

Motherwell, 6 March 2008 at 2 pm.

A Meeting of the CORPORATE SERVICES COMMITTEE

PRESENT

Councillor Hogg, Convener; Councillor McAuley, Vice-Convener; Councillors Carrigan, Cefferty, Chadha, Clarke, M. Coyle, S. Coyle, Devine, Grant, Harmon, Homer, Johnston, McElroy, Martin, Nolan, Stewart and Stocks.

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 Irvine, Key, S. Love, Ross and Wallace.

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 KEY ACTIONS 2008/2009

2. There was submitted a report dated 14 February 2008 by the Executive Director of Corporate Services (1) advising that his service had identified a total of 43 key actions for improvement covering all of the five Divisions; (2) providing a summary of the key activity and a timescale for attention; (3) providing details of risk management arrangements and consequential efficiency improvements which would arise from this action; (4) seeking approval of the key actions which had been prepared in line with the service improvement planning arrangements and which were designed to support the successful implementation of over-arching improvement actions; (5) intimating that he would report further at the conclusion of the 2007/08 Service Improvement Planning process, and (6) advising that the Chief Executive's office would undertake an exercise in early 2008/09 to streamline existing reporting arrangements through closer integration of corporate planning, service planning and performance management reporting mechanisms.

Decided:

- (1) that the key actions for 2008/09 which had been prepared in line with Service Improvement Planning arrangements be approved;
- (2) that it be noted the Executive Director of Corporate Services would report further on the progress of implementing service improvement planning and on improvement and key actions;

- (3) that it be noted that the Chief Executive's office would review with a view to streamlining existing reporting arrangements through closer integration of corporate planning, service planning and performance management reporting mechanisms, and
- (4) that the report be otherwise noted.

QUARTERLY PERFORMANCE MANAGEMENT EXCEPTIONS REPORT QUARTER 3 (OCTOBER TO DECEMBER 2007)

- 3. There was submitted a report dated 14 February 2008 by the Executive Director of Corporate Services (1) advising of areas of the service's performance within Quarter 3, October to December 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.

PERFORMANCE MANAGEMENT FRAMEWORK - CORPORATE SERVICES TARGETS FOR 2008/2009

- 4. There was submitted a report dated 14 February 2008 by the Executive Director of Corporate Services (1) advising of the performance targets for each of the five divisions comprising Corporate Services, as contained within the Appendix to the report; (2) detailing the background relative thereto, and (3) further advising that performance portfolios for each division will be reported to this Committee by exception.

Decided: that the contents of the report be noted.

2007/2008 REVENUE MONITORING REPORT - 1 APRIL 2007 TO 1 FEBRUARY 2008-03-26

- 5. There was submitted a report dated 14 February 2008 by the Executive Director of Corporate Services detailing, for the period from 1 April 2007 to 1 February 2008, expenditure and income against the estimate 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 2007 TO 1 FEBRUARY 2008

- 6. There was submitted a report dated 6 February 2008 by the Head of Property Services detailing, for the period from 1 April 2007 to 1 February 2008, 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.

COMMUNITY COUNCIL FUNDING FINANCIAL YEAR 2008/2009

7. With reference to paragraph 3 of the Minute of the meeting of the former General Purposes Committee held on 28 February 2007, when the level of financial support afforded to Community Councils for the financial year 2007/2008 was agreed, there was submitted a report dated 19 February 2008 by the Head of Central Services (1) advising that the current level of financial support to Community Councils in North Lanarkshire was set at £450 per Council, with an additional £9 per 100 of the electorate, rounded up to the nearest 100, and (2) proposing that the status quo prevail for the financial year 2008/2009.

Decided: that the status quo prevail for Community Council funding for the financial year 2008/2009.

MINUTES OF SUB-COMMITTEES

(1) CORPORATE SERVICES (LICENSING) SUB-COMMITTEE

8. There were submitted the Minutes of the meetings of the Corporate Services (Licensing) Sub-Committee held on 9 and 30 January and 13 and 18 February 2008.

Decided: that the Minutes of the meetings of the Corporate Services (Licensing) held on 9 and 30 January and 13 and 18 February 2008 be approved and noted.

(2) CIVIC FUNCTIONS GROUP

9. There was submitted the Minute of the meeting of the Civic Functions Group held on 14 February 2008.

Decided: that the Minute of the meeting of the Civic Functions Group held on 14 February 2008 be approved and noted.

