

Motherwell, 28 August 2008 at 2 pm.

A Meeting of the **CORPORATE SERVICES COMMITTEE**

PRESENT

Councillor Hogg, Convener; Councillors Carrigan, Chadha, S. Coyle, Devine, Grant, Homer, Irvine, Johnston, S. Love, McElroy, Martin, Nolan, Ross and Stewart.

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.

APOLOGIES

Councillors Cefferty, Clarke, M. Coyle, Harmon, Key, McAuley, Stocks and Wallace.

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

1. Councillor Homer declared a non-pecuniary interest in respect of paragraph 17 below by reason of his membership of the Cumbernauld Bron Association and took no part in the consideration or determination thereof.

QUARTERLY PERFORMANCE MANAGEMENT EXCEPTIONS REPORT - QUARTER 2 (APRIL TO JUNE 2008)

2. There was submitted a report dated 7 August 2008 by the Executive Director of Corporate Services (1) advising of areas in which the Services' performance within Quarter 2, April to June 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.

GENERAL DEBTORS BAD DEBT WRITE-OFF FOR FORMER ADMINISTRATION DEPARTMENT IN 2005/2006

3. There was submitted a report dated 6 August 2008 by the Executive Director of Corporate Services (1) presenting a summary of outstanding debtor accounts which had been deemed uncollectable following all attempts to recover; (2) advising that an analysis of the outstanding balances due to the former Department of Administration had been conducted and that the sum of £7,756.07 had been identified as uncollectable; (3) indicating that the Executive Director of Finance and Customer Services, under delegated powers, had written-off balances under £250 in the sum of £37, and (4) seeking approval of the write-off of balances over £250 in the sum of £7,719.07.

Decided:

- (1) that it be noted that the Executive Director of Finance and Customer Services, under delegated powers, had written-off balances under £250 for the former Department of Administration, deemed uncollectable in the sum of £37;
- (2) that the write-off of items over £250 to the value of £7,719.07 be approved, and
- (3) that the report be remitted to the Policy and Resources (Finance and Customer Services) Sub-Committee for consideration.

2008/2009 REVENUE BUDGET - REVENUE MONITORING REPORT - 1 APRIL TO 18 JULY 2008

4. There was submitted a report dated 6 August 2008 by the Executive Director of Corporate Services detailing, for the period from 1 April to 18 July 2008 expenditure and income against the estimates contained in the 2008/2009 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 2008/2009 - MONITORING REPORT - 1 APRIL TO 18 JULY 2008

5. There was submitted a report dated 30 July 2008 by the Head of Property Services detailing, for the period from 1 April to 18 July 2008, expenditure against the estimates contained in the 2008/2009 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 Minutes of the meetings and special meetings of the Corporate Services (Licensing) Sub-Committee held on 6 and 14 May, 4 and 19 June and 23 and 28 July 2008.

Decided: that the Minutes of the meetings of the Corporate Services (Licensing) Sub-Committee held on 6 and 14 May, 4 and 19 June and 23 and 28 July 2008 be approved and noted.

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

7. There was submitted the Minute of the special meeting of the Corporate Services (Public Processions) Sub-Committee held on 1 July 2008.

Decided: that the Minute of the special meeting of the Corporate Services (Public Processions) Sub-Committee held on 1 July 2008 be approved and noted.

(3) CIVIC FUNCTIONS GROUP

8. There was submitted the Minute of the meeting of the Civic Functions Group held on 7 August 2008.

Decided: that the Minute of the meeting of the Civic Functions Group held on 7 August 2008 be approved and noted.

CIVIC CENTRE, MOTHERWELL: POTENTIAL EXTENSION

9. With reference to paragraph 18 of the Minute of the meeting of this Committee held on 15 May 2008 when it was agreed, *inter alia*, that a further report be submitted to this Committee when the indicative figures for the costs of an extension of the Civic Centre complex were provided, there was submitted a report dated 14 August 2008 by the Head of Central Services (1) advising that, following full investigation, it has been ascertained that the costs of providing a further extension of the Civic Centre through the construction of additional accommodation above the three storey block would not represent value for money, and (2) providing details thereon.

Decided: that it be noted that the construction of additional accommodation above the three storey block of the Civic Centre would not represent value for money and, accordingly, that the refurbishment of the Civic Centre should not include such extension.

MEMBERS' ACCOMMODATION

10. With reference to paragraph 22 of the Minute of the meeting of this Committee held on 15 May 2008, when the Head of Central Services was authorised to undertake a review of Members' accommodation, there was submitted a report dated 6 August 2008 by the Head of Central Services (1) proposing (a) that the Members' Library be moved to the vacant room on the fifth floor, and (b) to relocate some Members of the SNP Group to the accommodation currently occupied by the Members' Library, and (2) providing details thereon.

