

Areas of Service Covered by New Service Spokespersons

1. Development and Environmental Services

Trading Standards

- Consumer Protection
- Product Safety
- Weights and Measures
- Fair Trading
- Education and Promotion
- Petroleum/Firework Safety
- Animal Health and Welfare

Environmental Health:

- Food Hygiene and Food Standards
- Occupational Health and Safety
- Public Health and Housing
- Pollution and Contaminated Land
- Education and Promotions
- Home Safety
- Noise Control
- Drinking Water Quality
- Air Quality
- Pest/Dog Control

Environmental Services

- Refuse collection
- Waste Disposal and Recycling
- Wheeled Bins
- Special Uplift Service
- Cemeteries
- Crematorium

Estates:

- Industrial/ Commercial Property Management
- Surplus Property
- Disposal (Capital Receipts)

Economic Development:

- Creating Employment
- Business Grants/Loan Schemes
- Developing Local Companies
- Skills Training
- Social Economy

- European Funding
- Tourism
- Environment Task Force

Halls and Events

- Events Management
- Public Halls

Community Safety Strategic Partnership

2. Housing Services

Tenancy Services

- Housing Advice
- Maintaining waiting lists, houses and lock-ups, letting properties. Mutual exchanges, Assignations, etc.
- Estate Management including adherence to Conditions of Missives
- Anti Social Investigation & Support Team - ASIST / Community Wardens (neighbourhood liaison officers)
- Tenant Participation

Homeless

- Homeless assessment
- Provision of temporary accommodation and supported accommodation
- Out-of-hours service
- High Risk Offenders
- Gypsy Travellers

Arrears, Benefit & Cash Control

- Arrears collection, maximising benefit and assessment (rent and council tax)
- Rent and other income collection, such as Council Tax at area offices

Housing Repairs

- Day to Day Repairs service (Client / Contractor)
- Our of hours emergency service
- Capital Programme (major work)
- Home Energy Conservation Act
- Service for owners occupiers

Strategy

- Working with Communities Scotland and other agencies, in many areas such as local housing strategies
- Development of new initiatives, e.g. Supporting People, Asylum Seekers
- Participation in forums such as homeless, housing association and community planning
- Regeneration work

Central Support Services

- Finance, Personnel & Training

3. Education and Cultural services

Education:

- Secondary Schools
- Primary Schools
- Early Education and Childcare Centres
- Special Schools and Special Units
- Community Learning and Development (formerly Community Education)
- Careers Service
- School Technician Service
- Management Information Services
- School Health Service
- School Meals Service
- School Transport (mainstream/special educational needs)
- Education Maintenance Allowances
- Placing Requests
- Appeals
- Early Intervention/Literacy/Numeracy Initiatives
- Self-Evaluation of Service Quality (Central and School-based)
- Quality Assurance and Quality Improvement
- SEN Support Services (Visual Impairment/Hearing Impairment/Language Development)
- Outdoor Education Service
- National Grid for Learning/Educational Computing
- Sportscotland Initiatives
- New Opportunities Fund Initiatives
- Teachers' Agreement –
 - Promoted Post Structures
 - Job Sizing
 - Staff Development and Review
 - Chartered Teachers
 - Continuing Professional Development
 - Probationer Teacher Initiative
- Asset Management/Schools' Estate Management
- Curriculum Development
- Child Protection
- Education at Home
- Education/Industry Liaison
- Supported Study
- Provision for Looked After and Accommodated Children
- Schools' Choirs and Orchestras (Primary and Secondary)
- Schools' Swimming Programme
- Sports Development

Culture

- Arts and Cultural Services
- Libraries
- Museums

- Community Learning and Development (formerly Community Education)
- People's Network
- Digital Community Initiative

4. Social Work

Criminal Justice

- CJ Partnership covers Argyll and Bute and East Dunbartonshire Councils
- Probation / Parole / After care
- Community Service Orders
- Supervised Attendance Scheme (Fines)
- Court Duty
- Arrest and Referral / Diversion from Prosecution
- High Risk Offenders
- Forensic Service

Children's Services

- Child Protection
- Family Support
- Assessment and Reports for Reporter and Children's Hearing system
- Looked After Children (Home based supervision)
- Group Work and Learning Support (working closely with education)
- Youth Justice (Crime)
- Children with Disabilities Services
- Looked After and Accommodated Children (5 Residential Units)
- Fostering and Adoption
- Through Care (Supported accommodation plus social work team)
- Special Needs in Pregnancy Service
- Addiction
- Residential Schools / Secure Accommodation
- Carers Support
- Mental Health Needs of Young People

