

Agenda



Statutory Meeting of West Dunbartonshire Council

Date: Wednesday, 18 May 2022

Time: 14:00

Venue: Civic Space, Council Offices, 16 Church Street, Dumbarton G82 1QL

Contact: Christine McCaffary, Senior Democratic Services Officer
Email: christine.mccaffary@west-dunbarton.gov.uk

Dear Member

Please attend the statutory meeting of **West Dunbartonshire Council** as detailed above. The business is shown on the attached agenda.

Yours faithfully

JOYCE WHITE

Chief Executive

Distribution:-

Councillor James Bollan
Councillor Karen Conaghan
Councillor Ian Dickson
Councillor Diane Docherty
Councillor Craig Edward
Councillor Gurpreet Johal
Councillor Daniel Lennie
Councillor Douglas McAllister
Councillor David McBride
Councillor Jonathan McColl
Councillor James McElhill

Councillor Michelle McGinty
Councillor June McKay
Councillor John Millar
Councillor Lawrence O'Neill
Councillor Lauren Oxley
Councillor Chris Pollock
Councillor Martin Rooney
Councillor Gordon Scanlan
Councillor Hazel Sorrell
Councillor Clare Steel
Councillor Sophie Traynor

Chief Executive
Chief Officers

Date of issue: 12 May 2022

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STATUTORY MEETING
WEST DUNBARTONSHIRE COUNCIL
WEDNESDAY, 18 MAY 2022

AGENDA

1 ELECTION OF PROVOST

The Council is requested to consider the election of the Provost.

2 APOLOGIES

3 DECLARATIONS OF INTEREST

4 LOCAL GOVERNMENT ELECTIONS – 5 MAY 2022 5 - 12

Submit report by the Returning Officer on the results of the Local Government Elections held in West Dunbartonshire on 5 May 2022.

**5 ELECTION OF LEADER OF THE COUNCIL AND
DEPUTE LEADER OF THE COUNCIL**

The Council is requested to consider the election of:-

- (a) The Leader of the Council; and
- (b) The Depute Leader of the Council.

**6 SCHEME OF MEMBERS' ALLOWANCES AND 13 - 27
APPOINTMENT TO SENIOR COUNCILLOR POSITIONS**

Submit report by the Chief Executive providing Council with information as to the Scheme of Members' Allowances and inviting Council to identify Senior Councillor posts; agree the appointment of Councillors to these Senior Councillor posts and the allowances paid to these posts.

**7 APPOINTMENTS TO COUNCIL COMMITTEES AND 29 - 44
OTHER BODIES**

Submit report by the Chief Officer – Regulatory and Regeneration seeking appointments to a number of Council committees and other bodies.

8 MEMBERSHIP OF WEST DUNBARTONSHIRE LOCAL LICENSING FORUM 45 - 48

Submit report by the Chief Officer - Regulatory and Regeneration requesting the appointment of Members to the West Dunbartonshire Local Licensing Forum.

9 PROPOSED STANDING LIST OF CONFERENCES 49 - 52

Submit report by the Chief Officer – Regulatory and Regeneration seeking approval of a proposed Standing List of Conferences.

10 EXPENDITURE ON CIVIC EVENTS AND HOSPITALITY 53 - 55

Submit report by the Chief Officer - Regulatory and Regeneration seeking approval of the current practice for authorisation of expenditure in relation to civic events.

11 AFFILIATIONS 57 - 59

Submit report by the Chief Officer - Regulatory and Regeneration providing details of organisations to which this Council is affiliated and seeking a decision as to the renewal of these affiliations.

WEST DUNBARTONSHIRE COUNCIL

Report by the Returning Officer

Statutory Meeting of West Dunbartonshire Council: 18 May 2022

Subject: Local Government Elections – 5 May 2022

1. Purpose

- 1.1** This report provides the Council with information on the results of the Local Government Elections held in West Dunbartonshire on 5 May 2022.

2. Recommendation

- 2.1** The Council is asked to note the results of the West Dunbartonshire Council elections held in May 2022.

3. Background

- 3.1** Elections were held on 5 May 2022 to elect 22 Councillors to serve in the undernoted multi-member wards within the West Dunbartonshire Council area:-

Lomond	3 Members
Leven	4 Members
Dumbarton	4 Members
Kilpatrick	3 Members
Clydebank Central	4 Members
Clydebank Waterfront	4 members

4. Main Issues

- 3.1** The method used to elect local Councillors was the Single Transferable Vote (Weighted Inclusive Gregory model) which required the electorate to vote by order of preference. The results of the local elections are detailed in the Appendix to this report.

5. People Implications

- 5.1** There are no implications for employees of the Council.

6. Financial and Procurement Implications

- 6.1** There are no financial or procurements implications.

7. Risk Analysis

- 7.1** As the elections have been completed, there is no requirement for a risk analysis.

8. Equalities Impact Assessment (EIA)

- 8.1** There is no impact on any equalities groups.

9. Consultation

- 9.1** Officers from finance and legal services have been consulted on the content of this report.

10. Strategic Assessment

- 10.1** One of the key tasks of the newly elected Councillors will be to consider and set the Council's strategic priorities for the next term of office.

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Joyce White
Returning Officer
Date: 9 May 2022

Person to Contact: George Hawthorn, Manager of Democratic and Registration Services, Council Offices, Dumbarton.
Telephone No. 01389-737204 or e-mail:
george.hawthorn@west-dunbarton.gov.uk

Appendix: West Dunbartonshire Council Elections – 5 May 2022 – Results.

Wards Affected: All Wards.

WEST DUNBARTONSHIRE COUNCIL ELECTION - 5 MAY 2022 - RESULTS

WARD 1 – LOMOND

NO OF COUNCILLORS TO BE ELECTED - 3

Electorate	Turnout %	Total Valid Votes	Quota
9111	48.3%	4326	1082

Candidates	Party	Status	Total votes prior to election or exclusion
MACEOGHAINN Drew	West Dunbartonshire Community Party	Not elected	620
MCCOLL Jonathan	Scottish National Party (SNP)	Elected (Stage 1)	1494
PAGE Sally	Scottish Conservative and Unionist	Not Elected	735
ROONEY Martin	Scottish Labour Party	Elected (Stage 3)	1163
SORRELL Hazel	Scottish Labour Party	Elected (Stage 5)	1433

Elected to serve for the Lomond Ward:

Jonathan McColl
Martin Rooney
Hazel Sorrell

WARD 2 – LEVEN**NO OF COUNCILLORS TO BE ELECTED - 4**

Electorate	Turnout %	Total Valid Votes	Quota
13,820	43.1%	5822	1165

Candidates	Party	Status	Total votes prior to election or exclusion
BAKER Paula	Scottish Green Party	Not elected	231
BOLLAN Jim	West Dunbartonshire Community Party	Elected (Stage 7)	1500
DICKSON Ian	Scottish National Party (SNP)	Elected (Stage 1)	1494
DILLON Matthew	Scottish Conservative and Unionist	Not Elected	439
MCCOLL Ronnie	Scottish National Party (SNP)	Not Elected	1017
MCGINTY Michele Marie	Scottish Labour Party	Elected (Stage 7)	1280
MILLAR John Kelly	Scottish Labour Party	Elected (Stage 5)	1184
WILKIE Sian	Independent	Not Elected	51

Elected to serve for the Leven Ward:

Jim Bollan
Ian Dickson
Michelle Marie McGinty
John Kelly Millar

WARD 3 – DUMBARTON**NO OF COUNCILLORS TO BE ELECTED - 4**

Electorate	Turnout %	Total Valid Votes	Quota
13,336	50.1%	6524	1305

Candidates	Party	Status	Total votes prior to election or exclusion
CONAGHAN Karen	Scottish National Party (SNP)	Elected (Stage 1)	2171
JOHAL Gurpreet Singh	Scottish Labour Party	Elected (Stage 3)	1546
MCBRIDE David	Scottish Labour Party	Elected (Stage 1)	2045
MCEWAN Lynda	Scottish Trade Unionist and Socialist Coalition	Not Elected	137
MUIR Andrew Joseph	Scottish Family Party	Not Elected	147
POLLOCK Chris	Scottish National Party	Elected (Stage 6)	1305
RAINEY Jonathan	Scottish Libertarian Party	Not Elected	68
WALKER Brian	Scottish Conservative and Unionist	Not Elected	696
WILSON Kelly	Sovereignty	Not Elected	34