AREA/REGISTRATION SERVICE - CHARTERMARK AWARD 2008

10. With reference to paragraph 9 of the Minute of the meeting of the former General Purposes Committee held on 8 March 2006, when the achievement of the Area/Registration Service in retaining the Chartermark Award was noted, there was submitted a report dated 10 February 2008 by the Executive Director of Corporate Services advising of the re-accreditation of that Service.

Decided: that it be noted that the Area/Registration Service had been re-accredited with the Chartermark Award.

REGISTRATION SERVICE – “CEREMONIES PRIVILEGE CARDS”

11. With reference to paragraph 9 of the Minute of the meeting of the former General Purposes Committee held on 27 October 2004, when it was agreed to enter into an agreement with AD-vice to provide wedding privilege cards in the Council's Registration Offices, there was submitted a report dated 27 February 2008 by the Head of Central Services (1) seeking approval to terminate the present agreement and to enter into a further agreement with AD-vice UK Limited to provide a “Ceremonies Privilege Card”, and (2) providing details thereon.

Decided: that the Head of Central Services be authorised to terminate the current agreement with AD-vise UK Limited and enter into a further agreement to provide “Ceremonies Privilege Cards”, subject to the appropriate safeguards to protect the Council’s interests.

MEMBERS TRAINING AND DEVELOPMENT PROGRAMME 2007/08

12. There was submitted a report dated 10 February 2008 by the Executive Director of Corporate Services (1) advising of attendance at evening sessions arranged on a trial basis as part of the Members’ Training and Development Programme 2007/08; (2) detailing the background relative thereto; (3) further advising that, while attendance levels for evening sessions held to date were insufficient to recommend continuation, it is recognised that there could be individual events in future considered suitable for evening sessions, and (4) proposing that future copies of the training material used in the Members’ Training and Development Programme sessions be published on Connect NL, the Council’s Intranet, and, in addition, e-mail Elected Members alerting them to these updates.

Decided:

- (1) that it be agreed Elected Member Evening Training Sessions should cease meantime, and
- (2) that the new arrangements for publication of training material on the Council’s Intranet be noted.

TAXI LICENSING – SURVEY OF DEMAND FOR TAXIS IN NORTH LANARKSHIRE

13. With reference to paragraph 11 of the Minute of the meeting of the former General Purposes Committee held on 24 August 2005, when the existing numerical limits on Taxi Licences in the Council’s three licensing areas were confirmed, there was submitted a report dated 7 February 2008 by the Head of Legal Services (1) advising that Section 10(3) of the Civic Government (Scotland) Act 1982 permits the licensing authority to refuse a taxi licence for the purpose of limiting the number of taxis, provided that they are satisfied that there is no significant unmet demand for taxis in their area; (2) detailing the background relative thereto; (3) indicating that, in order to ensure the continued accuracy of the numerical limits, the Fraser of Allander Institute were contracted to conduct a survey during October and November 2007, and (4) setting out a summary of the findings of that survey, of which the full details have been placed in the Members’ Library.

Decided: that consideration be continued to the next meeting of this Committee.

TAXI AND PRIVATE HIRE CAR LICENSING – SCOTTISH GOVERNMENT BEST PRACTICE FOR LICENSING AUTHORITIES 2007

14. There was submitted a report dated 12 February 2008 by the Head of Legal Services (1) advising of the Best Practice Guidance issued in December 2007 by the Scottish Government relating to Taxi and Private Hire Car Licensing, a copy of which had been placed in the Members’ Library; (2) detailing the background relative thereto, and (3) setting out the implications of the Guidance.

Decided: that the Best Practice Guidance relating to Taxi and Private Hire Car Licensing be noted.

RESPONSE TO CONSULTATION PAPER ON SCOTTISH CIVIL COURTS REVIEW

15. There was submitted a report dated 18 February 2008 by the Executive Director of Corporate Services (1) seeking approval for the Council's response to the Scottish Government's Consultation Paper on the Scottish Civic Civil Courts Review, as contained within the Appendix to the report; (2) advising that the Lord Justice Clerk, the Right Honourable Lord Gill had been appointed to lead a review into Civil Justice and the Civil Courts; (3) setting out the remit of the review, and (4) detailing the background relative thereto.

Decided: that it be agreed that the Head of Legal Services be authorised to respond, on behalf of the Council, to the Scottish Government's Consultation Paper on the Scottish Civil Courts Review.

TOWN TWINNING

(1) CUMBERNAULD RUGBY CLUB

16. There was submitted a report dated 14 February 2008 by the Head of Central Services advising of correspondence received from the Secretary, Cumbernauld Rugby Club (1) advising that a group of approximately 53 persons would be travelling to Bron, France, during April 2008, and (2) seeking assistance in this respect.

