

Motherwell, 15 May 2008 at 2 pm.

A Meeting of the **CORPORATE SERVICES COMMITTEE**

PRESENT

Councillor Hogg, Convener; Councillor McAuley, Vice-Convener; Councillors Carrigan, Chadha, Clarke, Grant, Harmon, Homer, Johnston, Key, S. Love, McElroy, Martin, Nolan, Ross, Stewart and Wallace.

CHAIR

Councillor Hogg (Convener) presided.

IN ATTENDANCE

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

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

1. Councillors J. Love and J. Martin declared an interest in respect of paragraph 8 below as being Members of the North Lanarkshire Licensing Board and Councillor Ross as being concerned in the Licensing Trade.

CORPORATE SERVICES - SERVICE IMPROVEMENT PLAN 2007/08

2. There was submitted a report dated 23 April 2008 by the Executive Director of Corporate Services (1) summarising performance and progress against planned improvement actions and key actions to conclude the 2007/08 Service Improvement Planning Process; (2) detailing the background relative thereto; (3) providing (a) in Appendix 1 to the report, the progress against the 2007/08 planned improvement actions, and (b) in Appendix 2 to the report, an exceptions report for 2007/08 key actions.

Decided:

- (1) that the contents of the report be approved and noted,
- (2) that it be noted that the 2007/08 Service Improvement Planning Process had concluded, and
- (3) that a further report providing a performance update on progress against the 2008/09 improvement and key actions will be submitted to this Committee at its October 2008 meeting.

QUARTERLY PERFORMANCE MANAGEMENT EXCEPTIONS REPORT - QUARTER 4 (JANUARY TO MARCH 2008)

3. There was submitted a report dated 6 May 2008 by the Executive Director of Corporate Services (1) advising of areas in which the Service's Performance within Quarter 4, January to March 2008, 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 REVENUE MONITORING REPORT

4. There was submitted a report dated 23 April 2008 by the Executive Director of Corporate Services detailing for the period from 1 April 2007 to 31 March 2008 provisional outturn 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

5. There was submitted a report dated 22 April 2008 by the Head of Property Services detailing, for the period from 1 April 2007 to the end of the financial year 2007/2008 provisional outturn against the estimates contained in the 2007/2008 Annual Capital Programme.

Decided: that the contents of the report be noted.

MINUTES OF SUB-COMMITTEES

(1) CORPORATE SERVICES (LICENSING) SUB-COMMITTEE

6. There were submitted the Minutes of the meetings and special meetings of the Corporate Services (Licensing) Sub-Committee held on 5, 10 and 26 March and 3 and 23 April 2008.

Decided: that the Minutes of the meetings and special meetings of the Corporate Services (Licensing) Sub-Committee held 5, 10 and 26 March and 3 and 23 April 2008 be approved and noted.

(2) CIVIC FUNCTIONS GROUP

7. There was submitted the Minute of the meeting of the Civic Functions Group held on 24 April 2008.

Decided: that the Minute of the meeting of the Civic Functions Group held on 24 April 2008 be approved and noted.

Councillors J. Love and J. Martin declared an interest in the following item as being Members of the North Lanarkshire Licensing Board and Councillor Ross as being concerned in the Licensing Trade.

NORTH LANARKSHIRE LOCAL LICENSING FORUM

8. There was submitted a report (docketed) dated 22 April 2008 by the Head of Central Services (1) seeking the appointment of a replacement Member to the North Lanarkshire Local Licensing Forum following the resignation of Mr. George Gordon, Coatbridge Area Tenants' and Residents' Association; (2) detailing the background relative thereto, and (3) inviting the Committee to recommend to the Council the appointment of one individual from those listed on the Appendix to the report.