Elected to serve for the Dumbarton Ward:

Karen Conaghan
Gurpreet Singh Johal
David McBride
Chris Pollock

WARD 4 – KILPATRICK**NO OF COUNCILLORS TO BE ELECTED - 3**

Electorate	Turnout %	Total Valid Votes	Quota
8987	45.2%	3876	970

Candidates	Party	Status	Total votes prior to election or exclusion
JARDINE David	Scottish Conservative and Unionist	Not elected	269
MCALLISTER Douglas James	Scottish Labour Party	Elected (Stage1)	1903
O'NEILL Lawrence	Scottish Labour Party	Elected (Stage 2)	1020
SCANLAN Gordon	Scottish National Party (SNP)	Elected (Stage 1)	986
SCANLAN Marina	Scottish National Party (SNP)	Not elected	524

Elected to serve for the Kilpatrick Ward:

Douglas James McAllister
Lawrence O'Neill
Gordon Scanlan

WARD 5 – CLYDEBANK CENTRAL NO OF COUNCILLORS TO BE ELECTED - 4

Electorate	Turnout %	Total Valid Votes	Quota
11,820	41.0%	4644	929

Candidates	Party	Status	Total votes prior to election or exclusion
DOCHERTY Diane	Scottish National Party (SNP)	Elected (Stage 1)	1903
EDWARD Craig	Scottish Labour Party	Elected (Stage 1)	1199
STEEL Clare	Scottish Labour Party	Elected (Stage 4)	1137
TRAYNOR Sophie	Scottish National Party (SNP)	Elected (Stage 2)	1367
WILSON Liam	Scottish Conservative and Unionist	Not Elected	390

Elected to serve for the Clydebank Central Ward:

**Diane Docherty
Craig Edward
Clare Steel
Sophie Traynor**

WARD 6 – CLYDEBANK WATERFRONT**NO OF COUNCILLORS TO BE ELECTED - 4**

Electorate	Turnout %	Total Valid Votes	Quota
11,537	42.1%	4,696	940

Candidates	Party	Status	Total votes prior to election or exclusion
LALLY Brian Michael	Scottish Family Party	Not elected	130
LENNIE Daniel	Scottish Labour Party	Elected (Stage 1)	1217
MCELHILL James	Scottish National Party (SNP)	Elected (Stage 1)	1493
MCKAY June	Scottish Labour Party	Elected (Stage 6)	1093
MOSCROP Holly	Scottish Conservative and Unionist	Not elected	403
OXLEY Lauren	Scottish National Party (SNP)	Elected (Stage 2)	1179
TOLAND Jacob	Scottish National Party (SNP)	Not elected	500

Elected to serve for the Clydebank Waterfront Ward:

Daniel Lennie
James McElhill
June McKay
Lauren Oxley

WEST DUNBARTONSHIRE COUNCIL**Report by the Chief Officer - People and Technology****Statutory Meeting of Council: 18 May 2022**

Subject: Scheme of Members' Allowances and Appointment to Senior Councillor Positions**1. Purpose**

- 1.1** The purpose of this report is to provide Council with information on the Scheme of Members' Allowances and to invite Council to identify Senior Councillor positions, agree the appointment of Councillors to these Senior Councillor positions and the relevant level of allowances payable.

2. Recommendations

- 2.1** The Council must appoint a Leader of the Council and Provost. The post of Provost has previously been recognised as the Civic Head of the Council.
- 2.2** Additionally the Council can appoint up to ten Senior Councillors. The number of Senior Councillor positions and allowances payable is determined by Scottish Government Regulations. It will be for the new Council to determine the posts deemed as being a Senior Councillor and the level of remuneration applicable.
- 2.3** Any changes to the allowances will be implemented in accordance with Scottish Government guidance.
- 2.4** Council is asked to:
- (a) note the Scheme of Members' Allowances and Expenses including the list of approved duties (Appendix 1);
 - (b) note that Councillors have access to a specific pension scheme for Councillors;
 - (c) agree that the Provost be recognised as the Civic Head of the Council;
 - (d) note that in addition to the Leader and Civic Head, the Council is entitled to appoint a maximum of ten Senior Councillors;
 - (e) identify up to ten Senior Councillor positions;

- (f) agree those Councillors who are to be appointed to the identified Senior Councillor positions;
- (g) note the rate of allowance to be paid to remaining Members who are not identified as Senior Councillors; and
- (h) delegate authority to the Chief Officer – People & Technology to uprate allowances in accordance with Scottish Government guidance.

3. Background

- 3.1** Remuneration arrangements for Councillors referred to in this report are governed by The Local Governance (Scotland) Act 2004 (Remuneration) Amendment Regulations 2022 (in force from 1 April 2022). These regulations cover Members Allowances, reimbursement of expenses and pensions rights. The Regulations allow for a standardised procedure across all Scottish local authorities for the payment of Councillors' allowances and expenses.

Payment of Allowances

- 3.2** Each local authority will have one Leader of the Council. For West Dunbartonshire Council, this position will attract a fixed allowance of £39,148 per annum. The allowance for the Leader is set by the Regulations and the Council is not able to vary the remuneration levels.
- 3.3** Each Council may also have one Civic Head. This position will attract an allowance up to 75% of the Leaders, namely £29,361 per annum. West Dunbartonshire Council has always recognised the post of Provost as being the Civic Head. The allowance for the Civic Head is governed by the Regulations but the Council is able to vary the remuneration levels.
- 3.4** In addition to the Leader and Civic Head, the Council will be entitled to appoint a maximum of ten Senior Councillors. Under the regulations the Council is allocated a maximum sum it can pay, in total, for Senior Councillors. This is £244,660, with the maximum allowance payable to a Senior Councillor being 75% of the Leader's allowance, i.e. £29,361. The Scottish Government determines the number of senior posts and associated budgetary provision. The Council does not have the authority to exceed these limits.
- 3.5** The current Standing Orders of the Council make provision for the appointment of a Deputy Leader, Deputy Provost and Service Spokespersons. Standing Orders provide that Service Spokespersons shall be Senior Councillors and if the Deputy Leader and Deputy Provost are also classed as Senior Councillors, these posts will all count towards the ten senior posts and the costs will come from the overall budget for Senior Councillors.

- 3.6** It is for the Council to determine which positions are deemed to be a Senior Councillor. The Council will also decide the level of remuneration to be paid to each Senior Councillor as long as no Councillor receives more than £29,361 per annum and the total sum paid out to Senior Councillors does not exceed the budget allocation. The Council's 2017 agreed allowance for Senior Councillors was £23,257 (uprated following the pay award to £24,467 at 1 April 2022).
- 3.7** A summary of Senior Councillor positions as at 1st May 2022 under the previous Council Administration is attached at Appendix 2.
- 3.8** All Councillors who do not hold the position of Leader, Civic Head or Senior Councillor will receive a basic remuneration of £19,571 per annum. This figure is set by the Regulations and the Council is not permitted to vary this remuneration level.
- 3.9** The proposed scheme of allowance makes provision for payment to be made 4 weekly in arrears. These payments will be made by electronic bank transfer (known as BACS Transfer).
- 3.10** Separate provisions will apply to the payments to Conveners and Depute Conveners of Joint Boards.

Reimbursement of Expenses

- 3.11** Claims for travel and subsistence can only be submitted for undertaking approved duties of the Council (Appendices 1, 1A & 1B refer).
- 3.12** The only standard allowance that is available to Councillors under the regulations is for mileage. The prescribed rates for mileage are as follows:
- 45p per mile for travel by own car or van (first 10,000 miles, 25p per mile thereafter);
 - 24p per mile for travel by motorcycle;
 - 20p per mile for travel by bicycle; and
 - 5p per passenger per mile where both the passenger and the Councillor are carrying out approved duties.

