

WEST DUNBARTONSHIRE COUNCIL

At a meeting of West Dunbartonshire Council held within the Council Chambers, Town Hall, Dumbarton Road, Clydebank on Wednesday, 25th October, 2000 at 7.099pm

Present: Provost Alistair Macdonald (LAB), Councillors James McElhill (SNP), Mary Campbell (LAB), Daniel McCafferty (LAB), John Syme (LAB), Andrew White (LAB), Anthony Devine (LAB), John McDonald (SNP), Duncan McDonald (LAB), John McCutcheon (SNP), Iain Robertson (SNP), Geoffrey Calvert (LAB & CO-OP), James McCallum (LAB & CO-OP), John Trainer (LAB), Craig McLaughlin (SNP), Ronald McColl (SNP), Margaret McGregor (SNP), James Flynn (LAB) and Connie O'Sullivan (LAB).

Attending: Tim Huntingford, Chief Executive; Ian McMurdo, Director of Education and Cultural Services; Eric Walker, Director of Corporate Services; Dan Henderson, Director of Economic, Planning and Environmental Services; David McMillan, Director of Commercial and Technical Services and Stephen Brown, Head of Legal and Administrative Services.

Apologies: Apologies for absence were received from Councillors Mary Collins (LAB), Linda McColl (LAB) and James Bollan (SSP).

Provost Alistair Macdonald in the Chair

RT. HON. DONALD DEWAR MSP, FIRST MINISTER

Before commencing with the business of the meeting, Provost Macdonald, on behalf of the Council, expressed sorrow at the sudden death of Rt. Hon. Donald Dewar MSP, First Minister. The Council then, as a mark of respect, stood in silence for one minute in remembrance.

ORDER OF BUSINESS

In terms of Standing Order 6, Provost Macdonald determined that a presentation from DTZ Debenham Tie Leung and the Co-operative Insurance Society Limited be taken at the beginning of the meeting and that item 6 on the Agenda, a notice of motion by Councillor McCutcheon, be considered at the end of the Agenda.

It was also agreed that, due to their urgent nature, a motion by Councillor White concerning Kvaerner, Clydebank and a report by the Chief Executive on Industrial Action by UNISON, be taken at the end of the meeting. Copies of Councillor White's motion and the report by the Chief Executive were circulated.

JOINT PRESENTATION BY DTZ DEBENHAM TIE LEUNG AND THE CO-OPERATIVE INSURANCE SOCIETY LIMITED

Provost Macdonald welcomed Peter Langley and Estelle Forrester from DTZ Debenham Tie Leung, David Ellis and Steve Chatterson from the Co-operative Insurance Society Limited (CIS) and Andrew Murdoch from Fitzroy Robinson, who had been invited to the meeting to give a presentation to Members on proposals to refurbish the Clydebank Shopping Centre.

Having heard Mr Langley and Mr Murdoch give a brief presentation on the proposals and in answer to Members' questions, Provost Macdonald and other Members of the Council welcomed the proposals and in particular the plan to have all the shopping malls under the cover of a glazed screen.

Following discussion and having heard the Chief Executive, it was noted that a meeting would be arranged with representatives from British Waterways, DTZ Debenham Tie Leung, CIS, and the Council to discuss the proposals in light of the works to be carried out on the Forth and Clyde Canal.

Thereafter, Provost Macdonald thanked everyone who had attended in support of the presentation and thereafter they withdrew from the meeting.

MINUTES OF PREVIOUS MEETINGS

The minutes of meeting of West Dunbartonshire Council held on 27th September 2000 were submitted and approved on the motion of Provost Macdonald, seconded by Councillor Trainer.

Having heard the Chief Executive in answer to Members' questions on Councillor McDonald's motion on Smoking in Council Premises (**volume page 6170/6171 refers**), it was noted that:-

- (a) work was currently ongoing to identify suitable rooms for smoking; and
- (b) a report on the outcome would be submitted to Council in December, but in the meantime a meeting would be held with the Chief Executive and Leaders of the Labour Group and SNP Group to discuss the situation.

MINUTES OF MEETINGS OF COMMITTEES

Tendering Committee – 19th September 2000

The minutes of meeting of the Tendering Committee held on 19th September, 2000 were submitted and approved on the motion of Provost Macdonald, seconded by Councillor Ronald McColl.

Special Environmental Protection and Leisure Services Committee - 19th September 2000

The minutes of meeting of the Special Environmental Protection and Leisure Services Committee held on 19th September, 2000 were submitted and approved on the motion of Councillor Campbell, seconded by Councillor Ronald McColl.

Community Initiatives Committee – 21st September 2000

The minutes of meeting of the Community Initiatives Committee held on 21st September, 2000 were submitted and approved on the motion of Councillor Trainer.

With reference to the item under the heading Vale of Leven Swimming Pool (**volume page 6187 refers**), Councillor McGregor circulated a copy of letter that she had received from the Head of Leisure, Property, Catering and Cleaning Services concerning the issue of accessibility to the swimming pool.

Following discussion, it was agreed that the Director of Commercial and Technical Services should investigate the matter further and seek alternative proposals to address the problems highlighted at the Community Initiatives Committee.

Social Work Committee – 27th September 2000

The minutes of meeting of the Social Work Committee held on 27th September, 2000 were submitted and approved on the motion of Councillor Trainer, seconded by Councillor White.

Housing Committee – 27th September 2000

The minutes of meeting of the Housing Committee held on 27th September, 2000 were submitted and approved on the motion of Councillor Flynn, seconded by Councillor White.