Decided: that it be recommended to the Council that Mr. Charles Fawcett, Health Lifestyle Project, Coatbridge be appointed as a Member of the North Lanarkshire Local Licensing Forum

TAXI LICENSING - SURVEY OF DEMAND FOR TAXIS IN NORTH LANARKSHIRE

9. With reference to paragraph 11 of the Minute of the meeting of this Committee held on 6 March 2008, when consideration of the report on the survey of demand for taxis in North Lanarkshire was continued, there was submitted a further report dated 7 February 2008 (1) advising that the purpose of the report was to provide a copy of the full independent survey by the Fraser of Allander Institute of the demand for taxis conducted amongst North Lanarkshire residents; (2) detailing the background relative thereto, and (3) outlining the method employed to undertake the survey, together with responses received.

Decided: that consideration be continued to a future meeting of this Committee.

TAXI LICENSING - TAXI FARES REVIEW

10. With reference to paragraph 6 of the Minute of the meeting of the former General Purposes Committee held on 25 October 2005, when it was agreed that the taxi fares scales as contained within the Appendix to the report be approved, there was submitted a report (docketed) dated 18 April 2008 by the Head of Legal Services advising (1) that Section 17 of the Civic Government (Scotland) Act 1982 obliges the Council, as Licensing Authority, to fix from time to time scales for the fees and other charges in respect of the hire of taxis in its area, and (2) that such reviews are required to be carried out at intervals of no greater than 18 months and that the Council now require to carry out a taxi fares review.

Decided:

- (1) that the Head of Legal Services be authorised to enter into full consultation with the taxi trade on the issue of taxi fares, and
- (2) that a further report be submitted to a future meeting of this Committee.

REVIEW OF LICENCE CONDITIONS - STREET TRADER'S LICENCES

11. There was submitted a report (docketed) dated 18 April 2008 by the Head of Legal Services (1) advising (a) that, in terms of the Civic Government (Scotland) Act 1982, the Licensing Authority is able to grant a licence subject to such reasonable conditions as it sees fit, and (b) that the Council attaches conditions to Street Trader's Licences and that a full scale review of these conditions has not taken place since November 1999; (2) indicating (a) that employee licences restrict the licence holder to working for a particular employer on a particular van/vehicle, and (b) that members of the trade have highlighted that this involves a cost, often paid by the employer, every time an employee moves to a new employer and that the nature of the work, results in a high turnover of staff, and (3) recommending that the Committee agree the terms of the Street Trader's Licence conditions as contained within the Appendix to the report.

Decided:

- (1) that the terms of the Street Trader's Licence conditions contained within the Appendix to the report, be approved;
- (2) that these conditions be applied immediately to all new grant of such licences, and
- (3) that the conditions be applied at the renewal stage of all current Street Trader's Licences.

BYELAWS PROHIBITING THE CONSUMPTION OF ALCOHOL IN DESIGNATED PUBLIC PLACES

12. **C** There was submitted a report (docketed) dated 21 April 2008 by the Head of Legal Services (1) advising (a) that the byelaws for North Lanarkshire followed the "model" style issued by the Scottish Executive and prohibit the consumption of alcohol in public places within 39 communities and two country parks in the Council's area effective from 10 June 2002, and (b) that the principal offence provision is contained in byelaw 3.1 and states "subject to paragraphs (ii) and (iii) of this byelaw, any person who consumes alcoholic liquor in a designated place shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding level 2 on the standard scale"; (2) indicating (a) that the Scottish Government have advised in a recent circular that representations have been made to Ministers by a number of local authorities that the offence provision is considered to be somewhat inadequate for enforcement purposes, as it can be difficult for Police to establish actual consumption as opposed to possession of an open drinks container thereby lacking evidence for prosecution purposes, and (b) that the Guidance has referred to a number of possible alternative offence provision which would offer remedy to the perceived difficulties, and (3) recommending that the Council agree to undertake the statutory process to amend the North Lanarkshire Byelaws prohibiting the consumption of alcohol in designated public places to incorporate a new byelaw 3.1. in the following terms:-

"Any person who consumes alcoholic liquor in a designated place or is found to be in possession of an open container containing alcoholic liquor in a designated place in circumstances whereby it is reasonable to infer that the person intended to drink from it whilst in a designated place shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale."

