

GENERAL PURPOSES – 10 January 2007

Motherwell, 10 January 2007 at 2 pm.

A Meeting of the **GENERAL PURPOSES COMMITTEE**

PRESENT

Councillor Holloway, Convener; Councillors Barrie, Burrows, Chadha, Curley, Gormill, Higgins, Irvine, Love, McAuley, McKenna, J. Martin, Shields and Wallace.

CHAIR

Councillor Holloway (Convener) presided.

IN ATTENDANCE

The Director of Administration; Head of Central Services; Head of Legal Services, and Senior Accountant, Department of Finance.

APOLOGIES

Provost Connelly and Councillors Cefferty, McCabe, Saunders and Wilson.

MINUTES OF SUB-COMMITTEE

(1) GENERAL PURPOSES (LICENSING) SUB-COMMITTEE

1. There were submitted the Minutes of the meetings and special meeting of the General Purposes (Licensing) Sub-Committee held on 30 October, 16 and 30 November and 14 December 2006.

Decided: that the Minutes of the meetings and special meeting of the General Purposes (Licensing) Sub-Committee held on 30 October, 16 and 30 November and 14 December 2006 be approved and noted.

(2) GENERAL PURPOSES (PUBLIC PROCESSIONS) SUB-COMMITTEE

2. There was submitted the Minute of the meeting of the General Purposes (Public Processions) Sub-Committee held on 6 December 2006.

Decided: that the Minute of the meeting of the General Purposes (Public Processions) Sub-Committee held on 6 December 2006 be approved and noted.

(3) CIVIC FUNCTIONS GROUP

3. There was submitted the Minute of the meeting of the Civic Functions Group held on 6 December 2006.

Decided: that the Minute of the meeting of the Civic Functions Group held on 6 December 2006 be approved and noted.

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2006/2007 BUDGET MONITORING REPORT - DEPARTMENT OF ADMINISTRATION (EXCLUDING PERSONNEL) 1 APRIL TO 10 NOVEMBER 2006

4. There was submitted a report dated 21 November 2006 by the Director of Administration detailing, for the period from 1 April to 10 November 2006, expenditure and income against the estimates contained in the 2006/2007 Budget for the Central Services Division, including separate details in respect of the Registration of Births, Deaths and Marriages and for the Legal Services Division of the Department of Administration.

Decided: that the contents of the report be noted.

ADMINISTRATION DEPARTMENT SERVICE IMPROVEMENT PLAN 2006/07 TO 2008/09 AND REVENUE BUDGET 2007/08

- C** 5. There was submitted a joint report (docketed) dated 1 December 2006 by the Directors of Administration and Finance (1) seeking approval of the Administration Department's Service Improvement Plan 2006/07 to 2008/09 and the Revenue Budget for 2007/08; (2) submitting for consideration (a) the Service Improvement Plan for the Department of Administration in respect of the period 2006/07 to 2008/09, as detailed in Appendix A report, and (b) the proposed Revenue Budget for the Department of Administration in respect of the period 2007/08, as contained in Appendix B to the report; (3) indicating that the proposed budget for the Department of Administration shows an increase of £344,322 and the basis of that increase; (4) advising that departmental budgets will be consolidated to enable the Council to evaluate and consider the potential for growth in service budgets prior to determining its over-all spending plans for the forthcoming year, and (5) recommending that the Sub-Committee (a) approve the Service Improvement Plan for the Department of Administration as contained in Appendix A to the report; (b) note the level of CSP Movements and increases to the departmental base budget, as detailed in Parts i and ii of Appendix B to the report; (c) agree the departmental base budget, as detailed in Part iii of Appendix B to the report; (d) consider and make recommendations to the Policy and Resources Committee on efficiency savings from the departmental base budget, as detailed in Part iv of Appendix B to the report, and (e) note that any alterations to the Service Improvement Plan for the Department of Administration, required as a consequence of finalisation of the Council's budget, will be brought to the attention of this Committee.

Decided:

- (1) that the Service Improvement Plan for the Department of Administration in respect of the period 2006/07 to 2008/09, as contained in Appendix A to the report, be approved;
- (2) that the level of CSP Movements and increases affecting the Departmental Revenue Budget as set out in Parts i and ii of Appendix B to the report be noted;
- (3) that the departmental base budget, as set out in Part iii of Appendix B to the report be agreed, subject to the consideration of efficiency savings;
- (4) that the proposed efficiency savings, as detailed in Part iv of Appendix B to the report, be approved and referred to the Policy and Resources Committee for consideration;
- (5) that it be noted that any alterations to the Service Improvement Plan for the Department of Administration, required as a consequence of finalisation of the Council's budget, will be brought to the attention of the Committee, and
- (6) that, otherwise, the contents of the report be noted.

This paragraph was dealt with by the Council at its special meeting on 8 February 2007.

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ADMINISTRATION DEPARTMENT ANNUAL PERFORMANCE REPORT 2005/2006

6. There was submitted a report (docketed) dated 5 December 2006 by the Director of Administration (1) advising of the preparation and publication of the Annual Administration Department Performance Report for the financial year 2005/2006, and (2) providing details thereon.

Decided: that the contents of the report be noted.

ADMINISTRATION DEPARTMENT PERFORMANCE MONITORING REPORT - QUARTERS 1 AND 2 – 1 APRIL TO 30 JUNE AND 1 JULY TO 30 SEPTEMBER 2006

7. There was submitted a report (docketed) dated 29 November 2006 by the Director of Administration (1) advising of the performance of his department against the selection of Key Performance Indicators across the department for Quarter 1, April to June 2006 and Quarter 2, July to September 2006, and (2) providing details thereon.

Decided: that the contents of the report be noted.

