

**Motherwell, 18 November 2013 at 10 am.**

An Adjourned Meeting of the **CORPORATE SERVICES COMMITTEE**

**PRESENT**

Councillor W. Hogg, Convener; Councillors Beveridge, Chadha, M. Coyle, Farooq, Fellows, Johnston, Love, Lyle, McLaren, McVey, Majid, Nolan and Sullivan.

**CHAIR**

Councillor W. Hogg (Convener) presided.

**IN ATTENDANCE**

The Executive Director of Corporate Services; Joint Acting Heads of Central Services; Acting Head of Legal Services, and Head of Financial Services.

**APOLOGIES**

Councillors Clinch, A. Coyle, Grant, Harmon, Higgins, Irvine, McKendrick and Muir.

**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 2012/13**

2. There was submitted a report dated 14 October 2013 by the Joint Acting Head of Central Services (1) advising of the preparation and publication of the Annual Area/Registration Service Performance Report for the financial year 2012/13 including information on customer satisfaction rates, performance trends, fees and charges, and (2) providing further details thereon.

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

**SERVICE PLAN PERFORMANCE REPORT 2013/14 – QUARTER 1**

3. There was submitted a report dated 17 October 2013 by the Executive Director of Corporate Services (1) providing details of the performance of the service for the first quarter of the financial year 2013/14, and (2) 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 9 October 2013 by the Head of Design and Property Services (1) advising of performance and expenditure in respect of Corporate Property Maintenance for the financial year 2013/14, and (2) providing, for comparison, information relating to the previous financial year.

**Decided:**

- (1) that within future reports information be provided that correlates the percentage figures to actual numbers, and
- (2) that the report be otherwise noted.

**2013/14 REVENUE MONITORING REPORT – 1 APRIL TO 13 SEPTEMBER 2013**

5. There was submitted a report dated 30 September 2013 by the Executive Director of Corporate Services detailing, for the period from 1 April to 13 September 2013, expenditure and income against the estimates detailed in the 2013/14 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.

**2013/2014 COMPOSITE CAPITAL PROGRAMME – 1 APRIL TO 13 SEPTEMBER 2013**

6. There was submitted a report dated 30 September 2013 by the Executive Director of Corporate Services detailing, for the period from 1 April to 13 September 2013, current expenditure against the estimates contained in the 2013/2014 Annual Capital Programme.

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

**ALTERATIONS TO DALZIEL BUILDING, MOTHERWELL TO FORM FIRST STOP SHOP AND MUNICIPAL BANK**

7. There was submitted a report dated 28 August 2013 by the Head of Design and Property Services (1) providing details of the tenders received in respect of the alterations to the Dalziel Building, Motherwell to form a First Stop Shop and Municipal Bank, and (2) advising (a) that the lowest tender received was that from D H Allan (Joiners and Building Contractors) Limited, in the corrected sum of £262,067.34, after checking, and (b) that the Executive Director of Corporate Services, after consultation with the Convener, had accepted the tender.

**Decided:** that the action taken by the Executive Director of Corporate Services, after consultation with the Convener, in accepting the lowest tender, being that submitted by D H Allan (Joiners and Building Contractors) Limited for the alterations to the Dalziel Building, Motherwell to form a First Stop Shop and Municipal Bank in the corrected sum of £262,067.34 be noted.

**MEASURED TERM CONTRACT FOR BUILDING STRUCTURES, FABRIC AND SERVICES CONDITIONS SURVEY 2013-2016**

8. There was submitted a report dated 14 October 2013 by the Head of Design and Property Services (1) providing details of tenders received for the Measured Term Contract for Building Structures, Fabric and Services Conditions Survey 2013-2016; (2) advising that the most advantageous tender, following evaluation was, after checking, that submitted by Currie and Brown UK Limited; (3) indicating that the contract period was for three years, estimated at a cost of £200,000 per annum, with the option to extend the contract for a further two years, and (4) intimating that the Executive Director of Corporate Services, following consultation with the Convener, had accepted the tender.

**Decided:** that the action taken by the Executive Director of Corporate Services, following consultation with the Convener, in accepting the offer from Currie and Brown UK Limited for the Measured Term Contract for Building Structures, Fabric and Service Conditions Survey be noted.

**MINUTES OF SUB-COMMITTEES - 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 14 August, 4, 9 and 18 September and 2 and 9 October 2013.