It was noted that the item on the HRA Capital Programme 2000/2001 and 2001/2002 (**volume page 6078 refers**) had previously been approved at the meeting of Council on 27th September, 2000.

Having heard the Chief Executive in answer to Members' questions, it was noted that the report from PriceWaterhouseCoopers on the investigation into the Overpayments of Housing and Council Tax Benefit (**volume page 6201 refers**), had not been finalised and therefore representatives from PriceWaterhouseCoopers had not been invited to this meeting.

It was further noted that the report would be presented to Council as soon as it was complete and that representatives from PriceWaterhouseCoopers would be invited to attend at the time.

Special Planning and Economic Development Committee – 27th September, 2000

The minutes of meeting of the Special Planning and Economic Development Committee held on 27th September, 2000 were submitted and approved on the motion of Councillor White,

seconded by Provost Macdonald, subject to the replacement of the Note of Planning Visitation – 11th September 2000 (**volume page 6211 refers**) with the corrected version, shown as Appendix I to these minutes.

Civic Hospitality Committee – 28th September, 2000

The minutes of meeting of the Civic Hospitality Sub-Committee held on 28th September, 2000 were submitted for information. It was noted that the meeting had been inquorate and had reconvened on 17th October, 2000.

Roads and Technical Services Committee – 28th September, 2000

The minutes of meeting of the Roads and Technical Services Committee held on 11th October, 2000 were submitted and approved on the motion of Councillor Syme, seconded by Councillor White.

Councillor Syme, having made reference to the above being the last meeting of the Roads and Technical Services Committee, took this opportunity to express his thanks and appreciation to all Members and officers who had participated in the work of the Committee.

Following discussion, it was agreed that the Chief Executive would write to Councillor Ronald McColl providing information on the settlement which had been reached with those Council employees (Housing Repairs) whose temporary contracts had been terminated last year together with an explanation of the reasons why the settlement was made out of Court.

Environmental Protection and Leisure Services Committee – 11th October, 2000

The minutes of meeting of the Environmental Protection and Leisure Services Committee held on 11th October, 2000 were submitted and approved on the motion of Councillor Campbell, seconded by Provost Macdonald.

Civic Hospitality – 17th October, 2000

The minutes of meeting of the Civic Hospitality Committee held on 17th October, 2000 were submitted and approved on the motion of Provost Macdonald, seconded by Councillor Geoffrey Calvert.

Appeals Committee – 3rd October, 2000

The minutes of meeting of the Appeals Committee held on 3rd October, 2000 were submitted and noted.

GRANTS TO VOLUNTARY ORGANISATIONS

With reference to the minutes of meeting of Council held on 27th September, 2000 (**volume page 6167 refers**), there was submitted a report by the Director of Corporate Services advising of the situation regarding the consideration of grants to voluntary organisations and making recommendations thereon.

Council agreed that the Grants to Voluntary Organisation Working Group be continued in its present form and that the outstanding applications be considered at the meeting scheduled for 31st October, 2000.

TULLICHEWAN SPORTS PAVILION

In terms of remit from the Environmental Protection and Leisure Services Committee held on 11th October, 2000 (**volume page 6234 refers**), there was submitted a report by the Director of Commercial and Technical Services providing information on the present site location of the Tullichewan Sports Pavilion facility and outlining costs associated with its relocation.

Following discussion, Council agreed:-

- (1) to note that there was no budgetary provision to meet the cost of moving the Pavilion this financial year;
- (2) that, in the meantime, the Director of Commercial and Technical Services should undertake further consultation with users of the Pavilion on ways to improve the safety of the site and investigate any interim actions which would be taken to alleviate the problems; and
- (3) that the matter would be given further consideration when sufficient funding was available.

SCHEME OF ADMINISTRATION

There was submitted a report by the Chief Executive providing further information on the working arrangements of the Executive/Scrutiny System and, in particular, recommending the adoption of a Scheme of Administration for the Council and the new Executive/Scrutiny System.

Following discussion, Council agreed to approve recommendations (a) to (j) of the report subject to the following:-

- (1) Standing Order 2 (f) (i) be amended to read “Such questions must be submitted in writing to the Chief Executive **seven days** before the Council meeting.” as opposed to “seven clear working days”;
- (2) Recommendation (d) – Council agrees to the composition of committees, and appoints the Members and Conveners as detailed in Appendix II to these minutes;

- (3) Recommendation (e) – Council agrees to review the membership of the Statutory Committees at the December meeting of Council;
- (4) Recommendation (g) and (h) be amended to read “paragraph 7.6” as opposed to “paragraph 7.5”; and
- (5) Recommendation (i) – Council agrees that the report on the Standards Committee should be submitted to the December meeting of Council.

Furthermore, Council agreed that the Standing Orders/Remit and Conduct of Committees and Scheme of Delegation be approved subject to any amendments suggested by the Member/Officer Working Group on Council Decision Making Structures, as a result of the proposed amendments submitted by the SNP Group (shown as Appendix III to these minutes). A report on the outcome of the Member/Officer Working Group’s deliberations to be submitted to the next meeting of Council or a Special Meeting as appropriate.

MEMBERS’ SPECIAL RESPONSIBILITY ALLOWANCES

There was submitted a report by the Director of Corporate Services advising of the potential alterations required to Special Responsibility Allowances (SRAs) arising from the transition to the Executive/Scrutiny system and requesting consideration and decision thereon.

Councillor Devine, seconded by Councillor White, moved as follows:-

That the posts identified in Appendix 3 to the Director’s report (shown as Appendix IV to these minutes) should be eligible for SRAs, at the scales shown in the right hand column, subject to the provision that no Member would receive more than one SRA payment.

