

CORPORATE SERVICES COMMITTEE

At a Hybrid Meeting of the Corporate Services Committee held in the Civic Space, 16 Church Street, Dumbarton, on Wednesday, 23 February 2022 at 10.05 a.m.

Present: Councillors Jim Brown, Karen Conaghan, Ian Dickson, Diane Docherty, Jim Finn, Daniel Lennie, David McBride, Jonathan McColl, Iain McLaren, Lawrence O'Neill and Martin Rooney.

Attending: Joyce White, Chief Executive; Peter Hessett, Chief Officer – Regulatory and Regeneration; Angela Wilson, Chief Officer – Supply, Distribution and Property; Amanda Graham, Chief Officer – Citizen, Culture and Facilities; Victoria Rogers, Chief Officer – People and Technology; Laurence Slavin, Chief Officer – Resources; John Anderson, General Manager – West Dunbartonshire Leisure Trust; Patricia Kerr, Service Manager – ICT; Alison McBride, Strategic People and Change Manager; Gillian McNeilly, Finance Manager – Resources; Arun Menon, Business Support Manager; Karen Shannon, Section Head – Finance, Administration & Control; Ryan Chalmers, Section Head – Revenues and Benefits; Nigel Ettles, Section Head – Litigation (Legal Officer); and Ashley MacIntyre, Committee Officer.

Apology: An apology was intimated on behalf of Councillor John Mooney.

Councillor Ian Dickson in the Chair

STATEMENT BY CHAIR – AUDIO STREAMING

Councillor Dickson, Chair, advised that the meeting was being audio streamed and broadcast live to the internet and would be available for playback.

DECLARATIONS OF INTEREST

Councillors Jim Brown and Iain McLaren declared an interest in Item 11, 'Block Buildings Insurance', being users of the Block Buildings Insurance service and, following clarification from the Chief Officer – Regulatory and Regeneration, advised they would leave the meeting during consideration of that item. Councillor David McBride made a transparency statement in relation to Item 14, 'West Dunbartonshire Leisure Trust Business Plan 2022/23', being a member of the Leisure Trust Board. Following advice from the Chief Officer – Regulatory and Regeneration, Councillor

David McBride advised he would remain in the meeting during consideration of the item.

RECORDING OF VOTES

The Committee agreed that all votes taken during the meeting would be done by roll call vote to ensure an accurate record.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Corporate Services Committee held on 24 November 2021 were submitted and approved as a correct record. In response to a query about the implementation of the decision in relation to the Queen's Platinum Jubilee 2022, it was noted that the matter was to be included on the agenda of the March meeting of West Dunbartonshire Council.

MINUTES OF JOINT CONSULTATIVE FORUM – 2 DECEMBER 2021

The Minutes of Meeting of the Joint Consultative Forum held on 2 December 2021 were submitted 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.

CORPORATE SERVICES BUDGETARY CONTROL REPORT TO 31 JANUARY 2022 (PERIOD 10)

A report was submitted by the Chief Officer – Resources advising on the performance of the Corporate Services budget for the period to 31 January 2022.

After discussion and having heard the Chief Executive, the Chief Officer – Resources and the Service Manager – ICT in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note that the revenue account currently showed a projected annual favourable variance of -£0.410m (-1.28% of the total budget) of which £0.255m was Covid related;
- (2) to note that the capital account was showing a projected in-year underspend of -£3.169m (-56.5% of in-year budget) due to 14 projects showing projected underspends as a result of delays to these projects in a number of cases caused by Covid 19 restrictions with explanations for delays other than Covid related detailed in Appendix 6 to the report. The project life projection was

currently showing a projected underspend of £-0.039m (- 0.24% of project life budget); and

- (3) to note the progress on efficiencies incorporated into budgets for 2021/22.

WRITE-OFF OF MISCELLANEOUS INCOME DEBTOR ACCOUNTS QUARTER 3 2021/22

A report was submitted by the Chief Officer – Resources seeking approval for the write-off of debts in respect of miscellaneous income debtor accounts, which had been deemed as irrecoverable during Quarter 3 2021/22, arising from various years and reasons as detailed in the appendix to the report.

After discussion and having heard the Chief Officer – Resources, the Business Support Manager and the Section Head – Revenues and Benefits in further explanation of the report and in answer to Members' questions, the Committee agreed to approve the write-off of 9 cases of miscellaneous income debt valued at £55,666.52.