Community Care

- Older Peoples Services (including specialist multi-agency teams)
- Hospital discharge Teams / Delayed Discharge Planning
- Management and Staffing of Sheltered Housing
- Home Care (Free Personal Care / Housing Support / Rapid Response teams / Augmented Home Care / Community Alarms /Alert / Meals Services / Lunch Clubs)
- Carers
- Residential Care - 7 Units
- Day Care - 6 units
- Mental Health Teams
- Sensory Impairment Services
- Head Injuries and Alcohol Related Brain Damage
- Physical Disability Equipment & Adaptations
- Drug & Alcohol Addiction Support
- Learning Disability - Specialist multi agency teams ; 2 Day centres and network of supported accommodation

- Community Work serving all groups and forums of users and carers
- Externally Purchased Services e.g. Care Home places

General

- Welfare Rights and Information Services
- Strategy and Planning including Joint Future and Better Integration support
- Direct Payments
- Area Team Social Work services / Assessment and Carer Management
- Domestic Abuse
- Asylum Seekers
- Central support services such as Personnel, Finance, Training, Quality Assurance and Contracts
- Supporting People
- Money Advice/Debt Counselling

5. Equal Opportunities

- General remit to ensure that all legislative requirements are taken account of in all areas
- General remit to ensure that Council commitments to Equal Opportunities are taken account of in decision making throughout the Council's structure
- Monitoring ongoing compliance with Equal Opportunities standards (specifically in terms of the Council's current commitments and legislative requirements)
- Promotion of Equal Opportunities throughout the Council's consultation, strategic planning and service delivery functions

6. Corporate Services

Legal & Administration

- Legal Services
- Litigation
- Conveyancing & Contracts
- Support Services
- District Court
- Debt Recovery
- Justices of the Peace
- Committee / Member support
- Children's Panel / Children's Panel Advisory Committee
- Insurance
- Registration Services (deaths, births, marriages)
- Trusts
- Printing
- Commissionaires, Curators, Court Officers, Couriers, Internal Mail Systems
- Community Council matters
- Property maintenance & security (including fire safety access/egress) for buildings occupied by more that one department

- Town Twinning
- Civic Hospitality
- Co-ordination of procurement

Finance

- Accounting & Budgeting
- Treasury
- Investment Appraisal
- Revenues / Debt Collection
- Grants
- Other (e.g. payroll, etc.)

Information Services

- Applications support & development
- Network, desktop, etc. management & security
- Corporate Server management
- Helpdesk
- ICT Training
- Licences & maintenance agreements
- E-Government Agenda (Modernising Government Fund (MGF) Projects)
- Data Protection issues

Personnel & Training

- Staffing Watch / Retirement / Attendance
- Departmental Structures
- Single Status
- Strategy / Policy issues (whether or not enforced by employment legislation)
- Superannuation issues
- Training & Development
- Health & Safety
- Employee Recognition Schemes
- All Personnel matters as appropriate for the JCF
- All Personnel matters as appropriate for the Appeals Committee

JCF

- Consultation with Trade Unions on Operational Employment Matters and Conditions of Service.

Appeals

- Hear appeals against management decisions
- Discipline
- Grievance
- Recruitment and Selection
- Dignity at Work
- Equalities Issues

Notes

Other departmental issues may also go to this Committee, but corporate budgetary control reports will be submitted to Council.

The main function of Corporate Services is to support the 'front line' departments / services, we will feed into all other Committees as appropriate (e.g. – Committee Admin, Legal / Financial / Personnel / IS advice, etc.).

7. Audit and Performance Review

Performance Review

- Best Value
- Statutory Performance Indicators
- Scottish Executive Statutory Returns
- Complaints Monitoring
- Equal Opportunities Monitoring
- Social & Economic Profile – Social Justice milestones
- Corporate Planning
- Performance information for all Departments. (e.g. Performance indicators such as Absenteeism etc.)

