

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton, G82 3PU

11 August 2010

MEETING: CORPORATE & EFFICIENT GOVERNANCE COMMITTEE

**WEDNESDAY, 25 AUGUST 2010
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, 25 August 2010 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 Margaret Bootland
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, 25 AUGUST 2010

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 26 May 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 15 June 2010.

Reports for DECISION

5. CHIEF EXECUTIVE'S DEPARTMENTAL PLAN 2010/14

Submit report by the Executive Director of Corporate Services setting out the proposed Chief Executive's Departmental Plan for 2010/14.

6. CORPORATE SERVICES DEPARTMENT PLAN 2010 - 2014

Submit report by the Executive Director of Corporate Services seeking approval of the Corporate Services Department's Service Plan 2010 – 2014 which is attached as Appendix 1.

7. APPOINTMENT OF PUBLIC ANALYST, AGRICULTURAL ANALYST AND FOOD EXAMINER

Submit report by the Executive Director of Corporate Services seeking approval for the statutory appointments of Public Analyst, Agricultural Analyst and Food Examiner for West Dunbartonshire Council.

8. FOOD ENFORCEMENT SERVICE PLAN 2010/11

Submit report by the Executive Director of Corporate Services seeking approval of the Food Enforcement Service Plan 2010/2011.

9. HEALTH AND SAFETY ENFORCEMENT SERVICE PLAN 2010/11

Submit report by the Executive Director of Corporate Services seeking approval of the Health and Safety Enforcement Service Plan 2010/2011.

10. FORMER TENANT RENT ARREARS – QUARTER 1 2010/11

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

11. 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.

12. OLD PEOPLE'S WELFARE GRANT FUNDING

Submit report by the Executive Director of Corporate Services providing an update on the survey being completed by the Community and Volunteering Service (CVS) regarding the grant funding for elderly welfare organisations.

Reports for NOTING

13. CORPORATE SERVICES DEPARTMENT PLAN – ANNUAL PERFORMANCE REPORT 2009/2010

Submit report by the Executive Director of Corporate Services presenting the Corporate Services Department annual performance report.

14. STATUTORY PERFORMANCE INDICATOR FOR CONSUMER COMPLAINTS

Submit report by the Executive Director of Corporate Services providing information on the Statutory Performance Indicator that measures Trading Standards' performance with respect to consumer complaints.

15. SICKNESS ABSENCE REPORTING – QUARTER 1 (2010/2011)

Submit report by the Executive Director of Corporate Services advising on the levels of employee sickness absence for the first Quarter 2010/2011 (April, May and June 2010).

16. COMPETITIVENESS OF CORPORATE MARKETING, DESIGN AND PRESS OFFICE SERVICES

Submit report by the Chief Executive presenting the current results, conclusions and a future action plan for competitiveness studies of the Council's Marketing, Design and Press Office services.

17. CHIEF EXECUTIVE BUDGETARY CONTROL REPORT: PERIOD 3 2010/11

Submit report by the Chief Executive advising on the performance of the Chief Executive budget for the period to 30 June 2010.

18. CORPORATE SERVICES BUDGETARY CONTROL REPORT: PERIOD 3 2010/11

Submit report by the Executive Director of Corporate Services advising on the performance of the Corporate Services budget for the period to 30 June 2010.

19. DUMBARTON COMMON GOOD FUND – MONITORING REPORT TO 30 JUNE 2010

Submit report by the Executive Director of Corporate Services providing details of income and expenditure on the Common Good Fund Account to 30 June 2010.

20. TREASURY UPDATE (1 APRIL 2010 – 30 JUNE 2010)

Submit report by the Executive Director of Corporate Services advising on interest rates and treasury transactions of the Council which have taken place during the period 1 April 2010 to 30 June 2010.

21. UPDATE ON FINANCE REVENUES COLLECTION PERFORMANCE

Submit report by the Executive Director of Corporate Services providing an update on the billing and collection of local revenues.

22. COMPETITIVENESS REVIEW

Submit report by the Executive Director of Corporate Services providing a competitiveness position statement on the 5 services prioritised by Corporate Services for competitiveness review.

23. EXCLUSION OF PRESS AND PUBLIC

The Committee is asked to approve the undernoted Resolution:-

“In terms of Section 50 (A) of the Local Government (Scotland) Act, 1973 that the press and public be excluded from the remainder of the meeting as the following item of business involved the likely disclosure of exempt information as defined in Paragraph 6 of Part 1 of Schedule 7A to the Act.”

24. DISCRETIONARY RELIEF OF NON-DOMESTIC RATES - HARDSHIP

Submit report by the Executive Director of Corporate Services advising of an application received for the relief of non-domestic rates on the grounds of hardship and making a recommendation with regard to the award.

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