

Areas of Service Covered by Service Spokespersons

1. Housing, Environment & Economic Development

Responsibility for the various functions of the department which will include:-

- Housing
- Regeneration
- Planning
- Land and Environment (Leisure, Halls, Environmental Services, Roads, Transport, Waste Services, etc)
- Property and Technical Services, (including Asset Management, Architectural Services, Property Maintenance)

2. Corporate Services

Responsibility for the various functions of the department which will include:-

- Finance
- Procurement
- Human Resources
- Legal
- Administrative Services
- Regulatory Services
- Information, Communications Technology and Business Development

3. Educational Services

Responsibility for the various functions of the department which will include:-

- Primary and Secondary Schools
- Early Childhood Development
- Libraries
- Sports Development and Outdoor Education
- Community Learning and Development

Note:

The Provost will be Ambassador and Spokesperson for Cultural Development and will have responsibility for developing and facilitating major events and large cultural activities in West Dunbartonshire.

4. Social Work and Health

Responsibility for the various functions of the department which will include

- Adult Services
- Community Care
- Children's Services (Social Work)
- Criminal Justice

Procedure for Open Forum Questions

1. There will be a maximum of 5 questions allowed on the agenda per meeting and such questions will be limited to one per person per meeting. Questions received after the initial 5 will not be included on the agenda, but will receive a written response.
2. Any member of the public wishing to ask a question or raise an issue at an Open Forum must submit his/her question in writing to the Chief Executive seven days before the meeting.
3. The Chief Executive will apply the following criteria to all questions received:-
 - Questions should be a single question and not contain multiple points although an explanatory paragraph is permissible.
 - Questions should not make personal attacks on any individual.
 - Questioners must be resident in, or have a business in, West Dunbartonshire.
4. Providing the questions meet the above criteria, the questions will be listed on the agenda in the chronological order in which they have been received. If the question does not meet the above criteria, the Chief Executive will write to the questioner to explain why the question has not been allowed.
5. The Chief Executive, in consultation with the Leader of the Council, will decide which Elected Member will respond to the question and will pass the question to that Elected Member as soon as possible.
6. All written questions submitted in accordance with the above will be acknowledged in writing and the questioner will be advised of the date, time and location of the meeting when the Open Forum will be held.
7. Before the start of the meeting the questioner should sit in the public gallery and remain there until invited to come forward by the Convener. It would be helpful if the questioner would make his/her presence known to the Clerk prior to the start of the meeting.
8. The Convener will invite each questioner to come forward and address the meeting. The questioner should briefly introduce him/herself and read out the question.
9. The Convener will then invite the appropriate Elected Member to respond to the question. A written copy of the response will be circulated/supplied to the questioner either at or as soon as reasonably possible after the meeting.

10. Thereafter, the questioner will be allowed to put one supplementary question to the Elected Member, if he/she so wishes. The supplementary question must arise directly out of the matter under consideration.
11. Following the Elected Member's response to the supplementary question (if any), the questioner will be invited to return to the public gallery. Where possible the supplementary question will be answered at the meeting, but in any event, a written response will be made to the questioner within seven days of the meeting.
12. Please note that, in accordance with Council Standing Orders, the Convener shall amongst other things:-
 - (a) Preserve order and ensure a fair hearing.
 - (b) Decide on matters of relevancy, competency and order.
 - (c) Maintain order and at his/her discretion, order the exclusion of any member of the public who is deemed to have caused disorder or misbehaved.
 - (d) The decision of the Convener on all matters within his/her jurisdiction shall be final.
 - (e) Deference shall, at all times, be paid to the authority of the Convener. When he/she rises to speak, the Convener shall be heard without interruption and any person standing shall resume their seat and no person shall rise to speak until the Convener is seated.

Appeals Committee

1. Membership/Arrangements for Meetings

- 1.1 The membership of the Appeals Committee will comprise 10 Elected Members.
- 1.2 The quorum of the Appeals Committee will be 3 Elected Members.
- 1.3 The Appeals Committee will meet as and when required or in accordance with any timetable approved by the Council.

2. Role and Remit

2.1 General

The remit of the Appeals Committee will be to consider and decide upon Appeals submitted under the Council's Disciplinary and Grievance Procedures for Local Government employees and Craft Operatives and Appeals against dismissals submitted outwith those procedures.

2.2 Delegated Powers

The Appeals Committee will have full delegated powers to implement its functions, remit and responsibilities as detailed above.

Audit and Performance Review Committee

1. Membership/Arrangements for Meetings

- 1.1 The membership of the Audit and Performance Review Committee will comprise 8 Elected Members.
- 1.2 The quorum of the Audit and Performance Review Committee will be 3 Elected Members, two of which should be Opposition Members.
- 1.3 In addition to the power to establish Sub-Committees, the Audit and Performance Review Committee will have the power to establish Working Groups to examine and report on specific issues.
- 1.4 The Audit and Performance Review Committee will meet every second month.

2. Role and Remit

The remit of the Audit and Performance Review Committee is subject to review and Standing Orders will be amended to reflect any decisions taken by the Council.

The current remit of the Committee is as follows:-

2.1 Performance Review

- Best Value
- Statutory Performance Indicators
- Scottish Executive Statutory Returns
- Complaints Monitoring
- Equal Opportunities Monitoring
- Social & Economic Profile – Social Justice milestones
- Corporate Planning
- Performance information for all Departments. (e.g. Performance indicators such as Absenteeism etc.)

2.2 Finance & Audit

- Internal Audit
 - Annual Audit Plans
 - Annual Audit Performance Reports
 - Any appropriate Internal Audit matters
- External Audit
 - Annual Reports / Actions Plans
 - Audit Planning Memorandum
 - Other Regular Reports as appropriate

2.3 Other

- Corporate Governance
- Internal Financial Control Statements
- Risk Management Reports

2.4 Delegated Powers

The Audit and Performance Review Committee does not have any delegated powers and makes recommendations to Council or the appropriate Committee.

