

CORPORATE SERVICES COMMITTEE

At a Meeting of the Corporate Services Committee held on Wednesday, 11 February 2015 in Committee Room 3, Council Offices, Garshake Road, Dumbarton at 2.00 p.m.

Present: Councillors George Black, Gail Casey, Jim Finn, David McBride, Patrick McGlinchey, John Mooney, Lawrence O'Neill, Tommy Rainey, Gail Robertson, Martin Rooney and Kath Ryall.

Attending: Angela Wilson, Executive Director of Corporate Services; Stephen West, Head of Finance and Resources; Vicki Rogers, Head of People and Transformation; Annabel Travers, Corporate Procurement Manager; Jennifer Ogilvie, Finance Business Partner; Karen Shannon, Section Head – Financial, Administration & Control; Peter Hessett, Head of Legal, Democratic and Regulatory Services and Craig Stewart, Committee Officer.

Apology: An apology for absence was intimated on behalf of Councillor Jonathan McColl.

Councillor Kath Ryall in the Chair

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 the Meeting of the Corporate Services Committee held on 12 November 2014 were submitted and approved as a correct record.

It was noted in relation to the item under the heading 'Tender for the Provision of Managed Work for Housing Benefit and Council Tax Reduction', that the information on the 'roll-out' of Universal Credit, including the date, had been issued as a Members' Briefing at the beginning of February.

MINUTES OF JOINT CONSULTATIVE FORUM – 11 DECEMBER 2014

The Minutes of Meeting of the Joint Consultative Forum held on 11 December 2014 were submitted for information and noted.

CORPORATE SERVICES BUDGETARY CONTROL REPORT TO 31 DECEMBER 2014 (PERIOD 9)

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

After discussion and having heard the Executive Director of Corporate Services, the Committee agreed:-

- (1) to note that the revenue account currently showed a projected annual favourable variance of £0.786m (4.02% of the total budget); and
- (2) to note that the capital account showed a projected annual favourable variance of £0.569m (11.1% of the budget) and a projected project life adverse variance of £0.034m (0.45% of project life budget).

FORMER TENANT RENT ARREARS WRITE OFF – 2014/15 QUARTER 3

A report was submitted 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.

After discussion and having heard the Head of Finance and Resources in further explanation and in answer to Members' questions, the Committee approved the write-off of former tenant arrears accounts totalling £10,457.68.

WRITE-OFF OF NATIONAL NON-DOMESTIC RATES

A report was submitted 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.

After discussion and having heard the Head of Finance and Resources and relevant officers in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to approve the write-off of NNDR accounts totalling £860,005.52;
- (2) to note that information on companies that had ceased trading through liquidation or administration, and whose debts had been written off, should be included in future reports on NNDR write-offs; and
- (3) that in future it would be helpful and provide greater clarity, for an explanatory footnote to be included in the Appendices attached to reports such as this one and other write-off reports.

WRITE-OFF OF MISCELLANEOUS INCOME DEBTOR ACCOUNTS

A report was submitted 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.

After discussion and having heard the Head of Finance and Resources in further explanation and in answer to Members' questions, the Committee agreed to approve the write-off of miscellaneous income debtor accounts totalling £196,822.47.

PROCUREMENT CAPABILITY ASSESSMENT (PCA) 2014

A report was submitted 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.

After discussion and having heard the Corporate Procurement Manager in further explanation and in answer to Members' questions, the Committee agreed to note the contents of the report.

CONTRACT FOR PAYMENT PROCESSING SERVICES

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

After discussion and having heard the Head of Finance and Resources in answer to a Member's question, the Committee agreed to note the contents of the report.

RENEWAL/RE-TENDERING OF THE COUNCIL'S AND THE LEISURE TRUST'S INSURANCE CONTRACTS

A report was submitted 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.

Having heard Head of Finance and Resources, the Committee agreed:-

- (1) to note the position with regard to the main insurance policies and that authority be delegated to the Executive Director of Corporate Services, in consultation with the Chair of the Corporate Services Committee, to renew and, if appropriate agree an extension, or where the terms offered break current Long Term Agreements and the Council's and the Trust's best interests are serviced by a re-tendering exercise, to re-tender and award the Insurance Contracts;

- (2) to note the position with regard to the Engineering Insurance Programme i.e. Engineering Insurance/Inspection and Hired in Plant Contracts which would be renewed on 1 August 2015;
- (3) to note the position with regard to the renewal of the Mortgage Property 'Right to Buy' Block Buildings Insurance Policy on 1 April 2015; and
- (4) that authority be delegated to the Executive Director of Corporate Services, in consultation with the Chair of the Corporate Services Committee, to re-tender and award the Mortgage Property 'Right to Buy' Block Buildings Insurance Policy with a new contract to come into effect from 1 April 2016.

TENDER FOR THE PROVISION OF OCCUPATIONAL HEALTH SERVICES

A report was submitted 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.

The Committee agreed:-

- (1) to an open tender exercise in line with European legislation and Council Standing Orders involving issuing an ITT (Invitation to Tender) to be advertised in the Official Journal of the European Union (OJEU) and Public Contracts Scotland Tender to obtain provision of an Occupational Health and Physiotherapy Service for West Dunbartonshire Council, and that the contract should be for an initial fixed 2 year period with a further two potential consecutive 12-month periods;
- (2) that authority be delegated to the Executive Director of Corporate Services, to accept the most economically advantageous tender received and appoint a successful tenderer; and
- (3) that at the end of the fixed contract period, the Executive Director of Corporate Services should review the position and consider whether to extend the contract for further additional 12-month periods, taking the maximum contract term to 4 years.

GRIEVANCE POLICY AND PROCEDURE REVIEW

A report was submitted by the Executive Director of Corporate Services providing an update on agreed revisions to the Grievance Policy and Procedure.

After discussion and having heard the Head of People and Transformation in answer to a Member's questions, the Committee agreed:-

- (1) to approve the revised Grievance Policy and Procedure appended to the report; and

- (2) otherwise to note the contents of the report.

Councillor Black, having failed to obtain a seconder for a proposed motion, asked that his dissent be recorded in respect of this item.

NO SMOKING POLICY

A report was submitted by the Executive Director of Corporate Services providing an update on agreed revisions to the No Smoking Policy.

After discussion and having heard the Head of People and Transformation in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to approve the No Smoking Policy appended to the report, subject to a review period of 6 months from the implementation date;
- (2) to note the terms of the discussion that had taken place in respect of this item; and
- (3) otherwise to note the contents of the report.

Note: Councillors O'Neill and Rooney left the meeting at this point.

SHARED PARENTAL LEAVE POLICY

A report was submitted 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.

The Committee agreed:-

- (1) to approve the introduction of the Shared Parental Leave Policy; and
- (2) otherwise to note the contents of the report.

CORPORATE SERVICES ATTENDANCE MANAGEMENT: QUARTER 3 (OCTOBER – DECEMBER 2014)

A report was submitted 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).

After discussion and having heard the Executive Director of Corporate Services in further explanation and in answer to a Member's questions, the Committee agreed to note the contents of the report and the attendance results for the quarter, namely a decrease of 6.1% when compared to the same period last year (2013/14 - 2.79 FTE days, 2014/15 - 2.62 FTE days).

JOB EVALUATION POLICY AND PROCEDURE REVIEW

A report was submitted by the Executive Director of Corporate Services providing an update on the review of the Job Evaluation Policy and Procedure and associated administrative arrangements.

The Committee agreed to note the contents of the report.

The meeting closed at 3.46 p.m.