Finance & Audit

- Internal Audit
 - Annual Audit Plans
 - Annual Audit Performance Reports
 - Any appropriate Internal Audit matters
- External Audit
 - Annual Reports / Actions Plans
 - Audit Planning Memorandum
 - Other Regular Reports as appropriate

Other

- Corporate Governance
- Internal Financial Control Statements
- Risk Management Reports

8. Community Participation

- Decentralisation Scheme
- Community Councils
- General community consultation arrangements
- Consultation with young people, (Better Neighbourhood Services Fund, Dialogue Youth, Pupil Councils etc)
- External Communication & Consultation Policy
- New Community Schools/New Community Authority
- General brief to ensure appropriate levels of participation across the work of all service spokesperson and committees

9. Planning and Licensing

Planning functions:-

Planning and Building Control:

- Building Warrant Applications
- Dangerous Buildings
- Repair and Improvement Grants

- Conservation and Listed Buildings
- Street Names/Numbers
- Planning Applications
- Legal input “as required”.

Forward Planning & Regeneration

- Structure Planning
- Local Planning
- Town Centre Regeneration
- Urban Regeneration Initiatives
- Environmental Improvements and Regeneration
- Access
- Tree Preservation Orders

Licensing functions:-

- Taxi and Private Hire Car Licensing
- Lotteries
- Other licensing matters, for example: Housing (Scotland) Act 2006, Dangerous Wild Animals Act 1976 and Zoo Licensing Act 1981.
- Head of Legal / Administration and his staff administer all Licensing matters and would report to the Committee.

10. Technical Services

- DLO/DSOs
- Roads
- Traffic
- Transport
- Land Services
- Cleansing
- Property
- Architects
- Catering
- Building Cleaning
- Leisure Facilities
- Litter Removal and Litter Bins

11. All

- Community Planning
- External Funding
- Corporate Planning
- General - Better Neighbourhood Services Fund
- Public Relations
- Public Health Development
- Social & Economic Profile – Social Justice milestones
- Council decision making structures
- Modernising Government Fund
- Democratic Issues
- Emergency Planning

Procedure for Open Forum Questions

1. There will be a maximum of 5 questions allowed on the agenda per meeting and such questions will be limited to one per person per meeting. Questions received after the initial 5 will not be included on the agenda, but will receive a written response.
2. Any member of the public wishing to ask a question or raise an issue at an Open Forum must submit his/her question in writing to the Chief Executive seven days before the meeting.
3. The Chief Executive will apply the following criteria to all questions received:-
 - Questions should be a single question and not contain multiple points although an explanatory paragraph is permissible.
 - Questions should not make personal attacks on any individual.
 - Questioners must be resident in, or have a business in, West Dunbartonshire.
4. Providing the questions meet the above criteria, the questions will be listed on the agenda in the chronological order in which they have been received. If the question does not meet the above criteria, the Chief Executive will write to the questioner to explain why the question has not been allowed.
5. The Chief Executive, in consultation with the Leader of the Council, will decide which Elected Member will respond to the question and will pass the question to that Elected Member as soon as possible.
6. All written questions submitted in accordance with the above will be acknowledged in writing and the questioner will be advised of the date, time and location of the meeting when the Open Forum will be held.
7. Before the start of the meeting the questioner should sit in the public gallery and remain there until invited to come forward by the Convener. It would be helpful if the questioner would make his/her presence known to the Clerk prior to the start of the meeting.
8. The Convener will invite each questioner to come forward and address the meeting. The questioner should briefly introduce him/herself and read out the question.
9. The Convener will then invite the appropriate Elected Member to respond to the question. A written copy of the response will be circulated/supplied to the questioner either at or as soon as reasonably possible after the meeting.

10. Thereafter, the questioner will be allowed to put one supplementary question to the Elected Member, if he/she so wishes. The supplementary question must arise directly out of the matter under consideration.
11. Following the Elected Member's response to the supplementary question (if any), the questioner will be invited to return to the public gallery. Where possible the supplementary question will be answered at the meeting, but in any event, a written response will be made to the questioner within seven days of the meeting.
12. Please note that, in accordance with Council Standing Orders, the Convener shall amongst other things:-
 - (a) Preserve order and ensure a fair hearing.
 - (b) Decide on matters of relevancy, competency and order.
 - (c) Maintain order and at his/her discretion, order the exclusion of any member of the public who is deemed to have caused disorder or misbehaved.
 - (d) The decision of the Convener on all matters within his/her jurisdiction shall be final.
 - (e) Deference shall, at all times, be paid to the authority of the Convener. When he/she rises to speak, the Convener shall be heard without interruption and any person standing shall resume their seat and no person shall rise to speak until the Convener is seated.

Remit of the Children's Services Committee

1. General

The Children's Services Committee will have full delegated powers to carry out its remit as detailed below.

