

Motherwell, 12 August 2010 at 10 am.

A Meeting of the CORPORATE SERVICES COMMITTEE

PRESENT

Councillor Hogg, Convener; Councillors Chadha, Devine, Grant, Homer, Irvine, McElroy, Martin, Nolan, Ross, Stewart, Stocks and Welsh.

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 Carrigan, Clarke, Harmon and Sullivan.

The Convener exercised his discretion to vary the Order of Business as hereinafter Minuted.

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

1. Councillor Ross declared an interest in paragraph 18 below as being a member of Scotmid West Area Committee and took no part in the consideration thereof.

The Convener being of the view that the following item of business was of an urgent nature, authorised its consideration to enable the Council to progress the item timeously.

REMIT FROM SPECIAL HOUSING AND SOCIAL WORK SERVICES COMMITTEE HELD ON 12 AUGUST 2010 - RETENDERING OF TERM CONTRACT - OUTCOME OF BID EVALUATION - STRATEGIC PARTNERSHIP - HOUSING AND NON-HOUSING PROPERTY MAINTENANCE

2. There was submitted a report (docketed) dated 2 August 2010 by the Assistant Chief Executive regarding the outcome of the tender evaluation and assessment process to determine the selection of a preferred and reserved bidder for the Strategic Partnership – Housing and Non-Housing Property Maintenance (1) outlining the background to the current contract which was with a joint venture company for a period of 10 years and was due to expire in January 2011; (2) advising that (a) a Member/Officer Working Group had convened to oversee the procurement process for the re-tendering of the term contracts for Housing and Non-Housing Property Maintenance and Central Heating Repairs and Maintenance, and (b) in advance of the evaluation process being concluded, the Working Group was given the opportunity to receive presentations from each of the shortlisted bidders; (3) detailing within the report (a) all organisations shortlisted and invited to participate in the Invitation to Tender (ITT) process; (b) the financial and economic standing of the bidders, and (c) attached as Appendix 1 to the report, a financial analysis, the results of which informed the overall bid evaluation which was highlighted within Appendix 2 to the report, and (4) proposing that (a) after evaluation, Morrisons Facilities Services Limited, be invited to enter into a new strategic partnership

arrangement with the Council on the basis that they had submitted the most economically advantageous tender in respect of the price and quality criteria to meet the Council's requirements for the Strategic Partnership Contract Housing and Non-Housing Property Repairs and Maintenance, and (b) Amey LG Limited be nominated as the reserve bidder and, in the event that negotiations could not be satisfactorily concluded, the reserve bidder be invited to enter into a joint venture arrangement with the Council for the Strategic Partnership Contract Housing and Non-Housing Property Repairs and Maintenance.

Decided: that the contents of the report be noted.

CORPORATE SERVICES – GENERAL DEBTORS' BAD DEBT WRITE-OFF – FINANCIAL YEAR 2009/10

3. There was submitted a report dated 1 July 2010 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 Service had been conducted and that the sum of £66,473.23 had been identified as uncollectable; (3) indicating that the Executive Director of Finance and Customer Services, under delegated powers, had written off 33 balances under £250 in the total sum of £3,721.04, and (4) seeking approval of the write-off of 95 balances over £250 in the total sum of £62,752.19.

Decided:

- (1) that it be noted that the Executive Director of Finance and Customer Services, under delegated powers, had written off 33 balances under £250, in the total sum of £3,721.04;
- (2) that the write-off of items over £250 to the value of £62,752.19 be approved, and
- (3) that the report be remitted to the Policy and Resources (Finance and Customer Services) Sub-Committee.

2010/11 REVENUE MONITORING REPORT – 1 APRIL TO 25 JUNE 2010

4. There was submitted a report dated 15 July 2010 by the Executive Director of Corporate Services detailing, for the period from 1 April to 25 June 2010, expenditure and income against the estimates contained in the 2010/11 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.

