

## **CORPORATE SERVICES COMMITTEE**

At a Meeting of the Corporate Services Committee held in the Council Chambers, Clydebank Town Hall, Dumbarton Road, Clydebank on Wednesday, 24 November 2004 at 10.00 a.m.

**Present:** Councillors Jim Bollan, Margaret Bootland, Geoff Calvert, Gail Casey, Tony Devine, Jack Duffy and Duncan McDonald.

**Attending:** Gerry McNerney, Director of Corporate Services; Stephen Brown, Head of Legal and Administrative Services; Tricia O'Neill, Head of Personnel Services; Angela Clements, Head of Information Services; Lynn Bradley, Head of Finance; Vincent Gardiner, Manager of Exchequer and Shona Barton, Administrative Assistant.

**Councillor Tony Devine in the Chair**

### **PRESENTATIONS**

4242 The Convener, Councillor Devine, made presentations of awards:-

- (1) to Mr. Damian McConnachie as part of the Employee Recognition Scheme to reward his efforts while working in the Finance section of the Council;
- (2) to the Head of Information Services, in recognition of the successful maintenance of the Investors in People standard; and
- (3) to Margaret Dickson, Employee Development Officer, accepting the award on behalf of Personnel Services, in recognition of the attainment of the Investors in People standard.

### **ADJOURNMENT**

4243 At this point in proceedings, the Committee agreed to a short adjournment to allow photographs to be taken. The meeting was adjourned at 10.06 a.m. and reconvened at 10.12 a.m., with the same Members present as listed in the sederunt.

### **MINUTES OF PREVIOUS MEETING**

4244 The Minutes of Meeting of the Corporate Services Committee held on 22 September 2004 were submitted and approved as a correct record.

### **INSURANCE POOLING**

4245 With reference to the Minutes of Meeting of the Corporate Services Committee held on 22 September 2004 (page 1088, paragraphs 3643/3644 refer), the Committee heard Councillor Devine in further explanation. It was noted that a briefing session had been arranged to provide further information on the proposal for Insurance Pooling and would be held on Wednesday, 15 December 2004 in the Offices of Falkirk Council.

4246 After discussion, the Committee agreed:-

- (1) that the opportunity be given to any Elected Member who expresses an interest in this matter to attend the briefing session; and
- (2) that letters be sent to all Elected Members advising them of the details of the briefing session and asking if they wished to attend.

### **LENDER OF LAST RESORT – HOME LOAN PORTFOLIO**

4247 With reference to the Minutes of Meeting of the Corporate Services Committee held on 22 September 2004 (page 1086, paragraph 3626 refers), a report by the Director of Corporate Services advising of the current valuation of the home loan portfolio and the potential sale value and making recommendations thereon was submitted for further consideration.

4248 The Committee noted that this report had been submitted to the meeting of the Social Justice Committee held on Wednesday, 10 November 2004.

4249 Having heard Councillor Devine in further explanation, the Committee agreed that the Council should remain as the Lender of Last Resort and that no decision be taken in terms of selling the existing Home Loan Portfolio.

### **INTERNAL AUDIT SERVICES PROVIDED FOR REVIEWING OF GRANTS**

4250 In terms of the remit from the Minutes of Meeting of the Audit and Performance Review Committee held on 22 September 2004 (page 1110, paragraph 3694 refers) a report was submitted by the Director of Corporate Services advising of the existing arrangements for the audit of grants and making recommendations thereon.

4251 After discussion and having heard the Head of Finance in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to discontinue the provision of audit services for Community Councils and other small groups receiving a Council grant;

- (2) to introduce a system of spot auditing for Community Councils and small groups receiving a Council grant; and
- (3) that the Head of Finance would investigate the legality of using money allocated from the Scottish Executive for the purpose of providing auditing services.

4252 Councillor Bolland, having failed to find a seconder for a motion requested that his dissent be recorded in relation to the above decision.

### **COSLA STAFFING WATCH SURVEY**

4253 A report was submitted by the Director of Corporate Services on the size of the Council's workforce as at 10 September 2004.

4254 Having heard the Director of Corporate Services in further explanation, the Committee agreed to note the contents of the report.

### **THE EMPLOYMENT OF TEMPORARY, CASUAL, SESSIONAL AND OCCASIONAL WORKERS**

4255 A report was submitted by the Director of Corporate Services asking the Committee to agree a policy statement on the employment of Occasional Workers previously known as temporary, casual, sessional or seasonal workers.