The purpose and remit of the Children's Services Committee is to:

- Direct and supervise the discharge of the functions of the Council as an Education Authority under the relevant legislation. This includes community education, early childhood services, careers services, psychological services, special educational needs, mainstream school provision, residential & outdoor education and the payment of bursaries and grants.
- Direct and supervise the discharge of the functions of the Council under the Social Work (Scotland) Act 1968, and other relevant legislation.
- Develop and monitor policy and service provision for Children's Services in West Dunbartonshire.

The Children's Services Committee will undertake a number of general responsibilities. These include:

- Ensuring that the policies of the committee and the services reporting to the committee are responsive to the needs of local people.
- Involving local people and staff in service planning and ensuring that their views are sought on the development and delivery of services.
- Promoting Social Inclusion and Equal Opportunities in all aspects of the services for which the committee has responsibility.
- Promoting Health Improvement in all aspects of the services for which the committee has responsibility.
- Overseeing the development of relevant inter agency issues and supporting partnership working.
- Setting performance targets (within the context of the Corporate and Service Planning processes), for the overall standards of service and to receiving reports on these.
- Monitoring capital expenditure in respect of each area of the committee's activity.
- Monitoring revenue budgets in respect of each area of the committee's activity.

2. Schools Education

The Children's Services Committee will develop and monitor the provision of relevant schools education services. This may include:

- Provision of primary and pre-school education within the area
- Provision of secondary education within the area
- The development of the curriculum within the schools, in association with Government policy
- Provision for pupils with special educational needs within the area
- Provision of outdoor and residential education as appropriate
- Arrangements for financial contributions to individuals and external bodies under the auspices of Higher School and Further Education Bursaries, school clothing and footwear grants, village hall improvements and Voluntary Organisations
- Nomination of an elected member to chair appointment panels for the appointment of Head Teachers
- Approval of delineated areas for day schools and provision of day schools sufficient to meet the needs of pupils in the area
- Curriculum development, staff development and in-service training
- Provision of a psychological service and arrangements to meet the special educational needs of individual pupils
- Operation of special and support services as appropriate and, if necessary, in collaboration with other local authorities and/or providers
- Monitoring of service specification and quality development
- Provision of appropriate support to educational establishments and services
- Policy development and monitoring in respect of attendance and exemption from attendance of pupils at day schools
- Provision of adequate health and welfare services in all educational establishments
- All relevant aspects of pupil welfare
- All relevant aspects of resource provision to educational establishments

3. Early Years/Out of School Care Services

The Children's Services Committee will develop and monitor the provision of relevant early years and out of school care services. This may include:

- Provision of early childhood services for those children who have not yet reached the statutory school age and in accordance with Council policies
- Guidance to the Council in formulation of its policy objectives and priorities in all appropriate matters relating to children who have not yet reached the statutory school age and their parents
- Direction and supervision of the discharge of the Council's functions with regard to Pre 5 services and Parts III and X of the Children's Act 1989
- Development of services which provide activities of a kind suitable for pre-school children

- Co-ordination and monitoring of the Council's policies and practices with regard to the provision of out-of-school care and, in particular, the use of the grants budget

4. Community Education

The Children's Services Committee will develop and monitor the provision of relevant community education services for children and young people.

5. Social Work Services

The Children's Services Committee will develop and monitor the provision of relevant social work services. This may include:

- Providing care in ways which enable children and young people to live as full and normal a life as possible
- Promoting the protection of children from physical, sexual and emotional abuse and neglect, continuing to give high priority in staffing, training and research, working with other statutory and voluntary agencies and monitoring procedures and practice in the light of developments
- Preventing family breakdown and the admission of children in care by providing practical support to families in their own home, targeted financial support, the use of community initiatives, planning and assessment mechanisms to ensure that children are adequately supported within the community
- Providing substitute family care for children received into care
- Recruiting, training and supporting foster carers and adoptive parents to meet the needs of children and young people in care, including those from black and ethnic minority groups, and those with special needs
- Providing a range of residential care for children which is well staffed and flexible in response to need, and providing greater training opportunities for residential staff in line with national targets
- Preparing young people leaving residential care for adult life by offering a range of practical, personal support to assist them with accommodation, employment and income maintenance
- In association with other statutory and voluntary agencies, improving the services for homeless young people
- Working within the Children's Hearing System to develop programmes which reduce the possibility of future involvement in the court system as a consequence of serious or persist offending
- Assessing and responding to the community care needs of children with special needs
- Assessing the emerging needs of minority ethnic groups

6. Sports and Cultural Services

The Children's Services Committee will develop and monitor the provision of relevant sports and cultural services.

