

Motherwell, 30 April 2015 at 10 am.

A Meeting of the CORPORATE SERVICES COMMITTEE

PRESENT

Councillor W. Hogg, Convener; Councillor Clinch, Vice-Convener; Councillors Beveridge, Chadha, A. Coyle, M. Coyle, Farooq, Harmon, Higgins, Irvine, Love, McKendrick, McLaren, Majid, Nolan and P. O'Rourke.

CHAIR

Councillor W. Hogg (Convener) presided.

IN ATTENDANCE

The Administrative Officer (Committee and Civic Governance Services); Executive Director of Corporate Services; Head of Corporate Property and Procurement; Head of Democratic and Legal Services, and Business Support Manager, Finance and Customer Services.

APOLOGIES

Councillors Grant, Johnston, Lyle, McVey and Sullivan.

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

1. No declarations were made.

SERVICE PLAN PERFORMANCE REPORT – APRIL TO DECEMBER 2014

2. There was submitted a report dated 9 April 2015 by the Executive Director of Corporate Services (1) providing details of the performance of her Service for the third quarter, April to December, of the financial year 2014/15, and (2) outlining performance relating to indicators contained within the Service Plan.

Decided: that the report be noted.

CORPORATE PROPERTY PERFORMANCE INFORMATION

3. There was submitted a report dated 13 March 2015 by the Head of Corporate Property and Procurement (1) advising of performance and expenditure in respect of Corporate Property Maintenance for the third quarter of the financial year 2015/16, and (2) providing, as a benchmark, information relating to the previous financial year.

Decided: that the report be noted.

REVENUE MONITORING REPORT – CORPORATE SERVICES – 1 APRIL 2014 TO 27 FEBRUARY 2015

4. There was submitted a report dated 9 April 2015 by the Executive Director of Corporate Services detailing, for the period from 1 April 2014 to 27 February 2015, expenditure and income against the estimates detailed in the 2014/15 Corporate Services budget, including separate details in respect of the three Divisions of that Service.

Decided: that the report be approved and noted.

2014/15 COMPOSITE CAPITAL PROGRAMME - 1 APRIL 2014 TO 27 FEBRUARY 2015

5. There was submitted a report dated 19 March 2015 by the Head of Corporate Property and Procurement detailing, for the period from 1 April 2014 to 27 February 2015, current expenditure against the estimates contained in the 2014/2015 Corporate Services Capital Programme, including information on the projected outturn position.

Decided: that the report be approved and noted.

CORPORATE SERVICES CAPITAL PROGRAMME 2015/16

6. There was submitted a report dated 9 April 2015 by the Head of Corporate Property and Procurement (1) advising of the spend proposals for the Corporate Services Capital Programme for the year 2015/16, and (2) providing details thereon.

Decided:

- (1) that the spend proposals for the Corporate Services Capital Programme for the year 2015/16 be approved, and
(2) that update reports be submitted to future meetings of this Committee.

CONTRACTS ACCEPTED UNDER FINANCIAL LIMITS

7. There was submitted a report dated 7 April 2015 by the Head of Democratic and Legal Services advising that the contracts highlighted within the Appendix to the report had been accepted by her, in accordance with the Council's General Contract Standing Orders.

Decided: that the report be noted.

MINUTES OF SUB-COMMITTEES

(1) CORPORATE SERVICES (LICENSING) SUB-COMMITTEE

8. There were submitted the Minutes of the meetings and special meeting of the Corporate Services (Licensing) Sub-Committee held on 28 January, 9 and 18 February, 11 March and 1 April 2015.

Decided: that the Minutes of the meetings and special meeting of the Corporate Services (Licensing) Sub-Committee held on 28 January, 9 and 18 February, 11 March and 1 April 2015 be approved and noted.

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

9. There was submitted the Minute of the meeting of the Corporate Services (Public Processions) Sub-Committee held on 3 February 2015.