These rates are mandatory and cannot be varied. Note the rates are as detailed in the Councillors' Remuneration Guidance 2010 (and amendment to mileage rate, November 2011).

- 3.13** Claims for subsistence (meal expenditure) will be on the basis of receipted expenditure. Meal expenditure cannot be reimbursed where a Councillor is carrying out Council business in their own ward or on Council premises within West Dunbartonshire. All claims must be accompanied by relevant receipts.

- 3.14** All claims for reimbursement of travel and subsistence expenditure must be submitted on the HR21 expenses module. All claims will be reimbursed through Payroll as part of the payment of allowances and expenses. These payments will be made at quarterly intervals by the same method as described at 3.9 above, namely via BACS Transfer.
- 3.15** The Council will also be allowed to reimburse actual and receipted expenditure incurred by the Civic Head in carrying out their civic duties. The Civic Head's expenses cannot exceed £3,000 per annum.
- 3.16** All Councillors are provided with a mobile device (laptop or similar) and a mobile (SMART) phone. As such, all duties associated with the role of a Councillor via use of said devices will be covered by the Council contracts and use permitted in accordance with the Council's Information Security Policy and associated guidance. Additional expenditure is unlikely other than for personal use which should be repaid to the Council at the earliest opportunity.

Pension Scheme

- 3.17** All Councillors are automatically entered into the Local Government Pension Scheme (administered by Strathclyde Pension Fund Office) unless an opt-out form is received, as per scheme rules. The benefits are based on career average pay and the contribution rate is assessed based on pensionable pay at 31 March each year, per table below.

Post	Remuneration	Pension Contribution (2022/23)
Leader of the Council	Fixed £39,148	6.6%
Civic Head	Up to £29,361	5.6-5.9%
Senior Councillor	Up to £29,361	5.6-5.9%
Councillor	Fixed £19,571	5.5%

Review of Remuneration Levels

- 3.18** The Scottish Government will review the levels of remuneration and issue guidance in the event of an uprating of allowances. It is the current policy of the Council for the Chief Officer People & Technology, in partnership with relevant Chief Officers, to implement the Scottish Government recommendations as and when they are issued.

4. Main Issues

- 4.1** As stated above, there are restrictions on the number, maximum allowances and overall amount paid to Senior Councillors.

4.2 Individual members can agree to vary downwards, the level of allowance paid to them.

4.3 Council will require to consider:

- Whether the Provost is to be appointed as Civic Head;
- Decide on the number of Senior Councillor posts and identify which Members are appointed to these posts; and
- Decide the level of allowance for these ten Senior Councillor posts.

5. People Implications

5.1 There are no additional people implications beyond those outlined in the report.

6. Financial and Procurement Implications

6.1 The costs associated with the remuneration scheme are provided for within the Revenue Estimates for 2022/23.

7. Risk Analysis

7.1 The Council cannot exceed the limits set out in the regulations in respect of the number of posts, the allowances payable and the level of expenses reimbursed.

8. Equalities Impact Assessment (EIA)

8.1 There is no requirement for an Equalities Impact Assessment (EIA).

9. Strategic Environmental Assessment

9.1 The Scheme of Allowances reflects the different roles undertaken by Elected Members in taking forward the strategic agenda of the Council.

10. Consultation

10.1 Consultation has taken place with Chief Officers - Resources and Regulatory & Regeneration as appropriate.

Victoria Rogers

Chief Officer - People and Technology

Date: 27th April 2022

Person(s) to Contact:	Victoria Rogers, Chief Officer - People and Technology; and George Hawthorn, Manager of Administrative and Democratic Services Council Offices, 16 Church Street, Dumbarton, G82 Email: victoria.rogers@west-dunbarton.gov.uk
Appendix 1:	Guidance on Councillors' Expenses
Appendix 1A:	Council car taxis protocol Nov 2020
Appendix 1B:	Maximum rates claimable
Appendix 2:	List of Senior Councillor Roles as at May 2022
Background Papers:	<u>The Local Governance (Scotland) Act 2004</u> <u>(Remuneration) Amendment Regulations 2022</u> <u>(legislation.gov.uk)</u> (in force from 1 April 2022)
Wards Affected:	All Wards

West Dunbartonshire Council

Guidance on Councillors' Expenses

1. Legislation

Remuneration arrangements for Councillors referred to in this report are governed by Local Governance (Scotland) Act 2004 (Remuneration) Amendment Regulations 2022 (in force from 1 April 2022). These regulations cover Members' Allowances, reimbursement of expenses and pensions rights.

The mileage rates shown below are as detailed in the Councillors' Remuneration Guidance 2010 (amendment to mileage rate, November 2011).

2. Approved Duties

Claims for travel and subsistence can only be submitted for undertaking approved duties of the Council. The current approved list of duties is as follows:

- (A) Attendance at duly constituted meetings of the Council, Committees or Sub-Committees. This should include attendance at a particular meeting on the invitation of a Committee of which the Councillor is not a member for a specific item of business.
- (B) Attendance at meetings of other bodies as appointees of the Council.
- (C) Attendance at meetings of Community Councils, Parent Councils and Tenants' Organisations.
- (D) Attendance at surgeries.
- (E) Attendance by Councillors at functions where it has been agreed by the appropriate Committee and recorded in the minutes accordingly.
- (F) Attendance at conferences approved by the Council.
- (G) Attendance at meetings of political groups which have a Councillor or Councillors on the Council, where such meetings are held to enable preliminary discussion to take place on matters related to the functions of the Council.
- (H) Attendance at meetings of the Convention of Scottish Local Authorities (CoSLA) and its Committees or Sub-Committees and on external bodies appointed by CoSLA itself.
- (I) Attendance at meetings with Officers of the Council by Conveners or Vice-Conveners and invited Councillors to discuss matters relating to their respective Committees.
- (J) Attendance at pre-arranged meetings with Officers of the Council by Councillors.
- (K) Attendance by Councillors for the purposes of opening tenders.
- (L) Duties performed by the Convener of the Council and/or his or her nominees where such duties are of a civic nature.
- (M) Attendance at Working Groups constituted by the Council.
- (N) Attendance at a court, tribunal or public enquiry at which the Council is represented as an approved duty.

3. Travel Expenses

- 3.1 Councillors may claim costs incurred when travelling by private car, van, motorcycle and bicycle and may also claim costs when travelling with passengers where both the Councillor and the passenger are carrying out any approved duties. These rates are:

- 45p per mile for travel by own car or van;
- 24p per mile for travel by motorcycle;
- 20p per mile for travel by bicycle; and
- 5p per passenger per mile where both the passenger and the Councillor are carrying out approved duties.

HMRC rates for travel by car or van are 45p for the first 10,000 miles and 25p for each mile over 10,000 travelled in a tax year. Any excess 20p per mile over 10,000 miles is therefore taxable and is required to be declared annually to HMRC.

- 3.2 In addition to the above, Councillors may also claim the following costs associated with travelling:

- Parking charges – receipts must be provided.
- Road tolls – costs of expenses incurred.
- Road pricing/congestion charging – receipts must be provided.
- Ferry fares for car, motorcycle or bicycle – receipts must be provided.

Please note parking fines or tow-away costs will not be reimbursed.

- 3.3 Councillors should always ensure that journeys are planned and undertaken by the most economical route balancing journey, distance and time taken. However, where possible, Councillors should also consider using public transport in preference to private transport where the costs are lower.

4. Travel by Public Transport

- 4.1 The following expenses may be claimed back by Councillors who use public transport to carry their duties:

- Buses and trams – receipted expenses incurred, including season tickets/passes where this is considered more cost effective.
- Taxis, trains, air travel, ferry travel – receipted cost of fare.

It is expected that Councillors should travel by standard/economy class for their journeys.

- 4.2 Travel by taxi on approved duties will be reimbursed at the car mileage rate of 45p per mile. When a Councillor does not use his/her private car, taxi fares are reimbursed in full only if there is no suitable alternative public transport available. This may apply to circumstances where a meeting finishes late in the evening or transport is required to catch an early flight or train but could also apply to circumstances whereby a Councillor's personal or business commitments leave him/her insufficient time to travel between venues using

public transport or where a Councillor's disability means that use of public transport is unsuitable. Outwith these constraints, if a Member uses a taxi, e.g. so as to be able to socialise after the meeting, the Council will reimburse travel at the car mileage rate (or public transport rate if the Member does not have a car).

