

Motherwell, 29 October 2009 at 2 pm.

A Meeting of the **CORPORATE SERVICES COMMITTEE**

PRESENT

Councillor Hogg, Convener; Councillor McAuley, Vice-Convener; Councillors Carrigan, Cefferty, Grant, Harmon, Homer, Irvine, Johnston, S. Love, McElroy, Martin, Ross 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 M. Coyle, S. Coyle, Key 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 BASE REVENUE BUDGET 2010/2011

2. With reference to paragraph 21 of the Minute of the meeting of the Policy and Resources Committee held on 15 September 2009 when, inter alia, it had been (1) noted that the announcement regarding the Scottish Government Budget would be on 17 September 2009, with individual local authority allocations following, and (2) agreed (a) that there would be an increase in the Service and People First Efficiency Target from £10m to £15m for 2010/2011, and (b) that detailed efficiency proposals be brought forward and reported to Committees during the next Committee Cycle as part of the normal budget planning process, there was submitted a report (docketed) dated 23 October 2009 by the Executive Director of Finance and Customer Services regarding progress to date in developing the Corporate Services 2010/2011 Base Revenue Budget (A) detailing, within the report, a summary of the Corporate Services' Base Revenue Budget 2010/2011, including provision for cost pressures, as detailed in Appendix 1 to the report, and (B) intimating, within the report, further developments required to be taken into consideration regarding the Revenue Budget for 2010/2011.

Decided:

- (1) that the arrangements for taking forward the budget process for 2010/2011, be noted, and
- (2) that the base budget adjustments contained within the report, and Appendix 1 thereto, be approved.

SIX MONTHLY EXCEPTIONS REPORT: SERVICE PLANNING AND PERFORMANCE PORTFOLIO

3. With reference to paragraph 3 of the Minute of the meeting of this Committee held on 21 May 2009, when the Corporate Services' year end review of the 2008/09 Service Improvement Planning and Performance Portfolio was noted, there was submitted a report dated 21 October 2009 by the Executive Director of Corporate Services (1) advising of performance for the first half of 2009/10; (2) outlining performance relating to the Service Planning activity, including progress against the themes within the Corporate Plan and against service priorities, and (3) detailing (a) in Appendix A to the report, an overview of performance against Corporate Working Group indicators and key performance indicators; (b) in Appendix B to the report, an overview of performance against Corporate Working Group actions and actions related to service priorities; (c) in Appendix C to the report, an operational overview for the five Divisions of the Service, and (d) in Appendix D to the report, information on the indicators and actions in which performance either exceeded target or required improvement for the five Divisions of the Service.

Decided: that the contents of the report be noted.

2009/10 REVENUE MONITORING REPORT - 1 APRIL TO 11 SEPTEMBER 2009

4. There was submitted a report dated 1 October 2009 by the Executive Director of Corporate Services detailing, for the period from 1 April to 11 September 2009, expenditure and income against the estimates contained in the 2009/10 Budget for Corporate Services including separate details in respect of the five Divisions of that Service.

Decided:

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

COMPOSITE CAPITAL PROGRAMME 2009/2010 - 1 APRIL TO 11 SEPTEMBER 2009

5. There was submitted a report dated 23 September 2009 by the Head of Property Services detailing, for the period from 1 April to 11 September 2009, expenditure against the estimates contained in the 2009/10 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 was submitted the Minutes of the meetings and special meeting of the Corporate Services (Licensing) Sub-Committee held on 26 and 31 August and 16 and 30 September 2009.

Decided: that the Minutes of the meetings and special meeting of the Corporate Services (Licensing) Sub-Committee held on 26 and 31 August and 16 and 30 September 2009 be approved and noted.

(2) CIVIC FUNCTIONS GROUP

7. There was submitted the Minute of the meeting of the Civic Functions Group held on 1 October 2009.
- Decided:** that the Minute of the meeting of the Civic Functions Group held on 1 October 2009 be approved and noted.