Furthermore, the level of SRA payable for each post should be equal to the existing national rates as follows:-

Scale 1 - £14,178 Scale 2 - £10,635 Scale 3 - £7,089 Scale 4 - £5,671

By way of an amendment, Councillor Ronald McColl, seconded by Councillor McLaughlin, moved as follows:-

That the level of SRA payable for each post should be equal to the existing national rates, but that the following amendments be made to the list of posts identified in Appendix 3 to the Director’s report:-

Chair of Community Initiatives Committee	-	Scale 3
Chair of Planning (Regulatory)	-	Scale 3
Chair of Licensing (Regulatory)	-	Scale 3
Chair of Licensing Board (not shown on list)	-	Scale 4
Chair of Joint Consultative Forum	-	No SRA

On a vote being taken, seven Members voted for the amendment and twelve for the motion which was declared carried.

SUPPORT FOR THE COSTS OF DEVELOPING PUBLIC PRIVATE PARTNERSHIP PROJECTS FOR SCHOOL BUILDINGS

There was submitted a report by the Chief Executive seeking approval for the submission of a bid to the Scottish Executive for funding to investigate the feasibility of a Public Private Partnership (PPP) approach to the funding of capital projects for West Dunbartonshire schools.

Councillor McCafferty, seconded by Councillor White, moved that the recommendation of the report be approved as follows:-

Council agrees to approve the bid for funding from the Scottish Executive for support for the costs of developing PPP projects for school buildings in West Dunbartonshire.

Councillor McColl, seconded by Councillor McGregor, moved as follows:-

We acknowledge the previously adopted position of the administration on PPP or, as previously termed, PFI and note with concern that the grants referred to in the communication of 15 September 2000 from the Scottish Executive are predisposed to the development of PPP for school buildings. There needs to be detailed assessment of the condition of the fabric of schools in West Dunbartonshire and any grant funding that will facilitate this would be welcome whether carried out jointly with neighbouring authorities or solely be this authority. While it is universally accepted that PPP is not the cheapest or most economic method of financing the restoration of our schools to a condition consistent with modern building standards or with the demand of a 21st Century curriculum, we support the application with the pre-requisites that the Council's previous position on PPP is maintained, and the administration actively seeks alternatives such as the Scottish Public Services Trusts as developed by the SNP.

On a vote being taken, seven Members voted for the amendment and twelve for the motion which was declared carried.

MANAGEMENT REVIEW – NET SAVINGS

There was submitted a report by the Director of Corporate Services providing details of the net savings arising from the Management Review.

Following discussion and having heard the Chief Executive and Director of Corporate Services in answer to Members' questions, the Council agreed:-

- (1) to note that an up-to-date telephone directory, which reflected all the staff changes arising from the Management Review, would be issued to all Members and staff in the near future; and

- (2) otherwise to note the terms of the report.

DISCRETIONARY RELIEF FROM NON-DOMESTIC RATES – HARDSHIP

There was submitted a report by the Director of Corporate Services recommending a policy for dealing with applications for relief from Non-Domestic Rates under Section 156 of the Local Government (Scotland) Act 1994.

Council agreed to adopt the procedures as detailed within the report, whereby the Director of Corporate Services will forward hardship relief applications to Council for consideration.

REVISION OF NON-HRA CAPITAL EXPENDITURE PLAN 2000/2001

There was submitted a report by the Director of Corporate Services on the draft revisions to the 2000/2001 Capital Plan in respect of Non-HRA Projects and advising of an additional capital allocation from the Scottish Executive. An amended copy of the report was circulated at the meeting.

The Director of Corporate Services explained that the revised budget figures for St. Stephen's Primary School and the replacement wall at Hunter's Avenue had appeared in the original report in error and had been removed from the amended report.

Having heard the Director in answer to Members' questions, Council agreed:-

- (1) to approve the terms of the report and the revised Capital Plan as detailed in Appendix V to these minutes;
- (2) to make a contribution of £70,000 to the Loch Lomond and the Trossachs Interim Committee; and
- (3) to apply for a variation to the gross allocation for 2000/2001, as detailed in paragraph 3.3 of the report.

PRICEWATERHOUSECOOPERS FINAL REPORT TO MEMBERS 1998/99

There was submitted a report by the Director of Corporate Services providing an update on the implementation of the recommendations contained in the External Auditor's Final Report 1998/99.

Having heard the Director of Corporate Services in answer to Members' questions, Council agreed:-

- (1) to note that work on the Disaster Recovery Plan (as referred to in 4.04 of the External Auditor's Action report) was underway and that a report would be submitted to Council or appropriate Committee as soon as possible; and
- (2) otherwise to note the terms of the report.

REVISED ANNUAL LEAVE ENTITLEMENTS – LOCAL GOVERNMENT EMPLOYEES, CRAFT OPERATIVES AND CHIEF OFFICERS

There was submitted a report by the Director of Corporate Services requesting approval for the adoption of revised terms of employment in respect of annual leave entitlement.

Council agreed to approve the revised annual leave entitlements for Local Government Employees, Craft Operatives and Chief Officers with implementation with effect from 1 October, 2000 as detailed in Appendix VI to these minutes.

REVISED CAR AND CYCLE ALLOWANCES SCHEME

There was submitted a report by the Director of Corporate Services requesting approval of a revised Car and Cycle Allowances Scheme for Council Officers.

Councillor Devine advised that an Appeal against the approval of the aforesaid scheme had been considered by the Appeals Committee on 24th October 2000 and that the Appeal had not been upheld.