Community Participation Committee

1. Membership/Arrangements for Meetings

1.1 The membership of the Community Participation Committee is composed of 10 Members of the Council and representatives of local community based organisations. Community representation is by means of:-

- West Dunbartonshire Access Panel - 1 member.
- West Dunbartonshire Community Council Forum – 2 members.
- West Dunbartonshire Community Care Forum (Health) – 1 member.
- West Dunbartonshire Minority Ethnic Association – 1 member.
- West Dunbartonshire Seniors' Association – 1 member.
- Tenants & Residents Associations – 2 members (Currently Dalmuir Multi Storey Flats Tenants and Residents Group - 1 place currently vacant for the Dumbarton/Vale of Level Area).
- West Dunbartonshire Citizens Advice Service (Money Advice/Poverty) - 1 member.
- Gingerbread Scotland (Lone Parents) - 1 member.
- Neighbourhood Forums – 2 members (Currently Bellsmyre and Faifley) 2 places are available on a rotational basis for additional individual groups which express an interest in involvement. These places are rotated by ballot every 2 years. Current members are:-

Dumbarton Credit Union Ltd
Ben View Resource Centre

The Committee will review its arrangements for input from the Community Planning Partnership in the light of the new Community Planning structures which are planned for development during 2007.

1.2 The quorum of the Community Participation Committee will be 3 Elected Members.

1.3 In addition to the power to establish Sub-Committees, the Community Participation Committee will have the power to establish Working Groups to examine and report on specific issues.

- 1.4 Meetings will take place every 2 months. Community members of the committee can request that appropriate items are placed on the agenda of the Committee for consideration. In addition, agendas will include an Open Forum which will provide the opportunity for members of the public to raise issues for consideration by the Committee.

2. Role and Remit

2.1. General

The remit of the Community Participation Committee is subject to a review by the Committee and Standing Orders will be amended to reflect any decisions taken by the Council.

The Community Participation Committee will be a central forum where the community can make its views known and influence Council decision making within the framework of the formal committee structure. All recommendations of the Community Participation Committee will be considered by Council, or by the appropriate Committee.

The general remit of the Community Participation Committee will be:-

- To ensure that the Council maintains appropriate mechanisms to encourage and support the development of local community based organisations.
- To provide a forum for obtaining the views of community based organisations.
- To co-ordinate discussion and action on issues raised by community groups and forums.
- To consider comments and suggestions from community based organisations about Council services.
- To consider, promote, and monitor Council consultation arrangements, participation structures and policies and also wider public involvement structures and community engagement arrangements.
- To encourage Social Inclusion and Equality.
- To encourage Health Improvement.
- To co-ordinate community involvement in the ongoing development and review of the Council's Decentralisation Scheme – 'Involving Communities' - (in terms of the Local Government Etc. (Scotland) Act 1994, to monitor the progress of the Scheme, and to make recommendations to Council on the nature of decentralisation in West Dunbartonshire and on any delegation of power.

- To promote community involvement in partnership working and to consider matters relating to community involvement in partnership working in West Dunbartonshire.
- To consider matters relating to Community Councils.
- To consider matters relating to the Voluntary Sector.
- To receive information about Council services, policies and associated business.

The Committee may make recommendations to Council or Committees on any, or all, of the above.

2.2. Specific Issues Referred by Services

The Community Participation Committee will have a role in the consideration of some specific issues referred by the Chief Executive and Executive Directors responsible for the development and management of specific services. Such issues could include:

- Public facilities and events.
- Proposals for new or amended services.
- Equalities in all Council services.

Nevertheless, the Committees directly responsible for services will also be required to ensure there are opportunities for direct contact with the relevant service users. This will be the first responsibility, and appropriate arrangements may or may not include the Community Participation Committee. (It is recognised that the Community Participation Committee would not have the capacity to provide comment on every issue requiring comment from service users.)

2.3. Delegated Powers

The Community Participation Committee does not have delegated powers and makes recommendations to Council or the appropriate Committee. Any change to this position would be the subject of review by the Committee.

Corporate & Efficient Governance Committee

1. Membership/Arrangements for Meetings

- 1.1 The membership of the Corporate & Efficient Governance Committee is composed of 10 Elected Members.
- 1.2 The quorum of the Corporate & Efficient Governance Committee will be 3 Elected Members.
- 1.3 In addition to the power to establish Sub-Committees, the Corporate & Efficient Governance Committee will have the power to establish Working groups to examine and report on specific issues.
- 1.4 The Corporate & Efficient Governance Committee will meet every second month.

2. Role and Remit

2.1. General

The purpose and remit of Corporate and Efficient Governance Committee is to:-

- Direct and supervise the activities of the Council under its Financial functions and relevant legislation.
- Direct and supervise the Legal, Administrative and Regulatory functions of the Council, including the implementation of relevant legislation (although licensing issues will be reported through the Licensing Committee).
- Develop and monitor Information and Communications Technology policy and service provision in West Dunbartonshire.
- Develop and monitor policy and service provision for Human Resources and Organisational Development issues, including training, with in West Dunbartonshire Council.

The Corporate and Efficient Governance Committee will undertake a number of general responsibilities. These include:-

- Ensuring that the committee retains a primary focus on its responsibilities for delivering on the outcomes which are within its area of responsibility – as set out in both the Community Plan for West Dunbartonshire, and the Council's Corporate Plan.
- Monitoring the work of the committee and ensuring that the activities reported to the committee are responsive to the needs of local people.
- Ensuring that the views of local people, staff and other stakeholders are sought on the development and delivery of services.