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

LOCAL PUBLIC HOLIDAYS 2009 FOR FACTORIES AND BUSINESSES

11. There was submitted a report dated 5 August 2008 by the Head of Central Services seeking the determination of local public holidays for the year 2009 for factories and businesses in North Lanarkshire.

Decided: that the following dates be determined as local public holidays in North Lanarkshire for 2009 for factories and businesses viz:-

Thursday, 1 and Friday, 2 January 2009
Monday, 13 April 2009
Monday, 4 and Monday, 25 May 2009
Monday, 20 July 2009
Monday, 28 September 2009
Friday, 25 and Monday 28 December 2009

SCOTTISH GOVERNMENT CONSULTATION ON COMMUNITY COUNCILS

12. With reference to paragraph 16 of the Minute of the meeting of this Committee held on 15 May 2008, when the Head of Central Services was authorised to respond to the Scottish Government's consultation on aspects of the operation of Community Councils, there was submitted a report dated 17 July 2008 by the Head of Central Services containing, in the Appendix to the report, a copy of that response on behalf of the Council.

Decided: that the submission of the response to the Scottish Government's consultation on Community Councils be noted.

LICENSING OF KNIFE DEALERS

13. There was submitted a report dated 21 August 2008 by the Head of Legal Services (1) advising of a consultation on Scottish Government's plans to introduce a system of licensing for knife dealers; (2) detailing the background relative thereto; (3) setting out issues for consideration, together with operational aspects, and (4) containing, in the Appendix to the report a proposed response to the consultation.

The Head of Legal Services orally advised that the consultation made reference to the Licensing Authority and also the Licensing Board and confirmed that the Corporate Services (Licensing) Sub-Committee, on behalf of the Licensing Authority, would have responsibility for the new licensing regime.

Decided: that the Head of Legal Services be authorised, on behalf of the Council, to respond to the Scottish Government's consultation on the licensing of knife dealers, as contained within the Appendix to the report.

NETWORK CHANGE PROGRAMME FOR THE PROVISION OF THE BRANCH POST OFFICE NETWORK

14. With reference to paragraph 14 of the Minute of the meeting of this Committee held on 30 August 2007, when there was noted the intention by the Post Office Limited to undertake a Network Change Programme which would determine the future provision of the Post Office Network in the United Kingdom, there was submitted a report dated 21 August 2008 by the Executive Director of Corporate Services (1) advising that Post Office Limited had written to the Council with details of the proposed Network Change in the Council's area, and in particular, the Branch Offices they intended to close and inviting comment; (2) detailing the background relative thereto; (3) setting out the implications for North Lanarkshire, and (4) recommending that, on receipt of all submissions, a response be formulated and submitted.

Decided:

- (1) that the receipt of the Post Office Limited Branch Network Change Programme be noted, and
(2) that the Executive Director of Corporate Services be authorised to respond to the proposals for this area, as contained within the report.

TOWN TWINNING

(1) MEULAN, FRANCE

15. There was submitted a report dated 7 August 2008 by the Head of Central Services seeking homologation of the action taken in providing assistance in terms of Council policy to Kilsyth Lennox Golf Club in respect of a twinning visit from Meulan, France during June 2008.

Decided: that the action taken, after consultation with the Convener, in providing assistance in terms of Council policy to Kilsyth Lennox Golf Club be homologated.

(2) SCHWEINFURT, GERMANY

16. There was submitted a report dated 7 August 2008 by Head of Central Services seeking homologation of action taken in providing assistance in terms of Council policy to Schweinfurt Twinning Association in respect of a twinning visit to Schweinfurt, Germany during August 2008.

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

Councillor Homer having declared a non-pecuniary interest in the following item by reason of his membership of the Cumbernauld Bron Association took no part in the consideration and determination thereof.

(3) CUMBERNAULD BRON ASSOCIATION

17. There was submitted a report dated 11 August 2008 by the Head of Central Services advising of correspondence received from the Secretary, Cumbernauld Bron Association (1) advising of a twinning visit of approximately five persons to Bron, France during September 2008 and seeking assistance in this respect.

Decided: that assistance in terms of Council policy be awarded to Cumbernauld Bron Association in respect of a twinning visit to Bron, France during September 2008.

CONFERENCES

18. There was submitted a report dated 21 August 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: that no attendance be authorised.