

## **CORPORATE SERVICES COMMITTEE**

At a Meeting of the Corporate Services Committee held in the Civic Space, Council Offices, 16 Church Street, Dumbarton on Wednesday, 22 May 2019 at 2.00 p.m.

**Present:** Councillors Jim Brown, Ian Dickson, Diane Docherty, Caroline McAllister, David McBride, Jonathan McColl, Iain McLaren, Lawrence O'Neill and Martin Rooney.

**Attending:** Joyce White, Chief Executive; Angela Wilson, Strategic Director – Transformation and Public Service Reform; Peter Hessel, Strategic Lead – Regulatory; Stephen West, Strategic Lead – Resources; Malcolm Bennie, Strategic Lead – Communications, Culture & Communities; Victoria Rogers, Strategic Lead – People & Technology; Laura Mason, Chief Education Officer; Annabel Travers, Procurement Manager; Stephen Daly, Citizen and Digital Manager and Craig Stewart, Committee Officer.

**Apologies:** Apologies for absence were intimated on behalf of Councillors Jim Finn, Daniel Lennie and 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**

It was noted that there were no declarations of interest in any of the items of business on the agenda.

### **MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Corporate Services Committee held on 13 February 2019 were submitted and approved as a correct record.

## **MINUTES OF JOINT CONSULTATIVE FORUM 14 MARCH 2019**

The Minutes of Meeting of the Joint Consultative Forum held on 14 March 2019 were submitted for information and, where necessary, ratification.

### **OPEN FORUM**

The Committee noted that no open forum questions had been submitted by members of the public.

### **VARIATION IN ORDER OF BUSINESS**

After hearing Councillor Dickson, Chair, the Committee agreed to vary the order of business as hereinafter minuted.

### **HOLIDAY HUNGER FUND**

A report was submitted by the Chief Education Officer:-

- (a) informing of plans to reduce holiday hunger across West Dunbartonshire; and
- (b) informing of the governance regarding allocation, spend and impact of projects and funding.

After discussion and having heard the Chief Education Officer in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note authority wide plans by partners to reduce holiday hunger; and
- (2) to note ways in which the fund would be administered and governed.

### **PROCUREMENT ANNUAL REPORT**

A report was submitted by the Strategic Lead - Resources providing details of regulated procurement during the period 1 April 2018 to 31 March 2019 and planned regulated procurement processes to 2020/21 and requesting approval of the Procurement Annual Report for publication.

After discussion and having heard the Strategic Director and relevant officers in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the information in relation to regulated procurement;
- (2) to note the update on levels of compliant spend; and

- (3) to approve the Procurement Annual Report for publication.

### **STRATEGIC DELIVERY PLANS 2019/20**

Reports were submitted by the four Strategic Leads presenting their 2019/20 Delivery Plans for the following service areas:-

- (a) Communications, Culture & Communities
- (b) People & Technology
- (c) Regulatory
- (d) Resources

After discussion and having heard the Strategic Leads in further explanation of their respective reports and in answer to Members' questions, the Committee agreed:-

- (1) to note the 2019/20 Delivery Plans; and
- (2) to note the progress made on delivery of the 2018/19 plans.

### **UPDATE OF VOLUNTARY GRANTS 2018/19 AND 2019/20**

A report was submitted by the Strategic Lead – Resources providing an update of the voluntary grants approved by WDCVS in 2018/19 in respect of Community Chest, Playscheme, Cultural, and Social Transport Support Funding Grants. The report also provides information on the position regarding the Dumbarton Common Good Fund and the Provost's Fund.

After discussion and having heard the Strategic Lead in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the position of the grants paid out by WDCVS, Dumbarton Common Good and the Trust Funds in 2018/19;
- (2) that an Elected Members' Briefing Note be prepared giving information on the applications that had been submitted to the Provost's Fund in 2018/19, including information on any application(s) that had been declined; and
- (3) to approve the transfer of £2,380.02 from the 2019/20 grants budget to the Provost's Fund to reinstate the level to £3,000.

### **BI-ANNUAL WORKFORCE MONITORING REPORT (1 OCTOBER 2018 – 31 MARCH 2019)**

A report was submitted by the Strategic Lead – People & Technology providing workforce monitoring information relating to October 2018 – March 2019.

The Committee agreed to note the content of the report.

## **COUNCIL WORKFORCE PLAN 2017-2022: ANNUAL ACTION PLAN 2019/20**

A report was submitted by the Strategic Lead – People & Technology advising on the Council's workforce planning activity for 2019/20.

The Committee agreed:-

- (1) to note progress during 2018/19 in delivering against the Council Workforce Plan;
- (2) to note the workforce profile as at 1 April 2019 and the key changes;
- (3) to note the planned actions for 2019/2020; and
- (4) to note that the Delivery Plans for each service would include workforce annual action plans.

## **EMPLOYEE WELLBEING: ATTENDANCE MANAGEMENT ANNUAL UPDATE 2018-2019**

A report was submitted by the Strategic Lead – People & Technology providing detailed analysis on employee wellbeing and annual attendance performance for 2018/19.

After discussion and having heard the HR Business Partner People & Technology in further explanation of the report and in answer to Members' questions, the Committee agreed to note the following annual findings for reported absence in 2018/19:-

- (1) The increase in annual sickness absence of 462.19 FTE days lost compared to the previous year for the Strategic Lead areas covered by Corporate Services Committee; and
- (2) The increase in Council wide annual sickness absence of 2932.45 FTE days lost compared to the previous year.

## **EQUALITY OUTCOMES & MAINSTREAMING REPORT 2017-2021 - PROGRESS**

A report was submitted by the Strategic Lead – Communications, Culture & Communities providing a midterm progress report on delivery of the Equality Outcomes and Mainstreaming Report for 2017-2021 approved in April 2017.

The Committee agreed to note the progress made in delivery of the Equality Outcomes over the period 2017-19

The meeting closed at 3.27 p.m.