

**Motherwell, 2 February 2012 at 10 am.**

A Meeting of the **CORPORATE SERVICES COMMITTEE**

**PRESENT**

Councillor Hogg, Convener; Councillor McAuley, Vice-Convener; Councillors Carrigan, Grant, Harmon, Higgins, Homer, McElroy, Nolan, Ross, Stewart and Welsh.

**CHAIR**

Councillor Hogg (Convener) presided.

**IN ATTENDANCE**

The Executive Director of Corporate Services; Head of Central Services; Head of Design and Property Services, Head of Legal Services and Treasury Manager, Finance and Customer Services.

**APOLOGIES**

Councillors Chadha, Irvine, Stocks 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 2011/12 PERFORMANCE REPORT - APRIL TO SEPTEMBER 2011**

2. There was submitted a report dated 19 December 2011 by the Executive Director of Corporate Services (1) providing details of performance for the first half of the financial year 2011/2012, and (2) outlining performance relative to indicators contained within the performance portfolio.

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

**CORPORATE SERVICES SERVICE PLAN 2012/2013**

3. There was submitted a report dated 9 January 2012 by the Executive Director of Corporate Services (1) seeking approval of the 2012/2013 Service Plan for Corporate Services, as contained within the Appendix to the report; (2) outlining the service planning process, and (3) indicating that the Service Plan comprised (a) strategic focus from the Executive Director, and (b) service focus on performance portfolio elements.

**Decided:** that the 2012/2013 Service Plan for Corporate Services be approved and noted.

**2011/2012 REVENUE MONITORING REPORT - 1 APRIL TO 9 DECEMBER 2011**

4. There was submitted a report dated 5 January 2012 by the Executive Director of Corporate Services detailing, for the period from 1 April to 9 December 2011, expenditure and income against the estimates detailed in the 2011/2012 Corporate Services Budget, including separate details in respect of the four Divisions of that Service.

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

**2011/2012 COMPOSITE CAPITAL PROGRAMME – 1 APRIL TO 9 DECEMBER 2011**

5. There was submitted a report dated 5 January 2012 by the Executive Director of Corporate Services detailing, for the period from 1 April to 9 December 2011, current expenditure against the estimates contained in the 2011/2012 Annual Capital Programme for Central Services and Design and Property Services Divisions.

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

**COMMUNITY COUNCIL FUNDING - FINANCIAL YEAR 2012/2013**

6. With reference to paragraph 5 of the Minute of the meeting of this Committee held on 12 May 2011, when the level of financial support afforded to Community Councils for the financial year 2011/2012 was agreed, there was submitted a report dated 2 February 2012 by the Head of Central Services (1) advising that the current level of financial support to Community Councils in North Lanarkshire was set at £450 per Council, with an additional £9 per 100 of the electorate, rounded up to the nearest 100, and (2) proposing that the status quo prevail for the financial year 2012/2013.

**Decided:** that the status quo prevail for the financial year 2012/2013.

**MINUTES OF SUB-COMMITTEES**

**(1) CORPORATE SERVICES (LICENSING) SUB-COMMITTEE**

7. There were submitted the Minutes of the meetings and special meeting of the Corporate Services (Licensing) Sub-Committee held on 19 October, 9 November and 7 December 2011 and 10 and 16 January 2012.

**Decided:** that the Minutes of the meetings and special meeting of the Corporate Services (Licensing) Sub-Committee held on 19 October, 9 November and 7 December 2011 and 10 and 16 January 2012 be approved and noted.

**(2) CIVIC FUNCTIONS GROUP**

8. There was submitted the Minute of the meeting of the Civic Functions Group held on 19 January 2012.

**Decided:** that the Minute of the meeting of the Civic Functions Group held on 19 January 2012 be approved and noted.

**SCOTTISH INFORMATION COMMISSIONER'S ANNUAL REPORT 2010/2011**

9. There was submitted a report dated 10 January 2012 by the Executive Director of Corporate Services (1) advising of the publication of the Scottish Information Commissioner's Annual Report for 2010/2011, a copy of which has been placed in the Members' Library; (2) detailing the background relative thereto, and (3) highlighting significant parts of that report including the local government league table for the period from 2005-2010.

