

**Motherwell, 5 November 2015 at 10 am.**

A Meeting of the **CORPORATE SERVICES COMMITTEE**

**PRESENT**

Councillor Clinch, Vice-Convener; Councillors Bonnar, Chadha, M. Coyle, Farooq, Harmon, Higgins, Johnston, Love, Lyle, McVey, Nolan, P. O'Rourke and Sullivan.

**CHAIR**

In the absence of Councillor W. Hogg, Councillor Clinch, Vice-Convener presided.

**IN ATTENDANCE**

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

**APOLOGIES**

Councillors A. Coyle, W. Hogg and Majid.

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

1. No declarations were made.

**AREA/REGISTRATION SERVICE PERFORMANCE REPORT 2014/15**

2. There was submitted a report dated 14 October 2015 by the Head of Democratic and Legal Services (1) advising of the publication of the Annual Area/Registration Service Performance Report for the financial year 2014/15, including information on customer satisfaction rates, performance trends, fees and charges, and (2) providing further details thereon.

**Decided:** that the report be noted.

**SERVICE PLAN PERFORMANCE REPORT - QUARTER 1**

3. There was submitted a report dated 14 October 2015 by the Executive Director of Corporate Services (1) providing details of the performance of the Service for the first quarter of the financial year 2015/16; (2) detailing the background relative thereto, and (3) outlining performance relating to indicators contained within the Service Plan.

**Decided:** that the report be noted.

**CORPORATE PROPERTY PERFORMANCE INFORMATION**

4. There was submitted a report dated 7 October 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 2015/16, and (2) providing, for comparison, information relating to the previous financial year.

**Decided:** that the report be noted.

**REVENUE MONITORING REPORT – CORPORATE SERVICES – 1 APRIL TO 18 SEPTEMBER 2015**

5. There was submitted a report dated 14 October 2015 by the Executive Director of Corporate Services detailing, for the period from 1 April to 18 September 2015, the expenditure and income against the estimates detailed in the 2015/16 Corporate Services Budget, including separate details in respect of the three Divisions of the Service.

**Decided:** that the report be noted.

**2015/16 COMPOSITE CAPITAL PROGRAMME – 1 APRIL TO 18 SEPTEMBER 2015**

6. There was submitted a report dated 27 October 2015 by the Executive Director of Corporate Services detailing, for the period from 1 April to 18 September 2015, the 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-COMMITTEES**

7. There were submitted the Minutes of the meetings and Special meetings of the Corporate Services (Licensing) Sub-Committee held on 12 August; 2, 8, 16 and 29 September, and 5, 7 and 19 October 2015.

**Decided:** that the Minutes of the meetings and Special meetings of the Corporate Services (Licensing) Sub-Committee held on 12 August; 2, 8, 16 and 29 September and 5, 7 and 19 October 2015 be approved and noted.

**(2) CIVIC FUNCTIONS GROUP**

8. There was submitted the Minute of the meeting of the Civic Functions Group held on 22 October 2015.

**Decided:** that the Minute of the meeting of the Civic Functions Group held on 22 October 2015 be approved and noted.

**LICENSING OF TAXI CARS**

9. There was submitted a report dated 13 October 2015 by the Head of Democratic and Legal Services (1) advising (a) that the Council had a policy that taxi operators, when applying to vary their Licence to include other Licence holders, be subject to a requirement that they operated approved wheelchair accessible vehicles (purpose built or purpose adapted vehicles), and (b) that this policy was altered on 8 March 2006 to allow current taxi operators to vary their Licence without the requirement to upgrade to a wheelchair accessible vehicle; (2) indicating (a) that it had subsequently become apparent that, on the death of a Licence holder, the provisions of the Civic Government (Scotland) Act 1982 were creating difficulties for family members who wanted to continue to operate taxi businesses; (b) that representations about the policy had been received from the family of a sole operator of a Taxi Licence, who had died, and (c) that there were several sole Licence holders who wished to vary their Taxi Licence to include a spouse, partner or children, but, could not because of the Council's policy, and (3) recommending that the Council agree to permit sole holders of a Taxi Licence, granted after 8 March 2006, the opportunity to vary their Licence to include spouses, partners or children up to 1 March 2016 without the need to upgrade to a purpose built or purpose adapted vehicle.

**Decided:** that the Council agree to permit sole holders of a Taxi Licence, granted after 8 March 2006, the opportunity to vary their Licence to include a spouse, partner or children up to 1 March 2016, without the need to upgrade to a purpose built or purpose adapted vehicle.

**CONTRACTS ACCEPTED UNDER FINANCIAL LIMITS**

10. There was submitted a report dated 12 October 2015 by the Head of Democratic and Legal Services advising that the contract detailed within the Appendix to the report had been accepted by the Executive Director of Corporate Services, in accordance with the Council's General Contract Standing Orders.