- Promoting Social Inclusion and Equalities in all areas for which the committee has responsibility.
- Promoting Health Improvement in all areas for which the committee has responsibility.
- Promoting the development of relevant inter agency issues and supporting partnership working.
- Setting performance targets (within the context of the Corporate and Service Planning processes), for the overall standards of service and receiving reports on these.
- Establishing a strategic financial framework to underpin service delivery, continuous improvement and partnership arrangements.
- Monitoring capital expenditure in respect of each area of the committee's activity.
- Monitoring revenue budgets in respect of each area of the committee's activity.
- Considering the findings and recommendations of any working groups relevant to the committee's areas of activity.

2.2 Best Value and Performance Review

The Corporate and Efficient Governance Committee will monitor the implementation of Best Value and other continuous improvement initiatives within the scope of its remit. It will scrutinise statutory and other performance information. This may include:-

- Developing and monitoring the Council's approach to the 'Efficient Government' agenda and other associated corporate support issues.
- Approving relevant service plans, including the Corporate Services Departmental Service Plan, and setting targets.
- Scrutinising performance reports on Service Plans.
- Considering reports on Best Value service reviews and other continuous improvement and quality initiatives.

2.3. Financial and Information Services

The Corporate and Efficient Governance Committee will develop and monitor the provision of relevant Financial and Information services. This may include:-

- Preparation of the annual departmental revenue estimates and recommendation to Council.
- Preparation of the annual departmental capital plans and recommendation to Council.
- Monitoring the Council's capital and revenue budgets during the course of each financial year through consideration of regular reports and other information submitted to the Committee.
- Consideration of treasury management/Investment appraisal reports.
- Consideration of reports on revenues collection and related matters.

- Consideration of grants (where not otherwise covered by other Committees), to public or voluntary bodies in accordance with any direction or policy determined by the Council.
- Provision of financial services to other bodies, organisations, etc., subject to a charge being made where appropriate.
- Overseeing the Council's Information, Communications Technology and Business Development, (ICT&BD) Strategy, E-Government Strategy, Disaster Recovery arrangements, and other related matters.
- Ensuring the effective use of ICT&BD systems throughout the authority and monitoring the same.
- Co-ordinating the acquisition of ICT&BD systems for the authority and receiving reports in this connection.
- Overseeing the provision of user-friendly public information on Council services.

2.4. Legal, Administrative & Regulatory Services

The Corporate and Efficient Governance Committee will develop and monitor the provision of relevant Legal, Administrative and Regulatory Services. This may include:-

- Legal and administrative support services to the Council, committees, partnership bodies and Council departments.
- Registration of Births, Deaths and Marriages and Civil Partnerships.
- Administration of Citizenship Ceremonies.
- Administration of Children's Panel Advisory Committee and Recruitment of Members of Children's Panel.
- Administration of Panel of Safeguarders, Curators ad Litem and Legal Representatives.
- Organisation of civic events and civic hospitality.
- Community Councils.
- Trusts.
- The Environmental Health and Trading Standards functions of the Council (although Licensing issues will be reported through the Licensing Committee).
- Town Twinning.
- Management of civic buildings.
- Letting of insurance contracts and supervision of the Council's insurance portfolio.
- Management of the District Courts and support provided to the Justices Committee.
- Legal Services in connection with Central purchasing & procurement.
- Support services for Elected Members.

2.5 Human Resources and Organisational Development

The Corporate and Efficient Governance Committee will oversee all employee related matters and organisational structure issues within the departments of the Council. This may include:

- Departmental structures.
- All staffing matters.
- Pay Modernisation, including the implementation of the Single Status agreement, pay structures, job evaluation and grading arrangements.
- Personnel Policies and procedures.
- Training and development for employees and Elected Members.
- Superannuation issues.
- Health and safety in the workplace.
- Employee Recognition Schemes.
- Employee centred performance issues such as attendance and equalities.
- Diversity in the Council.
- Conditions of service for local government employees and craft workers.
- National pay awards.

2.6. Equalities

The Corporate and Efficient Governance Committee will oversee the development and monitoring of policies to address the range of equalities issues as they impact on the population of West Dunbartonshire, employees of the Council and other stakeholders. (Monitoring of overall performance on equalities is within the remit of the Audit and Performance Review Committee.)

2.7 Delegated Powers

The Corporate and Efficient Governance Committee will have full delegated powers to implement its functions, remit and responsibilities as detailed above.

Education and Lifelong Learning Committee

1. Membership/Arrangements for Meetings

1.1 The membership of the Education and Lifelong Learning Committee will be as follows:-

- 12 Elected Members to be nominated by Council.
- When the Education and Lifelong Learning Committee considers Education matters (in so far as they relate to the exercise by the Council of its roles and responsibilities as Education authority) the following persons will also be present:-
 - Three religious representatives (with voting rights) to be nominated in accordance with the procedures laid down in Section 124 (3) of the Local Government (Scotland) Act 1973.
 - Two permanent class teachers (with voting rights), made up of one primary and one secondary teacher.
 - Nursery Head (non voting) delegated by all Nursery heads can be invited on an ad-hoc basis by the Committee to advise where nursery education/childcare matters are on the agenda.
 - Primary Head (non voting) delegated by all Primary heads can be invited on an ad-hoc basis by the Committee to advise where primary matters are on the agenda.
 - Secondary Head (non voting) delegated by all Secondary heads can be invited on an ad-hoc basis by the Committee to advise where secondary matters are on the agenda.

1.2 The quorum of the Education and Lifelong Learning Committee will be 5 Members, subject to the provision that when Education matters (as defined on Standing Order 29(b) above) are being considered at least half of those present must be Elected Members.

1.3 In addition to the power to establish Sub-Committees, the Education and Lifelong Learning Committee will have the power to establish Working Groups to examine and report on specific issues.

