

CORPORATE SERVICES COMMITTEE

At a Meeting of the Corporate Services Committee held in the Council Chamber, Clydebank Town Hall, Dumbarton Road, Clydebank on Wednesday, 13 November 2019 at 10.05 a.m.

Present: Councillors Jim Brown, Ian Dickson, 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, Strategic Director – Transformation & Public Service Reform; Stephen West, Strategic Lead – Resources; Malcolm Bennie, Strategic Lead – Communications, Culture & Communities; Victoria Rogers, Strategic Lead – People & Technology; Gillian McNeilly, Finance Manager; Alison McBride, OD & Change Manager; Lynda Dinnie, Leisure & Facilities Manager; John Anderson, Manager, West Dunbartonshire Leisure Trust; Stephen Daly, Citizen & Digital Service Manager; Louise Hastings, HR Business Partner; Ryan Chalmers, Section Head (Revenues & Benefits); Sally Michael, Principal Solicitor and Craig Stewart, Committee Officer.

Apologies: Apologies for absence was intimated on behalf of Councillors Diane Docherty and Jim Finn.

Councillor Ian Dickson in the Chair

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

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 Meetings of the Corporate Services Committee held on 21 August 2019 were submitted and approved as a correct record.

MINUTES OF JOINT CONSULTATIVE FORUM – 3 SEPTEMBER 2019

The Minutes of Meeting of the Joint Consultative Forum held on 3 September 2019 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.

REGULATORY DELIVERY PLAN 2019/20: MID-YEAR PROGRESS

A report was submitted by the Strategic Lead – Regulatory setting out the mid-year progress of the Regulatory Delivery Plan.

It was noted that the Strategic Lead – Regulatory was engaged with election duties and had emailed Members of the Committee, in advance of today's meeting, to ask whether they had any specific questions in respect of the report.

After discussion and having heard the Chief Executive in answer to Members' questions, the Committee agreed to note the contents of the report and the progress achieved at mid-year.

COMMUNICATIONS, CULTURE, COMMUNITIES & FACILITIES DELIVERY PLAN 2019/20: MID-YEAR PROGRESS

A report was submitted by the Strategic Lead – Communications, Culture, Communities & Facilities setting out the progress to date in delivery of the actions detailed within the Communications, Culture, Communities & Facilities Delivery Plan 2019/20 for those services which are delegated to the Corporate Services Committee, these being 'Performance and Strategy', 'Libraries', 'Citizen Services' and 'Facilities'.

After discussion and having heard the Strategic Lead and the Citizen & Digital Service Manager in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the contents of the report and the progress achieved at mid-year; and
- (2) to note that the Delivery Plan would also be submitted to the next meeting of the Cultural Committee to enable scrutiny of the 'Town Hall', 'Arts and Heritage' and 'Communications' service areas.

PEOPLE & TECHNOLOGY DELIVERY PLAN 2019/20: MID-YEAR PROGRESS

A report was submitted by the Strategic Lead – People & Technology setting out the progress to date in delivery of the actions detailed within the People & Technology Delivery Plan 2019/20.

After discussion and having heard the Strategic Lead and the Chief Executive in further explanation of the report and in answer to Members' questions, the Committee agreed to note the contents of the report and the progress achieved at mid-year.

RESOURCES DELIVERY PLAN 2019/20: MID-YEAR PROGRESS

A report was submitted by the Strategic Lead – Resources setting out the mid-year progress of the Resources Delivery Plan for 2019/20.

After discussion and having heard the Strategic Lead, Strategic Director and the Section Head (Revenues & Benefits) in further explanation of the report and in answer to Members' questions, the Committee agreed to note the contents of the report and the progress achieved at mid-year.

CORPORATE SERVICES BUDGETARY CONTROL REPORT TO 30 SEPTEMBER 2019

A report was submitted by the Strategic Lead – Resources advising on the performance of the Corporate Services budget for the period to 30 September 2019.

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

- (1) to note that the revenue account currently showed a projected annual favourable variance of £0.045m (0.22% of the total budget); and
- (2) to note that the capital account showed a projected in-year overspend of £0.228m due to expenditure in 2019/20 being accelerated by £0.247m and current year project underspends of £0.019m due to two projects being completed under budget. The project life projection was therefore showing a favourable variance of £0.019m.

