

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton, G82 3PU

17 September 2009

MEETING: CORPORATE & EFFICIENT GOVERNANCE COMMITTEE

**WEDNESDAY, 30 SEPTEMBER 2009
COUNCIL CHAMBERS
CLYDEBANK TOWN HALL
DUMBARTON ROAD
CLYDEBANK**

Dear Member,

Please attend a meeting of the **Corporate & Efficient Governance Committee** to be held in the Council Chambers, Clydebank Town Hall, Dumbarton Road, Clydebank on Wednesday, 30 September 2009 at 10.00 a.m.

The business is as shown on the enclosed Agenda.

Yours faithfully

DAVID MCMILLAN

Chief Executive

Distribution:

Councillor Craig McLaughlin (Chair)
Councillor Margaret Bootland
Councillor Jim Brown
Councillor Martin Rooney
Councillor David McBride
Councillor Jim McElhill
Councillor Ronnie McColl
Councillor Marie McNair
Councillor Iain Robertson (Vice Chair)

All other Councillors for information

Chief Executive
Executive Director of Corporate Services
Executive Director of Educational Services
Executive Director of Housing, Environmental & Economic Development
Executive Director of Social Work and Health

CORPORATE & EFFICIENT GOVERNANCE COMMITTEE

WEDNESDAY, 30 SEPTEMBER 2009

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

Members are invited to declare if they have an interest in any of the items of business on this agenda and the reasons for such declarations.

3. MINUTES OF PREVIOUS MEETING

Submit for approval as a correct record, the Minutes of the Meeting of the Corporate and Efficient Governance Committee held on 24 June 2009.

4. MINUTES OF THE CORPORATE CULTURAL SUB-COMMITTEE

Submit for information, and where necessary approval, the Minutes of Meeting of the Corporate Cultural Sub-Committee held on 18 August 2009.

Reports for DECISION

5. FINANCIAL STRATEGY 2009/10 TO 2018/19

Submit report by the Chief Executive seeking approval for the Council's Financial Strategy 2009/10 to 2018/19.

6. REVENUE AND BENEFITS SERVICE PLAN 2009 - 2013

Submit report by the Executive Director of Corporate Services seeking approval of the Revenue and Benefits Service Plan 2009 – 2013 attached as Appendix 1 to the report.

7. RENEWAL OF BANKING CONTRACT

Submit report by the Executive Director of Corporate Services advising on the current situation regarding the tendering process for appointment of the Council's bankers.

8. FORMER TENANT RENT ARREARS – QUARTERS 1 & 2 2009/10

Submit report by the Executive Director of Corporate Services seeking approval for rent arrears write-offs for the second quarter of 2009/10.

9. PRINTING AND REPROGRAPHIC SOLUTIONS

Submit report by the Executive Director of Corporate Services seeking approval to design a specification to ensure that the printing and finishing services currently provided by Finance & ICT and Legal, Administrative and Regulatory Services can be measured, benchmarked and assessed competitively.

10. CASUAL WORKER POLICY

Submit report by the Executive Director of Corporate Services providing an update on the development of a "Casual Workers Policy and Guidance for Managers" which will replace the Employment of Occasional Workers Policy.

The report advises on the changes which have been made to the Policy in response to legislative changes and pension provisions. The Committee is asked to approve the revised policy.

11. CHRISTMAS PAYMENTS TO ELDERLY PEOPLE'S ORGANISATIONS

Submit report by the Executive Director of Corporate Services seeking approval to make Christmas payments to elderly people's organisations.

12. PUBLIC HEALTH ETC. (SCOTLAND) ACT 2008 AND THE PUBLIC HEALTH ETC. (SCOTLAND) ACT DESIGNATION OF COMPETENT PERSONS REGULATIONS 2009

Submit report by the Executive Director of Corporate Services requesting the Committee to consider delegating authority to the Chief Officer of Environmental Health to maintain a list of Competent Persons for the purposes of the Public Health etc. (Scotland) Act 2008.

13. GRANTS UPDATE

Submit report by the Executive Director of Corporate Services:-

- (a) providing an update on grants to voluntary organisations from the Dumbarton Common Good and Community Council budgets; and
- (b) providing an update on grant applications identified and assessed as Council strategic partners.

14. DISABILITY EQUALITY AND GENDER EQUALITY SCHEMES – FINAL REPORT

Submit report by the Chief Executive summarising the final report on the Disability and Gender Equality Schemes.

15. REVIEW OF WEST DUNBARTONSHIRE NEWS

Submit report by the Chief Executive recommending changes to the frequency and format of the West Dunbartonshire News publication in order to maximise the cost effectiveness of the publication.

Reports for NOTING

16. ANNUAL EFFICIENCY STATEMENT 2008/2009

Submit report by the Executive Director of Corporate Services providing a copy of the annual efficiency statement for 2008/2009 prepared by the Council and providing an update on the aggregated national position with regard to efficiencies achieved by Local Government.

17. TREASURY UPDATE (1 APRIL 2009 – 15 AUGUST 2009)

Submit report by the Executive Director of Corporate Services advising on interest rates and treasury transactions of the Council which have taken place during the period 1 April 2009 to 15 August 2009.

18. CORPORATE SERVICES BUDGETARY CONTROL REPORT: PERIOD 4 2009/10

Submit report by the Executive Director of Corporate Services advising of the performance of the Corporate Services budget for the period to 15 August 2009.

19. CHIEF EXECUTIVE BUDGETARY CONTROL REPORT: PERIOD 4 2009/10

Submit report by the Executive Director of Corporate Services advising of the performance of the Chief Executive budget for the period to 15 August 2009.

20. NATIONAL NON DOMESTIC RATES – COMPLETION NOTICES

Submit report by the Executive Director of Corporate Services providing an update on the new requirement to establish when a newly erected, but unoccupied building is deemed to become unoccupied and liable to National Non Domestic Rates (NNDR).

21. UPDATE ON FINANCE REVENUES PERFORMANCE 2009/10

Submit report by the Executive Director of Corporate Services providing an update on the billing and collection of local revenues and the administration of housing and council tax benefits.

22. DUMBARTON COMMON GOOD FUND – MONITORING REPORT TO 15 AUGUST 2009

Submit report by the Executive Director of Corporate Services providing details of income and expenditure on the Common Good Fund Account to 15 August 2009.

23. PROVISION OF CONSULTANCY TO DELIVER A CUSTOMER ENGAGEMENT STRATEGY

Submit report by the Executive Director of Corporate Services on the tendering process for consultancy with regard to developing a Customer Engagement Strategy.

24. RENEWAL/RE-TENDERING OF INSURANCE CONTRACTS ON 1 AUGUST 2009

Submit report by the Executive Director of Corporate Services providing information on the renewal/re-tendering of the Council's Insurance Contracts on 1 August 2009.

For information on the above agenda please contact Craig Stewart, Committee Officer, Legal, Administrative & Regulatory Services, Council Offices, Garshake Road, Dumbarton G82 3PU. Tel: (01389) 737251 e-mail: craig.stewart@west-dunbarton.gov.uk