

Motherwell, 30 August 2007 at 2 pm.

A Meeting of the CORPORATE SERVICES COMMITTEE

PRESENT

Councillor Hogg, Convener; Councillor McAuley, Vice-Convener; Councillors Cameron, Carrigan, Cefferty, Chadha, M. Coyle, Grant, Homer, Irvine, Johnston, S. Love, McElroy, Martin, Ross and Stewart.

CHAIR

Councillor Hogg (Convener) presided.

IN ATTENDANCE

Head of Central Services and Head of Legal Services, Corporate Services, and Senior Accountant, Finance and Customer Services.

APOLOGIES

Councillors S. Coyle, Devine and Harmon.

DECLARATIONS OF INTEREST IN TERMS OF THE ETHICAL STANDARDS IN PUBLIC LIFE ETC. (SCOTLAND) ACT 2000

1. Declarations of interest were received from (a) Councillors Ross and Cefferty in respect of paragraph 11 below as holders of licences under the Licensing (Scotland) Act, and (b) Councillor Homer in respect of paragraph 22 below, due to his being a member of the Cumbernauld Bron Association.

CORPORATE SERVICES SERVICE IMPROVEMENT PLAN PROGRESS REPORT ON 2006/07 KEY ACTIONS AND 2007/08 PLANNED IMPROVEMENT ACTIONS

2. There was submitted a report dated 8 August 2007 by the Executive Director of Corporate Services (1) providing an update on progress made to date on the service improvements planned for service users in 2007/08, and (2) detailing, in the Appendix to the report, a summary of those service improvements.

Decided: that the contents of the report be noted.

QUARTERLY PERFORMANCE MANAGEMENT EXCEPTIONS REPORT QUARTER 1 (APRIL-JUNE 2007)

3. There was submitted a report dated 20 August 2007 by the Executive Director of Corporate Services (1) advising of areas of service performance within Quarter 1 (April to June 2007) which falls outwith agreed thresholds, and (2) providing details thereon, together with actions planned to achieve agreed thresholds.

Decided: that the contents of the report be noted.

2007/2008 BUDGET MONITORING REPORT - CORPORATE SERVICES

4. There was submitted a report dated 21 August 2007 by the Executive Director of Corporate Services detailing, for the period from 1 April to 20 July 2007, expenditure and income against the estimates contained in the 2007/2008 budget for Corporate Services including separate details in respect of the five Divisions of that Service.

Decided: that the contents of the report be noted.

COMPOSITE CAPITAL PROGRAMME 2007/2008 MONITORING REPORT 1 APRIL TO 20 JULY 2007

5. There was submitted a report dated 9 August 2007 by the Head of Property Services detailing, for the period from 1 April to 20 July 2007, expenditure against the estimates contained in the 2007/2008 annual capital programme and providing a projected final expenditure position at year end.

Decided: that the contents of the report be noted.

MINUTES OF SUB-COMMITTEES

(1) CORPORATE SERVICES (LICENSING) SUB-COMMITTEE

6. There were submitted the Minute of the meetings and special meetings of the Corporate Services (Licensing) Sub-Committee held on 14, 25 and 28 June, 3 July and 8 August 2007.

Decided: that the Minutes of the meetings and special meetings of the Corporate Services (Licensing) Sub-Committee held on 14, 25 and 28 June, 3 July and 8 August 2007 be approved and noted.

(2) CORPORATE SERVICES (PUBLIC PROCESSIONS) SUB-COMMITTEE

7. There was submitted the Minute of the meeting of the Corporate Services (Public Processions) Sub-Committee held on 29 June 2007.

Decided: that the Minute of the meeting of the Corporate Services (Public Processions) Sub-Committee held on 29 June 2007 be approved and noted.

(3) CIVIC FUNCTIONS GROUP

8. There was submitted the Minute of the meeting of the Civic Functions Group held on 9 August 2007.

Decided: that the Minute of the meeting of the Civic Functions Group held on 9 August 2007 be approved and noted.

SAFETY OF SPORTS GROUNDS – PROVISION TO THE GUIDE TO SAFETY AT SPORTS GROUNDS (THE GREEN GUIDE)

9. There was submitted a report dated 31 July 2007 by the Executive Director of Corporate Services (1) advising of notification from the Football Licensing Authority (FLA) on the production of a draft of a

fifth edition of the Green Guide (the Guide to Safety at Sports Grounds) and inviting comments by 7 September 2007; (2) indicating (a) that over a number of years, sports stadiums have been the scene of serious accidents which have on occasion involved large scale deaths or injuries, and (b) that, as a consequence of these accidents, guidelines to improve the safety of spectators at sports grounds have evolved, and (3) further advising (a) that guidelines on measures for improving safety at sports grounds, based on legislation and other statutory guidance, have formed the basis of the Green Guide, the fourth edition of which this Council applies to sports grounds in North Lanarkshire, and (b) that the draft fifth edition of the Green Guide follows the format of earlier editions but does incorporate a number of minor legislative changes, improvements in design, safety management initiatives and arrangements for spectators with disabilities.