Councillor Devine, seconded by Councillor White, moved as follows:-

That this Council approves the revised Car and Cycle Allowances Scheme as detailed in Appendix VII to these minutes, with effect from 1st November 2000.

By way of an amendment, Councillor McColl, seconded by Councillor Robertson, moved as follows:-

That this matter be continued and referred to the Scrutiny Committee for consideration.

On a vote being taken, seven Members voted for the amendment and twelve for the motion which was declared carried.

SCOTTISH EXECUTIVE “MAKE OUR COMMUNITIES SAFER” CHALLENGE COMPETITION 2001/2002

There was submitted a report by the Director of Economic, Planning and Environmental Services seeking retrospective approval for outline bids in respect “Make Our Communities Safer” Challenge Competition 2001/2002, which were submitted to the Scottish Executive on 20th October, 2000.

Council agreed to homologate the decision to submit the bids referred to within the report to the Scottish Executive Challenge Competition 2001/2002.

LOCAL TRANSPORT STRATEGY 2001 – 2004

There was submitted a report by the Director of Commercial and Technical Services inviting the Council to endorse the Local Transport Strategy Document 2001 – 2004 and seeking approval for it to be forwarded to the Scottish Executive. It was noted that the aforesaid Document had been circulated separately to elected members.

Having heard Councillor Syme, Council agreed that the recommendations of the report (shown as (a) or (c) below) be approved subject to greater emphasis being placed on improved transportation to health facilities and an annual review of the strategy in consultation with community groups.

- (a) to endorse the Local Transport Strategy Document 2001 – 2004 as referred to within the report;
- (b) to approve that the aforesaid document be forwarded to the Scottish Executive; and
- (c) otherwise to note the contents of the report.

DISABILITY ISSUES

There was submitted a report by the Director of Commercial and Technical Services advising of the progress being achieved in the development of Disability Issues within West Dunbartonshire Council.

Having heard Councillor Trainer, Council agreed:-

- (1) that the current Central Repairs Budget 2000/2001 be reallocated to ensure that Priority 1 works as identified within the report be implemented within the current financial year;
- (2) to note that the funding of Priority 2 and 3 works, as identified within the report, would be considered as part of future Capital Programmes; and
- (3) to note the progress being made in addressing the legislative requirements of the Disability Discrimination Act.

NOMINATION TO THE BOARD OF SCOTTISH ENTERPRISE DUNBARTONSHIRE

There was submitted a letter from Scottish Enterprise Dunbartonshire inviting the Council to nominate a replacement representative to the above Board, following the recent resignation of Councillor Anthony Devine.

Council agreed that Councillor Connie O'Sullivan be nominated to serve as this Council's representative on the Scottish Enterprise Dunbartonshire Board.

COSLA FORUM ON DRUGS

Council agreed that Councillor McGregor should serve on the COSLA Forum on Drugs.

SCOTTISH HAZARDS CAMPAIGN GROUPS

There was submitted correspondence from the Scottish Hazards Campaign Group requesting sponsorship for the third Scottish Hazards Conference to be held on Saturday 4th November, 2000.

Council agreed to award the group the sum of £100 towards the cost of the above conference and that any Member wishing to attend should contact the Chief Executive.

SEMINAR – EU URBAN POLICY – THE GROWING AGENDA

Council agreed to homologate the attendance of Councillor Linda McColl at the Seminar on EU Urban Policy – The Growing Agenda, which was held on Thursday 5^h October, 2000.

NOTICE OF MOTION

A motion received from Councillor McCutcheon was submitted in the following terms:-

This Council notes with concern the distress that has been caused to many families by the policy of Health Trusts to retain organs without having obtained consent from next of kin or the patients themselves.

Further, this council supports the requests made by the families to have a public enquiry into this scandal. In supporting this motion we also seek the support of all other local authorities in Scotland to take this stance.

The motion was seconded by Councillor Daniel McCafferty.

Having heard Councillor Calvert, Councillor McCutcheon agreed that the reference to a “public enquiry” be amended to read “independent inquiry”. Thereafter, Council unanimously approved the above motion, as amended.

URGENT ITEM – MOTION BY COUNCILLOR ANDREW WHITE

On the motion of Councillor White, seconded by Councillor Ronald McColl, the Council unanimously approved the undernoted motion:-

This Council demands an urgent and committed response by the Scottish Executive to support the workers of Kvaerner Clydebank, which will ensure assistance and support for those workers.

This Council recognises the support of the Shop Stewards for the current contract between Newco and GEC, which secures work for the factory.

However, this Council is alarmed to note that there is no solution to the problem of liability for any possible contamination of the land. A deadline of 31/10/00 has been set for a solution or else the sale will fall through.

This council therefore calls on the Scottish Executive to meet with representatives of the workforce, Newco and Scottish Enterprise Dunbartonshire, at once, to agree a support package including Regional Selective Assistance (RSA) that saves this sale and safeguards the workforce.

INDUSTRIAL ACTION BY UNISON

There was submitted a report by the Chief Executive providing information on the ongoing industrial action by UNISON members and requesting that the Chief Executive be granted certain delegated powers.

Following discussion and having heard the Chief Executive in answer to Members' questions, Council agreed to delegate authority to the Chief Executive, for the duration of the industrial dispute, to reschedule the date, time and place of Council and Committee meetings in consultation with the Group Leaders and relevant Convener.

The meeting closed at 9.15 p.m.

PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE

NOTE OF PLANNING VISITATION – 11th SEPTEMBER 2000

Present: Councillor Ronald McColl.

Attending: Alasdair Gregor, Manager of Planning and Development and Lorraine Beveridge, Administrative Assistant, Legal and Administrative Services.