WRITE-OFF OF NATIONAL NON DOMESTIC RATES 2021/22

A report was submitted by the Chief Officer – Resources recommending for approval the write-off of debts in respect of National Non-Domestic Rates (NNDR), which had been deemed as irrecoverable during the financial year 2021/2022.

After discussion and having heard the Chief Officer – Resources in further explanation, the Committee agreed to approve the write-offs of NNDR accounts totalling £448,581.01.

DECLARATIONS OF INTEREST

Having earlier declared an interest in the following item, Councillors Jim Brown and Iain McLaren left the meeting at this point. Councillor Docherty also declared an interest in the item, being a user of the Block Buildings Insurance service, and left the meeting.

BLOCK BUILDINGS INSURANCE

A report was submitted by the Chief Officer – Resources providing an update on the position following the options appraisal regarding the 'Right to Buy' Block Buildings Insurance Scheme, in particular whether to continue with the Scheme as per the status quo or whether to abolish the status quo and set a new standard of cover required for owners and to permit owners to arrange their own cover which meets this standard.

After discussion and having heard the Chief Officer – Resources in further explanation, the Committee agreed:-

- (1) that the Council continues to procure and administer the 'Right to Buy' Block Buildings Insurance Scheme for privately owned ex-council properties;
- (2) to approve the recommended approach i.e. retaining the status quo for this service provision as detailed in the report going forward;
- (3) to note that a report will be brought to a future meeting of the Tendering Committee seeking approval for the Chief Officer – Regulatory and Regeneration to conclude the award of a new contract to come into effect from 1 April 2022, if the value is £50,000 or more, following evaluation of tender submissions received;
- (4) that in the tender process the Chief Officer – Resources has the power to vary the scheme's terms as may be required in terms of excess levels and/or insurance coverage; and
- (5) to note that scheme members will be provided with details on the outcome of the tender exercise on completion of this process.

Note: Councillors Jim Brown, Diane Docherty and Iain McLaren re-joined the meeting at this point.

PEOPLE AND TECHNOLOGY SPEND 2022-23

A report was submitted by the Chief Officer – People and Technology providing a detailed breakdown of the planned People and Technology (P&T) capital and revenue spend on new and existing contracts valued above £10,000 and seeking approval to procure and contract for the required goods and services.

After discussion and having heard the Service Manager – ICT in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note the revenue and capital spend detail included in the report and that the projects to deliver this spend would be included in the 2022-23 People and Technology Delivery Plan currently in development and reported to a future meeting of this Committee;
- (2) to approve the procurement of all contracts valuing £50,000 and above;
- (3) to note, where the contract award is less than £50,000, authority is delegated to the Chief Officer – People and Technology in consultation with the Procurement Manager to instruct the award of contracts for the planned revenue and capital spend detailed in the report to suppliers providing the most economically advantageous offer to the Council;

- (4) to approve the revenue spend included in the report including approval to explore and secure multi-year contracts, contracts utilising framework agreements (FA) or contracts utilising dynamic purchasing systems (DPS) beyond the term of approved budgets where efficiencies and savings can be achieved;
- (5) to approve the projects specified in Section 3 of the report; and
- (6) to note that where the value of the contract is from £50,000, remittance for approval will be submitted to the Tendering Committee.

STRATEGIC RISKS 2017-22

A report was submitted by the Chief Officer – People and Technology providing an update on the strategic risks for 2017-22.

After discussion and having heard the Chief Officer – People and Technology in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note the current position of the strategic risks as detailed in Appendix 1 to the report; and
- (2) to note the supplementary EU Assurance Plans as detailed in Appendices 2 and 3 to the report.

WEST DUNBARTONSHIRE LEISURE TRUST BUSINESS PLAN 2022/23

A report was submitted by the Chief Officer – Citizen, Culture and Facilities providing an update on the West Dunbartonshire Leisure Trust Business Plan for 2022/23.

After discussion and having heard the Chief Officer – Citizen, Culture and Facilities and the General Manager, West Dunbartonshire Leisure Trust in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to approve the report and the 2022/23 West Dunbartonshire Leisure Trust Business Plan; and
- (2) that the West Dunbartonshire Leisure Trust management fee set out in the report is included in the Council's 2022/23 revenue budget considerations for the March budget-setting meeting.

The meeting closed at 11.50 a.m.