1.4 The Education and Lifelong Learning Committee will meet every second month.

2. **Role and Remit**

2.1. **General**

The purpose and remit of the Education and Lifelong Learning Committee is to:-

- Direct and supervise the discharge of the functions of the Council as an Education Authority under the relevant legislation. This includes community learning and development, early childhood services, psychological services, specialist provision for children with additional support needs, mainstream school provision, sports development & outdoor education and the payment of Educational Maintenance Allowances and grants.
- Direct and supervise the discharge of the relevant functions of the Council under the Social Work (Scotland) Act 1968, the Children (Scotland) Act 1995, and other relevant legislation.
- Develop and monitor policy and service provision for Integrated Children's Services in West Dunbartonshire.

The Education and Lifelong Learning Committee will undertake a number of general responsibilities. These include:-

- Ensuring that the committee retains a primary focus on its responsibilities for delivering on the outcomes which are within its area of responsibility – as set out in both the Community Plan for West Dunbartonshire, and the Council's Corporate Plan.
- Monitoring the work of the committee and ensuring that the activities reported to the committee are responsive to the needs of local people.
- Ensuring and monitoring that the views of local people, employees and other stakeholders are sought on the development and delivery of services.
- Promoting Social Inclusion and Equalities in all areas for which the committee has responsibility.
- Promoting Health Improvement in all areas for which the committee has responsibility.
- Promoting, developing and monitoring West Dunbartonshire's Strategic Partnership Agreement to secure Better Integration for Children's Services.
- Promoting West Dunbartonshire's vision that all children have the best possible start in life by a shared commitment to improve services through joint planning.
- Providing the key accountability on behalf of the Council as the 'Corporate Parent' for looked after and accommodated children and young people.
- Promoting the development of relevant inter agency issues and supporting partnership working.

- Setting performance targets (within the context of the Corporate and Service Planning processes, the Integrated Children's Services Plan, the Community Plan, and the NHS Community Health Partnership Annual Plan) for the overall standards of service and to receiving reports on these.
- Establishing a strategic financial framework to underpin service delivery and partnership arrangements.
- Monitoring capital expenditure in respect of each area of the committee's activity.
- Monitoring revenue budgets in respect of each area of the committee's activity.
- Considering the findings and recommendations of any working groups/forums relevant to the Committee's areas of activity.

2.2 Best Value and Performance Review

The Education and Lifelong Learning Committee will monitor the implementation of Best Value and other continuous improvement initiatives within the scope of its remit. It will scrutinise statutory and other performance information. This may include:-

- Approving relevant service plans, including the Educational Services and Social Work & Health Departmental Service Plans & Integrated Children's Services Plan, and setting targets.
- Scrutinising performance reports on Service Plans.
- Considering reports on Best Value service reviews and other continuous improvement and quality initiatives.

2.3 Schools Education

The Education and Lifelong Learning Committee will develop and monitor the provision of relevant schools education services. This may include:-

- Provision of primary and pre-school education within the area.
- Provision of secondary education within the area.
- The development of the curriculum within the schools, in association with Government policy.
- Provision for pupils with additional support needs within the area
- In partnership with Social Work, provision of specialist support outwith the area.
- Provision of outdoor education as appropriate.
- Arrangements for financial contributions to individuals and external bodies under the auspices of EMAs, school clothing and footwear grants, and grants to Voluntary Organisations.
- Nomination of an elected member to chair recruitment panels for the appointment of Head Teachers.
- Approval of delineated areas for day schools and provision of day schools sufficient to meet the needs of pupils in the area.
- Curriculum development, staff development and in-service training.

- Provision of a psychological service and arrangements to meet the additional support needs of individual pupils.
- Operation of special and support services as appropriate and, if necessary, in collaboration with other local authorities and/or providers.
- Monitoring of service specification and quality development.
- Provision of appropriate support to educational establishments and services.
- Policy development and monitoring in respect of attendance and exemption from attendance of pupils at day schools.
- Provision of adequate health and welfare services in all educational establishments.
- All relevant aspects of pupil welfare.
- All relevant aspects of resource provision to educational establishments.

2.4 Early Years/Out of School Care Services

The Education and Lifelong Learning Committee will develop and monitor the provision of relevant early years and out of school care services. This may include:-

- Provision of early childhood services for children under 3 in line with national guidance and Council policy.
- Provision of early education and child care for children 3 and over, who have not yet reached statutory school age in line with legislative requirements and Council policy.
- Guidance to the Council in formulation of its policy objectives and priorities in all appropriate matters relating to children who have not yet reached the statutory school age and their parents.
- Direction and supervision of the discharge of the Council's functions with regard to Pre 5 services and relevant Part III of the Children's Act 1989.
- Development of services which provide activities of a kind suitable for pre-school children.
- Co-ordination and monitoring of the Council's policies and practices with regard to the provision of out-of-school care including, the use of the grants budget.

2.5. Community Learning and Development

The Education and Lifelong Learning Committee will develop and monitor the provision of relevant community learning and development services for children and young people, local adults and community groups.