Decided: that the Minute of the meeting of the Corporate Services (Public Processions) Sub-Committee held on 3 February 2015 be approved and noted.

(3) CIVIC FUNCTIONS GROUP

10. There was submitted the Minute of the meeting of the Civic Functions Group held on 16 April 2015.

Decided: that the Minute of the meeting of the Civic Functions Group held on 16 April 2015 be approved and noted.

AREAS OF TAXI OPERATION

11. There was submitted a report dated 7 April 2015 by the Head of Democratic and Legal Services (1) advising of the outcome of a consultation exercise that had been undertaken with all taxi operators in North Lanarkshire in relation to the removal of geographical areas of taxi operation; (2) detailing the background relative thereto; (3) outlining the responses received; (4) providing a summary of the reasons for, and the reasons against, the removal of the current boundary restrictions, and (5) referring to an independent survey, conducted by the Fraser of Allander Institute, into the demand for taxis in North Lanarkshire, which had concluded that there was currently no unmet demand for taxis in North Lanarkshire.

Decided: that the Council adhere to the status quo and maintain the existing boundary restrictions (North, Central and South areas) currently in operation.

MEASURED TERM CONTRACTS – CORPORATE PROPERTY AND PROCUREMENT

12. There was submitted a report dated 31 March 2015 by the Head of Corporate Property and Procurement (1) advising of proposals to retender a number of Measured Term Contracts, as contained within the Appendix to the report, utilised by Corporate Property and Procurement Services to ensure efficiencies of the Council and help obtain Best Value, and (2) detailing the background relative thereto.

Decided: that the proposals to retender Measured Term Contracts, as contained within the Appendix to the report, be approved and noted.

PROCURING CHANGE - SCOTLAND EXCEL ENGINEERING AND TECHNICAL CONSULTANCY SERVICES FRAMEWORK AGREEMENT

13. There was submitted a report dated 2 April 2015 by the Head of Corporate Property and Procurement (1) seeking approval for the use of a Scotland Excel Framework for engineering and technical consultancy services; (2) detailing the background relative thereto; (3) advising (a) that, following completion of a competitive procurement exercise, Scotland Excel had established a new collaborative Framework Agreement for engineering and technical consultancy services; (b) that the Framework covered the period from 18 March 2013 to 17 March 2017 and was split into seven Lots, each containing a range of related disciplines, viz:-

Lot 1 – Roads and Structures;
Lot 2 – Transportation and Traffic;
Lot 3 – Environmental Engineering;
Lot 4 – Land Surveying;
Lot 5 – Drainage and Flooding;
Lot 6 – Geotechnical and Testing, and
Lot 7 – Project Management,

and (c) that the Framework had a total of 20 suppliers spread across all seven Lots, with each Lot containing between 8 to 11 suppliers, all of which already serviced the North Lanarkshire area; (4) proposing (a) that, in accordance with the terms of the Scotland Excel Framework, work packages be awarded via the Direct Award process or the mini competition process, and (b) that the Council utilise the Scotland Excel Framework Agreement following the conclusion of the current Framework which expires on 10 November 2015 and, for areas where there was no current contractual coverage, utilise the Framework Agreement, with immediate effect, in both instances until the Framework expired on 17 March 2017, and (5) indicating that the total estimated indicative value ranged from £1.50 m to £2.5 m.

Decided: that the use of the Scotland Excel Framework Agreement for engineering and technical consultancy services, as contained within the report, be approved and noted.