- 4.3 The protocol on the use of the Provost's car provides further information on the use of taxis and is attached as Appendix A to this Guidance. The car should only be used for the approved duties as detailed in Section 2 of this Guidance and not for any other purpose. Councillors should keep a separate record of their use of the car to reduce the risk of errors occurring when submitting claims of travel expenses. When the car is used for 'civic use' the mileage will not be recorded against the individual elected member.

5. Subsistence

- 5.1 Councillors may only claim back the actual costs for meals and overnight accommodation when they are carrying out council business away from their home or council premises. The maximum rates claimable are detailed in Appendix B to this Guidance.

6. Submitting Claims

- 6.1 All reimbursement claims should be submitted timeously, ideally within the pay period being claimed for or within three months of the first journey claimed. All claims for a financial year will be submitted by the end of the financial year, or within four weeks whichever is later for the particular claim. Claims will be paid quarterly.
- 6.2 When claiming for vehicle mileage, Councillors should use established mileage calculators e.g. RAC or AA to ensure that the correct distance and mileage is claimed.
- 6.3 Councillors are requested to submit an appropriate VAT receipt for fuel consumed during the period of the claim and is dated no later than the date of the first journey. Note that this is an HMRC requirement.
- 6.4 When travelling to an event by taxi, Councillors should ensure that the driver provides a receipt which records full details of the journey, time and signature of the driver. Councillors should also add details of the event to the claim form to assist officers match up the receipt with the journey. Journey details, times and nature of duty should also be stated on all public transport receipts submitted with claims.

WEST DUNBARTONSHIRE COUNCIL REGULATORY – DEMOCRATIC SERVICES

Elected Members’ Use of Provost’s Car and Taxis for Official Business

The Provost car is available for use by prior booking. Bookings are made via the Provost’s Secretary (tel. 01389 738697). The Secretary will enter the reservation in a diary kept for that purpose.

Since there is only one official car to serve the Council, a protocol has to be applied for use of the car. The priority list is as follows:

- Provost
- Depute Provost
- Bailie (when performing civic duties)
- Council Leader
- Depute Council Leader
- Senior Councillors
- Service/Committee Conveners
- Councillors

The Provost will have first call on the car and its driver. Where the Provost has not made a pre-existing booking of the car, it can be booked on behalf of another Councillor.

If the car is already reserved for the Provost at the required time, contact should be made with the Provost’s Secretary or Senior Democratic Services Officer (tel. 01389 737186) to help make alternative arrangements. The Council has accounts with Clydebank and Dumbarton TOAs and these would be the first alternative. In appropriate circumstances another option is to hire a second car, assuming that a driver is available.

If another person on the priority list has booked the car for a particular occasion and it is subsequently required by the Provost or Council Leader, who would normally have received priority for the booking, contact should be made as soon as possible with the Provost’s Secretary or Senior Democratic Services Officer to investigate suitable alternatives. Please note, however, that at very short notice it may be impossible to hire another car and release a second driver, so the use of a taxi may be unavoidable.

One week’s notice should be given wherever possible of a need for the car. Drivers are Council Officers who have other duties, therefore notice is needed as it may be necessary to change shifts or re-roster to accommodate driving duties.

Where two or more Councillors of equal priority wish to use the car, priority will be given to use for civic events, then for ministerial visits, then attendance at meetings of outside bodies.

In case of urgency arising in relation to an official engagement, Councillors may make direct contact with the taxi firm. The telephone numbers are below and

Councillors must state at the time of booking that the journey should be added to the relevant account (see below). Invoices for journeys will then be sent to the department for payment.

CLYDEBANK TOA – XXXXXXXXXXXX (quote ‘xxx account’)
DUMBARTON and ALEXANDRIA TOA – XXXXXXXXXXXX (quote a/c no. xxx)

Approved Use of the Provost’s Car

Councillors are only allowed to reclaim travel expenses or use of the Provost’s car for duties which are “wholly or necessarily in the performance of their duties as a Councillor”. This is in accordance of HMRC advice on the tax treatment of such payments. The key tests to be applied are:-

- Would I have needed to do this journey if I was not a Councillor?
- Was the expenditure necessary? In other words, was it necessary to go at this time, to that place and was a cheaper method of transport available?

Reclaiming of Taxi Fares paid by Councillors

Travel by taxi on approved duties will be reimbursed at the car mileage rate of 45p per mile. In the absence of a Councillor using his/her private car, taxi fares paid by Councillors (i.e. not on taxi account) are reimbursed in full only if there is no suitable alternative public transport available. This is applied to circumstances where a meeting finishes late in the evening or transport is required to catch an early flight or train but could apply also to circumstances whereby a Member’s personal or business commitments leave insufficient time to travel between venues using public transport, such as where a Member’s disability means that use of public transport is unsuitable. Outwith these constraints, if a Member used a taxi, e.g. so as to be able to socialise after the meeting, we would reimburse travel at the car mileage rate (or public transport rate if the Member does not have a car).

Publication of the Costs of Member’s use of the Provost’s Car

The Council is now required to publish annually any use of the Provost’s car by a Councillor in the annual publication of that Member’s expenses. The costs of such usage are to include not only a share of the purchase or leasing costs of the car, depreciation, servicing and petrol but also a share of the costs of the driver. The cost of this is £26 per hour. This means that use of the Provost’s car is not a particularly cheap method of transport in comparison to other methods of transport. In relation to the Provost, Depute Provost and Bailie, the annual publication records their usage of the car against a separate line for civic usage. All other Councillor’s usage is recorded against them personally meaning that usage of the car may give a misleading impression of high travel costs by that Councillor.

If the driver is required to wait to pick up the Councillor (e.g. where the event is outwith West Dunbartonshire) the hourly costs of the driver will also have to be included for such a waiting period, unless the officer is undertaking other duties. Where a number of Councillors and Officers use the car together these costs are split amongst those using it

ACCEPTABLE EXPENDITURE AND MAXIMUM RATES

(a) Breakfast (where no overnight subsistence is claimed)	£8 per day
(b) Lunch	£12 per day
(c) Dinner	£25 per day
Meals taken under paragraphs (a), (b) and (c) are those taken by a member of a local authority outside the electoral ward in respect of which they hold office and not within any council premises	
(d) Overnight accommodation away from home and council premises (costs for bed and breakfast)	£118.63 within London £94.82 elsewhere
(e) Costs incurred when travelling by private car or van, motorcycle and bicycle, on approved duties.	45p per mile for travel by car or van 24p per mile for travel by motorcycle 20p per mile for travel by bicycle 5p per passenger per mile where both the passenger(s) and the Councillor are carrying out approved duties.
(f) Other particular costs of travel by private car, motorcycle or bicycle, being– (i) parking charges (ii) road pricing schemes and congestion charging (where applicable) (iii) ferry fares	Receipted cost of expense Receipted cost of expense Receipted cost of expense
(g) Road and bridge tolls	Actual cost of expense

(h) Public transport (including taxis, where public transportation is unavailable or impractical)	Receipted cost of expense
(i) Telephone and computer line rental for use of personal telephone and computer for approved duties	50 per cent of line rental cost
(j) Telephone and computer line rental for second line for approved duties use	Receipted cost of expense
(k) Telephone and computer costs (apart from calls or line rental) necessarily incurred for approved duties	Receipted cost of expense – should be exceptional (N.B. Provision of telephone and computer direct from Council)
(l) Calls made in respect of approved duties, upon a home telephone, networked personal computer, fax machine, or personal mobile telephone	Receipted cost of expense – should be exceptional (N.B. Provision of telephone and computer with inclusive calls etc.)