4256 After discussion and having heard Councillor Devine in further explanation, the Committee agreed:-

- (1) to approve the Policy statement on the employment of occasional workers;
- (2) that each Head of Service should determine the status of all current temporary, seasonal, fixed term, casual or sessional workers to ensure appropriate contractual relationships are established for all workers involved in delivering Council services; and
- (3) that any appointments made would now be on an "occasional, less than 1 continuous month", "temporary, more than 1 continuous month" or "substantive" basis.

### **CORPORATE SERVICES BUDGETARY CONTROL REPORT – PERIOD 6 (2004/05)**

4257 A report was submitted by the Head of Finance advising of the performance of the Corporate Services budget for the period to 15 October 2004.

- 4258 Having heard Councillor Devine, the Committee agreed to note the contents of the report.

### **DUMBARTON COMMON GOOD FUND – MONITORING REPORT TO 15 OCTOBER 2004**

- 4259 A report was submitted by the Director of Corporate Services providing details of income and expenditure on the Common Good Fund to 15 October 2004.
- 4260 Having heard Councillor Devine, the Committee agreed to note the contents of the report.

### **UPDATE ON FINANCE REVENUES COLLECTION**

- 4261 A report was submitted by the Director of Corporate Services providing an update on the progress of the collection of the local Council Tax and National Non-Domestic Rates (NNDR).
- 4262 Having heard the Manager of Exchequer in further explanation, the Committee agreed to note the Council Tax and NNDR collection and workflow performance to date.
- 4263 Councillor Devine, on behalf of the Committee commended all staff involved for their performance in the collection of Council Tax.

### **INTEREST RATES (1 APRIL 2004 – 1 NOVEMBER 2004)**

- 4264 A report was submitted by the Director of Corporate Services advising on interest rates during the period from 1 April 2004 to 1 November 2004.
- 4265 The Committee agreed to note the contents of the report.

### **TREASURY TRANSACTIONS (1 APRIL 2004 – 15 OCTOBER 2004)**

- 4266 A report was submitted by the Director of Corporate Services advising of the treasury transactions of the Council for the period from 1 April 2004 to 15 October 2004.
- 4267 The Committee agreed to note the contents of the report.

### **INVESTOR IN PEOPLE**

- 4268 A report was submitted by the Director of Corporate Services providing an update on the successful maintenance of the Investor in People Standard in Information Services and the attainment of the award by Personnel Services.

4269 Having heard the Head of Information Services in further explanation, the Committee agreed:-

- (1) to note that Information Services had been recognised as having maintained the Investors in People Standard in 2004;
- (2) to note that Personnel Services had achieved the Investors in People Standard; and
- (3) to note that the Investors in People plaques are displayed in the Information Services and Personnel Services corridors.

### **EUROPEAN COMPUTER DRIVING LICENCE (ECDL)**

4270 A report was submitted by the Director of Corporate Services providing an update on the successful external Test Centre Accreditation audit which enables Information Services to continue to award the European Computer Driving Licence qualification.

4271 Having heard the Head of Information Services in further explanation the Committee agreed to note the contents of the report.

### **DECLARATION OF NON-FINANCIAL INTEREST**

4272 Councillor Bootland declared a non-financial interest in relation to grant application 04/170 for Clydebank College which was considered in the following item of business.

### **LOCAL, GENERAL AND COMMUNITY COUNCIL GRANTS 2004/2005**

4273 A report was submitted by the Director of Corporate Services providing an update on the budget position of Local Grants, General Grants and Grants to Community Councils, and providing details of grant applications for approval.

4274 After discussion and having heard the Head of Finance in further explanation, the Committee agreed:-

- (1) to note the current budgetary position on Local, General and Community Council Grants as detailed in Appendix A to the report;
- (2) that the New Local Grants Applications for 2004/2005 be dealt with as shown in Appendix 1 to these Minutes;
- (3) that the Dumbarton Common Good Fund Application be dealt with as shown in Appendix 2 to these Minutes;

- (4) to note the applications referred to “Awards for All” for funding as shown in Appendix D to the report; and
- (5) to note the organisations who have prepared or are in the process of preparing Service Level Agreements as shown in Appendix E to the report.

4275 Councillor Bollan having failed to find a seconder for motions in relation to Grant applications 04/151, 04/123, 04/134, 04/175, 04/137, 04/118 and 04/125 requested that his dissent be recorded in these Minutes.

The meeting closed at 10.47 a.m.