**Decided:** that the report be noted.

**PRINTING AND REPROGRAPHICS AND PROPOSED REPLACEMENT OF PRINT ROOM EQUIPMENT**

11. There was submitted a report dated 26 October 2015 by the Executive Director of Corporate Services (1) advising that the contractual arrangements for two large high volume monochrome copiers and a colour printer within the Printing and Reprographics Section would expire on 31 March 2016, and (2) seeking approval to commence the tendering process for the procurement of replacement equipment.

**Decided:** that the commencement of a tendering process for the procurement of replacement equipment within the Printing and Reprographics Section be undertaken.

**PROVISION OF VARIOUS ELECTORAL SERVICES, INCLUDING SOFTWARE SYSTEMS; PROJECT MANAGEMENT AND PRINTING SERVICES FOR THE DELIVERY OF ELECTIONS FOR NORTH LANARKSHIRE COUNCIL**

12. There was submitted a report dated 2 October 2015 by the Head of Democratic and Legal Services (1) seeking approval to undertake a tendering process to procure electoral services required for the delivery of an election to include software systems; project management and printing services; (2) detailing the background relative thereto; (3) advising that the current contractual arrangements would expire following the Scottish Parliamentary Election in May 2016, and (4) indicating that discussions were underway with officers in the Corporate Property and Procurement Division to establish the most appropriate procurement route.

**Decided:** that the commencement of a tendering process for the procurement of various electoral services, including software systems, project management and printing services for the delivery of elections, be noted.

#### **ADDRESSING FAIR WORK PRACTICES, INCLUDING THE LIVING WAGE**

13. There was submitted a report dated 26 October 2015 by the Head of Corporate Property and Procurement (1) providing an update in relation to statutory guidance issued by the Scottish Government, setting out how to address Fair Work practices, including the living wage in procurement and how the guidance was being incorporated into the Council's procurement processes; (2) detailing the background relative thereto, and (3) setting out the proposals.

**Decided:** that the contents of the report be noted.

#### **SCOTTISH INFORMATION COMMISSIONER – ANNUAL REPORT 2014/15**

14. There was submitted a report dated 14 October 2015 by the Head of Democratic and Legal Services (1) setting out, and commenting on, the terms of the Scottish Information Commissioner's Annual Report for 2014/15, a copy of which had been placed in the Members' Library and was available on the website of the Information Commission; (2) detailing the background relative thereto, and (3) highlighting a number of significant issues contained therein, including comparisons to this Council's experience.

**Decided:** that the report be noted.

#### **NORTH LANARKSHIRE COUNCIL QUADRENNIAL ELECTIONS FOR COMMUNITY COUNCILS**

15. With reference to paragraph 11 of the Minute of the meeting of the Council held on 18 June 2015, when it was agreed that the Community Council members stand down on 7 October 2015 to facilitate the quadrennial elections, there was submitted a report dated 15 November 2015 by the Head of Democratic and Legal Services advising of the outcome of the recent quadrennial elections for Community Councils in North Lanarkshire.

**Decided:** that the position be noted.

#### **TWINNING**

##### **(1) MONGOLIA**

- C** 16. There was submitted a report dated 13 October 2015 by the Head of Democratic and Legal Services (1) indicating that the Convener of Learning and Leisure Services had received communication from a member of Airdrieonians Supporters' Trust advising of an approach made to him to investigate the possibility of Airdrie being twinned with the town of Madalgovi, Mongolia or alternatively, North Lanarkshire with the Region of Dundgovi, Mongolia (2) detailing the background relative thereto, and (3) recommending that the Council note, but decline, the invitation to establish a twinning relationship with either Madalgovi or Dundgovi, Mongolia.

**Decided:** that it be recommended to the Council that the invitation to establish a twinning relationship with either Madalgovi or Dundgovi, Mongolia be declined at this time.

**(2) UPDATE**

17. With reference to paragraph 21 of the Minute of the meeting of this Committee held on 30 April 2015, when it was agreed that the Head of Democratic and Legal Services be authorised to process future requests for twinning assistance, and subsequently report back to this Committee on a six monthly basis, there was submitted a report dated 9 October 2015 by him, advising of assistance agreed in terms of Council policy.

**Decided:** that the report be noted.

**CONFERENCES**

18. There was submitted a report dated 23 October 2015 by the Head of Democratic and Legal Services seeking homologation for action taken by him in respect of Member attendance at a conference.

**Decided:** that attendance at the following conference be homologated:-

<b>Conference</b>	<b>Venue</b>	<b>Date</b>	<b>Attendance</b>
National Association of Councillors – Planning and Partnerships	Blackpool	25-27 September 2015	2 Members