DUMBARTON COMMON GOOD FUND – GRANT APPLICATIONS

A report was submitted by the Strategic Lead – Resources providing an update and recommendation in relation to a grant application from Bellsmyre Digital Trust (currently withheld).

During consideration of a proposed motion, it was agreed to adjourn for a short period.

ADJOURNMENT

Having heard Councillor Dickson, Chair, the meeting was adjourned at 11.35 a.m. and was reconvened at 11.50 a.m. with the same Members present, as listed in the sederunt.

After discussion and having heard the Finance Manager and the Strategic Lead in further explanation of the report and in answer to Members' questions, the Committee agreed to approve the award of grant in the sum of £33,101 to Bellsmyre Digital Trust, releasing the previously withheld grant.

WRITE-OFF OF MISCELLANEOUS INCOME DEBTOR ACCOUNTS – QUARTER 2, 2019/20

A report was submitted by the Strategic Lead – Resources seeking approval for the write-off of debts in respect of miscellaneous income debtor accounts, which have been deemed as irrecoverable during Quarter 2 2019/20, arising from various years and reasons as detailed in the Appendix to the report.

The Committee agreed to approve the write-off of miscellaneous income debt valued at £108,457.05.

PROVISION OF BANKING SERVICES

A report was submitted by the Strategic Lead – Resources seeking approval to commence the tendering process for the Provision of Banking Services for the period 1 April 2021 to 31 March 2024, with an option to extend for a further two years to 31 March 2026.

The Committee agreed to approve the process to begin invitations to tender for the provision of banking services for a three year period from 1 April 2021 until 31 March 2024, with an option to extend for a further two years until 31 March 2026, noting that the outcome of the process would be reported to a future meeting of the Tendering Committee.

EMPLOYEE WELLBEING: ATTENDANCE MANAGEMENT CORPORATE SERVICES BI-ANNUAL UPDATE (APRIL – SEPTEMBER 2019)

A report was submitted by the Strategic Lead – People & Technology providing detailed analysis on employee wellbeing and attendance from 1 April to 30 September 2019 for the Strategic Lead areas covered by Corporate Service Committee and a biannual update on Council-wide attendance for the same period.

After discussion and having heard the HR Business Partner and the Strategic Lead in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the increase of 493.62 full time equivalent (FTE) days lost (approximately 20.5%) in service areas covered by this report compared to the same period last year as outlined in Appendices 3-5 to the report;
- (2) to note the increase in Council-wide sickness absence of 3,471.84 FTE days lost (approximately 13.6%) compared to the same period last year as outlined in Appendices 1 and 2 to the report; and
- (3) to note that a number of services were restructured in Quarter 1 2019 and so any historical comparisons should be considered as indicative and not an absolute figure. Further information regarding the services impacted was available in section 4.1 of the report.

SUPPORTING EMPLOYEE WELLBEING POLICY

A report was submitted by the Strategic Lead – People & Technology providing an update on the review of the former Attendance Management policy and the subsequently agreed Supporting Employee Wellbeing Policy.

After discussion and having heard the HR Business Partner in further explanation of the report and in answer to Members' questions, the Committee agreed to approve the Supporting Employee Wellbeing Policy which formed Appendix 2 to the report.

WORKFORCE MONITORING REPORT (1 APRIL – 30 SEPTEMBER 2019)

A report was submitted by the Strategic Lead – People & Technology providing workforce monitoring information relating to the period 1 April – 30 September 2019.

The Committee agreed to note the contents of the report.

REVIEW OF CODE OF CONDUCT AND GUIDANCE ON GIFTS, HOSPITALITY AND REGISTER OF INTERESTS

A report was submitted by the Strategic Lead – People & Technology providing a summary of the changes made to the Code of Conduct and the associated guidance on gifts, hospitality and register of interests.

After discussion and having heard the Strategic Lead in further explanation and in answer to Members' questions, the Committee agreed to note the changes made as a result of the review and approved same.

REVISED EMPLOYER DISCRETIONS – LOCAL GOVERNMENT PENSION SCHEME (SCOTLAND)

A report was submitted by the Strategic Lead – People & Technology providing an update on the review of the Council's Statement of Policy, and the proposed revisions to the Statement.