Decided: that it be recommended that the Council approve the contents of the report.

SCOTTISH COURT SERVICE - CONSULTATION PAPER ON REVIEW OF FEES CHARGED BY THE COURT OF SESSION, SHERIFF COURTS, OFFICE OF THE PUBLIC GUARDIAN, ACCOUNTANT OF COURT AND HIGH COAT

13. There was submitted a report (docketed) dated 15 April 2008 by the Head of Legal Services (1) seeking homologation of action taken in responding to the Scottish Court Services consultation on proposed increases to fees charged in respect of Civil Court cases and by the Office of the Public Guardian, a copy of which has been placed in the Members' Library; (2) detailing a summary of the consultation paper, together with a summary of the Council's response, and (3) providing, in the Appendix to the report, the Council's full response to the consultation which was sought by 6 May 2008.

Decided: that the action taken in responding to the Scottish Court Services consultation on proposed increases to fees charged in respect of Civil Court cases and by the Office of the Public Guardian be homologated.

RESPONSES TO THE CONSULTATION ON THE INTEREST (SCOTLAND) BILL

14. There was submitted a report (docketed) dated May 2008 by the Executive Director of Corporate Services (1) seeking homologation of action taken in responding to the Scottish Government's Consultation on the Interest (Scotland) Bill, a copy of which has been placed in the Members' Library; (2) detailing a summary of the consultation paper; (3) advising that the consultation paper invited consultees' views on whether the draft Bill will have an impact on equal pay claims and the likely financial impact on the organisation, and (4) providing, in the Appendices to the report, the questions posed in the consultation document, together with the Council's response.

Decided: that the action taken in responding to the Scottish Government's Consultation on the Interest (Scotland) Bill be homologated.

SCOTTISH INFORMATION COMMISSIONER ANNUAL REPORT 2007

15. There was submitted a report (docketed) dated 29 April 2008 by the Executive Director of Corporate Services (1) advising of the publication of the Scottish Information Commissioner's Annual Report for 2007, a copy of which has been placed in the Members' Library; (2) detailing the background relative thereto; (3) setting out the 2007 Annual Report, together with the Council's experience, and (4) providing, in the Appendix to the report, a local government league table for the period from 2005 to 2007.

Decided: that the contents of the report be noted.

SCOTTISH GOVERNMENT CONSULTATION ON COMMUNITY COUNCILS AND IMPACT UPON NORTH LANARKSHIRE COUNCIL'S QUADRENNIAL ELECTIONS

- C** 16. With reference to paragraph 8 of the Minute of the meeting of this Committee held on 10 January 2008, when it was noted that the Scottish Government had established a Working Group to progress a review of Community Councils in Scotland, there was submitted a report dated 7 May 2008 by the Head of Central Services (1) advising of the receipt of a Scottish Government Consultation on aspects of Community Council's operation, with particular reference to a draft Code of Conduct for Community Councillors and a model draft scheme for establishment; (2) detailing the background relative thereto; (3) setting out the potential impact, should a common date for elections be set, upon the proposed arrangements for Community Council Quadrennial Elections which are due to be held later this year, and (4) seeking authority to respond to the consultation paper.

Decided:

- (1) that, following consultation with the Convener, the Head of Central Services be authorised to respond to the Scottish Government's consultation on aspects of Community Councils operation;
- (2) that due to the possible establishment of a common date throughout Scotland for Community Council elections, it be recommended to the Council that the Quadrennial Elections for Community Councils be delayed, and
- (3) that the contents of the report be otherwise noted.

PRISON VISITING COMMITTEE - HMP ADDIEWELL

- C** 17. There was submitted a report dated 7 May 2007 by the Head of Central Services (1) advising (a) that a new prison, HMP Addiewell located in West Lothian, is due to open in December 2008; (b) that having regard to the domicile of likely inmates, it is proposed that the amendment of the Prisons and Young Offenders Institution (Scotland) Rules 2006 to make provision for a Prison Visiting Committee for HMP Addiewell require three local authorities to make appointments to that Prison Visiting Committee, and (c) that the amendment to the aforementioned rules would require the Council to make five appointments to Addiewell Prison Visiting Committee of which two must be of persons who are not elected Members of this Council, and (2) proposing that a recruitment process commence.

