

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton, G82 3PU

12 June 2009

MEETING: CORPORATE & EFFICIENT GOVERNANCE COMMITTEE

**WEDNESDAY, 24 JUNE 2009
MEETING ROOM 3
COUNCIL OFFICES
GARSHAKE ROAD
DUMBARTON**

Dear Member,

Please attend a meeting of the **Corporate & Efficient Governance Committee** to be held in Meeting Room 3, Council Offices, Garshake Road, Dumbarton on Wednesday, 24 June 2009 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 Margaret Bootland
Councillor Jim Brown
Councillor Martin Rooney
Councillor David McBride
Councillor Jim McElhill
Councillor Ronnie McColl
Councillor Marie McNair
Councillor Iain Robertson (Vice Chair)

All other Councillors for information

Chief Executive
Executive Director of Corporate Services
Executive Director of Educational Services
Executive Director of Housing, Environmental & Economic Development
Executive Director of Social Work and Health

CORPORATE & EFFICIENT GOVERNANCE COMMITTEE

WEDNESDAY, 24 JUNE 2009

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 29 April 2009.

4. MINUTES OF THE CORPORATE CULTURAL SUB-COMMITTEE

Submit for information, and where necessary approval, the undernoted Minutes of Meetings of the Corporate Cultural Sub-Committee:-

- (a) Ordinary Meeting on 28 April 2009
- (b) Special Meeting on 9 June 2009

(copy to follow)

Reports for DECISION

5. HEALTH AND SAFETY ENFORCEMENT SERVICE PLAN 2009/2010

Submit report by the Executive Director of Corporate Services seeking approval of the Health and Safety Enforcement Service Plan 2009/2010.

6. FOOD ENFORCEMENT SERVICE PLAN 2009/2010

Submit report by the Executive Director of Corporate Services seeking approval of the Food Enforcement Service Plan 2009/2010.

7. SCOTTISH FOOD HYGIENE INFORMATION SCHEME

Submit report by the Executive Director of Corporate Services seeking approval for the participation in and implementation of the Scottish Food Hygiene Information Scheme (FHIS) within West Dunbartonshire.

8. PROVISION OF FACILITIES FOR THE DETENTION OF STRAY DOGS

Submit report by the Executive Director of Corporate Services seeking approval to accept a new partnership arrangement between the Scottish Society for the Prevention of Cruelty to Animals (SSPCA) and West Dunbartonshire Council for the provision of kennel facilities and services for the detention of stray dogs collected by the Environmental Health Section.

9. FEASIBILITY OF VIDEO CONFERENCING FACILITIES WITHIN WEST DUNBARTONSHIRE COUNCIL

Submit report by the Executive Director of Corporate Services outlining options to be considered regarding the feasibility of creating two Video Conferencing suites within the Garshake Road and Rosebery Place offices.

10. UPDATE ON FINANCE REVENUES PERFORMANCE 2008/09

Submit report by the Executive Director of Corporate Services providing an update on the billing and collection of local revenues and the administration of housing and council tax benefits.

11. DEVELOPING AND MONITORING OF AN ACTION PLAN FOR THE REVENUE BUDGET PROPOSALS

Submit report by the Chief Executive presenting a draft action plan drawn up from the Administration's proposals contained in the document agreed by Council on 12 February 2009.

Reports for NOTING

12. CHIEF EXECUTIVE'S DEPARTMENTAL PLAN 2008/12 – PERFORMANCE REVIEW 2008/9

Submit report by the Chief Executive setting out the performance of the Chief Executive's Department in 2008/9, from 1 April 2008 to 31 March 2009.

13. CORPORATE SERVICES SERVICE PLAN 2009 - 2013

Submit report by the Executive Director of Corporate Services seeking approval of the Corporate Services Department's Service Plan 2009 – 2013.

14. CORPORATE SERVICES DEPARTMENT – 2008/2009 YEAR-END PERFORMANCE MANAGEMENT REPORT

Submit report by the Executive Director of Corporate Services detailing the performance of the Corporate Services Department for 2008/2009 and inviting the Committee to consider and note the departmental performance progress and achievements.

15. FINANCE SERVICE PERFORMANCE INDICATORS

Submit report by the Executive Director of Corporate Services providing an update on the benchmarking of the Finance function.

16. TREASURY UPDATE (1 APRIL 2009 – 15 MAY 2009)

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 2009 to 15 May 2009.

17. TRADING ACCOUNTS

Submit report by the Executive Director of Corporate Services advising of the results of the annual review undertaken in respect of the Council's trading activities.

18. GRANTS UPDATE

Submit report by the Executive Director of Corporate Services:-

- (a) providing an update on grants to voluntary organisations from the Dumbarton Common Good and Community Council budgets; and
- (b) providing an update of the local grants budget administered by the Community and Volunteering Service (CVS) during 2009/10.

19. SUMMARY OF VOLUNTARY GRANTS 2008/2009

Submit report by the Executive Director of Corporate Services providing an analysis of voluntary grants approved during 2008/09.

20. NATIONAL SHARED SERVICES DIAGNOSTICS PATHWAY PROJECT (SSD) – INFORMATION TECHNOLOGY (IT) ESTATE ANALYSIS OPPORTUNITIES

Submit report by the Executive Director of Corporate Services providing an update on progress with the Information Technology (IT) Estate Analysis Opportunities aspect of the National Shared Services Diagnostics Pathway Project (SSD).

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