7. Support & Safety Services

The Children's Services Committee will develop and monitor the provision of relevant support services. This may include:

- School Catering
- School Cleaning
- Janitorial Services
- School Crossing/Cycle Training
- Provision of school transport for pupils within the area in accordance with the qualifying criteria contained with the Education (Scotland) Act 1980 and Council policy
- Educational property matters, including maintenance and repair of building stock, and certain health and safety issues.
- Co-ordination and control of the specification of certain tenders, assessment and acceptance of such tenders, co-ordination and monitoring of contract performance and authorisation of termination of any such contracts relative to school provision.

Remit of the Community Safety and Environmental Services Committee

1. General

The Community Safety and Environmental Services Committee will have full delegated powers to carry out its remit as detailed below.

The purpose and remit of Community Safety and Environmental Services Committee is to:

- Direct and supervise the Community Safety activities of the Council.
- Direct and supervise the activities of the Council under its responsibilities for the local and wider environment.
- Develop and monitor policy and service provision for Community Safety and Environmental Issues in West Dunbartonshire.

The Community Safety and Environmental Services Committee will undertake a number of general responsibilities. These include:

- Ensuring that the policies of the committee and the services reporting to the committee are responsive to the needs of local people.
- Involving local people and staff in service planning and ensuring that their views are sought on the development and delivery of services.
- Promoting Social Inclusion and Equal Opportunities in all aspects of the services for which the committee has responsibility.
- Promoting Health Improvement in all aspects of the services for which the committee has responsibility
- Overseeing the development of relevant inter agency issues and supporting partnership working.
- Setting performance targets (within the context of the Corporate and Service Planning processes), for the overall standards of service and receiving reports on these.
- Monitoring capital expenditure in respect of each area of the committee's activity.
- Monitoring revenue budgets in respect of each area of the committee's activity.

2. West Dunbartonshire Strategic Community Safety Partnership

The Community Safety and Environmental Services Committee will work with partners through the West Dunbartonshire Strategic Community Safety Partnership (a partnership of public sector agencies, community representatives, and the Council), to ensure the benefits of partnership working in making a safer West Dunbartonshire.

3. Development and Environmental Services

The Community Safety and Environmental Services Committee will develop and monitor the provision of relevant Economic Development and Protective services. This may include:

- Economic Development
- Estates
- Trading Standards
- Environmental Health

These general areas of activity may include the following:-

- ◆ Structure Planning
- ◆ Local Planning
- ◆ Town Centre Regeneration
- ◆ Urban Regeneration Initiatives
- ◆ Environmental Improvements
- ◆ The function of the Council under the Weights and Measures Act 1985
- ◆ Consumer protection and fair trading
- ◆ Calibration and certification services to industry and commerce
- ◆ Compliance with description and safety issues
- ◆ The functions of the Council under the Consumer Credit Act 1974
- ◆ Debt counselling and money advice
- ◆ The functions of the Council under the Petroleum Acts 1928 and 1936
- ◆ All other functions of the Council relating to Trading Standards, Consumer Protection and Weights and Measures
- ◆ The public health functions of the Council under the Public Health (Scotland) Act, including pest control.
- ◆ The functions of the Council relating to communicable diseases
- ◆ The functions of the Council under the Food Safety Act 1990
- ◆ The function of the Council under the Clean Air Act 1993, the Control of Pollution Act 1974, the Health and Safety at Work etc Act 1974, the Environmental Protection Act 1990 and the Noise and Statutory Nuisance Act 1993
- ◆ The functions of the Council under the Water (Scotland) Act 1980 and Environmental Act 1995
- ◆ The licensing of caravan sites, riding establishment, animal boarding establishments, pet shops, zoos, keeping of wild animals, breeding of dogs and venison dealers, and relevant inspections under the Civic Government (Scotland) Act 1982
- ◆ The functions of the Council under the Milk and Dairies Act
- ◆ Health education and home safety
- ◆ All other functions of the Council relating to environmental health

4. Technical Services

The Community Safety and Environmental Services Committee will develop and monitor the provision of relevant Commercial and Technical services.

