

CORPORATE SERVICES COMMITTEE

At a Meeting of the Corporate Services Committee held in Committee Room 3, Council Offices, Garshake Road, Dumbarton on Wednesday, 7 February 2018 at 2.00 p.m.

Present: Councillors Jim Brown, Ian Dickson, Diane Docherty, Jim Finn*, Caroline McAllister, David McBride, Jonathan McColl, Iain McLaren, John Mooney and Martin Rooney.

*Arrived later in the meeting.

Attending: Angela Wilson, Strategic Director – Transformation and Public Service Reform; Peter Hessett, Strategic Lead – Regulatory; Stephen West, Strategic Lead – Resources; Malcolm Bennie, Strategic Lead – Communications, Culture & Communities; Victoria Rogers, Strategic Lead – People & Technology; Amanda Coulthard, Performance and Strategy Manager; Patricia Kerr, Manager of ICT; Gill Graham, Manager – Libraries & Cultural Services; Arun Menon, Business Support Manager; Stephen Daly, Customer Service Manager; Amanda Graham, Communications Co-ordinator and Craig Stewart, Committee Officer.

Also Attending: Ms Carol Hislop, Senior Audit Manager, Audit Scotland.

Apologies Apologies for absence were intimated on behalf of Councillors Daniel Lennie and Douglas McAllister.

Councillor Ian Dickson in the Chair

DECLARATIONS OF INTEREST

It was noted that there were no declarations of interest in any of the items of business on the agenda.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Corporate Services Committee held on 29 November 2017 were submitted and approved as a correct record.

MINUTES OF JOINT CONSULTATIVE FORUM – 7 DECEMBER 2017

The Minutes of Meeting of the Joint Consultative Forum held on 7 December 2017 were submitted for information and ratification and all decisions contained therein were approved.

OPEN FORUM

The Committee noted that no open forum questions had been submitted by members of the public.

COUNCIL WORKFORCE PLAN 2017-2022: ANNUAL ACTION PLAN 2018/19

A report was submitted by the Strategic Lead – People & Technology providing an update on the Council's workforce planning activity for 2018/2019.

After discussion and having heard the Strategic Lead in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note progress during 2017-2018 in delivering against the Council Workforce Plan;
- (2) to note planned actions for 2018-2019; and
- (3) to note that the Delivery Plans for each service would include workforce annual action plans.

Note: Councillor Finn entered the meeting at this point in the proceedings.

COUNCIL STRATEGIC RISKS 2017-22

A report was submitted by the Strategic Lead – People & Technology providing an update on the strategic risks for 2017-22 following approval of the new Strategic Plan.

After discussion and having heard the Strategic Lead and relevant officers in further explanation of the report and in answer to Members' questions, the Committee agreed to note the strategic risks as detailed in Appendix 1 of the report.

ICT UPDATE AND CONTRACT SPEND 2018/19

A report was submitted by the Strategic Lead – People & Technology providing a detailed breakdown of the planned Information and Communication Technology (ICT) Capital and Revenue spend on new and existing contracts in excess of £50,000 and seeking approval to procure and contract for the required goods and

services. The report also provided a progress update on the cost/benefit analysis in respect of an early warning system for monitoring of potential system failures. After discussion and having heard the Strategic Lead and Manager of ICT in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the ICT Capital and Revenue spend details included in the report, which was part of the existing ICT Service Plan actions (reference: PT/18-19/ICT/001 – 004) including the anticipated procurement method;
- (2) that authority be delegated to the Corporate Procurement Manager, in consultation with the Strategic Lead – People & Technology, to instruct the award of contracts for the planned Capital and Revenue spend detailed in this report to suppliers providing the most economically advantageous offer to the Council for those purchased from existing National Framework agreements;
- (3) to note that spend which was not on National Framework agreements and where the value was in excess of £50,000 would be submitted to the Tendering Committee for approval; and
- (4) to note the update provided regarding early warning systems as outlined at paragraph 4 of the report and that a further update be provided to Committee at a future point when existing technologies had been more widely deployed and gaps identified and included within the cost benefit analysis.

WORKING WELL TOGETHER – ATTENDANCE MANAGEMENT: QUARTER 3 (1 OCTOBER – 31 DECEMBER 2017)

A report was submitted by the Strategic Lead – People & Technology providing detailed analysis on the attendance performance for Quarter 3.