DESIGN SERVICES APPROVED PARTNERING ARRANGEMENTS WITH CONSULTANTS 2009/2011

8. With reference to paragraph 7 of the Minute of the meeting of the Housing and Technical Services (Capital Programme and Repairs) Sub-Committee held on 7 December 2006, when approval had been given for the Council to award its excess design workload until March 2009 to the partners detailed within the report, on the basis of the points awarded, in terms of quality and price, as itemised, there was submitted a report (docketed) dated 30 September 2009 by the Head of Design Services (1) advising that, in order to address excess design workload requirements, tender documents had been re-issued to establish further partnering agreements for consultancy services until 2011; (2) indicating that (a) all eligible firms from the previous partnering arrangements, and firms who had expressed an interest in the work, had been invited to tender; (b) the return percentage rates had been inserted within a matrix of provisional values for housing and non-housing workloads, and (c) the returned offers were evaluated on a 60% quality, 40% price base in accordance with the CIPFA tender evaluation models, as detailed in Appendix 1 of the report, and (3) proposing that the Council appoint the Consultants identified on a project by project basis, as and when required, to progress matters in accordance with the requirements of the Service until 2011.
- Decided:** that it be agreed that the Council appoint the consultants identified on a project by project basis, as and when required, to progress matters in accordance with the requirements of the Service until 2011.

DESIGNATED TAXI STANCE – MAIN STREET, COATBRIDGE

9. There was submitted a report dated 19 October 2009 by the Head of Legal Services (1) advising that paragraph 19 of the Civic Government (Scotland) Act 1982 makes provision whereby the Licensing Authority may, after consultation with persons or organisations appearing to them to be, or be representatives of, the operators of taxis operating in the area, appoint stances for taxis in any road, or on any land owned by the authority, or, with the consent of the owner, or any land owned by him; (2) referring to meetings of (a) Coatbridge Local Area Partnership and Area Committee held on 11 August 2009 in respect of Coatbridge Town Centre Action Plan when it was agreed that consideration be given to identifying a suitable site or a designated Taxi Stance within Coatbridge Town Centre, and (b) Coatbridge Local Area Partnership and Area Committee held on 6 October 2009 when it was recommended that a section of Main Street, Coatbridge, 13 metres west of the western extended kerbline of Church Street, westwards for a distance of 40m along the North Kerbline, be proposed as a designated taxi stance; (3) indicating that paragraph 19(4) of the Civic Government (Scotland) Act 1982, requires, that before appointing any stance for taxis, a licensing authority shall give notice to the Chief Constable of the area in which the stance is situated, shall, also, give public notice of the proposals in at least one newspaper circulating in the area, and shall, take into consideration any objections or representations in respect of such proposals which may be made to them in writing within 28 days of the first publication of such notice, and (4) recommending that any objections or representations be remitted to the Corporate Services (Licensing) Sub-Committee for determination.
- Decided:**
- (1) that it be agreed that having regard to public safety, road user and trader needs, public notice be given of a proposal that a section of Main Street, Coatbridge, 13 metres west of the western extended kerbline of Church Street, westwards for a distance of 40 metres along the north kerbline be designated as a taxi stance, and

- (2) that the Head of Legal Services be authorised (a) to write to the Chief Constable and advertise the proposed designated stance in the local press, and (b) to remit any objections or representations to the Corporate Services (Licensing) Sub-Committee for determination.

SUMMARY JUSTICE REFORM – UNIFICATION OF COURTS WITHIN SOUTH STRATHCLYDE, DUMFRIES AND GALLOWAY

10. With reference to paragraph 12 of the Minute of the meeting of this Committee held on 27 August 2009, when the delay in the unification of the District Courts into the Scottish Court Service was noted, there was submitted a report dated 5 October 2009 by the Head of Legal Services advising (1) that the Scottish Court Service have now advised that final proposals have been presented to the Cabinet Secretary for Justice which should permit the secondary legislation process to be completed, and (2) that the implementation date for the unification in South Strathclyde, Dumfries and Galloway will now be 22 February 2010.