PROCURING CHANGE - WASHROOM SOLUTIONS

14. There was submitted a report dated 12 March 2015 by the Head of Corporate Property and Procurement (1) seeking approval for the use of a Scotland Excel Framework for washroom solutions; (2) detailing the background relative thereto; (3) indicating (a) that following completion of a competitive procurement exercise, Scotland Excel had established a new collaborative Framework Agreement for washroom solutions; (b) that the Framework covered the period from 1 October 2014 to 30 September 2017, with the option to extend until 30 September 2018, and (c) that the Framework had five suppliers, four of which already serviced the North Lanarkshire area, and (4) advising (a) that, in accordance with the terms of the Scotland Excel Framework, and following analysis of the Council's washroom solution for core products, it was proposed that the Council make a direct award to Healthcare Environmental Services Limited; (b) that the majority of non core products were subject to longer term lease arrangements, and (c) that through analysis of spend and consideration of the costs of early termination of the current individual lease arrangement for non-core products, it was more beneficial for the Council to continue with the current supplier until the expiry of these lease arrangements.

Decided:

- (1) that the use of the Scotland Excel Framework Agreement for washroom solutions be approved, and
- (2) that the award of a call-off contract for core products by direct award and the award of non-core products, on expiry of current lease arrangements, to Healthcare Environmental Services Limited for the period from 1 May 2015 to 30 September 2017, with an option to extend the contract until 30 September 2018, be approved.

PROCURING CHANGE – PROCUREMENT CAPABILITY ASSESSMENT 2014

15. There was submitted a report dated 27 March 2015 by the Head of Corporate Property and Procurement (1) advising of the outcome of the 2014 Procurement Capability Assessment (PCA) results for the local government sector and the approach to be adopted to secure further improvement in procurement performance (2) detailing the background relative thereto; (3) indicating (a) that Scotland Excel carried out an annual PCA for each Scottish local authority and produced a report on

the results achieved; (b) that each local authority could then use the results as the basis for improving procurement capability across the organisation, determining the priorities for the coming year, and allocating resources to deliver these, and (c) that the PCA covered procurement activity across the Council; (4) summarising the Council's previous scores, together with each of the assessment factors, and (5) referring to the special meeting of the Policy and Resources Committee held on 12 February 2015, when a report by the Head of Corporate Property and Procurement had been agreed, setting out a range of measures with the clear intention to improve procurement capacity and capability across the Council.

Decided: that the contents of the report be noted.

GOVERNMENT CONSULTATION – CHANGES TO THE PUBLIC PROCUREMENT RULES IN SCOTLAND

16. There was submitted a report dated 27 March 2015 by the Head of Corporate Property and Procurement (1) advising that the Scottish Government had invited responses to the consultation on changes to the Public Procurement Rules in Scotland; (2) detailing the background relative thereto; (3) indicating that much of what the Act and the new Directive required public bodies to do, and the matters on which the Government were consulting, were aligned with the Council's own aims for procurement and related delivery of wider policy objectives, and (4) attaching, in the Appendix to the report, the Council's response to the consultation.

Decided: that the Head of Corporate Property and Procurement be authorised to forward, to the Scottish Government, the Council's response to the consultation on changes to the Public Procurement Rules in Scotland, as contained within the Appendix to the report.

RESPONSE TO THE SCOTTISH GOVERNMENT'S CONSULTATION ON PROPOSED AMENDMENTS TO THE NATIONAL HEALTH SERVICE CENTRAL REGISTER (SCOTLAND) REGULATIONS 2006

17. There was submitted a report dated 9 April 2015 by the Head of Democratic and Legal Services (1) seeking homologation for action he had taken, in forwarding a response, on behalf of the Council, on the consultation issued by the Scottish Government on proposed amendments to the National Health Service Central Register (Scotland) Regulations 2006, and (2) enclosing, in the Appendix to the report, a copy of that response.

Decided: that the action taken, by the Head of Democratic and Legal Services, in forwarding a response, on behalf of the Council, on the consultation issued by the Scottish Government on proposed amendments to the National Health Service Central Register (Scotland) Act Regulations 2006 be homologated.

