

## **AGENDA**

### **MINUTES**

- (1) Minutes of meetings of Sub-Committee
  - (a) General Purposes (Licensing) Sub-Committee (pages 1-27)
    - Submit minute of meeting held on 27 October 2003 (copy herewith)
    - Submit minute of meeting held on 3 November 2003 (copy herewith)
    - Submit minute of meeting held on 11 November 2003 (copy herewith)
    - Submit minute of meeting held on 17 November 2003 (copy herewith)
    - Submit minute of meeting held on 20 November 2003 (copy herewith)
    - Submit minute of meeting held on 1 December 2003 (copy herewith)
    - Submit minute of meeting held on 3 December 2003 (copy herewith)
    - Submit minute of meeting held on 18 December 2003 (copy herewith)
  - (b) Civic Functions Group (pages 28-29)
    - Submit minute of meeting held on 9 December 2003 (copy herewith)

### **OPERATIONAL**

- (2) Freedom of Information (pages 30-31)
  - Submit report dated 5 January 2004 by Director of Administration advising of the progress made with regard to the Council's obligations under the Freedom of Information (Scotland) Act 2002 which comes into full force on 1 January 2005 (copy herewith)
- (3) Taxi and Private Hire Car Licensing - Report from the Office of Fair Trading (pages 32-34)
  - Submit report dated 19 December 2003 by Director of Administration advising of the response which has been made to the Scottish Executive on the publication of an Office of Fair Trading (OFT) Report entitled The Regulation of Licensed Taxi and Private Hire Services in the UK and seeking homologation in this respect (copy herewith)
- (4) Summary Justice Review - COSLA Consultation (pages 35-39)
  - Submit report dated 15 December 2003 by Director of Administration advising of the response which had been made to COSLA on issues arising from the review of summary justice and seeking homologation in this respect (copy herewith)
- (5) Nicholson Committee Report on the Reform of Liquor Licensing in Scotland - Council response (pages 40-43)
  - Submit report dated 16 December 2003 by Director of Administration advising of the appointment of a Committee under the Chairmanship of Sheriff Principal Gordon Nicholson with a remit "To review all aspects of Liquor Licensing Law and Practice in Scotland", with particular reference to implications for health and public order, to recommend changes in public interest and to report accordingly (copy herewith)
- (6) Guide to Members' Services (pages 44-58)
  - Submit report dated 5 January 2004 by Director of Administration attaching an updated draft proposed second edition of the Guide to Members' Services (copy herewith)

- (7) Community Council Quadrennial Elections (pages 59-61)  
Submit report dated 6 January 2004 by Director of Administration advising of proposed arrangements for Community Council Quadrennial Elections in terms of North Lanarkshire Council's approved Scheme for Community Councils (copy herewith)
- (8) Town Twinning: Cumbernauld/Bron Rugby Football Club (page 62)  
Submit report dated 7 January 2004 by Director of Administration advising that correspondence has been received from the Secretary, Cumbernauld Rugby Football Club advising of a twinning trip to Bron, France during April 2004 and seeking financial assistance in respect of the visit (copy herewith)
- (9) The Post Office
- (a) Teviot Walk, Cumbernauld (page 63)  
Submit report dated 8 December 2003 by Director of Administration advising of a consultation by Post Office Limited on the closure of Teviot Walk Branch, Tesco's, 39 Teviot Walk, Cumbernauld (copy herewith)
- (b) Condorrat Branch, 2 Airdrie Road, Condorrat, Cumbernauld (page 64)  
Submit report dated 5 January 2004 by Director of Administration advising of a consultation on a request to Post Office Limited by the current Sub-Postmaster, seeking the relocation of the Condorrat Branch (copy herewith)
- (10) Service Level Agreement Between General Register Office for Scotland and Local Registration Authorities (pages 65-66)  
Submit report dated 5 January 2004 by Director of Administration advising of a proposal by the General Register Office of Scotland to enter into a Service Level Agreement with local Registration Authorities for the use of FER (Forward Electronic Register) and DIGROS (Digital Imaging of the Genealogical Records of Scotland's People) (copy herewith)
- (11) Registration Service: Ceremonies Marking Life Events (pages 67-68)  
Submit report dated 5 December 2003 by Director of Administration advising that under reference to the responses authorised by the Committee to the consultation document "Civil Registration in the 21st Century", recommending that the Council authorise the extension of services offered by the Registration Service to include such ceremonies as baby naming and renewing of marriage vows (copy herewith)
- (12) Registration and Area Office Services, Motherwell - Proposed Temporary Relocation (pages 69-70)  
Submit report dated 5 January 2004 by Director of Administration recommending temporary arrangements to be put in place for the day to day operation of the Registration and Area Offices service during the period of refurbishment (copy herewith)

**FINANCIAL****(13) Tenders**

- (a) Motherwell Civic Centre Resurfacing Works to Walkways (pages 71-72)  
Submit report dated 19 November 2003 by Director of Housing and Property Services advising that in accordance with the delegation given to the Director of Administration, following consultation with the Convener, this project had been progressed for acceptance (copy herewith)
- (b) External Works for Registrar's Office at Motherwell Civic Centre (pages 73-74)  
Submit report dated 20 November 2003 by Director of Community Services advising that in accordance with the delegation given to the Director of Administration, following consultation with the Convener, this project had been progressed for acceptance (copy herewith)
- (c) Motherwell Civic Centre - Registrars Office Refurbishment (copy to follow)

- (14) 2003/2004 Budget Monitoring Report - Department of Administration (Excluding Personnel) - 1 April - 7 November 2003 (pages 75-81)  
Submit report dated 25 November 2003 by Director of Administration detailing for the period 1 April to 7 November 2003 actual expenditure and income against the estimates detailed in the 2003/2004 budget (copy herewith)

- (15) Safeguarders Expenses (page 82)  
Submit report dated 5 December 2003 by Director of Administration advising of current expenditure from the Children's Panel budget in respect of Safeguarders fees (copy herewith)

- (16) Administration Department Service Improvement Plan 2003/04 to 2005/06 and Revenue Budget 2004/05 (pages 83-143)  
Submit report dated 4 December 2003 by Director of Administration and Director of Finance seeking approval for the Service Improvement for 2003/04 to 2005/06 and also the Revenue Budget 2004/05 of the Department of Administration (copy of report herewith; copy of Appendix B iv to follow)  
(Members should be advised that Appendix B has not been finalised)

**CONFERENCES ETC.**

- (17) Conferences (pages 144-145)  
Submit report dated 7 January 2004 by Director of Administration advising of an invitation received in respect of Member attendance at a conference (copy herewith)