

CORPORATE SERVICES COMMITTEE

At a Meeting of the Corporate Services Committee held in the Council Chambers, Municipal Buildings, Station Road, Dumbarton on Wednesday, 31 January at 10.02 a.m.

Present: Councillors Jim Bollan, Margaret Bootland, Geoff Calvert, Tony Devine, Craig McLaughlin and Martin Rooney.

Attending: Stephen Brown, Head of Legal and Administrative Services; David Connell, Head of Finance; Angela Clements, Head of ICT and Business Development; Vincent Gardiner, Manager of Exchequer; Adrian Gray, Assistant Principal Officer, Social Work Services; Ian Hutchison, Procurement Team Leader; Lesley-Anne Haigh, Grants Administrator and Shona Barton, Administrative Officer.

Also Attending: Gary Broadbent, Project Manager, Graham Technology.

Apologies: Apologies for absence were submitted on behalf of Councillors Dennis Brogan, Duncan McDonald and Andy White.

Councillor Tony Devine in the Chair

MINUTES OF PREVIOUS MEETING

- 11300 The Minutes of Meeting of the Corporate Services Committee held on 28 November 2006 were submitted and approved as a correct record.
- 11301 Having heard the Convener, Councillor Devine, in relation to the item headed "Draft Pipe Band Funding Support Policy" (Page 2833, paragraph 10708 refers), the Committee agreed to note:-
- (1) that Provost Macdonald would be writing to all pipe bands in the area to request a meeting to discuss this issue; and
 - (2) that this meeting would be open to any Elected Members who wished to attend.

VARIATION IN ORDER OF BUSINESS

- 11302 Having heard the Convener, Councillor Devine, the Committee agreed to vary the order of business as hereinafter recorded.

PRESENTATION – CONTACT CENTRE SYSTEM

- 11303 The Committee heard a presentation given by Angela Clements, Head of ICT and Business Development and Gary Broadbent, Project Manager, Graham Technology (present for this item only). The presentation provided Members with information on the contact centre system and worked through two caller scenarios.
- 11304 Councillor Devine, on behalf of the Committee thanked Ms. Clements and Mr. Broadbent for their informative presentation.

ADJOURNMENT

- 11305 Having heard the Convener, Councillor Devine, the Committee agreed to a short adjournment to allow for the presentation equipment to be removed. The meeting resumed at 10.55 a.m. with all those on the sederunt being present.

TAXI LICENSING FEES

- 11306 With reference to the Minutes of Meeting of the Corporate Services Committee held on 27 September 2006 (Page 2698, paragraph 10099 refers), a report was submitted by the Chief Executive providing comparative information on the level of taxi licensing fees which are charged by West Dunbartonshire Council and other local authorities.
- 11307 Having heard the Head of Legal and Administrative Services in further explanation, Councillor Calvert, seconded by Councillor Rooney, moved:-
- 11308 That the Committee notes the contents of the report.
- 11309 As an amendment, Councillor McLaughlin, seconded by Councillor Bolla, moved:-
- 11310 That this item be continued until the next meeting of the Committee to allow for officers to prepare a report containing all relevant figures (including MOT costs) and for this report to be sent out to the Taxi trade for consultation.
- 11311 On a vote being taken, 2 Members voted for the amendment and 4 for the motion, which was accordingly declared carried.

GRANT APPLICATION – UNIT 23 SKATEPARK

- 11312 With reference to the Minutes of the Meeting of the Corporate Services Committee held on 28 November 2006 (Page 2838, paragraph 10740 refers), a report was submitted by the Chief Executive providing an update on the skate park grant application.
- 11313 Having heard the Manager of Exchequer in further explanation and in answer to Members' questions, the Committee agreed:-
- (1) to delegate authority to the Head of Finance to approve the grant subject to officers being satisfied that the group has provided clarification on the outstanding financial issues; and
 - (2) that the grant should be awarded from the Dumbarton Common Good Fund.

SUSTAINABLE PROCUREMENT POLICY

- 11314 A report was submitted by the Chief Executive seeking approval for the Sustainable Procurement Policy.
- 11315 Having heard the Procurement Team Leader in answer to Members' questions, Councillor McLaughlin, seconded by Councillor Bollan, moved:-
- 11316 That the report be continued until the next meeting of the Committee to allow for the policy to be circulated to appropriate environmental groups to enable them to have a say in the development of a council sustainable procurement policy.
- 11317 As an amendment, Councillor Rooney, seconded by Councillor Calvert, moved:-
- 11318 That the Committee approve the proposed Sustainable Procurement Policy, and that officers should write out to appropriate environmental groups and invite them to comment on the policy.
- 11319 On a vote being taken, 2 Members voted for the motion and 3 for the amendment. The amendment was accordingly declared carried.

Note: Councillor Bootland left the meeting during discussion of the above item and returned following the vote.

INTEREST RATE REPORT (1 APRIL 2006 – 15 DECEMBER 2006)

- 11320 A report was submitted by the Chief Executive advising on interest rates during the period from 1 April 2006 to 15 December 2006.

11321 The Committee agreed to note the contents of the report.

**CHIEF EXECUTIVE BUDGETARY CONTROL REPORT PERIOD 8
(2006/07)**

11322 A report was submitted by the Chief Executive advising on the performance of the Chief Executive Department's budget for the period to 15 December 2006.

11323 Having heard the Head of Legal and Administrative Services in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note the contents of the report; and
- (2) that a report be submitted to the next meeting of the Committee providing information on the total costs to the Council for the preparation of the response to the Best Value Audit, including the cost of external advice.

