

Motherwell, 10 January 2008 at 2 pm.

A Meeting of the CORPORATE SERVICES COMMITTEE

PRESENT

Councillor Hogg, Convener; Councillor McAuley, Vice-Convener; Councillors Carrigan, M. Coyle, Grant, Harmon, Irvine, Johnston, Martin, Nolan, Ross and Stewart.

CHAIR

Councillor Hogg (Convener) presided.

IN ATTENDANCE

The Executive Director of Corporate Services; Head of Central Services; Head of Design Services; Head of Legal Services, Head of Property Services and Senior Accountant, Finance and Customer Services.

APOLOGIES

Councillors Cefferty, S. Coyle, Key, S. Love and McElroy.

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

1. No declarations were made.

CORPORATE SERVICES – SERVICE IMPROVEMENT PLAN 2007/2008 TO 2009/2010 AND REVENUE BUDGET 2008/2009

2. **C** There was submitted a joint report (docketed) dated 12 December 2007 by the Executive Directors of Corporate Services and Finance and Customer Services (1) submitting for consideration (a) the Service Improvement Plan for Corporate Services in respect of the period from 2007/2008 to 2009/2010, as detailed in Appendix A of the report, and (b) the proposed Revenue Budget for Corporate Services in respect of the period 2008/2009, as detailed in Appendix B of the report; (2) indicating that the proposed budget for Corporate Services shows an increase of £722,000 and the basis for that increase; (3) advising that Service budgets will be consolidated to enable the Council to evaluate and consider the potential for growth in Service budgets prior to determining its overall spending plans and Council Tax levels for the forthcoming year, and (4) recommending that the Committee (a) approve the Service Improvement Plan for Corporate Services, as contained within Appendix A of the report and note that a further report describing the key actions which will be developed in support of the 2008/2009 Improvement Actions will be presented to the Committee at its next meeting; (b) note the levels of CSP movements and increases to the Service base budget, as detailed in Parts i and ii of Appendix B of the report; (c) agree the Service base budget, as detailed in Part iii of Appendix B of the report subject to consideration of efficiency savings; (d) consider and make recommendations to the Policy and Resources Committee on efficiency savings from the Service base budget, as detailed in Part iv of Appendix B to the report; (e) note that any alterations to the Service Improvement Plan for Corporate Services, required as a consequence of finalisation of the Council's Budget, will be brought to the attention of this Committee, and (f) otherwise note the contents of the report.

Decided:

- (1) that the Service Improvement Plan for Corporate Services in respect of the period 2007/2008 to 2009/2010, as detailed within Appendix A to the report be approved;
- (2) that a further report describing the key actions which will be developed in support of the 2008/2009 Improvement Actions will be presented to Committee at its next meeting;
- (3) that the level of CSP movements and increases, as contained within Appendix B, Parts i and ii be noted;
- (4) that the Service base budget as contained within Appendix B, Part iii of the report subject to efficiency savings be agreed;
- (5) that the proposed efficiency savings as contained within Appendix B, Part iv be approved and referred to the Policy and Resources Committee for consideration;
- (6) that it be noted that any alterations to the Service Improvement Plan for Corporate Services, required as a consequence of finalisation of the Council's budget would be brought to the attention of the Committee, and
- (7) that otherwise, the contents of the report be noted.

This paragraph will be dealt with by the Council at its special meeting on 14 February 2008.

MINUTES OF SUB-COMMITTEES

(1) CORPORATE SERVICES (LICENSING) SUB-COMMITTEE

3. There were submitted the Minutes of the meetings and special meeting of the Corporate Services (Licensing) Sub-Committee held on 26 and 31 October, 21 November and 5 December 2007.

Decided: that the Minutes of the meetings and special meeting of the Corporate Services (Licensing) Sub-Committee held on 26 and 31 October, 21 November and 5 December 2007 be approved and noted.

(2) CIVIC FUNCTIONS GROUP

4. There was submitted the Minute of the meeting of the inquorate meeting and adjourned meeting of the Civic Functions Group held on 6 and 13 December 2007.

Decided: that the Minute of the meeting of the inquorate meeting and adjourned meeting of the Civic Functions Group held on 6 and 13 December 2007 be approved and noted.

SUMMARY JUSTICE REFORM – UPDATE

5. With reference to paragraph 11 of the Minute of the meeting of the General Purposes Committee held on 18 May 2005, when it was noted that the Minister for Justice had launched a document outlining the Executive's plans for reforming summary justice and procedure, there was submitted a report (docketed) dated 23 November 2007 by the Head of Legal Services (1) advising of the timescales for the implementation of proposals for the reform and related matters; (2) detailing the background relative thereto, and (3) outlining the operational aspects of implementing the reform.

Decided: that the contents of the report be noted.

OFFICE OF THE SCOTTISH CHARITY REGULATOR – ANNUAL REVIEW

6. There was submitted a report dated 3 December 2007 by the Head of Central Services (1) advising of the publication of the Office of the Scottish Charity Regulator's First Annual Review; (2) detailing the background relative thereto, and (3) indicating that a copy of the review had been placed in the Members' Library which provides a summary of the work undertaken in the first 12 months of operation.

Decided: that the contents of the report be noted.

AREA/REGISTRATION SERVICE: JOINT WORKING WITH THE DEPARTMENT OF WORK AND PENSIONS (DWP)

7. There was submitted a report (docketed) dated 5 December 2007 by the Head of Central Services (1) providing an update on joint working activities between the Area/Registration Service and the Department of Work and Pensions (DWP); (2) detailing the background relative thereto; (3) advising of the introduction of a more personal service involving registration staff, with the consent of bereaved dependants over 60 years of age, arranging home visits with the Pension Service to identify grants/allowances due to the bereaved and to ascertain if the bereaved required assistance from any other agency; (4) indicating that a successful pilot of the joint working was undertaken in the Airdrie Area/Registration Office, and (5) setting out the findings of a positive evaluation of the joint working covering the period from 8 March to 30 September 2007.