Decided: that the Executive Director of Corporate Services be authorised to forward a response to the Football Licensing Authority on the draft fifth edition of the Green Guide.

RESPONSE TO CONSULTATION PAPER ON INQUIRIES (SCOTLAND) RULES 2007

10. There was submitted a report (docketed) dated 24 July 2007 by the Executive Director of Corporate Services (1) advising of a consultation by the Scottish Executive on the Inquiries (Scotland) Rules 2007; (2) indicating that the consultation set out draft rules of procedure to be adopted at inquiries held in Scotland which are wholly or primarily concerned with a Scottish matter and which are held under the Inquiries Act 2005, and (3) seeking homologation for action taken in forwarding a response, on behalf of the Council, as contained within the Appendix to the report, to the Scottish Executive.

Decided: that the action taken in forwarding a response on behalf of the Council, as contained within the Appendix to the report, on the consultation of Inquiries (Scotland) Rules 2007 be homologated.

Councillors Cefferty and Ross, having declared an interest as holders of licences under the Licensing (Scotland) Act, took no part in the consideration or determination of the following item of business.

LICENSING (SCOTLAND) ACT 2005 – IMPLEMENTATION, PROGRESS AND ESTABLISHMENT OF LICENSING STANDARDS OFFICERS

11. There was submitted a report (docketed) dated 3 August 2007 by the Head of Legal Services (1) advising of the progress of the implementation of the Licensing (Scotland) Act 2005; (2) detailing the background relative thereto; (3) setting out the operational aspects of the new legislation together with the details for the establishment of a Local Licensing Forum and the obligation to appoint one or more Licensing Standards Officers, and (4) recommending that the Committee agree to the establishment of three posts of Licensing Standards Officer on a phased basis and the immediate appointment of two Licensing Standards Officers on salary grade NLC7.

Decided:

- (1) that the progress in implementing the duties and responsibilities of the Licensing (Scotland) Act 2005 be noted;
- (2) that the Committee agree to the establishment of three posts of Licensing Standards Officer on a phased basis and the immediate appointment of two Licensing Standards Officers on salary grade NLC7, and
- (3) that the report be remitted to the Policy and Resources (Human Resources) Sub-Committee and also the Licensing Board.

LEGAL SERVICES BENCHMARKING

12. There was submitted a report (docketed) dated 17 August 2007 by the Head of Legal Services (1) advising of the Legal Services benchmarking exercise carried out by the former Head of Legal Services; (2) indicating that the purpose of the benchmarking exercise was to compare legal services provided to this Council with those of other local authorities, and (3) providing details thereon.

Decided: that the contents of the report be approved and noted.

TENANTS RIGHTS TRANSACTIONS BEST VALUE REVIEW

13. There was submitted a report (docketed) dated 20 August 2007 by the Head of Legal Services (1) advising of a Best Value Review of Tenants Rights Transactions service which is provided by the Legal Services Division of Corporate Services; (2) indicating that the review challenged present service arrangements, compared the Council's service arrangements with the service arrangements of other Councils, consulted with stakeholders and considered alternative ways of delivering the service, and (3) providing, in the Appendix to the report, details thereon.

Decided: that the contents of the report be noted.

NETWORK CHANGE PROGRAMME FOR THE PROVISION OF THE POST OFFICE NETWORK

14. There was submitted a report (docketed) dated 20 July 2007 by the Executive Director of Corporate Services (1) advising of correspondence received from Post Office Limited consulting on the initiation of a network change programme which will determine the future provision of the Post Office network in the United Kingdom; (2) detailing the background relative thereto; (3) setting out the proposals, and the arrangements for the production of Local Area Plans, and (4) further advising that the Post Office are seeking from Councils, and others, information for inclusion in the Local Area Plans which may be pertinent to the future pattern of Post Office branch network provision.

Decided:

- (1) that the Executive Director of Corporate Services, in consultation with appropriate officers, prepare a submission for inclusion in the Post Office Local Area Plans, and
- (2) that the contents of the report be otherwise noted.

LOCAL PUBLIC HOLIDAYS 2008 FOR FACTORIES AND BUSINESSES

15. There was submitted a report dated 15 August 2007 by the Head of Central Services (1) seeking the determination of local public holidays for the year 2008 for factories and businesses in North Lanarkshire, and (2) referring to the approval by the Scottish Parliament of the St. Andrew's Day Bank Holiday (Scotland) Act 2006.

Decided: that the status quo prevail for local public holidays for the year 2008 for factories and businesses, viz:-

Tuesday, 1 and Wednesday, 2 January 2008
Monday, 24 March 2008
Monday, 5 and Monday 26 May 2008
Monday, 21 July 2008
Monday, 29 September 2008
Thursday, 25 and Friday, 26 December 2008.