Apologies for absence: Apologies for absence were intimated on behalf of Councillors Andrew White (LAB) and Connie O’Sullivan (LAB).

SITE VISIT

The Committee undertook a site visit in connection with the following:-

Planning Application WP00/135 – Main Street, Jamestown – Erection of residential development (86 units) (full) – Applicant: Turnberry Homes Ltd.

Appendix 1 Committee Membership and ConvenershipsScrutiny Committee

(9 Members – 5 Labour, 4 Opposition)

(Chairperson to be a member of the Opposition)

Linda McColl
 Mary Campbell
 Mary Collins
 Geoff Calvert
 James McCallum

Regulatory Committees (Planning & Licensing)

(6 Members – 4 Labour, 2 Opposition)

Geoff Calvert (Chair of Planning)
 Mary Campbell (Chair of Licensing)
 John Syme
 Alistair Macdonald

Community Initiatives Committee

(6 Members – 4 Labour, 2 Opposition)

Linda McColl (Chair)
 Mary Collins
 John Syme
 James McCallum

Joint Consultative Forum

(6 Members – 4 Labour, 2 Opposition)

James McCallum (Chair)
 Connie O'Sullivan
 John Syme
 James Flynn

Licensing Board

(10 Members – 6 Labour, 4 Opposition)

Alistair Macdonald
 Mary Campbell
 John Syme
 Duncan McDonald
 Mary Collins
 Linda McColl

The Executive

(7 Labour Members)

Andy White, Leader
 John Trainer, Depute Leader
 Tony Devine, Corporate Services
 Connie O'Sullivan, EPES
 James Flynn, Social Work and Housing
 Duncan McDonald, CATS
 Danny McCafferty, Education and Cultural Services

Standing Order Amendments:

6 g) add the following to the end of the paragraph:

“or make a decision”

6 h): To revoke or amend a previous decision of the council after a period of six months subject to standing order 18 k)

Order 17b) Add to end of paragraph the words “to the public gallery”

Order 25: Remitting with powers: Change the word information to homologation.

Order 31 d): Omit the words “**If any**”

Order 36: Omit bullet point one.

Order 37 3): Alter expenditure limits to read: “all item of expenditure between £15,000 and £50,000 which have authorised under delegated powers”

Order 39: add to the end of the line: “without the prior written consent of the council”

Order 41 a): change line to read:

“Estimated expenditure means the total expenditure incurred over the duration of the contract including all finance and other charges. Officers who are authorised to enter contracts between £15,000 and £50,000 will be required to put them out to tender if practicable, and will also comply with these Contracts Standing Order in all other respects.”

Order 42 c) add bullet IV):

“Or any Councillor in the presence and under the guidance of an officer from Legal and Admin”

Order Part II Officers Biii): Change to:

“In the event that such powers are required to be exercised the Chair of the Scrutiny Committee will be informed before implementation of such power, and a report will be submitted to the next appropriate committee for noting.

Members' Special Responsibility Allowances
Potential Posts and SRAs for Consideration from November 2000

<u>Responsibility</u>	<u>Scale</u>
Leader of the Council	1
Provost	1
Depute Leader	2
Depute Provost	2
Portfolios - Corporate Services	2
Education & Cultural Services	2
Social Work & Housing Services	2
Economic, Planning & Environmental Services	2
Chair of Scrutiny Committee	2
Chair of Community Initiatives Committee	2
Chair of Joint Consultative Forum (or Vice Chair where appropriate)	2
Chair of Planning (Regulatory)	2
Chair of Licensing (Regulatory)	2

Note - Total number of SRAs is 14.

WEST DUNBARTONSHIRE COUNCIL
2000/01 GENERAL SERVICES CAPITAL PROGRAMME
FORECAST RESOURCES

	£'000	
Gross Allocation	4,502	**
Additional Allocation - Our Lady & St Pat's HS	750	
Car Loan Repayments	10	
Potential Additional Receipts	350	
	<u>5,612</u>	

** This figure excludes the following -

Faifley/Baillieston Bus Corridor	225
New Deal for Schools	550
Safer Routes to Schools	98
	<u>873</u>

WEST DUNBARTONSHIRE COUNCIL

2000/2001 GENERAL SERVICES CAPITAL PROGRAMME

PROPOSED ADJUSTMENTS AT OCTOBER 2000

	Original Budget £'000	Revised Budget £'000	Increase/ (Decrease) £'000	Total Increase/ (Decrease) £'000
ADJUSTMENT TO REVISED 2000/01 PROGRAMME				
EDUCATION				
St Mary's PS, Duntocher – Modernisation	435	423	(12)	
St Kessog's PS – Heating	140	145	5	
St Martin's PS – Roof replacement (PH2)	40	15	(25)	
Braehead PS – Asbestos removal	22	17	(5)	
Kilpatrick School – Insurance excess	0	50	50	
Our Lady & St Pat's HS – Cladding repairs	300	500	200	
St Michael's PS – Reconstruct retaining wall	0	25	25	
Christie Park PS – Reinstate ceiling	0	10	10	
Bonhill PS – Reinstate roof	0	15	15	
Various Retentions	100	69	(31)	
ECONOMIC, PLANNING & ENVIRONMENTAL SERVICES				
Economic Services				
Erskine Ferry Road Bridge	25	18	(7)	
Millennium Link – Trafalgar Street Bridge	0	20	20	
COMMERCIAL & TECHNICAL SERVICES				
The Play Drome – Structural Defects	0	105	105	
Upgrade Internal/External Signage at Leisure Centres	0	10	10	
Implementation of Requirements to Meet Statutory Legislation Relating to Leisure Facilities	0	65	65	
Clydebank Crematorium – Reline cremator	0	15	15	
Installation of Street Lighting Columns at Mountblow Road	0	45	45	
OTHER SERVICES				
Valuation Joint Board	0	11	11	
			<hr/>	496
		C/Fwd	<hr/>	496