2.6. Social Work Services

The Education and Lifelong Learning Committee will develop and monitor the provision of relevant social work services for children and young people. This may include:-

- Providing support in ways which enable children and young people to take advantage of opportunities which help them to achieve their full potential.
- Promoting the protection of children from physical, sexual and emotional abuse and neglect, continuing to give high priority in staffing, training and research, working with other statutory and voluntary agencies and monitoring procedures and practice in the light of developments.
- Assessing and responding to children considered to be Children In Need such as those affected by parental substance misuse, mental health issues or disability.
- Providing support which enables children and young people to live, whenever possible, within their own families in a safe, secure supportive family setting.
- Preventing family breakdown and the admission of children into care by providing practical support to families in their own home, targeted financial support, the use of community initiatives, planning and assessment mechanisms to ensure that children are adequately supported within the community.
- Providing substitute family care for children who require to be looked after and accommodated by the local authority.
- Recruiting, training and supporting foster carers and adoptive parents to meet the needs of children and young people in care, including those from black and ethnic minority groups, and those with additional needs.
- Providing a range of residential care for children, which are well staffed and flexible in response to need, and providing greater training opportunities for residential staff in line with national targets.
- Preparing young people leaving residential care for adult life by offering a range of practical, personal support to assist them with accommodation, employment and income maintenance.
- In association with Housing Services and other statutory and voluntary agencies, improving the services for homeless young people.
- Working within the Children's Hearing System to develop programmes which reduce the possibility of future involvement in the Criminal Justice system as a consequence of serious or persistent offending.
- Assessing and responding to the care and support requirements of children with additional needs.
- Planning for the transitional needs of all young people moving into Adult Services from Children's Services.
- Assessing and designing services for the emerging needs of minority ethnic groups.
- Overseeing the implementation of 21st Century review proposals and securing a programme of continuous improvement for Children's Social Work Services.

2.7. Sports and Cultural Services

The Education and Lifelong Learning Committee will develop and monitor the provision of relevant sports and cultural services. This may include:-

- Leisure (Sports Development)
- Arts provision
- Libraries
- Museums

2.8. Support & Safety Services

The Education and Lifelong Learning Committee will develop and monitor the provision of relevant support services. This may include:-

- School Catering.
- School Cleaning.
- Janitorial Services.
- School Crossing/Cycle Training.
- Provision of school transport for pupils within the area in accordance with the qualifying criteria contained with the Education (Scotland) Act 1980 and Council policy.
- Educational property matters, including maintenance and repair of building stock, and certain health and safety issues.
- Co-ordination and control of the specification of certain tenders, assessment and acceptance of such tenders, co-ordination and monitoring of contract performance and authorisation of termination of any such contracts relative to the provision of educational services.

Alternatively, issues such as road safety, cycle training, school crossing, school catering, school cleaning, janitorial services may be reported to Housing, Environment and Economic Development Committee where relevant.

2.9 Delegated Powers

The Education and Lifelong Learning Committee will have full delegated powers to implement its functions, remit and responsibilities as detailed above.

Housing, Environment & Economic Development Committee

1. Membership/Arrangements for Meetings

- 1.1 The membership of the Housing, Environment & Economic Development Committee will comprise 10 Elected Members.
- 1.2 The quorum of the Housing, Environment & Economic Development Committee will be 3 Elected Members.
- 1.3 In addition to the power to establish Sub-Committees, the Housing, Environment & Economic Development Committee will have the power to establish Working Groups to examine and report on specific issues.
- 1.4 The Housing, Environment & Economic Development Committee will meet every second month.

2. Role and Remit

2.1 General

The purpose and remit of Housing, Environment and Economic Development Committee is to:-

- Direct and supervise the activities of the Council in its role as direct provider of housing and as strategic planner of housing provision.
- Direct and supervise the activities of the Council in its responsibilities for the local and wider environment, including roads and transportation.
- Direct and supervise the activities of the Council in its responsibilities for Urban Regeneration, and Economic Development.
- Direct and supervise the activities of the Council in its responsibilities for Community Safety.
- Develop and monitor policy and service provision.

The Housing, Environment and Economic Development Committee will undertake a number of general responsibilities. These include:-

- Ensuring that the committee retains a primary focus on its responsibilities for delivering on the outcomes which are within its area of responsibility – as set out in both the Community Plan for West Dunbartonshire, and the Council's Corporate Plan.
- Monitoring the work of the committee and ensuring that the activities reported to the committee are responsive to the needs of local people.

- Ensuring and monitoring that the views of local people, employees and other stakeholders are sought on the development and delivery of services.
- Promoting Social Inclusion and Equalities in all areas for which the committee has responsibility.
- Promoting Health Improvement in all areas for which the committee has responsibility.
- Promoting the development of relevant inter agency issues and supporting partnership working.
- Setting performance targets (within the context of the Corporate and Service Planning processes), for the overall standards of service and receiving reports on these.
- Establishing a strategic financial framework to underpin service delivery, continuous improvement and partnership arrangements
- Monitoring capital expenditure in respect of each area of the committee's activity.
- Monitoring revenue budgets in respect of each area of the committee's activity.
- Considering the findings and recommendations of any working groups relevant to the committee's areas of activity.

2.2 Best Value and Performance Review

The Housing, Environment and Economic Development Committee will monitor the implementation of Best Value and other continuous improvement initiatives within the scope of its remit. It will scrutinise statutory and other performance information. This may include:-

- Approving relevant service plans, including the Housing, Environment and Economic Development Departmental Service Plan, and setting targets.
- Scrutinising performance reports on Service Plans.
- Considering reports on Best Value service reviews and other continuous improvement and quality initiatives.

2.3 Housing and Property Services

The Housing, Environment and Economic Development Committee will develop and monitor the provision of relevant Housing and Property Services.

This may include:-

- Recommending Housing Capital Programmes, (and any revisions or amendments), to the Council.
- Recommending the Housing Revenue Account (HRA) revenue budget, (and any revisions or amendments), to the Council, including house rent levels and other charges.
- Allocations policy.
- Estate management policy.

- Tackling anti social behaviour.
- Private sector grants.
- Estates – including non operational property portfolio and disposal of surplus property assets.
- Housing asset management.
- Council property maintenance.
- Housing Maintenance.
- Homelessness Services.
- Site accommodation for Gypsy travellers.
- Tenant Participation arrangements.
- Issues relative to the provision of architectural, building services design, quantity surveying and property maintenance services.
- Periodic review of the Council's list of Approved Contractors/Consultants for Construction Related Works.

