

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton, G82 3PU

10 December 2010

MEETING: CORPORATE & EFFICIENT GOVERNANCE COMMITTEE

**WEDNESDAY, 22 DECEMBER 2010
COUNCIL CHAMBERS
CLYDEBANK TOWN HALL
DUMBARTON ROAD
CLYDEBANK**

Dear Member,

Please attend a meeting of the **Corporate & Efficient Governance Committee** to be held in the Council Chambers, Clydebank Town Hall, Dumbarton Road, Clydebank on Wednesday, 22 December 2010 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 Jim Bollan
Councillor Margaret Bootland
Councillor Jim Brown
Councillor David McBride
Councillor Ronnie McColl (Vice Chair)
Councillor Jim McElhill
Councillor Marie McNair
Councillor Iain Robertson
Councillor Martin Rooney

All other Councillors for information

Chief Executive
All Executive Directors

CORPORATE & EFFICIENT GOVERNANCE COMMITTEE

WEDNESDAY, 22 DECEMBER 2010

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 27 October 2010.

Reports for DECISION

4. HOUSING AND COUNCIL TAX BENEFIT OVERPAYMENT POLICY

Submit report by the Executive Director of Corporate Services recommending a housing and council tax benefit overpayment policy for the Council.

5. GRANT APPLICATIONS

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

Reports for NOTING

6. ANNUAL EQUALITY REPORT 2010

Submit report by the Chief Executive summarising the annual report on the Equality Scheme 2009-12.

7. CHIEF EXECUTIVE BUDGETARY CONTROL REPORT: PERIOD 7 2010/11

Submit report by the Chief Executive advising of the performance of the Chief Executive budget for the period to 31 October 2010.

8. CORPORATE SERVICES BUDGETARY CONTROL REPORT: PERIOD 7 2010/11

Submit report by the Executive Director of Corporate Services advising of the performance of the Corporate Services budget for the period to 31 October 2010.

9. DUMBARTON COMMON GOOD FUND – MONITORING REPORT TO 31 OCTOBER 2010

Submit report by the Executive Director of Corporate Services providing the Committee with details of income and expenditure on the Common Good Fund Account to 31 October 2010.

10. TREASURY UPDATE (1 APRIL 2010 – 31 OCTOBER 2010)

Submit report by the Executive Director of Corporate Services advising about interest rates and treasury transactions of the Council which have taken place during the period 1 April 2010 to 31 October 2010.

11. SICKNESS ABSENCE REPORTING – QUARTER 2 (2010/2011)

Submit report by the Executive Director of Corporate Services advising on the levels of employee sickness absence for the second Quarter 2010/2011 (July, August and September 2010).

12. EMPLOYMENT EQUALITIES MONITORING REPORT

Submit report by the Executive Director of Corporate Services providing an overview of the Employment Equalities statistics covering the period 1 April 2009 – 31 March 2010, and the comparison against the previous year.

13. CORPORATE SERVICES DEPARTMENT PLAN - MID YEAR PERFORMANCE REPORT

Submit report by the Executive Director of Corporate Services presenting the Corporate Services Department mid year performance report which highlights the Department's performance across all services – Finance & ICT, Human Resources & Organisational Development and Legal, Administrative & Regulatory Services.

14. CHIEF EXECUTIVE'S DEPARTMENTAL PLAN 2010/14 - MID YEAR REVIEW

Submit report by the Chief Executive setting out progress against the Chief Executive's Departmental Plan 2010/14 in the first six months, that is, from 1 April to 30 September 2010.

15. COLLECTION OF COMMERCIAL DEBT

Submit report by the Executive Director of Corporate Services providing an update on the current level of debt owed to the Council for commercial and industrial rents and making recommendations for future recovery actions.

16. ACTION PLAN FOLLOWING INSPECTION OF HOUSING AND COUNCIL TAX BENEFIT SERVICE

Submit report by the Executive Director of Corporate Services providing an update on progress made on the recommendations and subsequent action plan following the inspection of the Council's housing and council tax benefit service carried out by Audit Scotland in December 2008 and follow up risk inspection in July 2010.

For information on the above agenda please contact Craig Stewart, Committee Officer, Legal, Administrative & Regulatory Services, Council Offices, Garshake Road, Dumbaron G82 3PU. Tel: (01389) 737251 e-mail: craig.stewart@west-dunbarton.gov.uk