2010/2011 COMPOSITE CAPITAL PROGRAMME – 1 APRIL 2010 TO 25 JUNE 2010

5. There was submitted a report dated 22 July 2010 by the Head of Property Services detailing, for the period from 1 April to 25 June 2010, current expenditure against the estimates contained in the 2010/11 Annual Capital Programme for Central Services and Property Services 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 meeting of the Corporate Services (Licensing) Sub-Committee held on 18 May, 2 and 17 June and 14 July 2010.

Decided: that the Minutes of the meetings and special meeting of the Corporate Services (Licensing) Sub-Committee held on 18 May, 2 and 17 June and 14 July 2010 be approved and noted.

(2) CIVIC FUNCTIONS GROUP

7. There was submitted the Minute of the meeting of the Civic Functions Group held on 29 July 2010.

Decided: that the Minute of the meeting of the Civic Functions Group held on 29 July 2010 be approved and noted.

CONSULTATION ON PENALTY CLAUSES (SCOTLAND) BILL

8. There was submitted a report dated 22 July 2010 by the Head of Legal Services (1) seeking approval to forward a response to the consultation on the Penalty Clauses (Scotland) Bill; (2) detailing the background relative thereto, and (3) providing, in the Appendix to the report, the questions posed in the consultation document, together with the proposed response.

Decided: that the Head of Legal Services be authorised to forward, on behalf of the Council, a response to the consultation on the Penalty Clauses (Scotland) Bill.

TAXI LICENSING – STUDY OF DEMAND FOR TAXIS IN NORTH LANARKSHIRE

9. With reference to paragraph 9 of the Minute of the meeting of this Committee held on 11 February 2010, when authority was delegated to the Head of Legal Services to instruct the Fraser of Allander Institute to undertake a survey of taxi provision in North Lanarkshire, there was submitted a report dated 14 July 2010 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 purposes 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 April and May 2010, and (4) setting out a summary of the findings of that survey, as contained within the Appendix to the report, and of which full details had been placed in the Members' Library.

Decided:

- (1) that the outcome of the independent study conducted by the Fraser of Allander Institute into the demand for taxis in North Lanarkshire, be noted;
- (2) that the status quo prevail on the numerical limits of the number of taxis within the Council's Central and South Areas;
- (3) that the numerical limits on the number of taxis within the Council's North Area be increased from 50 to 55 taxis, and

- (4) that the Head of Legal Services keep under review the numerical limits of taxis in North Lanarkshire.

REGISTRATION SERVICE – PROPOSED RENEWAL OF AGREEMENTS WITH NETWORK UK FOR THE PRODUCTION OF CEREMONY AND BEREAVEMENT GUIDES

10. With reference to paragraph 19 of the Minute of the meeting of this Committee held on 15 May 2008, when it was agreed that the Council enter into an agreement with Network UK for the production of Ceremony and Bereavement Guides for use in connection with the Registration Service, there was submitted a report dated 20 July 2010 by the Executive Director of Corporate Services (1) advising that Network UK were again offering to produce, for the Registration Service, Ceremony and Bereavement Guides; (2) detailing the background relative thereto, and (3) indicating that the Ceremony and Bereavement Guides were produced at no cost to the Service providing Network UK could generate sufficient advertising revenue.

Decided: that the Council enter into an agreement with Network UK for the production of Ceremony and Bereavement Guides for use in connection with the Registration Service.

REGISTRATION/AREA EDUCATION OFFICE SERVICE FROM REGISTRATION OFFICE AT 106 STATION ROAD, SHOTTS - PROPOSED RELOCATION OF REGISTRATION OFFICE IN SHOTTS

11. There was submitted a report dated 20 July 2010 by the Head of Central Services (1) advising of the proposed relocation of Shotts Registration Office from its present base at 106 Station Road, Shotts to premises within the First Stop Shop at 162/164 Station Road, Shotts to meet the continuing operational requirements of the Central Services Division of Corporate Services; (2) detailing the background relative thereto, and (3) indicating that, in consultation with the Heads of E-Government and Revenue Services, it has been agreed that office space within the First Stop Shop at 162/164 Station Road, Shotts could be made available for use by the Registration/Area Education Office function without disruption to the delivery of the present Council Services from this office.