	Increase/ (Decrease) £'000	Total Increase/ (Decrease) £'000
B/Fwd		496
COMMITMENTS FROM 1999/2000		
CORPORATE SERVICES		
LEGAL & ADMIN.		
Clydebank Town Hall	14	
I.S.		
Fire Detection/Prevention	5	
Corporate Networking	2	
Year 2000	52	
EDUCATION		
Glenhead CE Centre	40	
Our Holy Redeemer PS – Heating/Ventilation investigation	6	
Dumbarton Academy – Gym	5	
Ladyton PS	7	
Reactive Health & Safety Budget	20	
Library Automation	37	
ECONOMIC, PLANNING & ENVIRONMENTAL SERVICES		
Mitchell Way Env. Improvements	10	
Lomond Industrial Estate	1	
Lift at Bridge Street	10	
Various Retentions	7	
COMMERCIAL & TECHNICAL SERVICES		
Denny Civic Theatre – Retention	5	
Bridge Street – Refurbishment	16	
Flood Prevention	11	
Road Safety/Traffic Calming	10	
		258
NET ADJUSTMENT REQUIRED		
		754

WEST DUNBARTONSHIRE COUNCIL
2000/2001 GENERAL SERVICES CAPITAL PROGRAMME
PROPOSED PROGRAMME AS AT OCTOBER 2000

SUMMARY	Department Total
	£'000
CORPORATE SERVICES	369
EDUCATION AND CULTURAL SERVICES	3,127
SOCIAL WORK AND HOUSING	97
ECONOMIC, PLANNING & ENVIRONMENTAL SERVICES	710
COMMERCIAL AND TECHNICAL SERVICES	597
OTHER SERVICES	11
GENERAL	905
TOTAL	5,816
LESS – PROVISION FOR ANTICIPATED SLIPPAGE	200
	5,616

WEST DUNBARTONSHIRE COUNCIL

2000/2001 GENERAL SERVICES CAPITAL PROGRAMME

	Project Cost 2000/01 £'000	Department Sub Total 2000/01 £'000	Department Total 2000/01 £'000
CORPORATE SERVICES			
Legal and Admin.			
Central Buildings/Municipal Buildings C'bank & D'ton -			
Installation of Loop System in Council Chambers (Dumbarton & Clydebank) and Committee Room 2, Dumbarton Clydebank Town Hall	9 14		
		23	
Corporate Policy/PR			
CCTV – Balloch Road			33
Information Services			
I.S.			
Year 2000 – Final phase	172		
Saffron Interfaces	4		
Capitalised Salaries	70		
Fire Detection/Prevention	5		
Corporate Networking	2		
Departments			
Contract Services			
Cleaning, Cleansing & Grounds Maint. System	60		
		313	
CORPORATE SERVICES TOTAL		369	
EDUCATION AND CULTURAL SERVICES			
Education -			
St Mary's PS, Duntocher – Modernisation	423		
St Stephen's PS – New build	1,590		
St Kessog's PS – Heating	145		
Clydebank HS – Windows	50		
St Mary's PS, Alexandria – Windows	40		
St Martin's PS – Roof replacement PH2	15		
Fire Exit Signs PH2	28		
Braehead PS – Asbestos removal	17		
Our Lady & St Pat's HS – Cladding Repairs (PH 1)	500		
Kilpatrick School – Insurance Excess	50		
Glenhead CE Centre	40		
OHR PS – Heating/Ventilation Investigation	6		
Dumbarton Academy – Gym	5		
Ladyton PS	7		
St Michael's PS – Reconstruct retaining wall	25		
Christie Park PS – Reinstate ceiling	10		
Bonhill PS – Reinstate Roof	15		
Reactive Health & Safety Budget	20		
Various Retentions	69		
		3,055	
Library Services -			
Library Automation – Phase 3			72
EDUCATION AND CULTURAL SERVICES TOTAL		3,127	
	C/Fwd		3,496

	Project Cost 2000/01 £'000	Department Sub Total 2000/01 £'000	Department Total 2000/01 £'000
B/Fwd			3,496
SOCIAL WORK AND HOUSING			
Social Work			
Glen Ave./Carmona Drive, Haldane – Relocation of Offices	30		
Kitchen Upgradings – Various retentions	12		
Frank Downie Day Care – Improvement Works	45		
Miscellaneous Retentions	10		
		97	
Housing			
			97
SOCIAL WORK AND HOUSING TOTAL			
ECONOMIC, PLANNING & ENVIRONMENTAL SERVICES			
Economic Services			
Purchase of Shops at 29-35 Queen Mary Ave., C'bank	150		
Forth & Clyde Canal Millennium Link - Guarantee	94		
Trafalgar Street Bridge	20		
Erskine Ferry Road Bridge	18		
Mitchell Way Environmental Improvements	10		
Lomond Industrial Estate	1		
Lift at Bridge Street	10		
Various Retentions	7		
		310	
Planning			
Care & Repair Admin. Costs	35		
Care & Repair Grants	80		
Medical Grants	103		
General/Repair Grants	50		
HRA Related Grants	132		
		400	
ECONOMIC, PLANNING & ENVIRONMENTAL SERVICES TOTAL			
			710
C/Fwd			4,303

