

Motherwell, 20 August 2015 at 10 am.

A Meeting of the **CORPORATE SERVICES COMMITTEE**

PRESENT

Councillor W. Hogg, Convener; Councillor Clinch, Vice-Convener; Councillors Grant, Higgins, Irvine, Love, McKendrick, McLaren, McVey, Majid and Nolan.

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 Chadha, A. Coyle, M. Coyle, Griffin, Harmon, O'Rourke and Sullivan.

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

1. No declarations were made.

STRATEGIC

SERVICE PLAN PERFORMANCE REPORT – APRIL 2014 TO MARCH 2015

2. There was submitted a report dated 30 July 2015 by the Executive Director of Corporate Services (1) providing details of Corporate Services performance from April 2014 to March 2015; (2) detailing the background relative thereto; (3) outlining the progress of performance against the Corporate and Community Plan themes, together with the Service and People First key aims; (4) enclosing, in the Appendices to the report, information on the actions requiring improvement and the proposed corrective action, including those actions exceeding target, and (5) highlighting the notable achievements of the Service during 2014/15.

Decided: that the report be noted.

ANNUAL REPORT ON DATA PROTECTION

3. There was submitted a report dated 14 July 2015 by the Head of Democratic and Legal Services (1) setting out details of the Council's performance in relation to data protection compliance for the financial year 2014/15; (2) indicating that the report focussed on performance in the area of data sharing, complaints, data breaches, training and the work of the Council's Information Governance Working Group (IGWG), and (3) providing details thereon.

Decided: that the report be noted.

FREEDOM OF INFORMATION 2014/15

4. There was submitted a report dated 14 July 2015 by the Head of Democratic and Legal Services (1) providing details of the number of Freedom of Information requests received by the Council during the financial year 2014/15, and (2) outlining, in the Appendices to the report, (a) the total number of requests received under either the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004; (b) the monthly breakdown of those figures; (c) the breakdown by Service; (d) comparative figures for financial years 2004/05 to 2013/14; (e) details of cases submitted for review, and (f) an indication of the category of the applicant.

Decided: that the report be noted.

CORPORATE PROPERTY PERFORMANCE INFORMATION

5. There was submitted a report dated 17 July 2015 by the Head of Corporate Property and Procurement (1) advising of performance and expenditure in respect of Corporate Property Maintenance for the financial year 2014/15, and (2) providing, for comparison, information relating to the previous financial year.

Decided: that the report be noted.

GENERAL DEBTORS BAD DEBT WRITE-OFF FOR CORPORATE SERVICES – FINANCIAL YEAR 2014/15

6. There was submitted a report dated 30 July 2015 by the Executive Director of Corporate Services (1) presenting a summary of outstanding debtor accounts for the financial year April 2014 to March 2015 deemed non collectable following all attempts at recovery; (2) advising that an analysis of outstanding balances due to the Service had been conducted and the sum of £627.42 had been deemed uncollectable, and (3) indicating that the Executive Director of Finance and Customer Services, under delegated powers, had written-off the seven balances, under £250, in the total sum of £627.42.

Decided:

- (1) that it be noted that the Executive Director of Finance and Customer Services, under delegated powers, had written-off seven balances, under £250, in the total sum of £627.42, and
- (2) that the report be remitted to the Policy and Resources (Finance and Customer Services) Sub-Committee.

REVENUE MONITORING REPORT – CORPORATE SERVICES – 1 APRIL TO 26 JUNE 2015

7. There was submitted a report dated 5 July 2015 by the Executive Director of Corporate Services detailing, for the period from 1 April to 26 June 2015, expenditure and income against the estimates detailed in the 2015/16 Corporate Services budget, including separate details in respect of the three Divisions of that Service.

Decided: that the report be approved and noted.

2015/16 COMPOSITE CAPITAL PROGRAMME – 1 APRIL TO 14 JULY 2015

8. There was submitted a report dated 14 July 2015 by the Head of Corporate Property and Procurement detailing, for the period from 1 April to 14 July 2015, current expenditure against the estimates contained in the 2015/16 Annual Capital Programme.