2.4. Environmental Services

The Housing, Environment and Economic Development Committee will develop and monitor the provision of relevant roads, commercial and technical services. This may include:-

- Roads and transportation policy issues subject to the Council's statutory obligation, principally under The Roads Scotland Act 1984
- Issues relative to the provision of a roads contracting service
- Recommending Roads and Transportation Capital Programme to the Council
- Other relevant issues relating to:-
 - Street Lighting.
 - Traffic.
 - Bridges and Structures.
 - Flooding.
 - Transport.
 - Recycling.
 - Waste Disposal.
 - Refuse Collection.
 - Litter/Street Cleaning (including dog fouling, graffiti and fly tipping).
 - Housing caretaker services.
 - Grounds Maintenance
 - Outdoor Recreation.
 - Crematorium / Burials Service.
 - Winter Maintenance.
 - Public Conveniences.
 - Parking.
 - Leisure Services.
 - Council Events.
 - Halls Operation.

Issues such as road safety, cycle training, school crossing, school catering, school cleaning, janitorial services may be reported to Housing, Environment and Economic Development Services, but alternatively, may be reported to Education and Lifelong Learning Committee where relevant.

2.5 Economic Development and Regeneration Services

The Housing, Environment and Economic Development Committee will develop and monitor the provision of relevant Economic Development services. This may include:-

- Economic Development.
- Urban Regeneration.
- Town Centre Regeneration
- Greenspace and Environmental Improvements.
- Housing Regeneration Strategies (e.g. Local Housing Strategy/Community Ownership Programme).

2.6 West Dunbartonshire Strategic Community Safety Partnership

The Housing, Environment and Economic Development Committee will work with partners through the West Dunbartonshire Strategic Community Safety Partnership (a partnership of public sector agencies, community representatives, and the Council), to ensure the benefits of partnership working in making a safer West Dunbartonshire.

2.7 Delegated Powers

The Housing, Environment and Economic Development Committee will have full delegated powers to implement its functions, remit and responsibilities as detailed above.

Licensing Committee

1. Membership/Arrangements for Meetings

- 1.1 The membership of the Licensing Committee will comprise 8 Elected Members.
- 1.2 The quorum of the Licensing Committee will be 2 Elected Members.
- 1.3 In addition to the power to establish Sub-Committees, the Licensing Committee will have the power to establish Working Groups to examine and report on specific policy objectives or issues.
- 1.4 The Licensing Committee will meet every second month.

2. Role and Remit

2.1 General

The remit of the Licensing Committee will be to consider contentious Civic Government and other non-liquor licensing regulatory and related issues, including:-

- enforcement provisions;
- the setting of fees and charges; and
- policy matters.

2.2 Delegated Powers

The Licensing Committee will have full delegated powers to implement its functions, remits and responsibilities as detailed above.

Planning Committee

1. Membership/Arrangements for Meetings

- 1.1 The membership of the Planning Committee will comprise 10 Elected Members.
- 1.2 The quorum of the Planning Committee will be 3 Elected Members.
- 1.3 In addition to the power to establish Sub-Committees, the Planning Committee will have the power to establish Working Groups to examine and report on specific policy objectives or issues.
- 1.4 The Planning Committee will meet once per month.

2. Role and Remit

2.1 General

The remit of the Planning Committee will be to:-

- Receive reports and consider planning policy as set out in documents which may be published by the Scottish Executive, including Planning Advice Notes and Scottish Planning Policy documents, and other agencies including Historic Scotland and Scottish Natural Heritage.
- Consider and determine as necessary all matters concerning the statutory development plan process including the nature and content of the Structure Plan and the nature and content of the Local Plan.
- Consider contentious development management applications and other related issues.
- Consider items concerning the functioning of the building standards systems not otherwise delegated.

2.2 Delegated Powers

The Planning Committee will have full delegated powers to implement its functions, remits and responsibilities as detailed above.

Recruitment and Individual Performance Management Committee

1. Membership/Arrangements for Meetings

1.1 The membership of the Recruitment and Individual Performance Management Committee will comprise 8 Elected Members:-

Four (4) from the Administration (including the relevant Service Convener).
Three (3) from the Opposition (Labour).
One (1) from the Opposition (other).

1.2 The Chief Executive and Head of Personnel will act as Special Advisers to the Committee when undertaking Director recruitment.

1.3 The quorum of the Recruitment and Individual Performance Management Committee will be 3 Elected Members.

1.4 Meetings

The Committee will meet as and when necessary in respect of its Recruitment responsibilities.

With regard to Individual Performance Management, the Committee will meet at the beginning of the Performance Year, i.e. April/May, to discuss and agree the Chief Executive's Objectives, Targets, and Personal Development Plan for the forthcoming Performance Year. The Committee will also meet at the end of the Performance Year, i.e. March/April, to:-

- undertake a formal assessment, i.e. Review and Appraisal, of the Chief Executive's performance over that Performance Year; and
- to receive a recommendation report on the outcomes of the annual Director Reviews and Appraisals undertaken by the Chief Executive and in this regard, to agree appraisal outcomes.

2. Role and Remit

2.1 General

The *Recruitment and Individual Performance Management Committee* is responsible for:-

- a) Overseeing the Recruitment and Selection processes for Chief Executive and Director appointments.
- b) Overseeing the annual Individual Performance Management process for the Chief Executive and Directors.

2.2 Recruitment

- Approving Job Profiles and Person Specifications.
- Approving the advertising process.
- Approving any changes to Chief Officials' remuneration arrangements.
- Participating as a member of the Selection Committee and deciding on the preferred candidate.
- Approving the Chief Officials' Contract of Employment.
- Approving specialist or technical assessors to assist the Committee.