	Project Cost 2000/01 £'000	Department Sub Total 2000/01 £'000	Department Total 2000/01 £'000
B/Fwd			4,303
COMMERCIAL AND TECHNICAL SERVICES			
Leisure Management			
Balloch Castle Country Park		70	
The Play Drome – Structural defects		105	
Upgrade Internal/External Signage at Leisure Centres		10	
Implementation of Requirements to Meet Statutory Legislation Relating to Leisure Facilities		65	
Denny Civic Theatre – Retention		5	
Bridge Street – Refurbishment		16	
Burial Grounds & Crematorium			
Clydebank Crematorium – Reline cremator		15	
Roads			
Flood Prevention		95	
Road Safety/Traffic Calming		11	
Installation of Street Lighting Columns at Mountblow Road		45	
Slippage/Retention (Various projects)		10	
Technical Services			
Capitalised repairs		150	
COMMERCIAL AND TECHNICAL SERVICES TOTAL		<hr/>	597
OTHER SERVICES			
Valuation Joint Board		11	
		<hr/>	11
GENERAL			
Architect's Fees		710	
Planning Salaries		90	
Central Support Costs		105	
		<hr/>	905
TOTAL		<hr/> <hr/>	5,816



Local Government Employees, Craft Employees, Chief Officers

Proposed Annual Leave Entitlements (w.e.f. 1/10/00)

1. ANNUAL LEAVE

- 1.1 For the purpose of these provisions the Council's leave year is 1st April to 21st March, all leave must be taken within the period 1st April of the year to which it relates and 30th April of the following year. Any leave not taken by 30th April will be forfeited.

An employee who will have completed less than one year's *continuous* service with the Council as at 31st March shall be entitled to a proportionate annual leave for each completed month of service and, in addition, an employee transferred from another local authority shall (on request) be granted leave of absence without pay at the normal holiday period equal to the period for which payment in lieu of holidays was made by the previous authority in terms of Clause 1.7.

- 1.2 Employees should agree annual leave with the designated supervisor/manager and thereafter submit a written request to the Head of Service on the appropriate form giving reasonable notice of the leave desired.

Note:

It is a policy of the Council that a record of entitlement to leave taken must be displayed in a prominent place in each office to enable staff to plan leave to ensure that the smooth operation of departments is not disrupted and to facilitate the control of leave.

There are no annual leave provisions for nursery employees in nursery schools and classes, it being understood that such employees employed full-time should be available for work for 195 days in any year, of which 190 days shall be days on which pupil contact will be required.

1.3 Annual Leave will be granted as follows:-

Less than 1 years' service by 1 st April	-	20 days
1 years' service by 1 st April	-	21 days
2 years' service by 1 st April	-	22 days
3 years' service by 1 st April	-	23 days
4 years' service by 1 st April	-	24 days
5 years' service by 1 st April	-	25 days
6 years' service by 1 st April	-	26 days
7 years' service by 1 st April	-	27 days
8 years' service by 1 st April	-	28 days
9 years' service by 1 st April	-	29 days
10 years' service by 1 st April	-	30 days

For service of less than 1 year, the entitlement will be calculated, on a pro-rata basis as follows:-

ANNUAL LEAVE ENTITLEMENT											
Completed* Months of Continuous Service in Current leave year	20 days	21 days	22 days	23 days	24 days	25 days	26 days	27 days	28 days	29 days	30 days
1	2	2	2	2	2	2	2	2	2	2	3
2	3	4	4	4	4	4	4	4	5	5	5
3	5	5	6	6	6	6	6	7	7	7	8
4	7	7	7	8	8	8	9	9	9	10	10
5	8	9	9	11	10	10	11	11	12	12	13
6	10	11	11	12	12	13	13	14	14	15	15
7	12	12	13	13	14	15	15	16	16	17	18
8	13	14	15	15	16	17	17	18	19	19	20
9	15	16	17	17	18	19	20	20	21	22	23
10	17	18	18	19	20	21	22	23	23	24	25
11	18	19	20	21	22	23	24	25	26	27	28

*A “complete month” means the period between a date in one month and the immediately preceding date in the following month (e.g. 15th February to 14th March inclusive).

Annual leave is calculated either in terms of days or hours worked. Employees will be entitled to leave with pay in proportion to the number of days worked per week, or on a pro rata hours basis for those with variable working days.

e.g. Employees with more than 5 years continuous service who work:-

35 hours per week over 5 days	5/5ths of 25 = 25 (5 working weeks)
35 hours per week over 4 days	4/5ths of 25 = 20 (5 working weeks)
20 hours per week over 5 days	5/5ths of 25 = 25 (5 working weeks)
20 hours per week over 3 days	3/5ths of 25 = 15 (5 working weeks)

An employee who leaves the service of the Council, for any reasons other than dismissal for misconduct, will be granted, prior to leaving, any proportion of annual leave due, as per the above table. If, however, at the request of the Council or through unavoidable circumstances such leave cannot be granted, the employee will be paid an allowance in lieu.

Note:

Wherever possible Heads of Service should ensure that the proportion of annual leave due by the date of termination has been taken by the employee prior to leaving the service. Only in exceptional circumstances will payment in lieu be made. In the case of employees retiring at the compulsory retirement date (i.e. 65 years of age) it is essential that leave due is taken prior to the date of retirement since no payment can be made beyond that date.