Decided: that assistance in terms of Council Policy be awarded to Cumbernauld Rugby Club in respect of their visit to Bron, France during April 2008.

(2) KILSYTH TOWN TWINNING ASSOCIATION

17. There was submitted a report dated 14 February 2008 by the Head of Central Services advising of correspondence received from the Chairperson, Kilsyth Town Twinning Association (1) advising that a party of approximately 25 would be travelling from Meulan, France to Kilsyth during the 40th Anniversary celebrations of the Twinning Links during May 2008, and (2) seeking assistance in this respect.

Decided: that assistance in terms of Council Policy be awarded to Kilsyth Town Twinning Association in respect of their visit from Meulan, France during May 2008.

(3) GLENBOIG NEIGHBOURHOOD CENTRE

18. There was submitted a report dated 28 February 2008 by the Head of Central Services advising of correspondence received from Glenboig Neighbourhood Centre (1) advising that a party of approximately 16 persons would be travelling to St. Denis, France at the beginning of June 2008, and (2) seeking assistance in this respect.

Decided: that assistance in terms of Council Policy be awarded to Glenboig Neighbourhood Centre in respect of their visit to St. Denis, France during 2008.

(4) COLTNESS HIGH SCHOOL

19. There was submitted a report dated 28 February 2008 by the Head of Central Services advising of correspondence received from Coltness High School (1) advising that a party comprising pupils from

Coltness High School, Dalziel High School and Chryston High School would be travelling to Schweinfurt, Germany during 2008, and (2) seeking assistance in this respect.

Decided: that assistance in terms of Council Policy be awarded to Coltness High School in respect of the visit to Schweinfurt, Germany during June 2008.

(5) LES MARCHES

20. There was submitted a report dated 28 February 2008 by the Head of Central Services seeking homologation of the issue, after consultation with the Provost, of an invitation to the Mayor of Les Marches and two other representatives of the Council's Twin Town to visit North Lanarkshire on the occasion of the opening of the new Stepps Primary School during March 2008.

Decided: that the action taken, after consultation with the Provost, in inviting the Mayor of Les Marches and two other representatives of the Council's Twin Town to visit North Lanarkshire on the occasion of the opening of the new Stepps Primary School during March 2008 be homologated.

CONFERENCES

21. There was submitted a report dated 13 February 2008 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.

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

Conference	Venue	Date	Attendance
Delivering Safer Communities: Tackling Disorder and Anti-Social Behaviour	Blackpool	29 February to 2 March 2008	Councillors Martin and Shaw
Managing the Transition: A First Annual Licensing Board Chair Conference	Glasgow	19 March 2008	Councillor J Martin

and

(2) that otherwise no attendance be authorised.

LEGAL SERVICES - TRT/SERVICE REVIEW - FURTHER STAFFING PROPOSALS

22. With reference to paragraph 13 of the Minute of the meeting of this Committee held on 30 August 2007, when a Best Value Review of the Tenants' Rights Transaction was undertaken, there was submitted a report (docketed) dated 18 February 2008 by the Head of Legal Services seeking approval, for the reasons detailed therein, (1) to offer a new contract to the Principal Solicitor, Property and Commercial increasing the hours from 7 hours to 17.5 hours per week from a date to be determined by the Head of Legal Services and deleting the 7 hours post from the establishment; (2) to appoint an additional Trainee Solicitor to a vacant Solicitor post; (3) to redesignate and regrade the post of Administrative Officer (NLC7) to Systems Manager (NLC9) and delete the NLC7 post; (4) the establishment of two posts of Paralegal (Litigation and Advice) and the deletion of the two Administrative Assistant posts, and (5) to add the posts of Solicitor and Administrative Officer (Anti-Social Task Force) to the Legal Services establishment with the funding continuing to be met by Housing and Social Work Services.

Decided:

- (1) that the contract of the Principal Solicitor, Property and Commercial be increased from 7 hours to 17.5 hours per week at a date to be determined by the Head of Legal Services;
- (2) appoint a Trainee Solicitor to a vacant Solicitors post;
- (3) that one post of Administrative Officer be redesignated and regraded to Systems Manager at salary grade NLC9;
- (4) that the establishment of Legal Services be increased by two posts of Paralegal (Litigation and Advice) at salary grade NLC8 and two posts of Administrative Assistant be deleted from the establishment of Legal Services;
- (5) that half a post of Solicitor be deleted from the establishment of Legal Services, and
- (6) that the posts of Solicitor and Administrative Assistant (Anti-Social Task Force) be added to the Legal Services establishment with funding being continued to be met by Housing and Social Work Services.