2.3 Individual Performance Management

- In conjunction with the Chief Executive, discussing and agreeing his annual Individual Performance Objectives and Targets.
- In conjunction with the Chief Executive, discussing and agreeing his Personal Development Plan.
- Approving any financial costs associated with the Chief Executive's Personal Development Plan.
- Undertaking the annual formal Performance Review and Appraisal of the Chief Executive.
- Receiving a report from the Chief Executive on the annual objectives and targets of each Director. This will be supplemented by a presentation from each Director.
- Receiving a recommendation report from the Chief Executive on the outcomes of the annual Reviews and Appraisals undertaken by the Chief Executive for each Director and agreeing the outcomes.

2.4 Delegated Powers

The Recruitment and Individual Performance Management Committee will have full delegated powers to implement its functions, remit and responsibilities as detailed above.

Schools Procurement Committee

1. Membership/Arrangements for Meetings

- 1.1 The membership of the School Procurement Committee will comprise 4 Elected Members.
- 1.2 The quorum of the Schools Procurement Committee will be 2 Elected Members.
- 1.3 The Schools Procurement Committee will meet as and when required.

2. Role and Remit

2.1 General

The remit of the Schools Procurement Committee will be to determine contractual issues relating to the Schools Procurement Programme.

2.2 Delegated Powers

The Schools Procurement Committee will have full delegated powers to implements its functions, remits and responsibilities as detailed above.

Social Work and Health Improvement Committee

1. Membership/Arrangements for Meetings

- 1.1 The membership of the Social Work and Health Improvement Committee will comprise 10 Elected Members.
- 1.2 The quorum of the Social Work and Health Improvement Committee will be 3 Elected Members.
- 1.3 In addition to the power to establish Sub-Committees, the Social Work and Health Improvement Committee will have the power to establish Working Groups to examine and report on specific issues.
- 1.4 The Social Work and Health Improvement Committee will meet every second month.
- 1.5 The Social Work and Health Improvement Committee will be the parent Committee of the Health Improvement and Social Justice Partnership.

2. Role and Remit

2.1 General

The purpose and remit of the Social Work and Health Improvement Committee is to:-

- Direct and supervise the Health Improvement activities of the Council.
- Direct and supervise the relevant functions of the Council under the Social Work (Scotland) Act 1968, related Acts, and other relevant legislation.
- Direct and supervise the activities of the Council under national and local Social Inclusion/Social Justice agendas.

The Social Work and Health Improvement Committee will undertake a number of general responsibilities. These include:-

- Ensuring that the committee retains a primary focus on its responsibilities for delivering on the outcomes which are within its area of responsibility – as set out in both the Community Plan for West Dunbartonshire, and the Council's Corporate Plan.
- Monitoring the work of the committee and ensuring that the activities reported to the committee are responsive to the needs of local people.

- Involving users and carers, local people, employees, partners and other stakeholders in service planning, and ensuring that their views are sought on the development and delivery of services.
- Promoting Social Inclusion and Equalities in all areas for which the committee has responsibility.
- Promoting Health Improvement in all areas for which the committee has responsibility and as part of the wider activity of the Council.
- Promoting the delivery of relevant inter agency collaboration and supporting partnership working, particularly in the context of Joint Future and NHS integration.
- Setting performance targets (within the context of the Corporate, Service and Strategic Planning processes, including the Joint Performance Information Assessment Framework, and the NHS Community Health Partnership Annual Plan), for the overall standards of service and to receiving reports on these.
- Directing the implementation of the 21st Century Review of Social Work proposals.
- Establishing a strategic financial framework to underpin service delivery, continuous improvement and partnership arrangements.
- Monitoring capital expenditure in respect of each area of the committee's activity.
- Monitoring revenue budgets in respect of each area of the committee's activity.
- Considering the findings and recommendations of any working groups relevant to the committee's areas of activity.

2.2 Best Value and Performance Review

The Social Work and Health Improvement Committee will monitor the implementation of Best Value and other continuous improvement initiatives within the scope of its remit. It will scrutinise statutory and other performance information. This may include:-

- Approving relevant service plans, including the Social Work and Health Departmental Service Plan, and setting targets.
- Scrutinising performance reports on Service Plans.
- Considering reports on Best Value service reviews and other continuous improvement and quality initiatives.

2.3 Partnership Arrangements

The Social Work and Health Improvement Committee is the parent body of the Health Improvement and Social Justice Partnership and will work with partners in this forum to ensure the benefits of partnership working when addressing issues of Social Work and Health Improvement.

The Social Work and Health Improvement Committee will work in partnership with the Criminal Justice Partnership to ensure that key criminal justice issues are addressed. For example:-

- Developing and enhancing the range and quality of community based disposals and services, so enabling Courts to reduce the use of Custody.
- Developing throughcare services.
- Tackling offending behaviour.
- Involving the community in responding to crime and its consequences and reducing the fear of crime, with other Community Safety Partners.
- Supporting victims of crime.
- Responding to the challenges and opportunities of joint working through the new Community Justice Authority and the Management of Offenders (Scotland) Act 2005.

2.4 Social Work Services

The Social Work and Health Improvement Committee will develop and monitor the provision of relevant Social Work services. This may include:-

- Targeting the provision of public funded care, help and support to the people most in need of care and protection.
- Supporting independent living to enable people to live at home safely wherever possible.
- Providing high quality services which address people's needs and which respects their rights.

For all Adult Community Care Services, and in partnership with relevant Health Services and other partners, the Committee will oversee:-

- Assessing and responding to needs for services of all adult community care client groups.
- Assessing care needs and through care management systems planning and co-ordinating community care and support services for people at home or in hospital.
- Implementing agreed delayed discharge policies to return people from hospital care to their own communities or alternative care settings.
- Ensuring access within available resources to required services.
- Ensuring that a suitable Adult Protection scheme is implemented.
- Determining social policy and service provision at a local level in association with NHS, Communities Scotland, Housing Associations, the Community Planning Partnership, voluntary and independent providers.
- Assessing and designing services to address the emerging needs of minority ethnic groups.