Decided: that it be noted that the implementation date for the unification of the Courts within South Strathclyde, Dumfries and Galloway will be 22 February 2010.

DRAFT CHILDREN'S HEARINGS (SCOTLAND) BILL - UPDATE

11. With reference to paragraph 13 of the Minute of the meeting of this Committee held on 27 August 2009, when an update on the implications for the Council of the introduction of the draft Children's Hearings (Scotland) Bill was noted, there was submitted a report dated 15 October 2009 by the Head of Central Services (1) advising that the Scottish Government had now issued two newsletters and a detailed paper responding to initial engagement with stakeholders which had elicited a wide range of comments, including a number of concerns about the proposals contained in the draft Bill from all parts of Scotland; (2) detailing the background relative thereto; (3) outlining the fundamental issues which had been raised with the Scottish Government by stakeholders, and (4) indicating that there was no suggestion that the provisions of the Bill with regard to the local authorities and Children's Panel Advisory Committee (CPAC's) would change.

Decided: that the contents of the report be noted.

SCOTTISH GOVERNMENT CONSULTATION: IDENTITY MANAGEMENT AND PRIVACY PRINCIPLES

12. There was submitted a report (docketed) dated 20 October 2009 by the Head of Central Services (1) advising that the Scottish Government were consulting on draft Identify Management and Privacy Principles for which the deadline for responses was 23 November 2009; (2) setting out the consultation's five principles; (3) indicating that the consultation document contained a number of detailed proposals including the fundamental principles of (a) that personal information should not be obtained unless it is absolutely required; (b) that personal information should not be retained longer than necessary; (c) that personal information should not be held in a centralised database but, rather, in separate data stores relevant to the specific business purpose for which it was obtained, and (d) that personal information should be used only for the purposes for which it was obtained and should not be shared unless strictly necessary, and even then, only on the basis of informed consent or overriding legal justification; (4) confirming that these principles accord with the principles adopted by the Council; (5) further advising that the consultation paper poses, also, a number of specific questions, as detailed within the report, and (6) proposing that authority be delegated to the Executive Director of Corporate Services to respond to the consultation paper and to initiate corporate consideration of the issues raised.

Decided: that the Executive Director of Corporate Services be authorised to respond to the Scottish Government's consultation, as detailed in the report and to initiate corporate consideration of the issues raised.

AREA/REGISTRATION SERVICE PERFORMANCE REPORT 2008/09

13. There was submitted a report dated 12 October 2009 by the Head of Central Services (1) advising of the preparation and publication of the Annual Area/Registration Service Performance Report for the financial year 2008/09, and (2) providing details thereon.

Decided: that the contents of the report be noted.

TEMPORARY CLOSURE OF HARTHILL POST OFFICE, 70 WEST MAIN STREET, HARTHILL, SHOTTS

14. There was submitted a report dated 16 October 2009 by the Head of Central Services (1) advising that the Harthill Branch of the Post Office had been operated by a temporary agent since the contract with the former Sub-Postmaster came to an end and that agent is no longer able to provide a service, and (2) indicating that Post Office are proposing to trial a Post Office essential service, for a period of 12 months, which will operate from S and A Convenience Store, 58 West Main Street, Harthill, Shotts, a distance of approximately 100 yards from its former location.

Decided: that it be noted that Post Office will operate a Post Office essential services, for a trial period of 12 months, from S and A Convenience Store, 58 West Main Street, Harthill, Shotts.

TOWN TWINNING

(1) LES MARCHES

15. There was submitted a report dated 1 October 2009 by the Head of Central Services (1) advising of action taken, following consultation with the Convener, in awarding assistance for a twinning visit to Les Marches, France during September 2009, and (2) seeking homologation in this respect.

Decided: that the action taken, following consultation with the Convener, in awarding assistance for a twinning visit to Les Marches, France during September 2009 be homologated.

(2) BRON

16. There was submitted a report dated 16 October 2009 by the Head of Central Services (1) advising of the re-allocation of twinning responsibilities within the Council of the Municipality of Bron and the election of a new President to the Bron-Cumbernauld Twinning Association; (2) detailing the background relative thereto, and (3) seeking homologation for action taken, following consultation with the Provost, in extending an invitation to visit North Lanarkshire.