SENIOR COUNCILLOR POSITIONS AS AT MAY 2022

Appointments	Comments
Provost	Civic Head
Depute Provost	
Leader of the Council	
Depute Leader of the Council and Spokesperson for Community Empowerment	Senior Councillor
Convener of Audit Committee (from Opposition)	Senior Councillor
Convener of and Spokesperson for Corporate Services	Senior Councillor
Convener of and Spokesperson for Communications, Museums and Cultural Development	Senior Councillor
Convener of the HSCP IJB and Spokesperson for Social Work & Health	Senior Councillor
Convener of and Spokesperson for Educational Services	Senior Councillor
Convener of and Spokesperson for Housing & Communities	Senior Councillor
Convener of and Spokesperson for Infrastructure, Regeneration and Economic Development	Senior Councillor
Convener of the Planning and Licensing Committees	Senior Councillor
Convener of the Licensing Board (subject to agreement of the Board)	Senior Councillor
Convener of the Appeals Committee	
Convener of the Tendering Committee	

WEST DUNBARTONSHIRE COUNCIL**Report by Chief Officer – Regulatory and Regeneration****Statutory Meeting of West Dunbartonshire Council: 18 May 2022**

Subject: Appointments to Council committees and other bodies

1. Purpose

- 1.1** To provide information to allow the Council to consider appointments to a number of Council committees and other bodies.

2. Recommendation

- 2.1** Council is asked to consider appointing members to:-

- (a) Council committees and other constituted bodies and to grant authority to the Chief Officer – Regulatory and Regeneration to agree to any proxy attending the West Dunbartonshire Health and Social Care Partnership Board instead of a nominated member;
- (b) Council working groups and trusts;
- (c) Joint boards / committees and strategic partnerships; and
- (d) Outside bodies.

- 2.2** Details of the nominations sought are detailed in the four appendices attached to this report.

3. Background

- 3.1** Full memberships of the current committee structure, working groups and other constituted bodies are required to allow meetings to continue to take place and business to be dealt with.
- 3.2** Appointments to outside bodies are also invited and should reflect any requirements provided by the individual organisations, as detailed in Appendix 4.

4. Main Issues

Council committees and other constituted bodies

- 4.1** To allow the continuation of the current committee structure and to allow meetings to take place Council is required to appoint members to the committees and other

constituted bodies detailed in Appendix 1 to this report. It is important that the appointments reflect the political balance of the Council.

- 4.2** While there is no legal requirement in Scotland to achieve an exact political balance on committees it is important that appointments take into account the political balance of the Council. In particular, it is good practice to avoid committees whose membership is taken from a single party.
- 4.3** Council is also required to appoint a Convener (Chair) and Depute Convener to the committees.

Appeals Committee

- 4.4** It should be noted that only Elected Members who have been trained in hearing appeals can sit on the Appeals Committee and make decisions. Training will be provided to those members who require it.

Planning Committee

- 4.5** When appointing members to the Planning Committee, Council should aim to achieve a membership that is balanced geographically over the six Council wards.

Council Working Groups and Trusts

- 4.6** A list of active Council working groups and trusts that require nominations is attached as Appendix 2.

Joint boards/committees and strategic partnerships

- 4.7** A list of joint boards, joint committees and strategic partnerships that require nominations is attached as Appendix 3.

Outside Bodies

- 4.8** A list of the organisations that are currently inviting nominations from West Dunbartonshire Council is attached as Appendix 4. This includes the Council's delegation to the Convention of Scottish Local Authorities (COSLA).

COSLA

- 4.9** Notification has been received that a meeting of Council Leaders will be held on Friday, 27 May 2022 and requesting that, if possible, the name and contact details of the Leader of the Council be provided to COSLA by 20 May.
- 4.10** COSLA has requested that notification of the Council's three delegates to the Convention be given as soon as possible, but ideally no later than 27 May 2022.

The COSLA Constitution states that the delegation must reflect the balance of party political representation within the Council.

- 4.11** The first Convention is on Friday, 17 June 2022 and it will be the Convention delegates who nominate for the posts of President and Vice President of COSLA. The deadline for these nominations is 27 May, and must result in gender-balanced appointments. This deadline (3 weeks in advance of the meeting) is set out in the Constitution so cannot be varied. It will be Convention delegates who nominate for the posts of President and Vice President, not Councils.
- 4.12** Meetings of COSLA Boards are likely to commence in August, however the Council's representatives can be notified at the same time as the Convention delegates.

Protecting Vulnerable Groups Scheme (PVG)

- 4.13** The Protection of Vulnerable Groups (Scotland) Act 2007 provides for members of certain Council committees and joint boards to be eligible for PVG Scheme membership due to the position they hold.

The committees and joint boards concerned are:-

Educational Services Committee
Housing and Communities Committee
West Dunbartonshire Health & Social Care Partnership Board

- 4.14** If Elected Members who have any restriction on them are appointed to the aforementioned committees and/or board an offence is committed by the Members and in certain circumstances by the Council. Accordingly, Members who are appointed to these will require to have PVG checks carried out.

5. People Implications

- 5.1** There are no personnel issues.

6. Financial and Procurement Implications

- 6.1** There are no financial or procurement implications.

7. Risk Analysis

- 7.1** There may be a reputational risk to the Council if it chooses not to make nominations to the outside bodies, boards and/or strategic partnerships.

8. Equalities Impact Assessment (EIA)

- 8.1** The Council's representation on these organisations will have no adverse equality impacts.

9. Consultation

- 9.1** Officers in the legal and finance sections of the Council have been consulted on the content of this report.

10. Strategic Assessment

- 10.1** The continuation of Council business and its representation on other organisations will contribute towards achieving the Council's strategic priorities.

Peter Hessett
Chief Officer – Regulatory and Regeneration
April 2022

Person to Contact: Christine McCaffary, Senior Democratic Services Officer,
Email: christine.mccaffary@west-dunbarton.gov.uk

Appendices: Appendix 1 – List of Council committees and other constituted bodies
Appendix 2 - List of Council working groups and trusts
Appendix 3 – List of joint boards/committees and strategic partnerships
Appendix 4 - List of outside bodies

Background Papers: None

Wards Affected: All Wards

COMMITTEES AND OTHER CONSTITUTED BODIES REQUIRING NOMINATIONS

COMMITTEES	MEMBERSHIP REQUIRED	ADDITIONAL INFORMATION
Alexander Cross Cameron Bequest Committee	11	All elected members of Wards 4, 5 and 6 in Clydebank
Appeals Committee		Will comprise all elected members of the Council who wish to be members of the Committee and have undertaken training on appeals within the last 5 years, only 4 of whom shall sit on any individual committee. For appeals concerning teaching staff, at least one member will also be a member of the Educational Services Committee.
Audit Committee	8	
Corporate Services Committee	12	
Cultural Committee	5	
Dumbarton Trust Committee	4	All elected members of Ward 3 in Dumbarton
Educational Services Committee	14	
Housing & Communities Committee	12	
Infrastructure, Regeneration & Economic Development Committee	12	
Licensing Committee	8	Previous practice has been for the Licensing and Planning Committees to have almost identical memberships, being regulatory in nature.
Licensing Forum	1	Will be the chair of Licensing Board

COMMITTEES	MEMBERSHIP REQUIRED	ADDITIONAL INFORMATION
Local Review Body	10	All members of the Planning Committee
Planning Committee	10	Previous practice has been for the Licensing and Planning Committees to have almost identical memberships, being regulatory in nature.
Recruitment & Individual Performance Management Committee	5	5 as standing members plus, where not already one of the standing elected members, the relevant Service Convener. The standing elected members will be the Provost, Leader of the Council, Depute Leader of the Council and Leader of the Opposition as well as one Opposition (other)
Tendering Committee	8	
OTHER CONSTITUTED BODIES	MEMBERSHIP REQUIRED	COMMENTS
Community Alliance	3	The purpose of the Alliance is to scrutinise the work of the Community Planning West Dunbartonshire Management Board listed in Appendix 3. Its membership also includes representatives from local community based groups.
Joint Consultative Forum (JCF)	7	All should be members of the Corporate Services Committee
Licensing Board	8	
Local Negotiating Committee for Teachers (LNCT)	4	

