

## **CORPORATE SERVICES COMMITTEE**

At a Meeting of the Corporate Services Committee held in Committee Room 3, Council Offices, Garshake Road, Dumbarton on Wednesday, 23 August 2017 at 10.03 a.m.

**Present:** Councillors Ian Dickson, Jim Brown, Diane Docherty, Daniel Lennie, Caroline McAllister, David McBride, Jonathan McColl, Iain McLaren, John Mooney and Martin Rooney.

**Attending:** Angela Wilson, Strategic Director – Transformation & Public Service Reform; Peter Hessett, Strategic Lead – Regulatory; Stephen West, Strategic Lead – Resources; Malcolm Bennie – Strategic Lead – Communication, Culture & Communities; Victoria Rogers, Strategic Lead – People & Technology; Annabel Travers, Corporate Procurement Manager; Patricia Kerr, Manager of ICT; Derek McLean, Business Partner, Procurement Developments and Craig Stewart, Committee Officer.

**Apology:** An apology for absence was intimated on behalf of Councillor Jim Finn.

**Councillor Ian Dickson in the Chair**

### **SCHOOL BUS CRASH INCIDENT**

At the outset of the meeting, Councillor McColl advised the Committee of a road traffic accident in Dumbarton this morning, involving a school bus conveying pupils to Our Lady and St. Patrick's High School.

### **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 Meeting of the Corporate Services Committee held on 7 June 2017 were submitted and approved as a correct record.

## **MINUTES OF JOINT CONSULTATIVE FORUM – 15 JUNE 2017**

The Minutes of Meeting of the JCF held on 15 June 2017 were submitted for information and ratification.

### **CORPORATE SERVICES BUDGETARY CONTROL REPORT TO 31 JULY 2017 (PERIOD 4)**

A report was submitted by the Strategic Lead – Resources advising on the performance of the Corporate Services budget for the period to 31 July 2017.

After discussion and having heard the Strategic Director and Strategic Lead – Resources in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note that the revenue account currently showed a projected annual adverse variance of £0.039m (0.19% of the total budget); and
- (2) to note that the capital account was projecting a favourable variance of £0.044m for the current year and a nil variance for the project life.

### **CORPORATE PROCUREMENT STRATEGY: 2017/18 – 2020/21**

A report was submitted by the Strategic Lead – Resources seeking approval of the revised Corporate Procurement Strategy which covers the period 2017/18 to 2020/21.

After discussion and having heard the Corporate Procurement Manager and relevant officers in further explanation of the report and in answer to Members' questions, the Committee agreed to approve the Corporate Procurement Strategy: 2017/18 – 2020/21, appended to the report.

### **PURCHASE TO PAY (P2P) PROJECT - PHASE 2 IMPLEMENTATION**

A report was submitted by the Strategic Lead – Resources providing information on the Purchase to Pay (P2P) project and requesting approval to commence the procurement exercise and implementation of Phase 2 of the project.

After discussion and having heard the Business Partner – Procurement Developments and relevant officers in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note the contents of the report and the benefits which could be realised from the introduction of an integrated P2P solution;

- (2) to approve the process to procure the supply, implementation and ongoing support/maintenance of the P2P solution stages – section 4 of the report; and
- (3) to note that the outcome of the procurement processes would be reported to a future Tendering Committee for consideration.

### **REVIEW OF CIVIL CEREMONY FEES**

A report was submitted by the Strategic Lead – Regulatory seeking approval of a proposal to increase some civil ceremony fees following a recent review.

After discussion and having heard the Strategic Lead - Regulatory in further explanation and in answer to Members' questions, the Committee agreed to approve the increases to civil ceremony fees as detailed in the Appendix to the report, with effect from 1 September 2017.

### **INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) 55 – 100 STRATEGY 2017-22**

A report was submitted by the Strategic Lead – People and Technology requesting approval of the proposed ICT Strategy 2017-22 and ICT Asset Management Plan.

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

- (1) to approve the proposed ICT Strategy 2017-22 (Appendix 1 to the report);
- (2) to approve the proposed ICT Asset Management Plan (AMP) (Appendix 2 to the report); and
- (3) that a cost/benefit analysis be undertaken for consideration, in February 2018, on an early warning system for monitoring of potential ICT system failures.

### **WORKING WELL TOGETHER – ATTENDANCE MANAGEMENT: QUARTER 1 (1 APRIL – 30 JUNE 2017)**

A report was submitted by the Strategic Lead – People and Technology providing an update for Quarter 1 2017/18 in respect of sickness absence and providing detailed analysis on the attendance performance for the strategic lead areas within the locus of the Committee.

After discussion and having heard the Strategic Lead – People & Technology and Strategic Director in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note the content of the report and the attendance performance of the Strategic Lead areas covered by this report for Quarter 1, namely an increase of 0.11 FTE days lost (10%) compared to the same period last year as outlined in appendices 2 –5 of the report; and
- (2) to further note the Council's attendance results for Quarter 1, namely an increase of 0.2 FTE days lost (8.4%) compared to the same period last year. The Council's attendance was outlined in appendix 1 of the report.

The meeting closed at 10.54 a.m.