

## **CORPORATE SERVICES COMMITTEE**

At a Meeting of the Corporate Services Committee held in the Council Chambers, Clydebank Town Hall, Dumbarton Road, Clydebank on Wednesday, 22 February 2006 at 10.00 a.m.

**Present:** Councillors Denis Agnew, Dennis Brogan, Geoff Calvert, Tony Devine, Duncan McDonald and Martin Rooney.

**Attending:** Gerry McInerney, Director of Corporate Services; Bill Clark, Acting Director of Social Work Services; Stephen Brown, Head of Legal and Administrative Services; David Connell, Head of Finance; Tricia O'Neill, Head of Personnel Services; Angela Clements, Head of Information Services; Gillian Jump, Manager of Accounting; Vincent Gardiner, Manager of Exchequer; Andrea Gibson, Acting Section Head, Operations; John Hepburn, Welfare Rights Development Officer and Shona Barton, Administrative Officer.

**Also**

**Attending** Mike O'Donnell, Manager – Community Planning Partnership.

**Apologies:** Apologies for absence were submitted on behalf of Councillors Jim Bolla, Margaret Bootland, Craig McLaughlin and Andy White.

**Councillor Tony Devine in the Chair**

### **MINUTES OF PREVIOUS MEETING**

8200 The Minutes of Meeting of the Corporate Services Committee held on 14 December 2005 were submitted and approved as a correct record.

### **DECLARATION OF FINANCIAL INTEREST**

8201 Councillor Calvert declared a financial interest in the following item of business and took no part in the discussion or deliberation thereof.

### **REVIEW OF INFORMATION AND ADVICE SERVICES**

8202 With reference to the Minutes of Meeting of the Corporate Services Committee held on 14 December 2005 (Page 2096, paragraph 7703 refers), a report was submitted by the Acting Director of Social Work Services providing

an update on proposals for the remodelling of information and advice giving services within West Dunbartonshire and making recommendations thereon.

8203 After extensive discussion and having heard officers in answer to Members' questions, the Committee agreed:-

- (1) with regard to the Citizens Advice Bureaux (CAB):-
  - (i) that all funding to Clydebank CAB should cease with effect from the end of March 2006 with any relevant financial balance remaining as at 31 March 2006 being returned to the Council;
  - (ii) that officers should arrange discussions with the Citizens Advice Service National Officer to plan the way forward with regard to providing a Council wide citizens advice service;
  - (iii) that the funding earmarked for Clydebank CAB should be made available to Dumbarton CAB, which should be renamed West Dunbartonshire CAB and which should then provide relevant advice services across the whole of the West Dunbartonshire Council area. It was noted that the total grant funding for the new CAB would be £174,000 for the 2006/7 financial year;
  - (iv) that the Welfare Rights service together with the Community Planning Partnership should ensure that sufficient advice giving services are provided to the people of Clydebank in the period before the West Dunbartonshire CAB commences full operations across the Council area;
- (2) that with regard to the Clydebank Unemployed Community Resource Centre, funding should continue for 2006/2007 but be reduced by £10,000;
- (3) that, as West Dunbartonshire Community Legal Services would cease to exist from 1<sup>st</sup> April 2006, legal advice should be provided through the West Dunbartonshire CAB and that the £20,000 funding for this should be found from the savings accrued from the cessation of funding to the Community Legal Service;
- (4) to note the need to ensure that sufficient advice services are provided locally to the people of Clydebank in the interim; and
- (5) that the new West Dunbartonshire Citizens Advice Bureau should provide a service based in Clydebank that meets the needs of local residents.

### **CHARTER MARK ACHIEVEMENT FOR INFORMATION SERVICES**

- 8204 A report was submitted by the Director of Corporate Services advising on Information Services successful achievement of Charter Mark Customer Service Excellence standards.
- 8205 Having heard the Head of Information Services in further explanation, the Committee agreed to note that Information Services had achieved Charter Mark Customer Service Excellence standards.

### **SINGLE STATUS AND EQUAL PAY**

- 8206 A report was submitted by the Director of Corporate Services providing an update on:-
- (a) the actions being taken to address pay inequality; and
  - (b) the progress being made on the Single Status agreement in order that a new pay and grading system is established which is free of gender bias.
- 8207 After discussion and having heard the Head of Personnel Services in further explanation and in answer to Members' questions, the Committee agreed:-
- (1) to note the current position in relation to the implementation of the Single Status Agreement;
  - (2) to note the actions being taken to address potential historical inequalities in pay through the offer of compensation payments; and
  - (3) to note that there still remains a vulnerability to equal pay claims until the organisation is in a position where pay and grading structures are underpinned by robust job evaluation processes.

### **EMPLOYMENT POLICY – NO SMOKING**

- 8208 A report was submitted by the Director of Corporate Services seeking approval for a revised No Smoking Policy.
- 8209 After discussion and having heard the Acting Section Head, Operations in further explanation and in answer to Members' questions, the Committee agreed to approve the revised No Smoking Policy.

**EMPLOYING MEMBERS OF THE UNITED KINGDOM'S RESERVE FORCES**

8210 A report was submitted by the Director of Corporate Services seeking approval for a policy that supports employees participating in the United Kingdom's Volunteer Reserve Forces.