UPDATE ON THE PUBLIC SERVICES REFORM (INSPECTION AND MONITORING OF PRISONS) (SCOTLAND) ORDER 2015

18. There was submitted a report dated 7 April 2015 by the Head of Democratic and Legal Services (1) advising that, on 28 January 2015, the Scottish Ministers had made the Public Service Reform (Inspection and Monitoring of Prisons) (Scotland) Order 2015 which will come into force on 31 August 2015; (2) detailing the background relative thereto, and (3) confirming that, with effect from 31 August 2015, the role of the Council in appointing members to Shotts, Addiewell and Barlinnie Visiting Committees, and the requirement of providing the secretariat to Shotts Prison Visiting Committee, would be removed.

Decided: that the position be noted.

COMMUNITY COUNCIL QUADRENNIAL ELECTIONS

19. **C** There was submitted a report dated 2 April 2015 by the Executive Director of Corporate Services (1) advising of proposed arrangements for the Community Council Quadrennial Elections in terms of the North Lanarkshire Council Scheme for Community Councils; (2) detailing the background relative thereto; (3) outlining the operational arrangements for the Quadrennial Elections, and (4) proposing that the current Community Council members stand down on 7 October 2015.

Decided:

- (1) that it be agreed that the current Community Council members stand down on 7 October 2015, and
- (2) that otherwise the report be approved and noted.

CIVIC SQUARE POST OFFICE, 39 CIVIC SQUARE, MOTHERWELL

20. There was submitted a report dated 10 April 2015 by the Head of Democratic and Legal Services (1) advising of correspondence received from Post Office Limited regarding the relocation of the Civic Square Post Office from 39 Civic Square, Motherwell to alternative premises at Family Shopper, 224 Airbles Street, Motherwell; (2) detailing the background relative thereto, and (3) indicating that the Head of Democratic and Legal Services had made a separate objection to the proposals and a copy of the letter received from Post Office Limited had been forwarded to the local Elected Members for their information.

Decided: that the position be noted.

KILSYTH TOWN TWINNING ASSOCIATION

21. There was submitted a report dated 7 April 2015 by the Head of Democratic and Legal Services seeking (1) homologation for action he had taken, following consultation with the Convener, in awarding financial assistance to Kilsyth Town Twinning Association in respect of a twinning visit to Meulan-en-Yvelines, France, from 30 April to 4 May 2015, and (2) delegated powers to process future requests for town twinning assistance in terms of Council policy.

Decided:

- (1) that the action taken by the Head of Democratic and Legal Services, in awarding financial assistance to Kilsyth Town Twinning Association in respect of a twinning visit to Meulan-en-Yvelines, France, be homologated, and
- (2) that the Head of Democratic and Legal Services be authorised to process future requests for twinning assistance, and subsequently report back to the Committee on a six monthly basis.

ELECTED MEMBERS' TRAINING AND DEVELOPMENT

(1) ANNUAL REPORT 2014/15

22. There was submitted a report dated 8 April 2015 by the Executive Director of Corporate Services (1) summarising (a) in Appendix 1 to the report, details of the 2014/15 training and development programme sessions which had been undertaken by Elected Members, and (b) in Appendix 2 to the report, an evaluation of those training sessions, and (2) indicating that there had been an increase in training and development activity in 2014/15 in comparison to previous years.

Decided: that the report be noted.

(2) MEMBERS' TRAINING AND DEVELOPMENT PROGRAMME 2015/16

23. There was submitted a report dated 9 April 2015 by the Executive Director of Corporate Services (1) detailing, in Appendix 1 to the report, the proposed Members' training and development programme for 2015/16; (2) advising that Audit Scotland monitored the take-up of Personal Development Plans by Elected Members; (3) intimating that each Member had been issued with a learning and development pack containing role descriptions, details of the Competency Framework for Elected Members, briefing notes and Improvement Service notebooks, and (4) indicating that the Personal Development Plan template, as set out in Appendix 2 of the report, would be issued to all Members of the Council to encourage their participation in the training and development sessions in 2015/16.

Decided:

- (1) that the Members' training and development programme for 2015/16, as detailed in the Appendix to the report, be approved, and
- (2) that the report be otherwise noted.