

Agenda



Corporate Services Committee

Date: Wednesday, 11 February 2015

Time: 14:00

Venue: Committee Room 3,
Council Offices, Garshake Road, Dumbarton

Contact: Craig Stewart, Committee Officer
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Dear Member

Please attend a meeting of the **Corporate Services Committee** as detailed above. The business is shown on the attached agenda.

Yours faithfully

JOYCE WHITE

Chief Executive

Distribution:-

Councillor Kath Ryall (Chair)
Councillor George Black
Councillor Gail Casey
Councillor Jim Finn
Councillor David McBride
Councillor Jonathan McColl
Councillor Patrick McGlinchey
Councillor John Mooney
Councillor Lawrence O'Neill
Councillor Tommy Rainey (Vice Chair)
Councillor Gail Robertson
Councillor Martin Rooney

All other Councillors for information

Chief Executive
Executive Director of Corporate Services
Executive Director of Infrastructure and Regeneration
Executive Director of Educational Services
Director of West Dunbartonshire Community Health & Care Partnership

Date of Issue: 30 January 2015

CORPORATE SERVICES COMMITTEE

WEDNESDAY, 11 FEBRUARY 2015

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 1 - 6

Submit for approval as a correct record, the Minutes of Meeting of the Corporate Services Committee held on 12 November 2014.

4. MINUTES OF JOINT CONSULTATIVE FORUM – 11 DECEMBER 2014 7 - 11

Submit for information and where necessary ratification, the Minutes of Meeting of the Joint Consultative Forum held on 11 December 2014.

**5. CORPORATE SERVICES BUDGETARY CONTROL REPORT TO 12 - 30
31 DECEMBER 2014 (PERIOD 9)**

Submit report by the Executive Director of Corporate Services advising on the performance of the Corporate Services budget for the period to 31 December 2014.

**6. FORMER TENANT RENT ARREARS WRITE OFF – 2014/15 31 - 32
QUARTER 3**

Submit report by the Executive Director of Corporate Services seeking approval for the write-off of rent arrears which have arisen during the third quarter of 2014/15 from October 2014 to December 2014 for former tenants.

7. WRITE-OFF OF NATIONAL NON-DOMESTIC RATES 33 - 37

Submit report by the Executive Director of Corporate Services recommending for approval the write-off of debts in respect of National Non-Domestic Rates (NNDR), which have been deemed as irrecoverable during the financial year 2014/15.

8. WRITE-OFF OF MISCELLANEOUS INCOME DEBTOR ACCOUNTS 38 - 41

Submit report by the Executive Director of Corporate Services recommending for approval the write-off of debts in respect of miscellaneous income debtor accounts, which have been deemed irrecoverable during the financial year 2014/15.

9. PROCUREMENT CAPABILITY ASSESSMENT (PCA) 2014 42 - 44

Submit report by the Executive Director of Corporate Services providing an update on the outcome of the Council's Procurement Capability Assessment (PCA) which took place on 26 November 2014.

10. CONTRACT FOR PAYMENT PROCESSING SERVICES 45 - 47

Submit report by the Executive Director of Corporate Services advising on changes to the current arrangements for the provision of payment processing services.

11. RENEWAL/RE-TENDERING OF THE COUNCIL'S AND THE LEISURE TRUST'S INSURANCE CONTRACTS 48 - 53

Submit report by the Executive Director of Corporate Services seeking authority to renew and, where appropriate, re-tender the Council's and the Leisure Trust's Insurance Contracts.

12. /

- 12. TENDER FOR THE PROVISION OF OCCUPATIONAL HEALTH SERVICES** **54 - 57**
- Submit report by the Executive Director of Corporate Services seeking approval to commence a tendering process for Occupational Health Services and to delegate authority to the Executive Director of Corporate Services to appoint a successful tenderer.
- 13. GRIEVANCE POLICY AND PROCEDURE REVIEW** **58 - 76**
- Submit report by the Executive Director of Corporate Services providing an update on agreed revisions to the Grievance Policy and Procedure.
- 14. NO SMOKING POLICY** **77 - 87**
- Submit report by the Executive Director of Corporate Services providing an update on agreed revisions to the No Smoking Policy.
- 15. SHARED PARENTAL LEAVE POLICY** **88 - 100**
- Submit report by the Executive Director of Corporate Services providing an update on the introduction of the Shared Parental Leave Policy as a result of the Shared Parental Leave Regulations 2014.
- 16. CORPORATE SERVICES ATTENDANCE MANAGEMENT: QUARTER 3 (OCTOBER – DECEMBER 2014)** **101 - 106**
- Submit report by the Executive Director of Corporate Services on attendance within Corporate Services and providing a summary of the absence statistics for Quarter 3 (October – December 2014).
- 17. JOB EVALUATION POLICY AND PROCEDURE REVIEW** **107 - 144**
- Submit report by the Executive Director of Corporate Services providing an update on the review of the Job Evaluation Policy and Procedure and associated administrative arrangements.
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