ACTIVE COUNCIL WORKING GROUPS AND TRUSTS REQUIRING NOMINATIONS
Active as at 1 April 2022

Working Group / Trust	Membership	Additional information
Member/Officer Working Group on Equality and Diversity	5	3 Administration and 2 others
Gaul Trust	2	Provost and Depute Provost
Cultural Committee Working Group (Redevelopment of Clydebank Town Hall)	5	Members of Cultural Committee
Cultural Committee Working Group (80 th Anniversary of the Clydebank Blitz)	5	Members of Cultural Committee

**LIST OF JOINT BOARDS, JOINT COMMITTEES AND STRATEGIC PARTNERSHIPS REQUIRING NOMINATIONS
MAY 2022**

NAME OF ORGANISATION	NOMINATIONS REQUIRED	OTHER INFORMATION
Clyde and Loch Lomond Plan Joint Committee	1 plus 1 substitute	Member will have decision-making capacity as a director, trustee or executive of the organisation. A prior knowledge or interest in flooding would be desirable however not essential.
Community Planning West Dunbartonshire	3 plus 3 substitutes	Meets four times per year, Community Planning West Dunbartonshire (CPWD) is a management group representing the key community planning partners for the area.
Dunbartonshire and Argyll and Bute Valuation Joint Board	5 plus 5 substitutes	Meets three times per year, joint board with Argyll & Bute and East Dunbartonshire Councils.
Dunbartonshire Educational Trust – Governors	3	Generally meets twice per year either in Clydebank or Dumbarton. Joint Board with East Dunbartonshire, Argyll & Bute and North Lanarkshire Councils.
Glasgow City Region City Deal	1 (Leader plus substitute)	Involves 8 neighbouring Councils
NHS Greater Glasgow and Clyde Board	1	Nominee should be the Leader of the Council, Depute Leader or spokesperson for health matters who, once confirmed by the Scottish Government minister will become a non-executive director.
Shared Services Committee	4	Joint Committee with Inverclyde Council.
Strathclyde Pension Fund Pension Board	1	Pension Board representatives are required to adhere to the Model Code of Conduct as specified by Scottish Government (details can be found at: http://www.scotland.gov.uk/Topics/Government/local-government/governance/ethical-standards/codes)

NAME OF ORGANISATION	NOMINATIONS REQUIRED	OTHER INFORMATION
West Dunbartonshire Environment Trust	1	Trustees meet up to four occasions plus an AGM. The meetings are normally held in Strathleven House, Dumbarton. Member will have decision-making capacity as a director, trustee or executive of the organisation.
West Dunbartonshire Health and Social Care Partnership Board	3 plus 3 substitutes	Responsible for the planning and the delivery of high quality health and social care services to and with the communities of West Dunbartonshire. The 3 nominees will also become members of the HSCP Audit and Performance Committee.
West Dunbartonshire Leisure Trust	3	<p>Board and committees meet approximately 6 times per year. In addition, Directors are expected to attend training sessions which will be designed to help them perform effectively.</p> <p>Member will have decision-making capacity as a director, trustee or executive of the organisation. Knowledge of leisure services and/ or skilled in a profession (company law, marketing or business management would be desirable). Strong business background with a focus on performance and improvement or other capacity that will add value and support to Board decision making, in recognising the lack of diversity currently on the Board, applications from groups which are currently under-represented on the Board, including women and those from black and ethnically diverse communities would be welcome.</p>

NAME OF ORGANISATION	NOMINATIONS REQUIRED	OTHER INFORMATION
West of Scotland Archaeology Service Joint Committee	1 plus 1 substitute	<p>Meets no more than twice per year, in Glasgow or via MS Teams. Members of the Joint Committee are responsible for ensuring that the work of the archaeology joint service is conducted in accordance with the law and proper standard and that the public money is safeguarded, properly accounted for and used economically, efficiently and effectively.</p> <p>Member will have decision-making capacity as a director, trustee or executive of the organisation.</p> <p>An interest in historic environment and/ or planning and land-use change would be beneficial.</p>

LIST OF ORGANISATIONS INVITING NOMINATIONS FROM WEST DUNBARTONSHIRE COUNCIL - MAY 2022

NAME OF ORGANISATION	NOMINATIONS INVITED	OTHER INFORMATION
Association for Public Service Excellence	1 plus 1 substitute	Member will be non-voting at advisory group meetings and seminars. Could be represented by an officer.
Clyde Naval Base Local Liaison Committee	1 plus 1 substitute	
Clydebank Housing Association Ltd	2 plus 1 substitute	Management Committee meetings once per month (Tuesday evenings). Sub Committee meetings quarterly and invites to participate in Committee training will be encouraged. Advisory capacity only. Experience with development activity and working with community groups would be desirable. Could be represented by an officer.
Convention of Scottish Local Authorities (COSLA) Convention	3	
COSLA Board - Children and Young People	1 plus 1 substitute	
COSLA Board – Community Wellbeing	1 plus 1 substitute	
COSLA Board – Environment and Economy	1 plus 1 substitute	
COSLA Board - Health and Social Care	1 plus 1 substitute	
Dunbritton Housing Association - Management Committee	1	Could be represented by an officer. 10 board meetings, inclusive of an AGM (6pm on Wednesdays). Advisory capacity only. Previous experience of working with the board in this capacity is desirable but not essential.

NAME OF ORGANISATION	NOMINATIONS INVITED	OTHER INFORMATION
Glasgow Airport Consultative Committee	1	Committee meets 4 times per year; usually in January, April, July and October. Advisory capacity only. The nominated Councillor would be expected to attend all meetings and to represent the views of the local authority in regards to airport matters. It is important that the representative can share the views of the local authority they represent and engage with the committee and airport in an open and professional manner. Could be represented by an officer.
Glasgow Airport Flightpath Fund Board	1	Meet 5-6 times per year. Member would have decision-making capacity as a director, trustee or executive of the organisation. Councillors chosen because they have a unique knowledge of the area. Also the fund receives many applications for support that may fall under the remit of the local authority and can often give guidance on this. The Clydebank area falls under the airport's actual flightpath, which is why it is important to have a councillor from that area. Could be represented by an officer.
Glasgow and Clyde Valley Strategic Development Planning Authority	1 plus 1 substitute	

NAME OF ORGANISATION	NOMINATIONS INVITED	OTHER INFORMATION
Highland Reserve Forces and Cadets Association	1	3 area meetings and 1 full Association meeting per year. Requirement to attend 1 Regional meeting (South) and the annual association meeting. Advisory capacity only. The Council's Armed Forces Champion would be ideal. A knowledge of the Armed Forces would be helpful but is not essential. Could be represented by an officer.
Loch Lomond and The Trossachs National Park Authority	1	4 full board meetings plus various committee and group meetings are held each year, mostly at HQ in Balloch. Member would have decision-making capacity as a director, trustee or executive of the organisation. Ward to be at least partly in National Park boundary. Encourage diversity in the board and would welcome a Council nomination contributing to board diversity. N.B – this is a statutory appointment under the National Park (Scotland) Act 2000. Council nominations are subject to approval by Scottish Government Ministers. Knowledge and interest in the aims of the National Park would be desirable.
Lomond and Clyde Care and Repair	2 plus 2 substitutes	Meet 5 times per year (every quarter with AGM held in September). Advisory capacity only. As a charity, request representatives are familiar with the work within West Dunbartonshire although this is not compulsory. Could be represented by an officer.

NAME OF ORGANISATION	NOMINATIONS INVITED	OTHER INFORMATION
Nuclear Free Local Authorities (Scotland)	1 plus 1 substitute	4 meetings per year. Members are expected to attend meetings, agree recommendations on various reports in relation to nuclear activities and policy. Member would have decision-making capacity as a director, trustee or executive of the organisation. Could be represented by an officer.
Scotland Excel	1 plus 1 substitute	Joint Committee meets twice per year in Glasgow City Council Chamber or via MS Teams. Member would have decision-making capacity as a director, trustee or executive of the organisation
Scottish Councils' Committee on Radioactive Substances	1	Meets 2-3 times per year in the Council Office or via MS Teams. Remit and Standing Orders available.
Strathclyde Concessionary Travel Scheme Joint Committee	1 plus 1 substitute	Meets twice per year, plus ad hoc if required. In person at 131 St Vincent Street or via video conference. Member would have decision-making capacity as a nominated representative on a local authority joint committee established under the Local Government Scotland Act. Interest in public transport would be desirable.
Strathclyde Partnership for Transport (SPT)	1 plus 1 substitute	4 partnership meetings per year plus a full calendar of Committees every quarter. In person at 131 St Vincent Street or via video conference. Member would have decision-making capacity as a nominated representative on a regional transport authority. Interest in public transport would be desirable.

