spend purchased from National Framework agreements;

- (3) to approve the revenue spend included in the report including approval to explore and secure multi-year contracts, Framework Agreements and Dynamic Purchasing Systems beyond the term of approved budgets where efficiencies and savings could be achieved;
- (4) to approve the projects specified in section 3 of the report; and
- (5) to note that spend where the value of the contract was above £50,000 would be submitted to the Tendering Committee for approval.

### **FESTIVE NIGHT ZONE FUNDING**

A report was submitted by the Chief Officer – Regulatory & Regeneration outlining the current position with regard to the festive Night Zone West provision, and requesting that consideration be given to the position with regard to the funding of it by the Council.

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

- (1) (i): to look into different ways of delivering Night Zone West, including use of volunteers and alternative funding sources; and (ii) that as part of their investigation, officers should work with our Community Planning Partners; and
- (2) that a report would come back to the Corporate Services Committee as soon as possible after the July recess giving Members options for the continuation of this valued festive service.

### **WEST DUNBARTONSHIRE LEISURE TRUST BUSINESS PLAN 2021/22**

A report was submitted by the Chief Officer – Citizen, Culture & Facilities providing an update on the West Dunbartonshire Leisure Trust Business Plan for 2021/22.

After discussion and having heard the Chief Officer and the General Manager, West Dunbartonshire Leisure Trust (WDLT) in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to approve the report and the efficiency options outlined;
- (2) to approve the 2021/22 West Dunbartonshire Leisure Trust Business Plan;
- (3) that, if required, the management fee would be adjusted upwards to include full funding for item 3 at 4.3 of the report, to enable WDLT to balance their budget without making this efficiency, and to note that this decision would require to be ratified by Council in line with recommendation 3 of the report; and

(4) to recommend to Council that a letter of comfort is issued to the WDLT.

The meeting closed at 11.55 a.m.

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