**Decided:** that the Minutes of the meetings and special meeting of the Corporate Services (Licensing) Sub-Committee held on 14 August, 4, 9 and 18 September and 2 and 9 October 2013 be approved and noted.

**SCOTTISH INFORMATION COMMISSIONER – ANNUAL REPORT 2012/13**

10. There was submitted a report dated 9 October 2013 by the Acting Head of Legal Services (1) setting out, and commenting on, the terms of the Scottish Information Commissioner's Annual Report for 2012/13, a copy of which has been placed in the Members' Library; (2) detailing the background relative thereto, and (3) highlighting a number of significant issues including comparisons with previous years and the Local Government League Table for the period from 2004-2013.

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

**SCOTTISH GOVERNMENT CONSULTATION ON THE DRAFT PUBLIC SERVICES REFORM (PRISON VISITING COMMITTEES) (SCOTLAND) ORDER 2014**

11. With reference to paragraph 12 of the Minute of the meeting of this Committee held on 2 May 2013 when a report on the independent monitoring of prisons was noted, there was submitted a report dated 16 October 2013 by the Executive Director of Corporate Services (1) advising of a consultation received from the Scottish Ministers in relation to the proposed Public Services Reform (Prison Visiting Committees) (Scotland) Order 2014, made under the Public Services Reform (Scotland) Act 2010, which abolishes Prison Visiting Committees, clarifies the role of Her Majesty's Chief Inspector of Prisons and creates the roles of Prison Monitor and Lay Monitor; (2) indicating that the consultation provided stakeholders with an opportunity to comment on the proposed draft Orders by 13 January 2014; (3) detailing the background relative thereto, and (4) providing details thereon.

**Decided:**

(1) that the provisions of the Draft Public Services Reform (Prison Visiting Committee) (Scotland) Order 2013, be noted, and

(2) that the Executive Director of Corporate Services following consultation with the Convener be authorised to respond to the consultation, on behalf of the Council.

**POST OFFICE LIMITED**

**(1) ALLANTON POST OFFICE**

12. With reference to paragraph 22 of the Minute of the meeting of this Committee held on 2 May 2013 when the Head of Central Services orally advised on the consultation by Post Office Limited proposing the relocation of Allanton Post Office from 199 Allanton Road, Shotts to new premises at

Spar, 181 Allanton Road, Shotts, there was submitted a report dated 9 October 2013 by the Joint Acting Head of Central Services advising that Post Office had now confirmed that, following a positive feedback from the consultation, they have proceeded with the relocation of Allanton Post Office to Spar, 181 Allanton Road, Shotts effective from Monday, 4 November 2013.

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

**(2) RELOCATION OF CALDERCRUIX POST OFFICE**

13. There was submitted a report dated 9 October 2013 by the Joint Acting Head of Central Services advising of a consultation by Post Office Limited on the proposed relocation of Caldercruix Post Office, to 9 Dunbreck Avenue, Caldercruix and providing details thereon.

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

**(3) GREENGAIRS POST OFFICE**

14. With reference to paragraph 21 of the Minute of the meeting of this Committee held on 2 May 2013, when it was noted that a new operator had been appointed to provide Post Office services in the Greengairs area, and that a six week local public consultation was commencing to encourage feedback regarding the proposed new location, there was submit a report dated 9 October 2013 by the Joint Acting Head of Central Services advising that Post Office have now confirmed that they will be proceeding with the proposal to re-open the branch in Greengairs, located at the Mini-market, 215 Greengairs Road, Greengairs.

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

**SOCIAL AND CHARITABLE FUNCTIONS: KILBRYDE HOSPICE AUTUMN BALL**

15. There was submitted a report dated 16 October 2013 by the Joint Acting Head of Central Services (1) seeking homologation for action taken, in responding to an invitation to the Council to participate in the Kilbryde Hospice Annual Ball, and (2) indicating that, following consultation with the Provost, it was agreed that the Council support the event by sponsoring an advertisement in the event programme.

**Decided:** that the action taken by the Executive Director of Corporate Services, following consultation with the Provost, be homologated.

**CONFERENCES**

16. There was submitted a report dated 16 October 2013 by the Joint Acting Head of Central Services (1) advising of an invitation received in respect of Member attendance at a conference, and (2) seeking that consideration be given to the invitations.

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

<b>Conference</b>	<b>Venue</b>	<b>Date</b>	<b>Attendance</b>
National Association of Councillors Partnership Across Local Authorities	Harrogate	27-29 September 2013	Councillor Logue