Decided:

- (1) that the Council note the requirement to appoint Members to the Prison Visiting Committee for HMP Addiewell, and
- (2) to authorise the recruitment process to commence.

CIVIC CENTRE, MOTHERWELL - MAINTENANCE AND REFURBISHMENT – TIMETABLE AND ARRANGEMENTS

18. With reference to paragraph 10 of the Minute of the meeting of this Committee held on 1 November 2007, when the maintenance requirements of the Council headquarters at the Civic Centre, Motherwell were noted, there was submitted a report (docketed) dated 25 April 2008 by the Head of Central Services (1) advising of the timetable for major works to the Civic Centre, Motherwell and making proposals for operational arrangements; (2) detailing the background relative thereto; (3) outlining the progress together with the phased timetable; (4) indicating that a further report will be submitted to this Committee when the indicative figures for the costs of the extension of the complex is provided, and (5) proposing, for the reasons detailed, that the post of Chief Administrative Services Manager vacate his existing post and be transferred, on existing grade, to a temporary post to co-ordinate this project.

Decided:

- (1) that the contents of the report be approved and noted, and
- (2) that the report be remitted to the Policy and Resources (Human Resources) Sub-Committee.

AREA/REGISTRATION SERVICE

(1) PRODUCTION OF CEREMONY AND BEREAVEMENT GUIDES – PROPOSED AGREEMENT WITH NETWORK UK

19. With reference to paragraph 14 of the Minute of the meeting of the former General Purposes Committee held on 21 August 2002, when it was agreed to enter into an agreement with Network UK to provide a business card display and dispensing system to all of the registration offices in North Lanarkshire, there was submitted a report (docketed) dated 23 April 2008 by the Head of Central Services (1) advising of an approach by Network UK to produce on behalf of the registration service ceremony and bereavement guides; (2) detailing the background relative thereto, and (3) setting out considerations for the Council.

Decided: that the Council enter into an agreement with Network UK for the production of ceremony and bereavement guides on behalf of the registration service.

(2) BOOKSTART IN SCOTLAND PROGRAMME – DISTRIBUTION OF “CONGRATULATIONS ON YOUR NEW BABY” CARDS

20. There was submitted a report dated 23 April 2008 by the Head of Central Services (1) informing of the Bookstart in Scotland Programme; (2) outlining the background relative thereto; (3) indicating that the Scottish Government had committed itself to supporting the three available gifting schemes ensuring through Bookstart Baby, Bookstart Plus and My Bookstart Treasure Chest, that children receive free books effectively from birth until they are three years of age, and (4) seeking authority to distribute "Congratulations on Your New Baby" cards from the eight local Registration Offices in North Lanarkshire to raise awareness of the Bookstart Programme and lead to more parents requesting their free pack of books from health visitors, health centres or libraries.

Decided: that the distribution of the Bookstart "Congratulations on Your New Baby" cards from North Lanarkshire Registration Offices to raise awareness of the Bookstart in Scotland Programme be approved.

(3) NATIONALITY CHECKING SERVICE

21. There was submitted a report (docketed) dated 23 April 2008 by the Head of Central Services (1) advising of an invitation from the Home Office, UK Border Agency to local authorities to introduce a nationality checking service; (2) detailing the background relative thereto; (3) setting out the operational aspects to providing the service together with a fee structure, and (4) indicating that the service could be operated on a pilot basis, for a period of nine months, from Shotts Registration Office.

Decided:

- (1) that it be agreed that the invitation by the Home Office, UK Border Agency to introduce a nationality checking service in North Lanarkshire be agreed;
- (2) that the implementation of an action plan for the introduction of this service on a pilot basis from Shotts Registration Office be approved;
- (3) that the operation of the nationality checking service will be monitored and reviewed, and
- (4) that performance will be reported after nine months operational experience.

