

**Motherwell, 22 August 2013 at 10 am.**

**A Meeting of the CORPORATE SERVICES COMMITTEE**

**PRESENT**

Councillor W. Hogg, Convener; Councillor McAuley, Vice-Convener; Councillors Beveridge, Chadha, Clinch, A. Coyle, M. Coyle, Grant, Harmon, Higgins, Lyle, McLaren, McVey, Muir and Nolan.

**CHAIR**

Councillor W. Hogg (Convener) presided.

**IN ATTENDANCE**

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

**APOLOGIES**

Councillors Love, McKendrick and Sullivan.

**CHAIR'S REMARKS**

**HEAD OF CENTRAL SERVICES**

The Chair referred to the forthcoming retiral of John Fleming from the post of Head of Central Services with effect from September 2013. He acknowledged John's expertise and commitment to North Lanarkshire Council since his original appointment in 1995 as Head of Central Services and, on behalf of the Committee, wished him well for the future.

The Chair welcomed Archie Aitken, Acting Head of Legal Services.

**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 2012 TO MARCH 2013**

2. There was submitted a report dated 30 July 2013 by the Executive Director of Corporate Services (1) providing details of Corporate Services' performance from April 2012 to March 2013, and (2) outlining performance relating to service planning activity including progress against the themes within the Corporate Plan, Service Priorities and the Indicators contained within the Performance Portfolios.

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

**FREEDOM OF INFORMATION 2012/13**

3. There was submitted a report dated 29 July 2013 by the Acting Head of Legal Services (1) providing details of the number of Freedom of Information requests received by the Council during the financial year 2012/13, and (2) outlining, in the Appendix to the report, further comparative and ancillary information.

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

**GENERAL DEBTORS BAD DEBT WRITE-OFF FOR CORPORATE SERVICES IN FINANCIAL YEAR 2012/13**

4. There was submitted a report dated 8 August 2013 by the Executive Director of Corporate Services (1) presenting a summary of outstanding debtor accounts for the financial year from April 2012 to March 2013 deemed non-collectable following all attempts at recovery; (2) advising that an analysis of the outstanding balances due to the Service had been conducted and that the sum of £2,157 had been deemed uncollectable; (3) indicating that the Executive Director of Finance and Customer Services, under delegated powers, had written off seven balances under £250 in the total sum of £619, and (4) seeking approval to write off a balance over £250 in the total sum of £1,538.

**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 £619;
- (2) that the write-off of items over £250 to the value of £1,538 be approved, and
- (3) that the report be remitted to the Policy and Resources (Finance and Customer Services) Sub-Committee.

**2013/14 REVENUE MONITORING REPORT – 1 APRIL TO 19 JULY 2013**

5. There was submitted a report dated 31 July 2013 by the Executive Director of Corporate Services detailing, for the period from 1 April to 19 July 2013, expenditure and income against the estimates detailed in the 2013/2014 Corporate Services Budget, including separate details in respect of the four Divisions for that Service.

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

**2012/2013 COMPOSITE CAPITAL PROGRAMME – 1 APRIL TO 19 JULY 2013**

6. There was submitted a report dated 29 July 2013 by the Executive Director of Corporate Services detailing, for the period from 1 April to 19 July 2013, current expenditure against the estimates contained in the 2012/2013 Annual Capital Programme for Design and Property Services Division.

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

**FRAMEWORK AGREEMENT FOR THE LIST OF NON-HOUSING PHOTOVOLTAIC INSTALLATIONS 2012-2014**

7. There was submitted a report dated 13 May 2013 by the Head of Design and Property Services (1) seeking homologation of action taken by the Executive Director of Corporate Services, following consultation with the Convener, in appointing four contractors to the Framework Agreement for Non-Housing Photovoltaic Installations for 2012-2014; (2) detailing the background relative thereto; (3) indicating that the contract was for a two year period with the option to extend the contract for a further year, and (4) advising (a) that the tenders were evaluated on the basis of the lowest price compliant tender, and (b) after checking, the lowest tenders were those received from A.C. Gold, Electrical Services Limited, Marc Group Limited, Resource Energy Solutions Limited and Sundog Energy Limited, the contractors appointed to the Framework Agreement.

**Decided:** that the action taken by the Executive Director of Corporate Services, following consultation with the Convener, in appointing four contractors to the Framework Agreement for Non-Housing Photovoltaic Installations for 2012-2014 be homologated.

**MINUTES OF SUB-COMMITTEES**

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

8. There was submitted the Minutes of the meetings and special meeting of the Corporate Services (Licensing) Sub-Committee held on 24 April; 6 and 15 May; 5, 19 and 21 June, 24 and 29 July and 8 August 2013.

**Decided:** that the Minutes of the meetings and special meeting of the Corporate Services (Licensing) Sub-Committee held on 24 April, 6 and 15 May; 5, 19 and 21 June, 24 and 29 July and 8 August 2013 be approved and noted.

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

9. There was submitted the Minutes of the meetings of the Corporate Services (Public Processions) Sub-Committee held on 20 May, 21 June and 5 and 24 July 2013.

**Decided:** that the Minutes of the meetings of the Corporate Services (Public Processions) Sub-Committee held on 20 May, 21 June and 5 and 24 July 2013 be approved and noted.

**(3) CIVIC FUNCTIONS GROUP**

10. There was submitted the Minute of the meeting of the Civic Functions Group held on 8 August 2013.

**Decided:** that the Minute of the meeting of the Civic Functions Group held on 8 August 2013 be approved and noted.

**SCOTTISH GOVERNMENT CONSULTATION – REGULATION OF SEXUAL ENTERTAINMENT VENUES**

11. There was submitted a report dated 25 July 2013 by Acting Head of Legal Services (1) advising of a Scottish Government Consultation on the Regulation of Sexual Entertainment Venues, as contained

within Appendix 1 of the report; (2) detailing the background relative thereto; (3) setting out proposals for consideration, and (4) proposing a response, as contained within Appendix 2 of the report.