This may include:

- Roads and transportation policy issues subject to the Council's statutory obligation, principally under The Roads Scotland Act 1984
- Policy issues relative to the provision of a roads contracting service
- Policy issues relative to the provision of architectural, building services design, quantity surveying and property maintenance services
- Periodic review of the Council's list of Approved Contractors for Construction Related Works
- Periodic review of the Council's list of Approved Consultants for Construction Related Services
- Approval under Section 19(5) of the Civic Government (Scotland) Act 1982, (after consultation with local Member and the Director of Development & Environmental Services), the location of taxi stances
- Recommending Roads and Transportation Capital Programme to the Council
- Other relevant issues relating to:
 - Street Lighting
 - Traffic
 - Bridges and Structures
 - Flooding
 - Transport
 - Recycling
 - Waste Disposal
 - Refuse Collection
 - Litter/Street Cleaning
 - Grounds Maintenance
 - Outdoor Recreation
 - Crematorium / Burials Service
 - Winter Maintenance
 - Public Conveniences
 - Parking

5. Social Work Services and Housing Services

The Community Safety and Environmental Services Committee will develop and monitor the provision of relevant Social Work Services and Housing Services.

This may include:

- Criminal justice services
- Youth crime initiatives
- Anti Social Investigation and Support Team (ASIST)
- Neighbourhood Wardens
- Estate management policy
- Strategy (e.g. Local Housing Strategy)
- Regeneration strategies
- Houses in Multiple Occupation

Remit of the Social Justice Committee

1. General

The Social Justice Committee will have full delegated powers to carry out its remit as detailed below.

The purpose and remit of the Social Justice Committee is to:

- Direct and supervise the Health Improvement activities of the Council
- Direct and supervise the activities of the Council under national and local Social Inclusion/Social Justice agendas
- Direct and supervise the functions of the Council under the Social Work (Scotland) Act 1968, and other relevant legislation.

The Social Justice Committee will undertake a number of general responsibilities. These include:

- Ensuring that the policies of the committee and the services reporting to the committee are responsive to the needs of local people.
- Involving local people and staff in service planning and ensuring that their views are sought on the development and delivery of services.
- Promoting Social Inclusion and Equal Opportunities in all aspects of the services for which the committee has responsibility.
- Promoting Health Improvement in all aspects of the services for which the committee has responsibility.
- Overseeing the development of relevant inter agency issues and supporting partnership working.
- Setting performance targets (within the context of the Corporate and Service Planning processes), for the overall standards of service and receiving reports on these.
- Monitoring capital expenditure in respect of each area of the committee's activity.
- Monitoring revenue budgets in respect of each area of the Committee's activity.

2. Partnership Arrangements

The Social Justice Committee will work with partners on the Health Improvement and Social Justice Partnership to ensure the benefits of partnership working when addressing issues of Social Justice.

The Social Justice Committee will work in partnership with the Criminal Justice Partnership to ensure that key criminal justice issues are addressed. For example:

- Developing and enhancing the range and quality of community based disposals and services, so enabling Courts to reduce the use of Custody

- Developing throughcare services
- Tackling offending behaviour
- Involving the community in responding to crime and its consequences
- Supporting victims of crime

3. Social Work Services

The Social Justice Committee will develop and monitor the provision of relevant Social Work services. This may include:

- Targeting the provision of public funded care, help and support to the people most in need of care and protection
- Supporting independent living to enable people to live at home wherever possible
- Providing a quality service which accords with people needs and which respects their rights

Community Care

- ◆ Assessing and responding to needs for service of all community care client groups
- ◆ Assessing care needs and co-ordinating community care services for people at home or in hospital
- ◆ Co-ordinating the discharge of long stay patients and the transfer of funds to allow a shift from hospital to community service care
- ◆ Determining social policy and service provision at a local level in association with Health Boards, Housing Associations, voluntary and independent providers
- ◆ Providing services to reduce harm for those who continue to use drugs
- ◆ Assessing the emerging needs of minority ethnic groups

Financial Inclusion

- ◆ Promoting anti-poverty strategies, within the overall council framework
- ◆ Providing money/debt advice and seeking to maximise the income of those who are dependent on welfare benefits or who have low incomes from work
- ◆ Campaigning for the uptake of backdated benefits
- ◆ Providing community care services to ensure that individual's incomes from state benefits are maximised
- ◆ Improving training and employment opportunities

Community Work

- ◆ Promoting social welfare
- ◆ Encouraging the development of community based local organisations such as disability forums, elderly forums, family support groups, tenants associations, play schemes, carers forums, self help groups, women and health groups, community businesses, credit unions, and similar organisation

4. Housing Services

The Social Justice Committee will develop and monitor the provision of relevant housing services. This may include:

- Housing policy issues including – allocations, repairs, arrears, rent collection, housing benefit, tenant participation, homeless persons, travelling persons, out of office hours emergencies
- Determining urgent matters where the Director of Social Work and Housing has no authority e.g. urgent re-housing because of severe unsuitability of present accommodation
- Recommending Housing Capital Programmes to the Council
- Recommending the Housing Revenue Account (HRA) revenue budget to the Council, including house rent levels and other charges.