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

**HOMOLOGATION OF RESPONSE TO SCOTTISH GOVERNMENT CONSULTATION ON THE CREATION OF A SCOTTISH CIVIL JUSTICE COUNCIL**

10. There was submitted a report dated 11 January 2012 by the Head of Legal Services (1) seeking homologation of the Council's response, as contained within the Appendix to the report, to the Scottish Government Consultation Paper seeking views on proposals for the creation of a Scottish Civil Justice Council to replace the existing Civil Rules Councils, and (2) providing details thereon.

**Decided:** that the action taken in forwarding a response, as contained within the Appendix to the report, to the Scottish Government Consultation Paper on proposals for the creation of a Scottish Civil Justice Council to replace the existing Civil Rules Councils, as contained within the Appendix to the report, be homologated.

**SCOTTISH GOVERNMENT CONSULTATION ON CIVIC GOVERNMENT (SCOTLAND) ACT 1982 (METAL DEALERS' EXEMPTION WARRANTS ORDER 2012)**

11. There was submitted a report dated 11 January 2012 by the Head of Legal Services (1) advising of the Scottish Government's proposals to amend the scope of the Licensing Scheme for Metal Dealers; (2) detailing the background relative thereto; (3) indicating that, in terms of the Civic Government (Scotland) Act 1982, an Exemption Warrant is granted where a metal dealer has a turnover of over £100,000; (4) providing details on the escalation of thefts of metal in Scotland together with a variety of measures to tackle these thefts, and (5) seeking approval to forward the response, on behalf of the Council, as contained within the Appendix to the report.

**Decided:** that the Head of Legal Services be authorised to forward the response, on behalf of the Council, as contained within the Appendix to the report, to the Scottish Government Consultation on Civic Government (Scotland) Act 1982 (Metal Dealers' Exemption Warrants Order 2012).

**SURVEY OF ELECTED MEMBERS – JANUARY 2012**

12. There was submitted a report dated 26 January 2012 by the Executive Director of Corporate Services, (1) submitting for consideration, the findings of the Elected Members' Survey conducted during December 2011 to January 2012; (2) detailing the background relative thereto, and (3) setting out the findings of the survey.

**Decided:**

- (1) that a Member/Officer Working Group including three Members of the Majority Group, two Members of the Minority Group and one non-aligned Member be established to give further consideration to the findings of the Elected Members' Survey and to formulate proposals for future provision, and
- (2) that the contents of the report be otherwise noted.

**ELECTED MEMBERS' CASELOAD MANAGEMENT**

13. With reference to paragraph 14 of the Minute of the meeting of this Committee held on 4 November 2011, when it was agreed to implement a caseload management system for Elected Members, there was submitted a report dated 10 January 2012 by the Head of Central Services (1) advising of the present position in relation to the provision of a caseload management system for Elected Members; (2) detailing the background relative thereto, and (3) setting out considerations for the Council.

**Decided:**

- (1) that a caseload management system continue to be developed, and
- (2) that thereafter, a pilot project be implemented.

**PUBLIC SERVICE IMPROVEMENT FRAMEWORK (PSIF) 2011/2013 – UPDATE – CENTRAL SERVICES**

14. With reference to paragraph 11 of the Minute of the meeting of this Committee held on 4 November 2010, when it was agreed that the Public Sector Improvement Framework Action Plan for Central Services be progressed, there was submitted a report dated 10 January 2012 by the Head of Central Services (1) advising on the progress of the Central Services Public Service Improvement Framework Action Plan; (2) detailing the background relative thereto; (3) outlining the progress of the Plan, together with the impact, and (4) providing, in the Appendix to the report, the updated Action Plan.

**Decided:** that the progress of the Public Sector Improvement Framework Action Plan for Central Services be approved and noted.