TREASURY TRANSACTIONS (1 APRIL 2006 – 15 DECEMBER 2006)

11324 A report was submitted by the Chief Executive advising of the treasury transactions of the Council.

11325 The Committee agreed to note the contents of the report.

DEBT RESCHEDULING

11326 A report was submitted by the Chief Executive advising of debt rescheduling which has taken place.

11327 Having heard the Head of Finance in answer to Members' questions, the Committee agreed to note the contents of the report.

UPDATE ON FINANCE REVENUES COLLECTION

11328 A report was submitted by the Chief Executive providing an update on the collection of the local Council Tax and National Non-Domestic Rates (NNDR).

11329 Having heard the Manager of Exchequer and the Head of Finance in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note the Council Tax and NNDR collection performance;
- (2) that a report be submitted to a future meeting of this Committee providing revised options for the referral of arrears to Sheriff Officers;

- (3) that existing cases which have been passed to the Sheriff Officers be reviewed to ascertain if there had been any change in circumstances;
- (4) that in the meantime no further cases of Poll Tax arrears be referred to the Sheriff Officers; and
- (5) that a report providing information on the numbers of people in arrears and the amounts owed be submitted to a future meeting of this Committee.

DUMBARTON COMMON GOOD FUND – MONITORING REPORT TO 15 DECEMBER 2006

- 11330 A report was submitted by the Chief Executive providing details of income and expenditure on the Common Good Fund Account to 15 December 2006.
- 11331 Having heard the Manager of Exchequer in answer to Members' questions, the Committee agreed to note the Statement of Income and Expenditure to 15 December 2006.

DUMBARTON COMMON GOOD FUND – 2007/08 DRAFT BUDGET

- 11332 A report was submitted by the Chief Executive providing a draft budget for 2007/2008.
- 11333 The Committee agreed to approve the draft budget for 2007/2008.

DECLARATION OF NON-FINANCIAL INTEREST

- 11334 Councillor Bootland declared a non-financial interest in the following item of business.

ANTONINE SPORTS CENTRE – RENEWAL OF EQUIPMENT

- 11335 A report was submitted by the Chief Executive advising of a situation within the Antonine Sports Centre which had arisen due to the end of a contract regarding gym equipment and making recommendations thereon.
- 11336 Having heard the Head of Finance in further explanation and in answer to Members' questions, Councillor McLaughlin, seconded by Councillor Bollan, moved:-

- 11337 That this report be continued until the next meeting of the Committee to allow for a further report to be prepared which would look at the sustainability of the project in the longer term and would provide information on the legality of the decision by the group to purchase the equipment.
- 11338 As an amendment, Councillor Devine, seconded by Councillor Rooney, moved:-
- 11339 That the Committee agrees to support the Antonine Sports Centre on behalf of the Council by agreeing to offer a loan to the value of £51,950 to the Antonine Sports Centre (terms and conditions to be agreed and acceptable to both the Head of Finance and the Head of Legal Services on behalf of the Council and to the Antonine Sports Centre).
- 11340 On a vote being taken 3 Members voted for the amendment and 2 for the motion. The amendment was accordingly declared carried.
- 11341 Having heard the Head of Finance, the Committee also agreed that following the receipt of the next grant application from the organisation that a report would be prepared and submitted to the Committee detailing how the centre is going to progress in the future and providing information on cash flows.

GRANTS TO VOLUNTARY ORGANISATIONS AND COMMUNITY GROUPS – UPDATE TO CURRENT PROCEDURES

- 11342 A report was submitted by the Chief Executive recommending new procedures to be introduced in respect of grants to voluntary organisations and community groups.
- 11343 Having heard the Convener, Councillor Devine, the Committee agreed to continue this report until a future meeting of the Committee to allow for it to be referred to the Community Participation Committee and other relevant organisations for consultation.

GRANTS TO VOLUNTARY ORGANISATIONS

- 11344 A report was submitted by the Chief Executive providing an update on the budget position of Grants to Voluntary Organisations and providing details of grant applications put forward for approval.
- 11345 Councillor Devine, seconded by Councillor Rooney, moved:-
- 11346 That the Chief Executive Grant Applications and the Social Work Grant Applications be dealt with as per the officer recommendations.
- 11347 As an amendment, Councillor Bollan, seconded by Councillor McLaughlin, moved:-

- (a) that the West Dunbartonshire Community Councils Forum should be awarded the full grant requested of £3,250 to be funded from the Dumbarton Common Good Fund;
- (b) that Dumbarton and District Pipe Band should be awarded the full grant requested of £3,000 with £1,500 being funded from the Dumbarton Common Good Fund;
- (c) that Dumbarton and District Novice Juvenile Pipe Band should be awarded the full grant requested of £2,000 with £1,000 being funded from the Common Good Fund;
- (d) that PHACE Scotland should be awarded the full grant requested of £4,500;
- (e) that Leven West 60+ Group should be awarded the full grant requested of £1,600 with £1,300 being funded from the Common Good Fund; and
- (f) that Dalmonach Disabled Club should be awarded the full grant requested of £10,000 with £5,000 being funded from the Common Good Fund.

11348 On a vote being taken, 2 Members voted for the amendment and 4 for the motion, which was accordingly declared carried.

11349 Thereafter it was agreed:-

- (1) to note the current budgetary position on Grants to Voluntary Organisations and Community Council Grants as detailed in Appendix A to the report;
- (2) that the Chief Executive Grant Applications and the Social Work Grant Applications for 2006/2007 be dealt with as shown in Appendix 1 to these Minutes; and
- (3) to note the Grants awarded by delegated approval as shown in Appendix D to the report.

The meeting closed at 12.16 p.m.