Decided: that the report be noted.

MINUTES OF SUB-COMMITTEES

(1) CORPORATE SERVICES (LICENSING) SUB-COMMITTEE

9. There were submitted the Minutes of the meetings and special meetings of the Corporate Services (Licensing) Sub-Committee held on 22 April, 13 May, 3 June, 22 July and 3 and 7 August 2015.

Decided: that the Minutes of the meetings and special meetings of the Corporate Services (Licensing) Sub-Committee held on 22 April, 13 May, 3 June, 22 July and 3 and 7 August 2015 were approved and noted.

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

10. There was submitted the Minute of the meeting of the Corporate Services (Public Processions) Sub-Committee held on 20 July 2015.

Decided: that the Minute of the meeting of the Corporate Services (Public Processions) Sub-Committee held on 20 July 2015 be approved and noted.

(3) CIVIC FUNCTIONS GROUP

11. There was submitted the Minute of the meeting of the Civic Functions Group held on 6 August 2015.

Decided: that the Minute of the meeting of the Civic Functions Group held on 6 August 2015 be approved and noted.

REGISTRATION SYSTEM – INTRODUCTION OF AN APPOINTMENT SYSTEM

12. There was submitted a report dated 7 August 2015 by the Head of Democratic and Legal Services (1) proposing changes to the Registration Service in North Lanarkshire by way of the introduction of an appointments systems for all Area/Registration Offices; (2) detailing the background relative thereto; (3) indicating that recent changes to legislation had had a significant effect on registration practices in North Lanarkshire, requiring processes to be reviewed and new procedures adopted, and (4) providing details thereon.

Decided: that the introduction of an appointments system for all Area/Registration Offices be approved.

ASSET MANAGEMENT PLANNING CARBON MANAGEMENT AND ENERGY MEASURES

13. With reference to paragraph 18 of the Minute of the meeting of this Committee held on 5 February 2015, when an update on progress made in relation to the Council's Carbon Reduction Commitment (CRC) was noted, there was submitted a report dated 30 July 2015 by the Head of Corporate Property and Procurement (1) providing a further update on the progress in reporting the Council's CRC return for 2014/15; (2) detailing the background relative thereto; (3) outlining the total cost of the CRC to the Council for the three year period from 2012/13 to 2014/15; (4) advising of a number of proposed energy saving initiatives for priority spend through the 2015/16 Capital Programme, and (5) summarising a pilot project trial at the Buchanan Centre, Coatbridge and the development of a corporate energy strategy .

Decided:

- (1) that the proposals for future investment in energy efficiency measures, as contained within the report, be approved, and
- (2) that otherwise the report be noted.

LOCAL PUBLIC HOLIDAYS 2016 FOR FACTORIES AND BUSINESSES

14. There was submitted a report dated 24 July 2015 by the Head of Democratic and Legal Services seeking determination for local public holidays in the calendar year 2016 for factories and businesses in North Lanarkshire.

Decided: that the following dates be determined as local public holidays in North Lanarkshire 2016 for factories and businesses, viz:

Friday, 1 January 2016
Monday, 4 January 2016
Monday, 28 March 2016
Monday, 2 May 2016
Monday, 30 May 2016
Monday, 18 July 2016
Monday, 26 September 2016
Monday, 26 December 2016
Tuesday, 27 December 2016

RESPONSE TO THE SCOTTISH GOVERNMENT'S CONSULTATION ON PROPOSALS FOR A LOBBYING TRANSPARENCY BILL

15. There was submitted a report dated 3 August 2015 by the Head of Democratic and Legal Services seeking homologation, for action taken, following consultation with the Convener, in submitting the Council's response to the Scottish Government's Consultation on Proposals for a Lobbying Transparency Bill, as contained within the Appendix to the report.

Decided: that the action taken by the Head of Democratic and Legal Services, following consultation with the Convener, in submitting the Council's response to the Scottish Government's consultation on proposals for a Lobbying Transparency Bill, be homologated.