

Agenda



Corporate Services Committee

Date: Wednesday, 8 September 2021

Time: 14:00

Venue: Zoom Video Conference

Contact: Committee.Admin@west-dunbarton.gov.uk

Dear Member

The Convener has directed that the powers contained in Section 43 of the Local Government in Scotland Act 2003 will be used and so Members will attend this meeting of the **Corporate Services Committee** remotely. The business is shown on the attached agenda.

Yours faithfully

JOYCE WHITE

Chief Executive

Distribution:-

Councillor Ian Dickson (Chair)
Councillor Jim Brown
Councillor Karen Conaghan
Councillor Jim Finn
Councillor Diane Docherty
Councillor Daniel Lennie
Councillor David McBride
Councillor Jonathan McColl
Councillor Iain McLaren (Vice Chair)
Councillor John Mooney
Councillor Lawrence O'Neill
Councillor Martin Rooney

Chief Executive
Chief Officers

Date of issue: 26 August 2021

Audio Streaming

Please note: the sound from this meeting may be recorded for live and subsequent audio streaming via the Council's internet site. At the start of the meeting, the Chair will confirm if all or part of the meeting is being audio streamed.

Audio recordings of the meeting (including the attendance or contribution of any party participating or making a contribution) will be published on the Council's website and the Council's host's webcast/audio stream platform.

You should be aware that the Council is a Data Controller under the General Data Protection Regulation. Data collected during this audio stream will be retained in accordance with the Council's [Privacy Notice](#)* and Retention Schedules including, but not limited to, for the purpose of keeping historical records and making those records available via the Council's internet site.

If you have any queries regarding this and, in particular, if you believe that use and/or storage of any particular information would cause, or be likely to cause, substantial damage or distress to any individual, please contact Peter Hessem, Strategic Lead – Regulatory & Regeneration on 01389 - 737800.

*<http://www.west-dunbarton.gov.uk/privacy/privacy-notice/>

CORPORATE SERVICES COMMITTEE

WEDNESDAY, 8 SEPTEMBER 2021

AGENDA

1 STATEMENT BY CHAIR – AUDIO STREAMING

The Chair will be heard in connection with the above.

2 APOLOGIES

3 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.

4 MINUTES OF PREVIOUS MEETING 5 – 10

Submit for approval as a correct record, the Minutes of Meeting of the Corporate Services Committee held on 19 May 2021.

5 MINUTES OF JOINT CONSULTATIVE FORUM – 10 JUNE 2021 11 – 14

Submit for information and where necessary ratification, the Minutes of Meeting of the Joint Consultative Forum held on 10 June 2021.

6 OPEN FORUM

The Committee is asked to note that no open forum questions have been submitted by members of the public.

7 WRITE OFF OF MISCELLANEOUS INCOME DEBTOR ACCOUNTS – QUARTER 1, 2021/22 15 – 17

Submit report by the Chief Officer – Resources seeking approval for the write off of debts in respect of miscellaneous income debtor accounts, which have been deemed as irrecoverable during Quarter 1 2021/22.

8 THE PROVISION OF MANAGED WORK FOR HOUSING BENEFIT AND COUNCIL TAX REDUCTION 19 – 22

Submit report by the Chief Officer – Resources seeking approval to procure the provision of managed work associated with the processing of Housing Benefit (HB) and Council Tax Reduction (CTR) claims.

9 CORPORATE SERVICES BUDGETARY CONTROL REPORT TO 31 JULY 2021 (PERIOD 4) 23 – 49

Submit report by the Chief Officer – Resources advising on the performance of the Corporate Services budget for the period to 31 July 2021.

10 PAYMENT PROCESSING SERVICES 51 – 54

Submit report by the Chief Officer – Resources seeking approval to initiate a formal procurement process for West Dunbartonshire Council's and West Dunbartonshire Leisure Trust's Payment Processing Services.

11 PROCUREMENT IMPROVEMENT 55 – 129

Submit report by the Chief Officer – Supply, Distribution and Property providing an update on the procurement outcomes achieved in 2020/21 and seeking approval to publish the Annual Procurement Report for 2020/21 and the Procurement Strategy – 2021/26.

12 STRATEGIC RISKS 2017-22 131 – 177

Submit report by the Chief Officer – People & Technology providing an update on the strategic risks for 2017-22.

13 COUNCIL WORKFORCE PLAN 2017-2022: ANNUAL ACTION PLAN 2020/2021 179 – 220

Submit report by the Chief Officer – People & Technology providing an update on the Council's workforce planning activity for 2021/22.

14 FESTIVE NIGHTZONE To Follow

Submit report by the Chief Officer – Regulatory & Regeneration advising on the findings of the working group which was set up to investigate the viability of setting up a new safety initiative to replace the previous scheme, Night Zone West (NZW).