Decided: that the contents of the report be noted.

REVIEW OF THE OPERATION OF COMMUNITY COUNCILS IN SCOTLAND

8. With reference to paragraph 11 of the Minute of the meeting of the General Purposes Committee held on 10 January 2007, when it was noted that the Scottish Executive would provide local authorities, and other interested parties, with further advice on which of the recommendations intended to take forward resulting from the discussion paper "What Can We Do to Help Community Councils Fulfil Their Role", there was submitted a report dated 4 December 2007 by the Head of Central Services (1) advising (a) that the Scottish Government had established a Working Group to progress a review of Community Councils in Scotland, and (b) that the Working Group's remit was to produce (A) a model constitution; (B) good practice guidance for Community Councils and local authorities, and (C) a Code of Conduct for Community Councillors; (2) indicating that the Working Group had held a series of meetings to progress its varied remit, and (3) further advising that the quadrennial elections for Community Councils in North Lanarkshire were due to be held during 2008 and the findings of that Working Group could possibly impact on this process.

Decided: that the contents of the report be noted.

CIVIC CENTRE IMPROVEMENTS ADDITIONAL SCREEN LINKED TO COUNCIL CHAMBER

9. There was submitted a report (docketed) dated 6 December 2007 by the Head of Central Services proposing that, in order to meet the needs of persons who wish to attend public meetings of the Council or its Committees a new plasma screen and speakers be provided at the reception area of the main entrance, and setting out the financial implications which can be met from existing budgets.

Decided: that it be agreed to provide a plasma screen and speakers at the reception area of the main entrance of the Civic Centre.

GUIDE TO MEMBERS' SERVICES

10. **C** With reference to paragraph 7 of the Minute of the meeting of the General Purposes Committee held on 14 January 2004, when the second edition of the Guide to Members' Services was approved, there was submitted a report (docketed) dated 3 January 2008 by the Head of Central Services (1) advising that in the period since 2004, there have been significant changes including the establishment of multi-member wards, the services and equipment provided to members of the Council and the number of developments ancillary to the principal alterations to Councillor remuneration, including the requirement to record training and development and alterations in certain allowances, and (2) containing, in the Appendix to the report, a copy of the draft updated Guide to Members' Services for approval and issue to Members of the Council.

Decided: that it be agreed to recommend that the Council approve the updated Guide to Members' Services.

BEST VALUE REVIEW - MEMBERS' SERVICES

11. There was submitted a report (docketed) dated 3 January 2008 by the Head of Central Services (1) advising (a) that a best value review of the Members' Services Section of the Central Services Division of Corporate Services had been undertaken, and (b) that the review had been overseen by a Best Value Working Group comprising both Members and Officers of the Council and had been provided with information from questionnaires issued to all Members of the Council, all members of staff within the Section and all 31 other local authorities in Scotland; (2) containing, in the Appendix to the report, the report on the review, and (3) recommending that the Committee give consideration to the report on the review and approve the improvement actions identified.

Decided: that the recommendations of the report be approved.

TOWN TWINNING

(1) MOTHERWELL AND WISHAW AMATEUR SWIMMING CLUB

12. There was submitted a report dated 7 December 2007 by the Head of Central Services (1) advising that correspondence had been received indicating that Motherwell and Wishaw Amateur Swimming Club will host a party of approximately 49 persons from Schweinfurt, Germany and shall participate in the Bi-annual Swimming Competition during March 2008, and (2) seeking assistance in this respect.

Decided: that assistance in terms of Council policy be awarded to Motherwell and Wishaw Amateur Swimming Club in respect of the exchange visit from Schweinfurt, Germany during March 2008.

(2) ST. DENNIS

13. There was submitted a report (docketed) dated 6 December 2007 by the Head of Central Services (1) advising that the municipality of St. Dennis, France had invited (a) the Provost to participate in a meeting of St. Dennis Twin Towns to plan future twinning activities, and (b) the Council to set up a promotional stand to coincide with the semi-finals of the Rugby World Cup, and (2) seeking homologation for action taken, after consultation with the Provost, in respect of both invitations.

Decided: that the action taken, after consultation with the Provost, in respect of invitations from the municipality of St. Dennis, France be homologated.

(3) SCHWEINFURT, GERMANY

14. There was submitted a report dated 6 December 2007 by the Head of Central Services advising of correspondence received from the Oberbürgermeisterin of the Stadt, Schweinfurt, Germany advising that the Friends of Schweinfurt Twinning Association were planning a burgerreise visit to Schweinfurt during Summer/Autumn 2008 and extending an invitation for the Council to participate.

Decided: that the invitation from the Oberbürgermeisterin of the Stadt, Schweinfurt, Germany, be accepted.

(4) SCHWEINFURT TWINNING ASSOCIATION

15. There was submitted a report dated 7 December 2007 by the Head of Central Services advising that correspondence had been received from the Chairman of the Schweinfurt Twinning Association enclosing a copy of the Minute of the Twinning Association's Annual General Meeting, together with a copy of the Chairman's report and balance sheet, a copy of which has been deposited in the Members' Library.

Decided: that the report be noted.

2007/2008 REVENUE BUDGET MONITORING REPORT - CORPORATE SERVICES

16. There was submitted a report dated 3 December 2007 by the Executive Director of Corporate Services detailing, for the period from 1 April to 9 November 2007, expenditure and income against the estimates contained in the 2007/2008 budget for the 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 29 NOVEMBER 2007

17. There was submitted a report dated 3 January 2008 by the Head of Property Services, detailing for the period from 1 April to 29 November 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.