Decided:

- (1) that the proposed relocation of Shotts Registration Office from its present base at 106 Station Road, Shotts to premises within the First Stop Shop at 162/164 Station Road, Shotts be agreed and, consequently, that the property at 106 Station Road, Shotts be declared surplus to operational requirements, and
- (2) that the report be remitted to the Policy and Resources (Property) Sub-Committee for its interest.

NORTH LANARKSHIRE COUNCIL SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS – CONSULTATION EXERCISE

12. With reference to paragraph 20 of the Minute of the meeting of this Committee held on 29 October 2009, when it was agreed, inter alia, 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 documentation and invite Community Councils and the public to make representation with regard to those proposals, there was submitted a report (docketed) dated 27 July 2010 by the Head of Central Services (1) advising of arrangements that had been undertaken in relation to the consultation exercise associated with the review of the North Lanarkshire Scheme for Community Councils; (2) detailing the background

relative thereto; (3) providing a summary of submissions received from Councillor Paul Welsh, Bellshill, Chryston, Kilsyth, Moodiesburn, Newmains and District, Salsburgh, Sunnyside, Townhead and Village Community Councils, and an individual representation together with the Council's comments on these submissions, and (4) indicating that there were no adverse financial, legal or property implications arising from the submissions.

Decided:

- (1) that the proposals to amend the North Lanarkshire Scheme for Community Councils be approved subject to
 - (a) the period for the production and the circulation of Community Council Minutes being extended to 14 days;
 - (b) it being agreed that the draft Code of Conduct for Community Councillors, as detailed in Appendix 3 of the consultation document, be adopted by Community Councils and that upon appointment to a Community Council, either as an elected member or a co-opted member, a Community Councillor be asked to affirm that they agree to abide by its contents;
 - (c) it being agreed that with regard to the arrangements for monitoring conduct, the hearing of submissions, appeals and the possible imposition of sanctions be undertaken by individual Community Councils having regard to all of the local facts and circumstances;
 - (d) it being agreed that paragraph 7.9 of the proposed Scheme relating to co-opted members, be amended to clarify that the ratio applies to the total membership of the Community Council, and
 - (e) it being agreed that the name of Sunnyside Community Council be changed to Central Coatbridge Community Council;
- (2) that it be agreed that, in terms of the statutory arrangements for the adoption of North Lanarkshire Scheme for Community Councils, the revised Scheme, amended as aforesaid, be advertised and comments sought on the proposed Scheme prior to final adoption, and
- (3) that otherwise the contents of the report be noted.

LOCAL PUBLIC HOLIDAYS 2011 FOR FACTORIES AND BUSINESSES

13. There was submitted a report dated 15 July 2010 by the Head of Central Services seeking the determination of local public holidays for the year 2011 for factories and businesses in North Lanarkshire.

Decided: that the following dates be determined as local public holidays in North Lanarkshire for 2011 for factories and businesses, viz:-

Monday, 3 and Tuesday, 4 January 2011
Monday, 25 April 2011
Monday, 2 and Monday, 30 May 2011
Monday, 18 July 2011
Monday, 26 September 2011
Monday, 26 and Tuesday 27 December 2011

MEMBERS' SURGERIES: ADVERTISING ARRANGEMENTS

14. With reference to paragraph 8 of the Minute of the meeting of North Lanarkshire Council held on 26 November 2009, when the Efficiency Savings for 2010/11 were approved, there was submitted a report dated 21 July 2010 by the Head of Central Services (1) advising that, following the decision taken by the Council to reduce, by £13,000, the budgetary resource available for the advertising of Members' surgeries, it was necessary to alter the current arrangements to achieve this saving; (2) detailing the background relative thereto; (3) outlining the current advertising arrangements, and (4) proposing (a) to cease newspaper publication of cancellation or alteration of previously advertised arrangements, with notices being displayed at the surgery venue and on the Council website, and (b) to cease newspaper publication of individual messages regarding Councillors undertaking home visits and individual Councillors contact arrangements, and, instead, include in each advertisement a general statement regarding the willingness to undertake home visits and, for contact arrangements, the relevant Members' Services telephone numbers with all individual messages and contact details being available on the Council's website.