8211 Having heard Councillor Devine, the Committee agreed:-

- (1) to approve the policy on employing members of the United Kingdom Reserve Forces; and
- (2) that should there be any financial implications for the Council then a report should be submitted to a future meeting of this Committee.

**QUARTERLY PERFORMANCE REPORT**

8212 A report was submitted by the Director of Corporate Services:-

- (a) providing information on departmental performance against Statutory Performance Indicators and Corporate and Departmental Objectives; and
- (b) providing an update on a recent assessment of benchmarking practice in the Corporate Services Department.

8213 After discussion and having heard the Director of Corporate Services and the Head of Finance in further explanation and in answer to Members' questions, the Committee agreed to note the contents of the report.

**CORPORATE SERVICES BUDGETARY CONTROL REPORT – PERIOD 9  
(2005/06)**

8214 A report was submitted by the Director of Corporate Services advising of the performance of the Corporate Services budget for the period to 15 January 2006.

8215 The Committee agreed to note the contents of the report.

**UPDATE ON FINANCE REVENUES COLLECTION**

8216 A report was submitted by the Director of Corporate Services providing an update on the collection of the local Council Tax and National Non-Domestic Rates (NNDR).

- 8217 Having heard the Manager of Exchequer in answer to Members' questions, the Committee agreed to note the Council Tax and NNDR collection performance to date.

**TREASURY TRANSACTIONS (1 APRIL 2005 – 15 JANUARY 2006)**

- 8218 A report was submitted by the Director of Corporate Services advising of the treasury transactions of the Council for the period from 1 April 2005 to 15 January 2006.
- 8219 The Committee agreed to note the contents of the report.

**INTEREST RATES (1 APRIL 2005 – 1 FEBRUARY 2006)**

- 8220 A report was submitted by the Director of Corporate Services advising about interest rates during the period from 1 April 2005 to 1 February 2006.
- 8221 The Committee agreed to note the contents of the report.

**DEBT RESCHEDULING**

- 8222 A report was submitted by the Director of Corporate Services advising of debt rescheduling which has taken place.
- 8223 Having heard Councillor Devine, the Committee agreed to note the contents of the report.

**DUMBARTON COMMON GOOD FUND – MONITORING REPORT TO 15 JANUARY 2006**

- 8224 A report was submitted by the Director of Corporate Services providing details of income and expenditure on the Common Good Fund to 15 January 2006.
- 8225 The Committee agreed to note the contents of the report.

**DUMBARTON COMMON GOOD FUND – 2006/07 DRAFT BUDGET**

- 8226 A report was submitted by the Director of Corporate Services providing a draft budget for the Dumbarton Common Good Fund for 2006/2007.
- 8227 The Committee agreed to approve the draft budget for 2006/2007.

### **ELECTRONIC SERVICE DELIVERY UPDATE**

8228 A report was submitted by the Director of Corporate Services providing an update on the current status of Electronic Service Delivery (ESD) within West Dunbartonshire.

8229 Having heard Councillor Calvert, the Committee agreed to note:-

- (1) that 100% compliance in Information On-Line and One-Way Information had been achieved by all client departments;
- (2) that substantial progress was being made in the pursuit of Two-Way and Full On-Line interaction where feasible by all client departments; and
- (3) that Information Services was at an advanced stage in procuring secure on-line forms software and associated components to enable all departments to comply with Two-Way and Full On-Line compliance where feasible.

### **TRANSFORMATIONAL GOVERNMENT – DEVELOPMENT PARTNERSHIP**

8230 A report was submitted by the Director of Corporate Services advising of the technological developments in support of providing a One Stop Shop and Contact Centre for West Dunbartonshire.

8231 Having heard the Head of Information Services in further explanation, the Committee agreed to note that Graham Technology and the Council have a development partnership to introduce a technical solution to enable systems integration across the Council.

### **LOCAL, GENERAL AND COMMUNITY COUNCIL GRANTS 2005/2006**

8232 A report was submitted by the Director of Corporate Services providing an update on the budget position of Local Grants, General Grants and Grants to Community Councils and providing details of grant applications for consideration.

8233 After discussion, the Committee agreed:-

- (1) to note the current budgetary position on Local, General and Community Council Grants as detailed in Appendix A to the report;
- (2) that the Local Grant Applications 2005/2006 (previously presented to Committee on 15 December 2005) be dealt with as shown in Appendix 1 to these minutes;

- (3) that the new Local Grant Applications 2005/2006 be dealt with as shown in Appendix 2 to these minutes;
- (4) that the new Local Grant Applications for 2006/2007 be dealt with as shown in Appendix 3 to these minutes;
- (5) that the General Grant Applications for 2006/2007 be dealt with as shown in Appendix 4 to these minutes; and
- (6) that the Dumbarton Common Good Fund Application 2006/2007 be dealt with as shown in Appendix 5 to these minutes.

### VALEDICTORY

8234 The Committee noted that this would be the last meeting which Mr. Gerry McInerney, Director of Corporate Services, would attend as he would be leaving Council service at the end of March. The Committee heard from Councillor Devine, Convener of Corporate Services and Councillor Agnew, Spokesperson for Cultural Services and both paid tribute to Mr. McInerney for his excellent service and wished him well in the future.

The meeting closed at 11.12 a.m.