PRINTING AND REPROGRAPHICS – PROPOSED REPLACEMENT OF PRINT ROOM EQUIPMENT

16. There was submitted a report (docketed) dated 7 August 2007 by the Executive Director of Corporate Services (1) advising of a review undertaken of the equipment provision for printing and reprographics; (2) detailing the background relative thereto; (3) setting out the proposals, and (4) recommending that the Council agree to enter into a revised contract with Xerox (UK) as proposed.

Decided: that it be agreed to enter into a revised contract with Xerox (UK) as detailed within the report.

BLACKBERRY PILOT SUMMARY OF FINDINGS

17. There was submitted a report dated 20 August 2007 by the Head of Central Services (1) advising of a summary of the findings of a recent survey of elected Members who are currently Blackberry users; (2) detailing the background relative thereto, and (3) setting out the advantages and disadvantages of using Blackberry.

Decided:

- (1) that the Head of Central Services be authorised to liaise with the Head of E-Government and Service Development to ascertain if, following satisfactory IT evaluation, a wider range of mobile devices can be made available to elected Members' remote access, and
- (2) that a further report be submitted to a future meeting of this Committee.

ELECTED MEMBERS' CORRESPONDENCE LETTERHEADS POLITICAL DESCRIPTION

18. There was submitted a report dated 17 August 2007 by the Head of Central Services (1) advising that it has been the practice of the Council to include in correspondence letterheads of elected Members details of the ward presented, but no details of the political party affiliation, and (2) proposing that, having regard to the multi-member wards, the current practice be altered to include in the correspondence letterheads elected members political party affiliation, or in the case of members elected without political party affiliation the description "independent" except in any instance of an individual member indicating that he or she does not wish this alteration.

Decided: that the political party affiliation be included on elected Members' correspondence letterheads and in the case of Member's elected without party political affiliation the description "independent" be added, except in any instances in which an individual Member indicates that he or she does not wish this to be included on their letterheads.

COMMUNITY COUNCILS 30TH ANNIVERSARY

19. There was submitted a report dated 7 August 2007 by the Head of Central Services (1) advising that the Local Government (Scotland) Act 1973 made provision for the establishment of community councils to ascertain, co-ordinate and express to the local authority and to other public authorities the views of the community they represent and to take such action in the interests of that community as it appears to expedient and practicable; (2) indicating that there are now 39 Community Councils in operation within the Council's area of which a significant number have been in existence throughout the period of 30 years since they were first established, and (3) proposing that the Council formally recognise this 30th anniversary.

Decided: that the Council formally recognise the 30th anniversary of the operation of Community Councils within the Council's area.

TOWN TWINNING

(1) SCHWEINFURT TWINNING ASSOCIATION

20. There was submitted a report dated 9 August 2007 by the Head of Central Services (1) advising of action taken, after consultation with the Convener, in awarding assistance in terms of Council policy to Schweinfurt Twinning Association in respect of a twinning visit by (a) a group of scouts from Schweinfurt, Germany during August 2007, and (b) a Schweinfurt Burgereise exchange to North Lanarkshire during September 2007, and (2) seeking homologation in this respect.

Decided: that the action taken, after consultation with the Convener, in awarding assistance in terms of Council policy to Schweinfurt Twinning Association be homologated.

(2) COLTNESS HIGH SCHOOL

21. There was submitted a report dated 9 August 2007 by the Head of Central Services advising that correspondence had been received from the Guidance/Modern Language Teacher, Coltness High School (1) indicating that a party of approximately 13 pupils and 2 adults from a high school in Schweinfurt, Germany would be travelling to North Lanarkshire during September 2007, and (2) seeking assistance towards the visit.

Decided: that assistance in terms of Council policy to be awarded to Coltness High School in respect of the twinning visit from Schweinfurt, Germany during September 2007.

Councillor Homer, having declared an interest by reason of being a member of the Cumbernauld Bron Association, took no part in the consideration or determination of the following item of business.

(3) CUMBERNAULD BRON ASSOCIATION

22. There was submitted a report dated 23 August 2007 by the Head of Central Services advising that correspondence had been received from the Secretary, Cumbernauld Bron Association (1) indicating that a party would be travelling from Bron, France to North Lanarkshire during the 50th anniversary celebrations of Cumbernauld during September 2007, and (2) seeking that the Council provide coaches in this respect.

Decided: that assistance in terms of Council policy be awarded to Cumbernauld Bron Association during the 50th anniversary celebrations of Cumbernauld during September 2007.

CONFERENCES

23. There was submitted a report dated 17 August 2007 by the Head of Central Services advising of invitations received in respect of attendance at conferences and seeking that consideration be given to the invitations.

Decided:

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

CORPORATE SERVICES – 30 August 2007

Conference	Venue	Date	Attendance
National Licensing Conference 2007		5-6 September 2007	Councillor Chadha
Local Government Information Unit Good Practice Seminar		18 September 2007	Councillor Hogg
and			

- (2) that otherwise no attendance be authorised.