AREA/REGISTRATION SERVICE PERFORMANCE REPORT 2005/2006

8. There was submitted a report (docketed) dated 5 December 2006 by the Director of Administration (1) advising of the preparation and publication of the Annual Area/Registration Service Performance Report for the financial year 2005/2006, and (2) providing details thereon.

Decided: that the contents of the report be noted.

REGISTRATION SERVICE "BABY PRIVILEGE CARDS"

9. With reference to paragraph 9 of the Minute of the meeting of this Committee held on 27 October 2004, when it was agreed to enter into an agreement with Ad-vise UK Limited to provide Wedding Privilege Cards in the Council's Registration Offices, there was submitted a report dated 3 January 2007 by the Director of Administration advising (1) that the organisation had approached the Council with a proposal to enter into an agreement to allow the company to provide "baby privilege cards" in the Registration Offices in North Lanarkshire; (2) the baby privilege card would be given to parents when they register the birth of their child or children and is designed to permit the display of names and telephone numbers of participating local businesses offering to provide savings of 10% on baby products, and (3) the foregoing arrangements would generate income for the Registration Service.

Decided: that it be agreed that the Director of Administration enter into a further agreement with Ad-vise to provide "baby privilege cards", initially for a two year period, subject to the appropriate safeguards to protect the Council's interests.

REVIEW OF MARCHES AND PARADES IN SCOTLAND

10. With reference to paragraph 12 of the Minute of the meeting of this Committee held on 23 August 2006, when it was noted that a response to the consultation on draft guidance to local authorities in respect of the Review of Marches and Parades in Scotland was forwarded to the Scottish Executive, there was submitted a report (docketed) dated 27 December 2006 by the Director of Administration (1) advising (a) of the issue, by the Scottish Executive, under powers provided by Section 65(a) of the Civic Government (Scotland) Act 1982, of Guidance to Scottish Local Authorities on Marches and Parades, and (b) of resources proposed to be made available to local authorities for the purpose of

implementing the guidance; (2) detailing the background relative thereto, and (3) setting out the resources and further action required to implement the new procedures detailed in the guidance.

Decided:

- (1) that the Guidance on Marches and Parades issued to Local Authorities by the Scottish Executive under Section 65(a) of the Civic Government (Scotland) Act 1982 be noted;
- (2) that the allocation of resources proposed by the Scottish Executive be noted, and
- (3) that a report be presented to the next meeting of this Committee detailing proposals on action to be taken to implement the new procedures.

SCOTTISH EXECUTIVE REVIEW OF THE OPERATION OF COMMUNITY COUNCILS - "WHAT CAN WE DO TO HELP COMMUNITY COUNCILS TO FULFIL THEIR ROLE"

11. With reference to paragraph 7 of the Minute of the meeting of this Committee held on 8 March 2006, when it was noted that a response to the discussion paper "What We Can Do to Help Community Councils to Fulfil Their Role" had been forwarded to the Scottish Executive, there was submitted a report dated 27 December 2006 by the Director of Administration (1) highlighting the receipt of an analysis of responses to the Scottish Executive on that discussion paper, as contained within the Appendix to the report; (2) providing details thereon, and (3) advising that the Scottish Executive will provide local authorities and other interested parties with further advice on which of the recommendations were intended to be taken forward.

Decided:

- (1) that it be noted that the Scottish Executive will provide local authorities and other interested parties with further advice on which of the recommendations are intended to be taken forward resulting from the discussion paper "What We Can Do to Help Community Councils Fulfil Their Role", and
- (2) that otherwise the contents of the report be noted.

TOWN TWINNING

(1) BRON, FRANCE

12. There was submitted a report dated 12 December 2006 by the Director of Administration advising that correspondence had been received from the Community Coach, Clyde Soccer, Cumbernauld (1) advising that a party, numbers to be confirmed, would be travelling to Bron during April 2007 to participate in an International Youth Football Tournament, and (2) seeking financial assistance towards the visit.

Decided: that assistance in terms of Council policy be awarded to Clyde Soccer, Cumbernauld, in respect of their visit to Bron, France during April 2007.

(2) SCHWEINFURT, UNTERFRANKENSCHAU (UFRA) 2006

13. There was submitted a report dated 29 November 2006 by the Director of Administration advising of correspondence received from the Chairman, Schweinfurt Twinning Association, regarding a report on the Association's involvement in the Schweinfurt Unterfrankenschau (UFRA) 2006, a copy of which had been deposited in the Members' Library.

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Decided: that the involvement of the Schweinfurt Twinning Association in the involvement of the Schweinfurt Unterfrankenschau (UFRA) 2006 be noted.

CONFERENCES

14. There was submitted a report dated 3 January 2007 by the Director of Administration advising of invitations received in respect of attendance at conferences and seeking that consideration be given to the invitations.

Decided:

(1) that attendance at the following conferences be homologated:-

Conference	Date	Attendance
The Licensing (Scotland) Act and the New Regulations	8 December 2006	Councillor Donnelly and Councillor J. Martin
5 th Conference on Human Rights	11 December 2006	Provost Connelly and Councillor Ross

and

(2) that otherwise no attendance be authorised.

LEGAL SERVICES DIVISION - CLERICAL AND PARALEGAL SUPPORT - SERVICE REVIEW

15. There was submitted a report (docketed) dated 12 December 2006 by the Director of Administration (1) reviewing and making minor alterations to the Clerical and Paralegal Support Establishment within the Legal Services Division of his Department, and (2) providing details thereon.

Decided: that the new structure within the Legal Services Division of Clerical and Paralegal Support be approved and the report be remitted to the Policy and Resources (Personnel Appeals) Sub-Committee.