Decided:

- (1) that the action taken, following consultation with the Provost, in extending an invitation to visit North Lanarkshire be homologated, and
- (2) that the report be otherwise noted.

CIVIC CENTRE, MOTHERWELL - EXTENSION TO THE REWIRING AND HEATING CONTRACT

17. With reference to paragraph 6 of the Minute of the meeting of this Committee held on 27 August 2009, when the Head of Design Services was authorised to enter into negotiations with the present contractor to carry out additional works to the ground floor of the Civic Centre, there was submitted a report dated 21 October 2009 by the Head of Design Services (1) advising that negotiations have now been completed in the sum of £1,029,212.62; (2) indicating that the sum was based on rates equivalent to those on which the original tender was based and represented good value for money, and (3) recommending that acceptance of the negotiated tender for the refurbishment of the ground floor (other than the Registration Office) and the Finance and Customer Services wing be authorised.

Decided: that acceptance of the negotiated tender for the refurbishment of the ground floor (other than the Registration Office) and the Finance and Customer Services wing, in the sum of £1,029,212.62 be authorised.

CONFERENCES

18. There was submitted a report dated 22 October 2009 by the Head of Central Services advising of an invitation received in respect of Member attendance at conferences and seeking consideration of the invitation.

Decided: that no attendance be authorised.

TRANSFER OF TENANTS RIGHTS TRANSACTIONS TO PARALEGALS AND OTHER PARALEGAL ARRANGEMENTS WITHIN LEGAL SERVICES

19. There was submitted a report (docketed) dated 7 October 2009 by the Head of Legal Services proposing, for the reasons detailed therein, (1) the deletion of (a) three posts of Administrative Assistant at salary grade NLC4; (b) one post of Solicitor at salary grade NLC12, and (c) 0.5 post of Clerical Officer at salary grade NLC4; (2) the establishment of three posts of Paralegal (Litigation and Advice) at salary grade NLC8, and (3) redesignation and regrading of one post of Licensing Supervisor to salary grade NLC9.

Decided:

- (1) that 3 posts of Administrative Assistant at salary grade NLC4; 1 post of Solicitor at salary grade NLC12 and 0.5 post of Clerical Officer at salary grade NLC4 be deleted from the establishment of the Legal Services Division of Corporate Services;
- (2) that the establishment of the Legal Services Division of Corporate Services be increased by three posts of Paralegal (Litigation and Advice) at salary grade NLC8, and
- (3) that the post of Licensing Supervisor be regraded and redesignated to salary grade NLC9.

The Convener being of the opinion that the following item of business was relevant, authorised its consideration in order that the Council might progress the matter expeditiously.

NORTH LANARKSHIRE COUNCIL SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS

20. With reference to paragraph 12 of the Minute of the meeting of this Committee held on 21 May 2009 when it was agreed that a report be submitted to the next meeting of this Committee on recommendations for amending the Council's Scheme for the Establishment of Community Councils

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in accordance with the proposals by the Scottish Government, there was submitted a report (docketed) dated 22 October by the Head of Central Services (1) advising of further guidance from the Scottish Government on arrangements for the implementation of the recommendations contained in the joint communiqué by the Scottish Government, COSLA and Scottish Community Councils following a review of Community Councils; (2) detailing the background relative thereto; (3) outlining the main aspects of the North Lanarkshire Scheme for the establishment of Community Councils which will require amendment to accord with the proposals and guidance, and (4) seeking authority to initiate a public consultation exercise on the supplementary areas.

Decided:

- (1) that the Head of Central Services be authorised to give public notice of proposals to amend the North Lanarkshire Scheme for Community Councils to the extent necessary to accord with the new model scheme and associated documents and invite Community Councils and the public to make representation with regard to those proposals;
- (2) that a report be submitted to a future meeting of this Committee on the outcome of the public notice, and
- (3) that the report be otherwise noted.