

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton, G82 3PU

3 February 2011

MEETING: CORPORATE & EFFICIENT GOVERNANCE COMMITTEE

**WEDNESDAY, 16 FEBRUARY 2011
MEETING ROOM 3
COUNCIL OFFICES
GARSHAKE ROAD
DUMBARTON**

Dear Member,

Please attend a meeting of the **Corporate & Efficient Governance Committee** to be held in Meeting Room 3, Council Offices, Garshake Road, Dumbarton on Wednesday, 16 February 2011 at 10.00 a.m.

The business is as shown on the enclosed Agenda.

Yours faithfully

DAVID MCMILLAN

Chief Executive

Distribution:

Councillor Craig McLaughlin (Chair)
Councillor Jim Bollan
Councillor Jim Brown
Councillor David McBride
Councillor Ronnie McColl (Vice Chair)
Councillor Jim McElhill
Councillor Marie McNair
Councillor Iain Robertson
Councillor Martin Rooney

All other Councillors for information

Chief Executive
All Executive Directors

CORPORATE & EFFICIENT GOVERNANCE COMMITTEE

WEDNESDAY, 16 FEBRUARY 2011

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

Members are invited to declare if they have an interest in any of the items of business on this agenda and the reasons for such declarations.

3. MINUTES OF PREVIOUS MEETING

Submit for approval as a correct record, the Minutes of the Meeting of the Corporate and Efficient Governance Committee held on 22 December 2010.

4. MINUTES OF THE CORPORATE CULTURAL SUB-COMMITTEE

Submit for information, and where necessary approval, the Minutes of Meeting of the Corporate Cultural Sub-Committee held on 14 December 2010.

Reports for DECISION

5. REVIEW OF REGISTRATION SERVICE 2011

Submit report by the Executive Director of Corporate Services on the steps required to implement the Council's decision in October 2010 to make savings of £95,000 through the closure of two registration offices.

6. LEGAL SERVICES COMPETITIVENESS REVIEW

Submit report by the Executive Director of Corporate Services on the completion of the Legal Services Competitiveness Review – Financial Benchmarking and Customer Survey stages and advising on future steps to ensure service development and improvement.

7. DUMBARTON COMMON GOOD FUND - 2011/12 DRAFT BUDGET

Submit report by the Executive Director of Corporate Services providing a draft budget for 2011/2012.

8. RENEWAL/RE-TENDERING OF THE COUNCIL'S INSURANCE CONTRACTS

Submit report by the Executive Director of Corporate Services providing information on the renewal/re-tendering of the Council's insurance contracts.

9. FORMER TENANT RENT ARREARS – QUARTER 3 2010/11

Submit report by the Executive Director of Corporate Services seeking approval for rent arrears write-offs for the third quarter of 2010/11.

10. LOCAL PROCUREMENT

Submit report by the Executive Director of Corporate Services advising of options for developing the Local Procurement Policy to provide a more integrated approach to engaging with the local business community.

11. HOUSING AND COUNCIL TAX BENEFIT TAKE-UP STRATEGY

Submit report by the Executive Director of Corporate Services recommending a housing and council tax benefit take up strategy for the Council.

Reports for NOTING

12. CHIEF EXECUTIVE BUDGETARY CONTROL REPORT: PERIOD 9 2010/11

Submit report by the Chief Executive advising of the performance of the Chief Executive budget for the period to 31 December 2010.

13. CORPORATE SERVICES BUDGETARY CONTROL REPORT: PERIOD 9 2010/11

Submit report by the Executive Director of Corporate Services advising of the performance of the Chief Executive budget for the period to 31 December 2010.

14. CORPORATE SERVICES FORWARD PLAN

Submit report by the Executive Director of Corporate Services providing the Committee with an up to date position as to progress on key actions/projects in regard to the Corporate Services Department mid year performance review.

15. TREASURY UPDATE (1 APRIL 2010 – 31 DECEMBER 2010)

Submit report by the Executive Director of Corporate Services advising about interest rates and treasury transactions of the Council which have taken place during the period 1 April 2010 to 31 December 2010.

16. GRANT APPLICATIONS

Submit report by the Executive Director of Corporate Services providing an update on grants to voluntary organisations from the Trust Fund and Dumbarton Common Good budgets.

17. DUMBARTON COMMON GOOD FUND – MONITORING REPORT TO 31 DECEMBER 2010

Submit report by the Executive Director of Corporate Services providing the Committee with details of income and expenditure on the Common Good Fund Account to 31 December 2010.

18. PROCUREMENT BEST PRACTICE INDICATORS 2009/10

Submit report by the Executive Director of Corporate Services advising of Procurement Best Practice Indicators (BPIs) that have been produced for the year 2009/2010.

For information on the above agenda please contact Craig Stewart, Committee Officer, Legal, Administrative & Regulatory Services, Council Offices, Garshake Road, Dumbarton G82 3PU. Tel: (01389) 737251 e-mail: craig.stewart@west-dunbarton.gov.uk