

CORPORATE SERVICES COMMITTEE

At a Hybrid Meeting of the Corporate Services Committee held in the Civic Space, 16 Church Street, Dumbarton on Wednesday, 7 February 2024 at 2.02 p.m.

Present: Councillors Ian Dickson, Daniel Lennie, David McBride, Jonathan McColl, Michelle McGinty, Karen Murray Conaghan, Lawrence O'Neill, Martin Rooney, Gordon Scanlan and Clare Steel.

Attending: Peter Hessett, Chief Executive; Laurence Slavin, Chief Officer – Resources; Victoria Rogers, Chief Officer – People and Technology; Laura Mason, Chief Officer – Education; James Gallacher, ICT Service Manager; John Anderson, West Dunbartonshire Leisure Trust Manager; Alison McBride, Strategic People and Change Manager; Michelle Lynn, Asset Co-ordinator; Adrian Gray, Finance Business Partner; Nigel Ettles, Principal Solicitor and Lynn Straker and Nicola Moorcroft, Committee Officers.

Apologies: Apologies for absence were intimated on behalf of Councillors June McKay and James McElhill.

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 would be carried out by roll call vote to ensure an accurate record.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Corporate Services Committee held on 1 November 2023 were submitted and approved as a correct record.

MINUTES OF JOINT CONSULTATIVE FORUM

The Minutes of Meeting of the Joint Consultative Forum held on 14 December 2023 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.

WEST DUNBARTONSHIRE LEISURE TRUST BUSINESS PLAN 2024/25

A report was submitted by the Chief Officer - Education providing an update on the West Dunbartonshire Leisure Trust Business Plan for 2024/25.

After discussion and having heard the Chief Officer - Education in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to approve the report and the 2024/25 West Dunbartonshire Leisure Trust Business Plan; and
- (2) that the WDLT management fee set out in this report is included in the Council's 2024/25 revenue budget considerations for the March budget-setting meeting.

PEOPLE AND TECHNOLOGY SPEND 2024/25

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, the Committee agreed:-

- (1) to note the revenue and capital spend detail included in this report;
- (2) to note the projects to deliver this spend will be included in the 2024-25 People and Technology Delivery Plan currently in development and to be reported to a future meeting of this committee;

- (3) to approve the procurement and award of by the Chief Officer – People & Technology in consultation with the Procurement Manager of all contracts valued at £213,477 (VAT inclusive) above subject to the cost being within the approved 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 is 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 this report to suppliers providing the most economically advantageous offer to the Council;
- (5) to approve the revenue spend included in this report including approval to explore and secure multi-year contracts, contracts using framework agreements and/or contracts using dynamic purchasing systems beyond the term of approved budgets where efficiencies and savings can be achieved;
- (6) to approve the projects specified in Section 3 of this report; and
- (7) to note that where the value of the contract is £213,477 (VAT inclusive) and above, in the event of the financial or other terms of a tender falling out-with delegated powers, the relevant Chief Officer will submit a report to either Council, Corporate Services or the Tendering Committee.

REVIEW OF INTERIM CHANGE TO FORTNIGHTLY PAY FREQUENCY

A report was submitted by the Chief Officer – People and Technology providing an update on the review agreed as part of the interim change to the 2-weekly pay frequency.

After the Committee agreed to note the findings of the review and agree a permanent cessation of fortnightly pay.

WRITE-OFF OF NATIONAL NON-DOMESTIC RATES 2023/24

A report was submitted by the Chief Officer – Resources requesting approval to write-off of debts in respect of National Non-Domestic Rates (NNDR), which have been deemed as irrecoverable during the financial year 2023/2024.

After discussion and having heard the Chief Officer – Resources and Asset Coordinator in further explanation and in answer to Members' questions, the Committee agreed to approve the write-off of NNDR accounts totalling £219,032.33 with the assurance that all avenues to retrieve are fully exhausted.

CORPORATE SERVICES BUDGETARY CONTROL REPORT TO 31 OCTOBER 2023 (PERIOD 7)

A report was submitted by the Chief Officer – Resources advising on the performance of the Corporate Services budget for the period to 31 December 2023.

After discussion, the Committee agreed:-

- (1) to note that the revenue account currently shows a projected annual favourable variance of £0.017m (0.05% of the total budget; and
- (2) to note that the capital account is showing a projected in-year underspend of £2.097m (0.43% of in-year budget). Explanations for projected variances to the 19 current projects are detailed in Appendices 6 and 7. The project life projection is currently showing a projected overspend of £0.002m (0.02% of project life budget).

GRANT APPLICATION TO DUMBARTON COMMON GOOD

A report was submitted by the Chief Officer – Resources providing details of one grant application to Dumbarton Common Good for consideration.

After discussion and having heard the Chief Officer - Resources in further explanation and in answer to Members' questions, the Committee agreed to approve a one-off grant payment of £592.00. The grant to Dalreoch United Free Church (Women's Fellowship) is to cover the cost of replacing various items of equipment considered to be at the end of their useful life which are used during the group's weekly meetings.

The meeting closed at 2.23 p.m.