NAME OF ORGANISATION	NOMINATIONS INVITED	OTHER INFORMATION
Strathleven Regeneration CIC	2 (1 to be Leader of the Council)	Board meetings bi-monthly in Strathleven House. Advisory and decision-making capacity as a director, trustee or executive of the organisation. Economic regeneration, property development and community based regeneration expertise would be useful.
West Dunbartonshire Area Support Team (local authority member)	1	Nominee will have an overview of the Children's Hearings System and the Children's Panel in their area. To act as an important link between the Children's Panel, elected members and Council officers.
West Dunbartonshire Citizens Advice Bureau	1	Meet on a monthly basis via Zoom with at least one in-person meeting in Dumbarton. Member would have decision-making capacity as a director, trustee or executive of the organisation.
West Dunbartonshire Energy Board LLP	3	
West of Scotland Archaeology Service Joint Committee	1 plus 1	Could be represented by an officer. Meet no more than twice per year in Glasgow or via MS Teams. Member would have decision-making capacity as a director, trustee or executive of the organisation. An interest in historic environment and/ or planning and land-use change would be beneficial.

NAME OF ORGANISATION	NOMINATIONS INVITED	OTHER INFORMATION
West of Scotland European Forum	1 plus 1	Could be represented by an officer. Meet a minimum of twice per year – meetings generally take place in Glasgow or via MS Teams. The representative would be expected to contribute to the Forum’s policy making and advocacy agenda. Advisory capacity only. Expertise in social and economic regenerations and external funding would be desirable.
West of Scotland Regional Equality Council	1 plus 1	Could be represented by an officer. 6 meetings per year and AGM. Member would be required to attend Board of Directors meeting as an observer. Advisory capacity only. Background in equalities if possible.

WEST DUNBARTONSHIRE COUNCIL

Report by Chief Officer – Regulatory and Regeneration

Statutory Meeting of Council: 18 May 2022

Subject: Membership of West Dunbartonshire Local Licensing Forum

1. Purpose

- 1.1** To seek approval of the membership of the West Dunbartonshire Local Licensing Forum following the local government elections on 5 May 2022.

2. Recommendations

- 2.1** It is recommended that Council approves the membership of the West Dunbartonshire Local Licensing Forum in terms of the Licensing (Scotland) Act 2005 following the new appointments made at the Meeting of the Local Licensing Forum on 8 March 2022.
- 2.2** Members are requested to note that the Chair of the Licensing Board will be appointed at the Statutory Meeting of Council and will assume the position on the Licensing Forum.

3. Background

- 3.1** The Licensing (Scotland) Act 2005 required each council to establish a Local Licensing Forum. The Forum's functions are to keep under review the operation of the licensing system within West Dunbartonshire, the exercise by West Dunbartonshire Licensing Board of its functions and give advice and make recommendations to the Board.
- 3.2** In terms of the Act, the Forum is to consist of between five and not more than twenty one Members and it is for the Council to appoint Members. In appointing Members to the Forum the Council must seek to ensure that so far as possible that membership of the Forum is representative of:-
- Holders of Premises Licences and Personal Licences
 - The Chief Constable for the police area in which the Forum area is situated
 - Persons having functions relating to health, education or social work
 - Young people
 - Persons resident within the Forum's area
 - A Member nominated by the Health Board in terms of the Alcohol etc. (Scotland) Act 2010
 - A Licensing Standards Officer for the area

4 Main Issues

- 4.1** The Forum's meeting was held on 8 March 2022 and the members of the Forum who were appointed or re-appointed were:-

Representatives of Premises Licence Holders and Personal Licence Holders

Paul Smith, Premises Operator for late night entertainment
Iain McLean, Personal Licence Holder
Brian McNeill, Representative of Off Sale Section of Licensed Trade

Representative of Police Scotland Chief Constable

Sergeant David Holmes, Licensing Sergeant, "L" Division

Pubwatch Member

Vacancy

Representative(s) of Supermarkets in the area

Allan Cowan, Manager of Lidl Supermarket, Dumbarton

Representative(s) of the Community

Linda Speir, Silverton and Overtoun Community Council
Pauline Larking, Bonhill and Dalmon oak Community Council
Isobel Plunkett, Old Kilpatrick Community Council

Representative(s) of Health

Sylvia Chatfield, Head of Mental Health, Learning Disability and Addiction,
West Dunbartonshire Health and Social Care Partnership Board

Representative of Members' Clubs

Vacancy

Chair of the Licensing Board

Councillor Ian Dickson – Chair of the Licensing Board

Licensing Standards Officer(s)

Peter Clyde
Lawrence Knighton

Representatives of Young People

Tian Qi Yu, MSYP Representative
Jessica Boyle, MSYP Representative

5. People Implications

5.1 There are no people or staffing implications for the Council in this report.

6. Financial and Procurement Implications

6.1 There are no financial or procurement implications for the Council in this report.

7. Risk Analysis

7.1 Failure to appoint members of the West Dunbartonshire Local Licensing Forum will result in a breach of the Licensing (Scotland) Act 2005.

8. Equalities Impact Assessment (EIA)

8.1 The appointment of persons to the Forum has a positive equalities impact insofar it ensures that the interests of all representative groups are taken into account in the work of the Local Licensing Forum.

9. Consultation

9.1 No consultation has been carried out in relation to this report.

10. Strategic Assessment

10.1 The work of the Local Licensing Forum and the close relations it has with the Licensing Board are of assistance to the Licensing Board and help it deal with the area's alcohol related problems. This contributes to the Council's strategic priorities to improve economic growth and employability, improve life chances of children and young people and improve the well-being of communities and protect the welfare of vulnerable people.

Peter Hessett

Chief Officer – Regulatory and Regeneration

Date: 22 March 2022

Person to Contact: Nigel Ettles – Principle Solicitor
Email: nigel.ettles@west-dunbarton.gov.uk

Appendices: None

Background Papers: None

Wards Affected: All

WEST DUNBARTONSHIRE COUNCIL

Report by Chief Officer – Regulatory and Regeneration

Statutory Meeting of West Dunbartonshire Council: 18 May 2022

Subject: Proposed Standing List of Conferences

1. Purpose

- 1.1** To request the Council to consider approving a Standing List of Conferences.

2. Recommendation

- 2.1** It is recommended that the Council:-

- (a) approves the proposed Standing List of Conferences as detailed in the appendix to this report; and
- (b) notes that, as detailed in the Council's Scheme of Delegation, powers are delegated to the Chief Executive / Chief Officers to authorise, within budgetary limits, the attendance of individual elected members at specific conferences, seminars, etc., that are not on the approved Standing List of Conferences.

3. Background

- 3.1** The current standing list of conferences was approved by Council in May 2017 and now requires to be updated.

4. Main Issues

- 4.1** The previously approved list was circulated to the Chief Executive and Chief Officers for comment and has been updated to reflect changes to the structure of Council departments and changes to the programme of local government conferences since 2017.

5. People Implications

- 5.1** There are no implications for Council employees as this report recommends the continuation of the existing practice.

6. Financial and Procurement Implications

- 6.1** There is provision for members' attendance at conferences, seminars, etc., in the 2022/23 budget and therefore there are no additional financial implications for the Council. There are no procurement implications.

7. Risk Analysis

- 7.1** Failure to approve a Standing List of Conferences could lead to disputes over who should/should not attend such conferences in the future and it is recommended that this situation be avoided.

8. Equalities Impact Assessment (EIA)

- 8.1** There is no impact on any equalities groups.