**PRINTING AND REPROGRAPHICS UNIT: CIVIC CENTRE**

15. There was submitted a report dated 12 January 2012 by the Head of Central Services (1) seeking authority to negotiate and conclude a contract for the replacement/lease extension of equipment within the Printing and Reprographics Unit, Civic Centre, Motherwell; (2) detailing the background relative thereto, and (3) outlining proposals to negotiate a contract with Xerox (UK) Limited.

**Decided:** that the Executive Director of Corporate Services be authorised to negotiate and conclude a contract for the replacement/lease extension of equipment within the Printing and Reprographics Unit, Civic Centre, Motherwell with Xerox (UK) Limited.

**INDEPENDENT MONITORING OF PRISONS: SCOTTISH GOVERNMENT CONSULTATION**

16. With reference to paragraph 12 of the Minute of the meeting of this Committee held on 10 February 2011, when it was agreed that a response, in the terms detailed within the report then considered by the Committee, be forwarded to the Scottish Government as the Council's response to the consultation on the Independent Monitoring of Prisons, there was submitted a report dated 16 January 2012 by the Head of Central Services (1) advising of developments following the conclusion of the Scottish Government Consultation on Independent Monitoring of Prisons; (2) detailing the background relative thereto; (3) outlining North Lanarkshire Council's submission on the consultation at that time, and (4) further detailing, in the Appendix to the report, a letter from the Cabinet Secretary for Justice, intimating that the current Prison Visiting Committees would be replaced by a dedicated independent prisoner advocacy service.

**Decided:** that it be agreed to make representations to the Cabinet Secretary indicating extreme concern at the areas of work the Visiting Committee which cannot be covered by the proposed Advocacy Service and the very grave risk if those areas of work were not covered, and, for that reason, to urge the Cabinet Secretary to take no action to abolish Prison Visiting Committees until this matter has been fully considered.

**TOWN TWINNING**

**(1) MOTHERWELL AND WISHAW SWIM TEAM**

17. There was submitted a report dated 25 January 2012 by the Executive Director of Corporate Services advising of correspondence received from the Secretary, Motherwell and Wishaw Swim Team, advising of a twinning visit from Schweinfurt, Germany during Easter 2012 and seeking assistance in this respect.

**Decided:** that assistance in terms of Council policy be awarded to Motherwell and Wishaw Swim Team in respect of a twinning visit from Schweinfurt, Germany during Easter 2012.

**(2) KILSYTH TOWN TWINNING ASSOCIATION**

18. There was submitted a report dated 25 January 2012 by the Executive Director of Corporate Services advising of correspondence received from the Chairperson, Kilsyth Town Twinning Association advising of a twinning visit from Meulan, France during May 2012 and seeking assistance in this respect.

**Decided:** that assistance in terms of Council policy be awarded to Kilsyth town Twinning Association in respect of the twinning visit from Meulan, France during May 2012.

**(3) SCHWEINFURT**

19. There was submitted a report dated 20 January 2012 by the Head of Central Services (1) advising of an invitation received to participate in the Celebrations, in Schweinfurt, Germany, of the 50th Anniversary of Schweinfurt Twinning during July 2012, and (2) detailing the background relative thereto.

**Decided:** that the invitation to participate in the Twinning Celebrations in Schweinfurt, Germany during July 2012 be accepted, in principle.

**CONFERENCES**

20. There was submitted a report dated 11 January 2012 by the Executive Director of Corporate Services (1) advising of invitations received in respect of Member attendance at conferences, and (2) seeking that consideration be given to the invitations.

**Decided:**

- (1) that the attendance at the following conferences be homologated;

| <b>Conference</b>                                     | <b>Venue</b>     | <b>Date</b>         | <b>Attendance</b> |
|-------------------------------------------------------|------------------|---------------------|-------------------|
| Working with Westminster and New European Parliaments | Lytham St. Annes | 25-27 November 2011 | Councillor Nolan  |
| Freedom of Information Scotland: A Time of Change     | Edinburgh        | 16 December 2011    | Councillor Chadha |

and

- (2) that otherwise no attendance be authorised.