Councillor Hogg, seconded by Councillor Martin, moved, that the contents of the report be approved and noted.

Councillor Stewart, seconded by Councillor Welsh, moved, as an amendment, that the report be approved and noted with the exception of the ceasing of the advertising of the cancellation of Members' surgeries.

On a vote being taken, 5 Members voted for the amendment and 7 Members voted for the motion which was accordingly declared carried.

Thereon, 5 Members, being more than one quarter of the Members present and voting, having required in terms of paragraph 58(E) of the Council's Standing Orders in relation to Committees and Sub-Committees, that the power delegated to the Corporate Services Committee be not exercised in respect of this item and that the matter be referred for determination to the Council, the matter was referred accordingly.

Decided:

- (1) that the contents of the report be approved and noted, and
- (2) that it be noted, in terms of paragraph 58(E) of the Council's Standing Orders, that the powers delegated to the Committee would not be exercised in respect of this item of business and that the matter would be referred for determination to the Council.

MEMBERSHIP OF THE PRISON VISITING COMMITTEE FOR HMP ADDIEWELL, WEST LoTHIAN

- C** 15. With reference to paragraph 12 of the Minute of the meeting of this Committee held on 19 May 2010, when it was agreed, *inter alia*, that Mrs. Alyson Allison, Cumbernauld be appointed as a non-elected Member to one of the vacancies on the Prison Visiting Committee (PVC) for HMP Addiewell, there was submitted a report dated 27 July 2010 by the Head of Central Services (1) advising that a letter had been received from Mrs. Allison tendering her resignation as a member of the PVC for HMP Addiewell; (2) indicating that subsequently an expression of interest in being a member of the PVC for HMP Addiewell had been received from Mr. Andrew Jordan, an experienced member of the PVC for HMP Shotts, and a former member of the PVC for Addiewell, and (3) recommending that the Committee agree that Mr. Andrew Jordan, Cumbernauld be appointed as a non-elected member to the vacancy on the Prison Visiting Committee for HMP Addiewell and recommend accordingly to the Council.

Decided: that it be agreed that Mr. Andrew Jordan, Cumbernauld be appointed as a non-elected member to the vacancy on the Prison Visiting Committee for HMP Addiewell and to recommend accordingly to the Council.

NORTH LANARKSHIRE LOCAL LICENSING FORUM

- C** 16. With reference to paragraph 18 of the Minute of the meeting of this Committee held on 27 August 2009, when it was agreed that expressions of interest be invited from Housing Associations in North Lanarkshire to fill the vacancy on the North Lanarkshire Local Licensing Forum, there was submitted a report dated 16 July 2010 by the Head of Central Services (1) seeking consideration of the appointment of a replacement Member to North Lanarkshire Local Licensing Forum; (2) detailing the background relative thereto, and (3) indicating that, having written to 20 Housing Associations in North Lanarkshire, three expressions of interest had been received from (a) Alex Clark on behalf of Cumbernauld Housing; (b) Jamie Bell and Allister Marshall on behalf of Forgewood Housing Association, and (c) Gillian Cairns on behalf of West of Scotland Housing Association.

Decided: that it be recommended to the Council that Gillian Cairns nominated by West of Scotland Housing Association be appointed to North Lanarkshire Local Licensing Forum.

POST OFFICE

(1) BURNHEAD POST OFFICE, 10 MARKET PLACE, VIEWPARK, UDDINGSTON

17. With reference to paragraph 15 of the Minute of the meeting of this Committee held on 19 May 2010, when it was noted that Post Office were consulting on the relocation of the Burnhead Branch of the Post Office, 10 Market Place, Viewpark, Uddingston a distance of 0.5 mile to new premises, in Old Edinburgh Road, Uddingston, there was submitted a report dated 4 August 2010 by the Head of Central Services (1) advising of the expiry of the consultation period to relocate Burnhead Branch of the Post Office; (2) indicating (a) that Post Office had confirmed that during the consultation period, they had received a number of comments from customers, local representatives, and, that a petition had been collected and passed on by Tom Clarke, MP, and (b) that the Head of External Relations for Post Office had met with Tom Clarke, MP and Councillors McCabe and Burrows to discuss the proposals, and (3) further advising that, despite the substantial representations made, Post Office were proceeding with the relocation of Burnhead Post Office to Old Edinburgh Road, Uddingston.