MEMBERS' ACCOMMODATION

22. There was submitted a report dated 7 May 2008 by the Head of Central Services (1) advising that (a) the Guide to Members' Services, approved by the Council, makes provision for an individual office located on the fifth floor of the Civic Centre for the Convener of each of the Council's Committees, of the Licensing Board and of the Scrutiny and Audit and Governance Panel, and (b) following last May's elections there remained vacant accommodation on the fifth floor; (2) indicating that Councillor Harry McGuigan had been appointed as the COSLA spokesperson on community wellbeing and safety, and, in that capacity, chairs one of the COSLA Executive Groups, and (3) seeking homologation of action taken, after consultation with the Convener, in allocating a vacant office on the fifth floor to Councillor Harry McGuigan.

Decided:

- (1) that the action taken, after consultation with the Convener, in allocating a vacant office on the fifth floor, Civic Centre to Councillor Harry McGuigan be homologated, and
- (2) that the Head of Central Services be authorised to undertake a review of all elected Members' accommodation.

MEMBERS' TRAINING AND DEVELOPMENT 2007/08

23. There was submitted a report dated 23 April 2008 by the Executive Director of Corporate Services (1) advising that (a) recommendation 8 of the Scottish Local Authorities Remuneration Committee report advises that all Councillors should have a job description, participate in training needs assessment and have a personal development plan in place, and (b) the Scottish Executive accepted recommendation 8 by the aforementioned Committee with the proviso that Council's should also publish a list of Councillors who have undertaken training when they publish information about Councillors' salaries, allowances and expenses, and (2) providing a summary of Members' training and development recorded in 2007/08, as detailed in the Appendix to the report.

Decided:

- (1) that it be noted that each elected Member be provided with a copy of their personal training and development record for 2007/08, and
- (2) that it be noted that details of Councillors' training and development will be published on the Council's website along with information about Councillors' salaries, allowances and expenses.

ELECTED MEMBERS' CASELOAD MANAGEMENT

24. With reference to paragraph 10 of the Minute of the meeting of the former General Purposes Committee held on 25 October 2006, when it was agreed that the Council would participate in the Improvement Service Elected Members' Caseload Management Pilot Project, there was submitted a report dated 7 May 2008 by the Head of Central Services (1) advising that (a) in the course of that participation a number of adjustments to the caseload management system were undertaken as a result of the Council's experience, and (b) following conclusion of the pilot, the company providing the system had been taken over by K2 and representatives of that company have approached the Council advising that the system has been further updated and improved and extending an invitation to the Council to evaluate the updated system on a cost free basis for a period of three months, and (2) indicating that (a) while the caseload management system met the basis requirements, the system provider undertook to continue its development in line with user feedback, and (b) a number of Councils were proceeding either to develop their own caseload management systems or were engaging with other suppliers.

Decided:

- (1) that the invitation by K2 to participate in a further pilot project on a cost free basis for a period of three months, or, if agreement with the Company can be secured, for a longer period, be accepted;
- (2) that during the period of the further pilot, the Council obtain as full information as possible on other options and the experiences of other Councils in operating alternative systems and the relevant costs, and
- (3) that the contents of the report be otherwise noted.

AIRDRIE POST OFFICE, BUCHANAN STREET, AIRDRIE

25. There was submitted a report dated 24 April 2008 by the Head of Central Services advising of correspondence received from Post Office (1) proposing revised arrangements for the management of Airdrie Post Office located at Buchanan Street, Airdrie effective from September 2008, as contained within the Appendix to the report, and (2) seeking feedback from customers who regularly visit the branch.

Decided:

- (1) that the revised arrangements for the management of Airdrie Post Office be noted, and
- (2) that the report be remitted to Airdrie Local Area Partnership and Airdrie Area Committee.

PROVISION OF TAXI RANKS IN AIRDRIE

26. There was submitted a report dated 29 April 2008 by the Head of Central Services advising that the Council have received 400 letters regarding the provision of taxi ranks in Airdrie.

