

WEST DUNBARTONSHIRE COUNCIL
Council Offices, Garshake Road, Dumbarton, G82 3PU

9 March 2012

MEETING: CORPORATE & EFFICIENT GOVERNANCE COMMITTEE

WEDNESDAY, 21 MARCH 2012 AT 10.00 A.M.
EDUCATION CENTRE
ST. MARGARET OF SCOTLAND HOSPICE
EAST BARNES STREET
CLYDEBANK

Dear Member,

Please attend a meeting of the **Corporate & Efficient Governance Committee** to be held in the Education Centre, St. Margaret of Scotland Hospice, Clydebank on **Wednesday, 21 March 2012 at 10.00 a.m.**

The business is as shown on the enclosed Agenda.

Yours faithfully

JOYCE WHITE

Chief Executive

Distribution:

Councillor Craig McLaughlin (Chair)
Councillor Jim Bollan
Councillor Jim Brown
Councillor David McBride
Councillor Ronnie McColl (Vice Chair)
Councillor Jim McElhill
Councillor Marie McNair
Councillor Lawrence O'Neill
Councillor Iain Robertson
Councillor Patrick McGlinchey

All other Councillors for information

Chief Executive
Executive Director of Corporate Services
Executive Director of Housing, Environmental & Economic Development
Executive Director of Educational Services
Director of West Dunbartonshire Community Health & Care Partnership

CORPORATE & EFFICIENT GOVERNANCE COMMITTEE

WEDNESDAY, 21 MARCH 2012

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 18 January 2012.

REPORTS FOR DECISION

4. PROCUREMENT CAPABILITY ASSESSMENT 2011 – NOTIFICATION OF OUTCOME AND IMPROVEMENT PLAN

Submit report by the Executive Director of Corporate Services advising of the outcome of the 2011 Procurement Capability Assessment (PCA) and seeking approval for the PCA Improvement Plan.

5. PROCUREMENT POLICY, PROCUREMENT STRATEGY FOR 2012 TO 2015 AND COUNCIL MEMBERSHIP OF SCOTLAND EXCEL

Submit report by the Executive Director of Corporate Services seeking approval for a Procurement Policy and supporting Procurement Strategy which covers the period 2012 to 2015.

6. RENT ARREARS WRITE-OFF – QUARTER 3 2011/12

Submit report by the Executive Director of Corporate Services seeking approval for rent arrears write-offs for the third quarter of 2011/12.

7. UPDATED DATA PROTECTION POLICY

Submit report by the Executive Director of Corporate Services seeking approval of the updated Data Protection Policy.

8. USE OF NATIONAL FRAMEWORK FOR TEMPORARY AND INTERIM STAFF

Submit report by the Executive Director of Corporate Services seeking approval for the Council to access the national framework for temporary and interim staff.

9. NATIONAL FRAMEWORKS FOR ELECTRICITY AND GAS

Submit report by the Executive Director of Corporate Services seeking permission for the Council to access the national framework agreements for electricity and gas.

10. STRESS MANAGEMENT POLICY

Submit report by the Executive Director of Corporate Services requesting approval of the revised Stress Management Policy and Procedure which will replace the current Stress in the Workplace Policy.

11. 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.

12. DUMBARTON COMMON GOOD FUND – 2012/13 DRAFT BUDGET

Submit report by the Executive Director of Corporate Services providing the Committee with a draft budget for 2012/13 for the Dumbarton Common Good Fund.

REPORTS FOR NOTING

13. /

13. DUMBARTON COMMON GOOD FUND – MONITORING REPORT TO 31 JANUARY 2012

Submit report by the Executive Director of Corporate Services providing details of income and expenditure on the Common Good Fund to 31 January 2012.

14. TREASURY UPDATE (1 APRIL 2011 – 31 JANUARY 2012)

Submit report by the Executive Director of Corporate Services advising on interest rates and treasury transactions of the Council which have taken place during the period 1 April 2011 to 31 January 2012.

15. CHIEF EXECUTIVE'S DEPARTMENT BUDGETARY CONTROL REPORT: PERIOD 10 2011/12

Submit report by the Chief Executive advising of the performance of the Chief Executive's Department budget for the period to 31 January 2012.

16. CORPORATE SERVICES DEPARTMENT BUDGETARY CONTROL REPORT: PERIOD 10 2011/12

Submit report by the Executive Director of Corporate Services advising of the performance of the Corporate Services Department budget for the period to 31 January 2012.

17. 2011 CORPORATE COMMUNICATIONS SATISFACTION SURVEY

Submit report by the Chief Executive detailing the results of the annual Corporate Communications Customer Satisfaction Survey which is undertaken to evaluate how the service is performing and what areas require improvement.

For information on the above agenda please contact Craig Stewart, Committee Officer, Legal, Democratic & Regulatory Services, Council Offices, Garshake Road, Dumbarton G82 3PU. Tel: (01389) 737251
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