

**WEST DUNBARTONSHIRE COUNCIL**

**Council Offices, Garshake Road, Dumbarton, G82 3PU**

13 November 2009

**MEETING: CORPORATE & EFFICIENT GOVERNANCE COMMITTEE**

**WEDNESDAY, 25 NOVEMBER 2009  
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 November 2009 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 Margaret Bootland  
Councillor Jim Brown  
Councillor Martin Rooney  
Councillor David McBride  
Councillor Jim McElhill  
Councillor Ronnie McColl  
Councillor Marie McNair  
Councillor Iain Robertson (Vice Chair)

**All other Councillors for information**

Chief Executive  
Executive Director of Corporate Services  
Executive Director of Educational Services  
Executive Director of Housing, Environmental & Economic Development  
Executive Director of Social Work and Health

## **CORPORATE & EFFICIENT GOVERNANCE COMMITTEE**

**WEDNESDAY, 25 NOVEMBER 2009**

### **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 30 September 2009.

**4. MINUTES OF THE CORPORATE CULTURAL SUB-COMMITTEE**

Submit for information, and where necessary approval, the Minutes of Special Meeting of the Corporate Cultural Sub-Committee held on 5 October 2009.

### **Reports for DECISION**

**5. TERMS & CONDITIONS OF EMPLOYMENT FOR LOCAL GOVERNMENT EMPLOYEES – AMENDMENTS TO PUBLIC HOLIDAYS**

Submit report by the Executive Director of Corporate Services:-

- (a) advising of the work undertaken to date in relation to the harmonisation of terms and conditions of employment (for former APT & C and Manual Workers) following the implementation of the Single Status Agreement;
- (b) detailing proposals for the future amendment of West Dunbartonshire Council's terms and conditions of employment for Local Government Employees; and

- (c) seeking approval to amend the days currently designated as public holidays.

**6. GRANT APPLICATIONS**

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

**7. LOCAL PROCUREMENT POLICY**

Submit report by the Executive Director of Corporate Services advising of a Local Procurement Policy, appended to the report, which has been produced in response to the "Improving Council" Action Plan and Scottish Government guidance.

**8. COUNCIL TAX DISCOUNT ON SECOND HOMES AND LONG-TERM EMPTY PROPERTIES**

Submit report by the Executive Director of Corporate Services recommending a change to the level of Council Tax discounts granted to second homes and long-term empty properties.

**9. REVIEW OF WEST DUNBARTONSHIRE NEWS**

Submit report by the Chief Executive providing additional cost options for revised production of the West Dunbartonshire News, following the continuation of a report to the Committee held on 30 September 2009. The report recommends changes to the frequency and format of the publication in order to maximise the cost effectiveness of the publication.

**10. EQUALITY SCHEME 2009/12**

Submit report by the Chief Executive presenting an Equality Scheme 2009-12 for Committee approval.

**11. RACE EQUALITY SCHEME - ANNUAL REPORT 2009**

Submit report by the Chief Executive summarising the annual report on the Race Equality Scheme prior to the amalgamation into the Single Equality Scheme 2009-12.

**12. CARBON MANAGEMENT PLAN**

Submit report by the Chief Executive providing information on and seeking approval of the Carbon Management Plan (CMP).

**Reports for NOTING**

**13. CHIEF EXECUTIVE BUDGETARY CONTROL REPORT: PERIOD 6 2009/10**

Submit report by the Chief Executive advising on the performance of the Chief Executive departmental budget for the period to 15 October 2009.

**14. CORPORATE SERVICES BUDGETARY CONTROL REPORT: PERIOD 6 2009/10**

Submit report by the Executive Director of Corporate Services advising on the performance of the Corporate Services budget for the period to 15 October 2009.

**15. UPDATE ON FINANCE REVENUES COLLECTION PERFORMANCE 2009/10**

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

**16. TREASURY UPDATE (1 APRIL 2009 – 15 OCTOBER 2009)**

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 2009 to 15 October 2009.

**17. SICKNESS ABSENCE REPORTING – QUARTER 2 (2009/2010)**

Submit report by the Executive Director of Corporate Services advising on the levels of employee sickness absence for the second quarter (July, August and September) of 2009/2010.

**18. TRUST FUNDS**

Submit report by the Executive Director of Corporate Services advising on the balances within the trust funds as at 31 March 2009.

**19. DUMBARTON COMMON GOOD FUND – MONITORING REPORT TO 15 OCTOBER 2009**

Submit report by the Executive Director of Corporate Services providing details of income and expenditure on the Common Good Fund Account to 15 October 2009.

**20. CHIEF EXECUTIVE'S DEPARTMENTAL PLAN 2009/13 – MID YEAR REVIEW**

Submit report by the Chief Executive setting out progress against the Chief Executive's Departmental Plan for 2009/13, from 1 April to 30 September 2009.

**21. SERVICE IMPROVEMENT ARRANGEMENTS: CONTINUOUS IMPROVEMENT – PROGRESS REPORT**

Submit report by the Chief Executive detailing the progress of the Continuous Improvement function for the period July – October 2009 across a number of key areas.

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](mailto:craig.stewart@west-dunbarton.gov.uk)