**Decided:** that the Acting Head of Legal Services be authorised to forward on behalf of the Council, the response to the Scottish Government Consultation on the Regulation of Sexual Entertainment Venues as contained within the Appendix to the report.

#### **CIVIL JUSTICE COUNCIL CONSULTATION – REPORTING RESTRICTIONS IN THE COURT OF SESSION**

12. There was submitted a report dated 13 August 2013 by the Acting Head of Legal Services (1) advising of a Scottish Civil Justice Council Consultation on the Draft Court Rules in relation to orders restricting the media reporting of Court proceedings, as contained within Appendix 1 of the report; (2) detailing the background relative thereto; (3) setting out proposals for consideration, and (4) proposing a response, as contained within Appendix 2 of the report.

**Decided:** that the Acting Head of Legal Services be authorised to forward on behalf of the Council, a response, as contained within the Appendix to the report, to the Scottish Civil Justice Council Consultation on the draft Court Rules.

#### **TAXI LICENSING – SURVEY OF DEMAND FOR TAXIS IN NORTH LANARKSHIRE**

13. There was submitted a report dated 14 August 2013 by the Acting Head of Legal Services (1) advising that Section 10(3) of the Civic Government (Scotland) Act 1982 permits the Licensing Authority to refuse an application for a Taxi Licence for the purpose of limiting the number of taxis, provided that it is satisfied that there is no significant unmet demand for taxis in their area; (2) detailing the background relative thereto, and (3) seeking authority to instruct the procurement of a survey of taxi provision in North Lanarkshire.

**Decided:** that authority be delegated to the Acting Head of Legal Services to instruct the procurement of a survey of taxi provision in North Lanarkshire.

#### **NORTH LANARKSHIRE LOCAL LICENSING FORUM**

14. There was submitted a report (docketed) dated 1 August 2013 by the Head of Central Services (1) advising of resignations from North Lanarkshire Local Licensing Forum; (2) detailing the background relative thereto; (3) indicating that, he, in terms of delegated powers, had invited expressions of interest from persons to become members of the Forum, and (4) outlining those expressions received.

**Decided:** that the persons who had expressed an interest in becoming a member of North Lanarkshire Local Licensing Forum, as specified in the report, be appointed.

#### **LOCAL PUBLIC HOLIDAYS 2014 FOR FACTORIES AND BUSINESSES**

15. There was submitted a report dated 1 August 2013 by the Head of Central Services seeking determination of local public holidays in calendar year 2014 for factories and businesses in North Lanarkshire.

**Decided:** that the following dates be determined as local public holidays in North Lanarkshire for 2014 for factories and businesses, viz:-

Wednesday, 1 January 2014  
Thursday, 2 January 2014  
Monday, 21 April 2014  
Monday, 5 May 2014  
Monday, 26 May 2014  
Monday, 19 July 2014  
Monday, 29 September 2014  
Thursday, 25 December 2014  
Friday, 26 December 2014

**REMIT FROM HOUSING AND SOCIAL WORK SERVICES COMMITTEE HELD ON 25 APRIL 2013 AND THE POLICY AND RESOURCES (HUMAN RESOURCES) SUB-COMMITTEE HELD ON 21 MAY 2013 – ECO/GREEN DEAL/NATIONAL RETROFIT (HEEP) PROPOSALS**

16. With reference to paragraph 22 of the Minute of the meeting of the Housing and Social Work Services Committee and paragraph 8 of the Minute of the meeting of the Policy and Resources (Human Resources) Sub-Committee held on 21 May 2013 when those Committees had considered the reports dated 25 April 2013 and 21 May 2013 respectively, by the Head of Housing Services and Head of Housing and Social Work Resources, and agreed, *inter alia*, (1) that the interim proposals to progress the redeployment of housing related energy staff to be based and managed within Housing and Social Work Services be approved, and (2) that the report be remitted to this Committee for consideration, there was submitted said reports.

**Decided:** that the interim proposals to progress the redeployment of housing related energy staff to be based and managed within Housing and Social Work Services be approved and noted.

**TOWN TWINNING**

**(1) KILSYTH TOWN TWINNING ASSOCIATION**

17. There was submitted a report dated 12 August 2013 by the Head of Central Services (1) advising of correspondence received from Kilsyth Town Twinning Association advising of a visit to Meulan-en-Yvelines, France during October 2013, and (2) seeking assistance in this respect.

**Decided:** that assistance in terms of Council policy be awarded to Kilsyth Town Twinning Association in respect of a twinning visit to Meulan-en-Yvelines, France during October 2013.

**(2) STEPPS/LES MARCHES TWINNING ASSOCIATION**

18. There was submitted a report dated 13 August 2013 by the Head of Central Services (1) advising of correspondence received from Stepps/Les Marches Twinning Association advising of a twinning visit from Les Marches, France to Stepps during October 2013, and (2) seeking assistance in this respect.

**Decided:** that assistance in terms of Council policy be awarded to Stepps/Les Marches Twinning Association in respect of a twinning visit from Meulan, France during October 2013.

**CONFERENCES**

19. There was submitted a report dated 1 August 2013 by the Head of Central Services seeking homologation for action taken in arranging Member attendance at a conference.

**Decided:** that the action taken in arranging Member attendance at a conference be homologated.