After discussion and having heard the Strategic Lead in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note the decrease in Council wide sickness absence of 81.12 FTE days lost (-3.1%) compared to the same period last year, as outlined in Appendix 1 to the report; and
- (2) to note the decrease in sickness absence of 0.51 FTE days lost (-24%) compared to the same period last year for the service areas outlined in Appendices 2-5 of the report.

CORPORATE SERVICES BUDGETARY CONTROL REPORT TO 31 DECEMBER 2017 (PERIOD 9)

A report was submitted by the Strategic Lead – Resources advising on the performance of the Corporate Services budget for the period to 31 December 2017.

The Committee agreed:-

- (1) to note that the revenue account currently showed a projected annual favourable variance of £0.074m (0.38% of the total budget); and
- (2) to note that the capital account was projecting a favourable variance of £0.076m in the current year and an adverse variance of £0.057m for the project life.

WRITE-OFF OF NATIONAL NON-DOMESTIC RATES

A report was submitted by the Strategic Lead – Resources recommending for approval the write-off of debts in respect of National Non-Domestic Rates (NNDR), which have been deemed as irrecoverable during the financial year 2017/18.

After discussion and having heard the Strategic Lead in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to approve the write-off of NNDR accounts totalling £827,442.25; and
- (2) that officers be requested to look into the possibility of publicising companies who were suspected of operating as 'Phoenix Companies', in order to name and shame them.

THE PROVISION OF MANAGED SERVICE FOR HOUSING BENEFIT AND COUNCIL TAX REDUCTION

A report was submitted by the Strategic Lead – Resources seeking approval to procure the provision of managed service associated with the processing of Housing Benefit (HB) and Council Tax Reduction (CTR) claims.

Having heard the Strategic Lead – Resources in further explanation and in answer to a Member's question, the Committee agreed to approve the procurement of the managed work associated with the processing of HB and CTR.

VALE OF LEVEN HOSPITAL PUBLICITY CAMPAIGN

With reference to the Minutes of Meeting of West Dunbartonshire Council held on 25 October 2017, a report was submitted by the Strategic Lead – Communications, Culture & Communities on the above. The Strategic Lead advised the Committee that with regard to paragraph 3.5 of the report, he could update that both Stobhill Hospital and Victoria Infirmary were also open to 9pm.

After discussion and having heard the Strategic Lead in elaboration and in answer to Members' questions, the Committee agreed:-

- (1) to review the options for a campaign to increase awareness of services at the Vale of Leven Hospital; and
- (2) to approve the recommended options for advertising/raising awareness, including other options, all as detailed in the report, up to the value of £10,000.

REVIEW OF LIBRARIES & CULTURAL SERVICES

A report was submitted by the Strategic Lead – Communications, Culture & Communities presenting proposals to improve the efficiency and performance of the Council's Libraries & Cultural Services.

After discussion and having heard the Strategic Lead in further explanation of the report and in answer to Members' questions, Councillor Dickson, seconded by Councillor McColl, moved the recommendations in the report, as follows:-

That the Committee:-

- (1) approves the changes to opening hours of branch libraries in line with public demand;
- (2) approves the proposed implementation of means tested charges for the hire of instruments by pupils using the Instrumental Music Service; and
- (3) agrees that part of the savings generated can be used to release capital investment of £421k to transform the infrastructure of the Council's libraries and museums. This will be included in the capital plan reported to Council on 5 March 2018 for approval.

Councillor Mooney advised that he had an amendment in respect of this item, and proceeded to read out the terms of it. After hearing Councillor Dickson, Chair, it was agreed that the meeting should be adjourned for a short period to enable the Committee Officer to type up the amendment, and produce copies of it for Members. The meeting resumed at 3.36 p.m. with the same Members present, as listed in the sederunt.

As an amendment, Councillor Mooney, seconded by Councillor McBride, moved:-

That this Committee rejects the proposed reduction in library hours on the basis that making our libraries accessible to our communities is a priority for this Council.

The Committee also rejects the move to means tested charges for the hire of musical instruments for pupils. We believe in opportunity for all and this should not be hampered by the income of a pupil's parents.

Finally this Committee agrees that we should invest £421k in our library infrastructure, building on the investment over recent years such as the £500k in Clydebank Library, the refurbishment of Balloch Library and the opening of Faifley Library in one of our most deprived communities.

This capital should be financed by Regeneration Funding. Committee would also support investment into additional capital projects to improve our library services.

On a vote being taken, 3 Members voted for the amendment and 6 Members voted for the motion which was accordingly declared carried.

The meeting closed at 4.05 p.m.