The Committee agreed:-

- (1) to approve the recommended revisions to the Statement of Policy on Discretions; and
- (2) otherwise to note the contents of the report.

ANNUAL PERFORMANCE OF WEST DUNBARTONSHIRE LEISURE TRUST FOR YEAR TO 31 MARCH 2019

A report was submitted by the Strategic Lead – Communications, Culture, Communities & Facilities presenting the annual performance of West Dunbartonshire Leisure Trust during the period 01 April 2018 to 31 March 2019.

After discussion and having heard the Strategic Lead in further explanation of the report and in answer to Members' questions, the Committee agreed to note the contents of the report.

TRANSFORMATION OF ONE STOP SHOPS AND LIBRARY SERVICES

A report was submitted by the Strategic Lead – Communications, Culture, Communities & Facilities outlining proposals to transform face-to-face services across One Stop Shops and the Library branch network to improve delivery and efficiency.

The Strategic Lead and the Citizen & Digital Service Manager were heard in further explanation of the report and in answer to Members' questions.

After discussion, Councillor Dickson, seconded by Councillor McColl, moved the recommendations in the report, namely:-

That the Committee agrees:-

- (1) to note the positive relocation of the One Stop Shop to Alexandria Library in 2018/19;
- (2) to merge the Citizen Services and Library Services face-to-face delivery enabling residents to access the One Stop Shop support from nine venues across West Dunbartonshire instead of the current three;

- (3) to relocate the One Stop Shop function from the Clydebank Town Centre Office into the busy Clydebank Library 300m away; and
- (4) to the generation of £150k of efficiencies from these changes by 2021/22 to assist with the Council's budget position.

As an amendment, Councillor Mooney, seconded by Councillor Lennie, moved:-

That the Committee agrees to continue consideration of the report to the November 2019 meeting of West Dunbartonshire Council, in order that all Members can be involved in the decision.

Following debate and at the request of Councillor O'Neill, the Committee agreed to proceed by way of a roll call vote.

On a vote being taken 5 Members, namely Councillors Lennie, McBride, Mooney, O'Neill and Rooney voted for the amendment and 5 Members voted for the motion, namely Councillors Brown, Dickson, McAllister, McColl and McLaren. There being an equality of votes, Councillor Dickson, Chair, used his casting vote in favour of the motion which was accordingly declared carried.

REVIEW OF COMMUNITY FACILITIES

A report was submitted by the Strategic Lead – Communications, Culture, Communities & Facilities providing Members with a proposal on how to deliver the savings allocated in the 2018/19 Council budget to a review of Community Facilities in West Dunbartonshire.

The Strategic Lead was heard in further explanation of the report and in answer to Members' questions.

After discussion, Councillor McColl, seconded by Councillor Dickson, moved:-

That the Committee:-

- (1) agrees the recommendations in the report with the exception of the fourth bullet point;
- (2) believes that the residents of Duntocher should not be disadvantaged and that the Glenhead Centre should not be restricted to Library hours; community groups must be able to book this facility in the evening if they wish to do so and the report recognises this; and
- (3) agrees that officers will bring a report to the next Corporate Services Committee detailing the usage of the Glenhead Centre and any extra costs associated with keeping it available to hire outside of Duntocher Library hours under the new management model being implemented.

As an amendment, Councillor Lennie, seconded by Councillor O'Neill, moved:-

This council is disappointed that the SNP Council continues to pursue its austerity agenda and is hell-bent on cutting local jobs and community facilities.

These facilities are vital to our communities. The Council's own consultation showed that the community opposed closure of facilities and instead highlighted their importance and the need for investment.

Labour opposed the SNP councils austerity cuts in 2018 and we will continue to oppose austerity cuts to vital local services.

Therefore, this council supports option D. which means we continue to invest around £5m over 4 years in our community facilities and we retain the current level of services and jobs.

Following debate and at the request of Councillor O'Neill, the Committee agreed to proceed by way of a roll call vote.

On a vote being taken 5 Members, namely Councillors Lennie, McBride, Mooney, O'Neill and Rooney voted for the amendment and 5 Members voted for the motion, namely Councillors Brown, Dickson, McAllister, McColl and McLaren. There being an equality of votes, Councillor Dickson, Chair, used his casting vote in favour of the motion which was accordingly declared carried.

The meeting closed at 1.40 p.m.