Decided: that it be noted, with regret, that despite the substantial representations made, Post Office were proceeding with the relocation of Burnhead Post Office to Old Edinburgh Road, Uddingston.

Councillor Ross having declared an interest in the following item of business as being a member of Scotmid West Area Committee took no part in the consideration thereof.

(2) NEWMAINS BRANCH, 114 MANSE ROAD, NEWMAINS, WISHAW

18. There was submitted a report dated 20 July 2010 by the Head of Central Services advising of a consultation by Post Office Limited on the relocation of Newmains Branch of the Post Office, 114 Manse Road, Newmains, Wishaw to Scotmid Co-op Store, 136G Manse Road, Newmains and providing details thereon.

Decided: that the consultation be noted.

CONSULTATION: POST OFFICE DIVERSIFICATION FUND FOR SCOTLAND

19. There was submitted a report dated 16 July 2010 by the Head of Central Services (1) advising of a consultation by the Scottish Government on a Post Office Diversification Fund, as contained within the Appendix to the report; (2) detailing the background relative thereto, and (3) indicating that the purpose of the consultation was to develop proposals further by taking account of views from a wider stakeholder audience on the key issues of (a) eligibility criteria; (b) levels of funding; (c) types of activities and outcomes the Diversification Fund should support, and (d) application, assessment and award procedures.

Decided: that the consultation be noted.

CONSUMER FOCUS SCOTLAND – PUBLICATIONS

20. There was submitted a report dated 16 July 2010 by the Head of Central Services advising of the publication by Consumer Focus Scotland of (1) Scottish Postal Services – Consumer Survey 2010, and (2) Parcel Deliveries: Current Practice and Possible Solutions – A Briefing from Customer Focus Scotland, both of which had been placed in the Members' Library.

Decided: that the report be noted.

TWINNING – BRON

21. There was submitted a report dated 22 July 2010 by the Head of Central Services (1) advising of an initiative, by the Council's twin town of Bron, to convene a meeting of their four twin towns, including North Lanarkshire, over the weekend 7-10 October to coincide with an international arts exhibition entitled "United for a New Europe"; (2) detailing the background relative thereto; (3) indicating (a) that letters have been received by the Provost and the Council's Learning and Leisure Services inviting North Lanarkshire to participate in the arts exhibition, in which it is hoped works by artists from Bron's four twin towns will be on display, and (b) that a personal letter had been received by the Provost from the Mayor of Bron inviting the Provost and two other persons to participate in the events of that week-end and requesting further that North Lanarkshire Council provides information on the 2011 Children's Games, and (4) recommending (a) that due to the important decisions facing the Council and the heavy workload attendant thereon, it be noted that the Provost will be unable to attend the week-end of events and that to that extent the invitation be declined, and (b) that if, through the auspices of Learning and Leisure Services, appropriate artists and works of art can be identified, it be agreed, in principle, to provide assistance from the twinning budget towards cost of attendance by the artists and transportation of works of art.

Decided:

- (1) that due to the important decisions facing the Council, and the heavy workload attendant thereon, it be noted that the Provost will be unable to attend the week-end of events and that to that extent the invitation requires to be declined, and
- (2) that if, through the auspices of Learning and Leisure Services, appropriate artists and works of art can be identified, it be agreed, in principle, to provide assistance from the twinning budget towards costs of attendance by the artists and transportation of the works of art.

CONFERENCES

22. There was submitted a report dated 4 August 2010 by Head of Central Services advising of an invitation received in respect of Member attendance at a conference and seeking that consideration be given to this invitation.

Decided: that the Council be represented at the undernoted conference:-

Conference	Venue	Date	Attendance
National Association of Councillors – Training and Development Seminar	London	24-26 September 2010	Councillor Logue