- 1.4 For the purpose of Annual Leave, Sick Pay and Maternity Leave, reckonable service shall be assessed as continuous service with any local authority listed in the Redundancy Payments (Local Government) (Modification) Order 1983 and subsequent Amendment Orders thereto (refer Schedule 24).
- 1.5 Where an employee returns to local government service following a break for maternity reasons they will be entitled to have previous service taken into account in respect of the sickness and maternity schemes provided that the break in service does not exceed eight years and that no paid employment has intervened. For the purpose of the calculation of entitlement to annual leave the eight years time limit does not apply provided that no paid employment has intervened.
- 1.6 Employees and managers must ensure that leave is taken fairly throughout the year and not accumulated to the end of the leave year, unless by prior agreement.
- 1.7 The leave granted at the normal holiday period should be reckoned on the assumption that an employee will remain in service until the end of the leave year, if an employee leaves the service before that date any necessary adjustments will be made in the balance of salary payable at the date of leaving.
- 1.8 In the event of sickness absence coinciding with any period of annual leave an employee should be regarded as being on sick leave from the date of a doctor's statement and shall on return to duty be allowed at the convenience of the Council the holidays with pay.

- 1.9 Public holidays coinciding with paid sickness absence will not be carried forward and payment in lieu will not be permitted.
- 1.10 Where an employee has been absent through illness for a period exceeding 13 weeks annual leave shall be granted in an amount equal to the period of actual service given during the leave year.
- 1.11 Where an employee has been absent on maternity or adoption leave, the period of absence will not affect the length of the employee's annual leave entitlement in the leave year(s) in which the maternity/adoption leave falls.
- 1.12 The personal representatives of an employee who dies in service will be paid an allowance in lieu of any holidays which had accrued to the deceased employee at the date of death.
- 1.13 Part-time or job sharing employees will be entitled to annual leave, with pay, in proportion to their shorter working hours.
- 1.14 In determining the normal pay of an employee during annual leave the Council shall include contractual overtime and allowances.

2. PUBLIC HOLIDAY

- 2.1 In addition to annual leave, all employees will be granted 12 public holidays. Public Holidays are granted only if an employee would ordinarily be expected to work that day.

First 2 working days of the New Year
Good Friday
Easter Monday
First Monday in May
Last Friday and Monday in May
Third Monday in July
Last Friday and Monday in September
Christmas Day (or next working day)
Boxing Day (or next working day)

Employees who work in schools, term time and residential establishments will have public holidays set in accordance with the arrangements in the establishment.

A public holiday falling within a period of annual leave shall not count as part of that annual leave.

Where a public holiday coincides with a rest day or free day the day shall be treated as a public holiday with pay and in addition a substitute rest day or free day shall be given by arrangement.

For employees engaged on a night/shift working the public holiday shall be defined as that complete shift which commences on the eve of the designated public holiday and which ends on the day of the designated holiday.

2.2 Part-time/Part Week Employees

Public Holiday Entitlement is proportionate to the number of days worked per week as follows:-

No. of Days Worked per week	Pro Rata Public Holiday Entitlement
1	2
2	5
3	7
4	10
5	12

2.2.1 Where the pro rata entitlement is more than the number of days which would actually accrue in the leave year then the difference should be added to the employee's annual leave entitlement.

2.2.2 Where the pro rata entitlement is less than the number of days which would actually accrue in the leave year then the difference should be deducted from the employee's annual leave entitlement.

For broken service in a leave year any public holidays due are taken as they accrue. However, as with annual leave, any additional leave arising from the calculation at Clause 2.2.1 will be pro-rata.

Note:

Details of the date of public holidays will be issued each year to departments by Personnel Services and these dates will be prominently displayed on notice boards.



CAR AND CYCLE ALLOWANCES FROM 1st NOVEMBER 2000

1. CAR ALLOWANCES

1.1 Authorised Car User Status:

Employees authorised by the Council to use their own vehicles for official business shall be classified as an Authorised User and become entitled to allowances subject to the following conditions:-

1.2 Conditions

Allowances shall not be payable in respect of normal journeys between an employee's home and place of business. The rates payable shall be those determined by the Inland Revenue.

Appropriate records must be kept of all official journeys.

Payment of car allowances will normally be restricted to travel within the Council area. Directors may authorise claims for journeys outwith the Council area but within Scotland in appropriate circumstances. For journeys outwith the Council area where the use of public transport would represent a reasonable alternative, payment shall be the Council's public transport rate.

The employee's insurance policy, which can be either "full comprehensive" or "third party, fire and theft" must contain a clause indicating they are covered for using their car in connection with the business of their employer.

All parking fees, ferry dues, bridge tolls, etc., will be reimbursed in respect of authorised business.

2. MOTOR CYCLE ALLOWANCES

Employees authorised by the Council to use their own motor cycle for official business journeys shall be entitled to allowances subject to conditions in paragraph 1.2.

3. BICYCLE ALLOWANCE:

Employees authorised by the Council to use a bicycle for official business journeys should be entitled to an allowance subject to the conditions in paragraph 1.2. This allowance is payable subject to journeys being prior approved in respect of journey duration and the impact upon productive time.

4. GENERAL

Each departmental Director shall arrange to keep a record for each employee of the accumulated mileage for the year. As allowances are those prescribed by the Inland Revenue they are not liable to personal taxation.

5. ALLOWANCES

5.1 Authorised User:

Per mile – first 4,000 miles	40p
Per mile – over 4,000 miles	22.5p
Petrol Element	6.7p
Amount of VAT per mile in petrol element	0.9976p

5.2 Public Transport Car Mileage Rate 12.6p

5.3 Motor Cycle Allowances

	<u>Not Exceeding 150cc</u> <u>(w.e.f. 1.4.99)</u>	<u>Exceeding 150cc</u> <u>(w.e.f. 1.4.99)</u>
First 1,500 miles a year	16.0p	16.4p
thereafter	12p	12p

5.4 Bicycle Allowance

A rate of 12p per mile.