9. Consultation

- 9.1** Officers in Finance and Legal have been consulted on the content of this report.

10. Strategic Assessment

- 10.1** Attendance at conferences is a good way for elected members and officers to learn what other councils are doing and to discuss different ways of delivering services. It is also important that elected members are made aware of developments elsewhere in local government in Scotland as this may assist them to make well-informed decisions on the strategic priorities of this Council.

Peter Hessett
Chief Officer – Regulatory and Regeneration
Date: April 2022

Person to Contact:	Christine McCaffary, Senior Democratic Services Officer, e-mail: christine.mccaffary@west-dunbarton.gov.uk
Appendix:	Proposed List of Standing Conferences
Background Papers:	List of Standing Conferences (approved May 2017).
Wards Affected:	None

**Proposed Standing List of Conferences
May 2022**

Chief Officer Area / Conference	Delegate (s)
Chief Executive Cosla Annual Conference Association of Public Service Excellence (APSE) Annual Conference	Leader of the Council and Cosla representatives (as nominated by Council) Convener or Depute Convener
Citizen, Culture and Facilities Association of Service Solutions for Scotland Annual Conference	Convener or Depute Convener
Educational, Learning and Attainment Association of Directors of Education Church Representatives' Conference Scottish Learning Festival	Convener or Depute Convener Religious representatives on the Educational Services Committee Convener or Depute Convener
Housing and Employability Chartered Institute for Housing (CIH) Annual Conference	Convener or Depute Convener
Resources Institute of Revenues, Rating and valuation (IRRV) Scottish Annual Conference and Exhibitions CIPFA Scottish Conference and Exhibitions	Convener or Depute Convener Convener or Depute Convener
Regulatory and Regeneration Scottish Licensing Law and Practice Conference Scottish/	Convener or Depute Convener

Scottish Local Authority Economic Development Annual Conference	Convener or Depute Convener
Economic Development Association Scotland	Convener or Depute Convener
Scotland's Towns' Partnership	Convener or Depute Convener
Supply, Distribution and Property:	
Scotland Excel	Convener or Depute Convener

WEST DUNBARTONSHIRE COUNCIL

Report by the Chief Officer – Regulatory and Regeneration

Statutory Meeting of West Dunbartonshire Council: 18 May 2022

Subject: Expenditure on Civic Events and Hospitality

1. Purpose

- 1.1** This report asks the Council to approve the current practice for the authorisation of expenditure in relation to civic events and hospitality.

2. Recommendations

- 2.1** The current arrangements have operated satisfactorily under the previous Council and officers have no concerns about the arrangements continuing under any new Administration who are appointed following the elections in May.
- 2.2** It is recommended that the Council should continue the existing arrangements for authorising expenditure in relation to civic events and hospitality as outlined in paragraph 3.2 below.

3. Background

- 3.1** The total budget for Civic Events and Hospitality for 2022/23 is £39,000 and this has been split into two categories of expenditure as follows:

Civic Events	£7,000
Provost's Hospitality	£32,000

- 3.2** The current practice is that the Provost's Office organises small scale civic events and hospitality and any decision to hold larger events are made by Council or committee, with the exception of the Provost's Civic Awards Ceremony which is jointly funded by the Council and by sponsorship. Strictly speaking the Local Government (Scotland) Act does not allow decisions to be delegated to individual members so such decisions are taken by officers, in consultation with and on the recommendation of the Provost. The present procedure is that on this basis officers can authorise expenditure up to a maximum of £1,000 per event, within overall budgetary limits. For events where total expenditure is over £1,000, approval of such events also requires the agreement of the Leader of the Council in advance of the expenditure being incurred. It should be noted that the budget is operated and monitored by officers and all invoices are paid in accordance with the Council's financial regulations and procedures.

4. Main Issues

- 4.1** The current arrangements have operated satisfactorily under the previous Council and officers have no concerns about the arrangements continuing under any new Administration appointed following the elections in May.
- 4.2** Given the nature and timescales involved in the organisation of civic events there are benefits to be gained from having a less bureaucratic approach to decision making while at the same time maintaining a reasonable level of control over the expenditure.

5. People Implications

- 5.1** There are no implications for Council employees.

6. Financial and Procurement Implications

- 6.1** As previously stated the budget for civic events and hospitality has been agreed by the Council and is monitored by officers. Like any other budget, variations are reported to the relevant committee where elected members have the opportunity to ask questions about any spend and variances.

7. Risk Analysis

- 7.1** Given the small levels of expenditure involved and the monitoring procedures outlined above there is very little risk to the Council.

8. Equalities Impact Assessment (EIA)

- 8.1** There is no impact on any equalities groups.

9. Consultation

- 9.1** Officers from Legal Services and Finance Services have been consulted on the content of this report.

10. Strategic Assessment

- 10.1** Although civic functions may not feature as a specific heading under the Council's strategic priorities, they play a key role in promoting the work of the Council and the people of West Dunbartonshire both within and outwith the Council's area.

Peter Hessett
Chief Officer – Regulatory and Regeneration
Date: 15 March 2022

Person to Contact: George Hawthorn, Manager of Administrative and Democratic Services, Council Offices, Garshake Road, Dumbarton. Telephone No. 01389-737204 or e-mail: george.hawthorn@west-dunbarton.gov.uk

Appendices: None

Background Papers: None

Wards Affected: None

WEST DUNBARTONSHIRE COUNCIL**Report by Chief Officer – Regulatory and Regeneration****Statutory Meeting of West Dunbartonshire Council: 18 May 2022**

Subject: Affiliations**1. Purpose**

- 1.1** To provide the Council with information on the organisations to which it is currently affiliated and to seek approval to continue these affiliations.

2. Recommendation

- 2.1** The Council is asked to continue the affiliations detailed in the Appendix to this report, subject to any future Council decision.

3. Background

- 3.1** At its Statutory Meeting on 17 May 2017, the Council agreed to affiliate to the organisations shown in the Appendix attached.
- 3.2** The current annual affiliation cost for each is provided for information. Members should note that these fees normally increase by inflation on an annual basis.
- 3.3** These affiliations are still active and it is therefore appropriate that they be reviewed at this time.
- 3.4** The Appendix does not include affiliations to professional bodies to which relevant professional services of the Council are affiliated and are therefore funded by departmental budgets.

4. Main Issues

- 4.1** It is possible that, during the term of this Council, additional requests may be received from external organisations seeking affiliation. Such requests will be submitted to Council for consideration in line with the Council's Standing Orders.

5. People Implications

- 5.1** There are no personnel issues.

6. Financial and Procurement Implications

6.1 The Council is currently affiliated to the organisations listed in the Appendix and therefore provision has been made for this expenditure within the Council's revenue budgets.

6.2 There are no procurement implications.

7. Risk Analysis

7.1 There is no requirement to undertake a risk assessment in relation to the recommendations of this report.

8. Equalities Impact Assessment (EIA)

8.1 The Council's representation on these organisations will have no adverse equality impacts.

9. Consultation

9.1 Officers in Finance and Legal have been consulted on the content of this report.

10. Strategic Assessment

10.1 The business considered by many of these organisations will contribute towards achieving the Council's strategic priorities.

Peter Hessett

Chief Officer – Regulatory and Regeneration

Date: April 2022

Person to Contact: Christine McCaffary, Senior Democratic Services Officer,
e-mail: christine.mccaffary@west-dunbarton.gov.uk

Appendix: List of Affiliations to External Organisations as at 30 April 2022

Background Papers: List of Affiliations (approved May 2017)

Wards Affected: None affected

Organisations Currently Affiliated to as at 30 April 2022

Organisation	2021/22 Fee	Comments
Convention of Scottish Local Authorities (COSLA)	£72027	Councillor-led, cross-party organisation championing councils' vital work to secure the resources and powers they need.
Nuclear Free Local Authorities	£1396	Includes 12 month affiliation to NFL Authorities (Scotland)
National Association of Councillors	£422.40	The NAC's agenda is to look after Councillors' interests
Commonwealth Local Government Forum	£1195	Promotes effective and democratic practices in local governments throughout the Commonwealth