- Promoting anti-poverty and financial inclusion strategies, within the overall council framework, and in partnership with the Community Planning Partnership and other agencies and providers.
- Providing welfare rights/money/debt advice to maximise the income of those who are entitled to welfare benefits or who have low incomes from work, including campaigning for the uptake of benefits.
- Through care management, money advice and welfare rights supporting people into work, education and training.
- Providing welfare rights and money advice to all community care services to ensure that incomes from state benefits are maximised to augment their care and support opportunities.
- Improving training and employment opportunities for all adult service users.
- Encouraging the development of community based local organisations, forums, and user and carers groups to participate in the strategic work of service planning and consultation.

2.5 Health Improvement

The Social Work and Health Improvement Committee will work with partners to develop and monitor the provision of relevant Health Improvement services.

This may include:-

- Assessing and defining local needs.
- Developing and monitoring local strategy to support national policy.
- Developing and monitoring local strategy to deliver on local priorities for health improvement.

2.6 Delegated Powers

The Social Work and Health Improvement Committee will have full delegated powers to implement its functions, remit and responsibilities.

Tendering Committee

1. Membership/Arrangements for Meetings

- 1.1 The membership of the Tendering Committee will comprise 8 Elected Members.
- 1.2 The quorum of the Tendering Committee will be 2 Elected Members.
- 1.3 The Tendering Committee will meet as and when required.

2. Role and Remit

2.1 General

The remit of the Tendering Committee will be to consider and approve all tenders for works exceeding £30,000 in value, in accordance with the rules and procedures specified elsewhere in these Standing Orders. A tender for works for less than £30,000 in value may be submitted to the Tendering Committee for approval, at the discretion of the relevant Executive Director.

2.2 Delegated Powers

The Tendering Committee will have full delegated powers to implement its function, remit and responsibilities as detailed above.

**THE STANDARDS COMMISSION FOR SCOTLAND
OFFICE OF ADMINISTRATION AND HEARINGS
GUIDANCE ON CONDUCT IN CHAMBER OR COMMITTEE**

Introduction

1. The Commission considers that high standards in the Chamber or Committee are of fundamental importance to the integrity of Council business and to public perception of local democracy. It is recognised that there are many good examples of rules for the conduct of debate and decision making in Local Authorities. There have, however, been some instances of poor behaviour which have led the Commission to issue this Guidance.

2. The Councillors' Code of Conduct sets out Key Principles at Section 2 which include:

"Respect"

You must respect all other councillors and all Council employees and the role they place, treating them with courtesy at all times."
and at 3.14 states:

"You must respect the chair, your colleagues, Council employees and any members of the public present within the Chamber during Council or Committee meetings or other formal proceedings of the Council. You must comply with rulings from the chair in the conduct of the business of the Council."

3. The following guidance sets out the Commission's recommendations for compliance with the Code of Conduct in relation to conduct in the Chamber or Committee and is intended to support Chairs, elected Members and Officers alike by supplementing the requirements of the Code.

Guidance

4. The role of the Chair in any Council meeting, which includes a Committee meeting or a meeting of a Working Group or similar forum, is to ensure that the agenda of business is properly dealt with and clear decisions are reached. To do this the Chair has a responsibility to ensure that the views and opinions of other participants (including the advice of Officers) are allowed to be expressed and that these contribute to the outcomes of the meeting. At the same time the Chair has a responsibility for proper and timely conduct of the meeting which can sometimes mean expediting the business on the agenda and reaching a judgement on the fairness and sufficiency of debate. This includes determining the point at which conclusions should be reached. This requires a balanced approach to ensure fairness to participants while at the same time dealing firmly with any attempt to disrupt or unnecessarily delay

the meeting. The role of the Chair in reaching such judgements requires to be supported and respected.

5. The Chair's powers and duties should be articulated to the whole Council by the way of Standing Orders and which should set out the obligation on the Chair to permit fair and responsible debate and the obligation on the other Members to adhere to appropriate rulings by the Chair. Behaviour disruptive to the meeting should not be tolerated. Procedures should allow for Members guilty of such behaviour to be excluded from the meeting if necessary to allow Council business to be completed.
6. The Commission recommends that every Local Authority has a set of Standing Orders in place which include provisions to regulate procedure at Meetings.
7. Where disruptive behaviour reaches the stage of preventing Council business from properly and timeously taking place, it is recommended that such issues, wherever possible, be referred in the first instance to an informal meeting of Senior Elected Members (such as Political Group Leaders), together with appropriate Senior Officers in order to seek a resolution to such issues. Reference should, however, be made to the Standards Commission where it is believed that such a reference to a group of Senior Elected Members would serve no useful purpose or would otherwise be inappropriate and it is considered that a breach of the Code of Conduct has taken place. It should be recognised that disruptive behaviour will reflect on the reputation of the Council as well as that of individual Elected Members.
8. Councillors are accountable for their own individual conduct in the Chamber or Committee at all times in terms of the Councillors' Code of Conduct. Abusive or offensive language should not be tolerated and it is a matter for the Chair to rule on the acceptability of language used during the course of a meeting and to take appropriate action as necessary, including requiring withdrawal of a remark, requiring an apology, or any other action required to allow the meeting to properly proceed.
9. The conduct of the Chair in the process of conducting a meeting can play a major role in ensuring a successful meeting. For that reason, Councillors who are regularly expected to Chair meetings should ensure that they are familiar with the Council's Standing Orders relating to the conduct of debate. Training will often play a major part in establishing the role of a successful Chair including when it is appropriate to obtain the advice of Officers.