Decided: that the letters be deemed to constitute a petition and be remitted to the Corporate Services (Licensing) Sub-Committee.

TOWN TWINNING

(1) MEULAN

27. With reference to paragraph 17 of the Minute of the meeting of this Committee held on 6 March 2008, when it was agreed that assistance in terms of Council policy be awarded to Kilsyth Town Twinning Association in respect of a twinning visit from Meulan, France during May 2008 to coincide with the 40th anniversary of the twinning links, there was submitted a report dated 7 May 2008 by the Head of Central Services seeking homologation of action taken to invite the Mayor of Meulan and two of his colleagues to visit North Lanarkshire on the occasion of the 40th anniversary of the twinning links.

Decided: that the action taken in inviting the Mayor of Meulan and two of his colleagues to visit North Lanarkshire as a guest of the Council be homologated.

(2) STEPPS/LES MARCHES FRIENDSHIP GROUP

28. There was submitted a report dated 24 April 2008 by the Head of Central Services advising of action taken, after consultation with the Convener, in awarding assistance in terms of Council policy to Stepps/Les Marches Friendship Group in respect of a twinning visit to Stepps during April 2008.

Decided: that the action taken, after consultation with the Convener, in awarding assistance in terms of Council policy to Stepps/Les Marches Friendship Group be homologated.

(3) SCHWEINFURT UNTERFRANKENSCHAU 2008

29. With reference to paragraph 14 of the Minute of the meeting of the former General Purposes Committee held on 17 May 2006 when it was agreed to award the Schweinfurt Twinning Association a grant not exceeding £2,500 to support participation in the Schweinfurt Unterfrankenschau during 2008, there was submitted a report dated 24 April 2008 by the Head of Central Services advising that correspondence had been received from the Chairman, Schweinfurt Twinning Association (1) indicating that this year, again, they would be participating in the Unterfrankenschau 2008, and (2) seeking financial assistance to enable them to do so.

Decided: that it be agreed to award the Schweinfurt Twinning Association a grant not exceeding £2,500 to support participation in the Schweinfurt Unterfrankenschau during 2008.

CUMBERNAULD AND KILSYTH RAMBLERS' ASSOCIATION

30. There was submitted a report dated 23 April 2008 by the Head of Central Services advising of correspondence received from Cumbernauld and Kilsyth Ramblers' Association (1) advising that a party of eight Ramblers were to 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 and Kilsyth Ramblers' Association in respect of their visit to Bron, France during April 2008.

CAMPI BISENZIO AND SAINT DENIS

31. There was submitted a report dated 7 May 2008 by the Head of Central Services (1) seeking authority to convene a public meeting with a view to re-establishing twinning associations for the twinning links with Campi Bisenzio and Saint Denis, and (2) providing details thereon.

Decided: that a public meeting be convened with a view to re-establishing twinning associations for Campi Bisenzio and Saint Denis.

KIRKIN OF THE COUNCIL

32. With reference to paragraph 2 of the Minute of the meeting of the Civic Functions Group held on 21 February 1996, when it was agreed that the Kirkin of the Council take place annually, commencing with the Convener's area and Church, thereafter in difference North Lanarkshire Towns and in places of worship of different denominations to be decided by the Convener, there was submitted a report dated 1 May 2008 by the Head of Central Services advising that the Provost has determined that the Kirkin of the Council in 2008 be held in Our Lady's and St. Helen's Church, Condorrat on 22 June 2008.

Decided: that it be noted that the Kirkin of the Council in 2008 be held in Our Lady's and St. Helen's Church, Condorrat on 22 June 2008.

CONFERENCES

33. There was submitted a report dated 7 May 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.

Decided:

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

Conference	Venue	Date	Attendance
Regeneration and Housing Conference	Scarborough	11-13 April 2008	Councillor Hogg
Equality and Opportunity Conference	Cardiff	6-8 June 2008	Councillor Hogg

and

- (2) that otherwise no attendance be authorised.