5. Cultural Services

The Social Justice Committee will develop and monitor the provision of relevant leisure and cultural services. This may include:

- Leisure (Sports Development)
- Arts provision
- Libraries
- Museums
- Lifelong learning

Remit of the Corporate Services Committee

1. General

The Corporate Services Committee will have full delegated powers to carry out its remit as detailed below.

The purpose and remit of Corporate Services Committee is to:

- Direct and supervise the activities of the Council under its Financial functions and relevant legislation
- Direct and supervise the Legal and Administrative functions of the Council, including relevant legislation.
- Develop and monitor Information and Communications Technology policy and service provision in West Dunbartonshire.
- Develop and monitor policy and service provision for Personnel and Training issues in West Dunbartonshire Council.

The Corporate Services Committee will undertake a number of general responsibilities. These include:

- Ensuring that the policies of the committee and the services reporting to the committee are responsive to the needs of local people.
- Involving local people and staff in service planning and ensuring that their views are sought on the development and delivery of services.
- Promoting Social Inclusion and Equal Opportunities in all aspects of the services for which the committee has responsibility.
- Promoting Health Improvement in all aspects of the services for which the committee has responsibility.
- Overseeing the development of relevant inter agency issues and supporting partnership working.
- Setting performance targets (within the context of the Corporate and Service Planning processes), for the overall standards of service and receiving reports on these.
- Monitoring capital expenditure in respect of each area of the committee's activity.
- Monitoring revenue budgets in respect of each area of the committee's activity.

2. Financial Services

The Corporate Services Committee will develop and monitor the provision of relevant Financial services. This may include:

- Preparation of the annual departmental revenue estimates of the Corporate Services Department and recommendation to Council
- Preparation of the annual departmental capital plans for the Corporate Services Department and recommendation to Council
- Monitoring the Council's capital and revenue budgets during the course of each financial year through consideration of regular reports and other information submitted to the Committee.

- Consideration of treasury management/Investment appraisal reports.
- Consideration of reports on revenues collection and related matters
- Consideration of grants (where not otherwise covered by other Committees), to public or voluntary bodies in accordance with any direction or policy determined by the Council
- Provision of financial services to other bodies, organisations, etc., subject to a charge being made where appropriate

3. Legal and Administrative Services

The Corporate Services Committee will develop and monitor the provision of relevant Legal and Administrative services. This may include:

- Legal and administrative support services to the Council, committees, partnership bodies and Council departments.
- Registration of Births, Deaths and Marriages
- Organisation of civic events and civic hospitality
- Community Councils
- Trusts

Support Services

- Management of civic buildings
- Letting of insurance contracts for the Council
- Management of the District Courts and support provided to the Justices Committee
- Central purchasing & procurement
- Support services for Elected Members

4. Information Services

The Corporate Services Committee will develop and monitor the provision of relevant Information services. This may include:

- Overseeing the Council's ICT Strategy, E-Government Strategy, Disaster Recovery arrangements, and other related matters.
- Ensuring the effective use of ICT systems throughout the authority and monitoring the same.
- Co-ordinating the acquisition of ICT systems for the authority and receiving reports in this connection.
- Overseeing the provision of user-friendly public information covering Council services.

5. Personnel and Training

The Corporate Services Committee will oversee all employee related matters and organisational structure issues within the departments of the Council. This may include:

- Departmental structures
- All staffing matters
- Single Status agreement - including pay structures, job evaluation and grading arrangements
- Personnel Policies and procedures

- Training and development for employees and Elected Members
- Superannuation issues
- Health and safety in the workplace
- Employee Recognition Schemes
- Employee centred performance issues such as attendance and equalities
- Diversity in the Council
- Conditions of service for local government employees and craft workers

6. Chief Executive's Department Performance

The Committee will also consider and review the reports on the performance of those sections of the Chief Executive's department which are not referred to above and are not submitted to the Audit and Performance Review Committee.

Remit of the Audit & Performance Review Committee

1. **General**

The purpose and remit of Audit and Performance Review Committee is to:

- Carry out Audit and Performance Review monitoring in West Dunbartonshire
- Monitor the Best Value and Performance Management Planning activities of the Council. This includes responsibilities under the Local Government (Scotland) Act 2003.

The Audit and Performance Review Committee will undertake a number of general responsibilities. These include:

- Ensuring that the policies of the committee and the services reporting to the committee are responsive to the needs of local people.
- Involving local people and staff in service planning and ensuring that their views are sought on the development and delivery of services.
- Promoting Social Inclusion and Equal Opportunities in all aspects of the services for which the committee has responsibility.
- Promoting Health Improvement in all aspects of the services for which the committee has responsibility.
- Overseeing the development of relevant inter agency issues and supporting partnership working.
- Setting performance targets (within the context of the Corporate and Service Planning processes), for the overall standards of service and to receiving reports on these.
- Monitoring any capital expenditure in respect of the committee's activity.
- Monitoring revenue budgets in respect of the committee's activity.

2. **Best Value and Performance Review**

The Audit and Performance Review Committee will oversee the development and will monitor the implementation of Best Value. It will oversee the provision of statutory and other performance information. This may include:

- Considering performance reports on Service Plans.
- Considering reports on all Best Value and related matters.
- Considering reports on Statutory Performance Indicators and Scottish Executive Statutory Returns.
- Monitoring the Council's Complaints System, Equal Opportunities Policy, and related issues.
- Considering reports on Social & Economic matters.
- Reviewing performance information from all departments.

3. Audit

The Audit and Performance Review Committee will develop and monitor the provision of relevant Audit services. This may include:

- Considering Annual/Strategic Audit Plans and performance reports.
- Considering other appropriate Internal Audit matters.
- Considering annual Audit Planning Memorandum.
- Considering External Audit reports/action plans.
- Considering Audit information from all departments
- Receiving reports on the Council's Corporate Governance arrangements, Risk Management, and Internal Financial Control Statements.

Remit of the Community Participation Committee

1. Membership/Arrangements for Meetings

The membership of the Community Participation Committee will be composed of members of the Council (7 Labour and 3 Opposition Members) and representatives of local community based organisations. The community representation will be considered following the consultation to review the Council's Decentralisation Scheme.

It is proposed that the extent and nature of community involvement in this committee should be a central issue for public consultation as part of the current review of the Council's Decentralisation Scheme.

Arrangements for meetings - venues, timings etc should be discussed with the elected and community members at the first full meeting of the Community Participation Committee. These discussions could also include decisions such as whether or not to include an Open Forum as part of the agenda, and arrangements for member training and support.

2. Role and Remit

2.1. General

The Community Participation Committee will be a central forum where the community can make its views known and influence Council decision making, within the framework of the formal committee structure.

The general remit of the Community Participation Committee will be:

- To encourage and support the development of local community based organisations.
- To provide a forum, for obtaining the views of community based organisations.
- To co-ordinate discussion and action on issues raised by community groups and forums
- To consider comments and suggestions from community based organisations about Council services.
- To consider and comment on Council participation structures and policies
- To encourage Social Inclusion and Equal Opportunities
- To promote Health Improvement
- To co-ordinate community involvement in the ongoing development and review of the Council's Decentralisation Scheme, (in terms of the Local Government Etc. (Scotland) Act 1994, and to make recommendations to Council on the nature of decentralisation in West Dunbartonshire and on any delegation of power.
- To promote community involvement in partnership working
- To consider matters relating to Community Councils.
- To consider matters relating to the Voluntary Sector
- To consider matters relating to community involvement in partnership working in West Dunbartonshire.

2.2. Specific Issues Referred by Services

The Community Participation Committee will have a role in consideration of some specific issues referred by those responsible for the development and management of specific services. Such issues could include:

- Public facilities and events
- Equal opportunities in all Council services

Nevertheless, the committees directly responsible for services will also be required to ensure there are opportunities for direct contact with the relevant service users. This will be the first responsibility and appropriate arrangements may or may not include the Community Participation Committee. (It is recognised that the Community Participation Committee would not have the capacity to provide comment on every issue requiring comment from service users.)

2.3. Delegated Powers

The delegation of powers to the Community Participation Committee will depend on the membership and structure agreed as a result of consultation

The requirement for, and extent of any delegated powers should be included as part of the consultation on the Decentralisation Scheme.