

Agenda

Meeting of Shared Services Joint Committee

Date: Wednesday, 2 October 2019

Time: 14:00

Venue: Civic Space,
Council Offices, 16 Church Street, Dumbarton

Contact: Christine McCaffary, Senior Democratic Services Officer,
Tel: 01389 737186– christine.mccaffary@west-dunbarton.gov.uk

Dear Member

Please attend a meeting of the **Shared Services Joint Committee** as detailed above. The business is shown on the attached agenda.

Yours faithfully

JOYCE WHITE

Chief Executive

Distribution:-

<u>West Dunbartonshire Council</u>	<u>Inverclyde Council</u>	<u>East Dunbartonshire Council</u>
<p>Councillor Iain McLaren (Chair) Provost William Hendrie Councillor David McBride Councillor Lawrence O'Neill</p> <p>Joyce White, Chief Executive Angela Wilson, Strategic Director of Transformation & Public Service Reform Gail MacFarlane, Roads & Transportation Manager Peter Hessett, Strategic Lead – Regulatory</p>	<p>Councillor Christopher Curley Councillor Graeme Brooks Councillor Colin Jackson (Vice Chair) Councillor Tommy McVey</p> <p>Aubrey Fawcett, Chief Executive Gerard Malone, Head of Legal & Property Services Scott Allan, Corporate Director – Environment, Regeneration & Resources</p>	<p>Councillor Alan Moir Councillor Andrew Polson Councillor Gordan Low Councillor Vaughan Moody</p> <p>Gerry Cornes, Chief Executive Ann Davie, Depute Chief Exec / Education, People & Business Thomas Glen, Depute Chief Executive / Neighbourhood & Corporate Assets Karen Donnelly, Chief Solicitor & Monitoring Officer</p>

Date of issue: 25 September 2019

SHARED SERVICES JOINT COMMITTEE
East Dunbartonshire, Inverclyde and West Dunbartonshire Councils

WEDNESDAY, 2 OCTOBER 2019

AGENDA

1 APOLOGIES

2 DECLARATIONS OF INTEREST

Members are invited to declare if they have an interest in any of the items of business on the agenda and the reason for such declarations.

3 MINUTES OF PREVIOUS MEETING 5 - 6

Submit for approval the Minutes of Meeting of the Shared Services Joint Committee held on 21 May 2019.

4 PROPOSED CHANGE TO STANDING ORDERS 7 – 23

Submit report by the Strategic Lead – Regulatory on proposed changes to the Procedural Standing Orders of the Joint Committee.

5 ROADS AND TRANSPORTATION UPDATE 25 - 27

Submit report by the Shared Head of Service providing an update on the continued progress of the implementation of the Roads and Transportation Shared Service.

6 JOINT COLLABORATION: WEST DUNBARTONSHIRE AND INVERCLYDE COUNCILS 29 – 34

Submit report by the Strategic Director – Transformation & Public Service Reform advising on the recent agreement for further joint collaboration between Inverclyde and West Dunbartonshire Councils.

A short presentation will be given on the above.

**EAST DUNBARTONSHIRE, INVERCLYDE AND
WEST DUNBARTONSHIRE COUNCILS'
SHARED SERVICES JOINT COMMITTEE**

At the Meeting of the Shared Services Joint Committee held in the Civic Space, Council Offices, 16 Church Street, Dumbarton on Tuesday, 21 May 2019 at 10.10 a.m.

- Present:**
- East Dunbartonshire Council:**
Councillors Gordan Low and Vaughan Moody.
- Inverclyde Council**
Councillors Graeme Brooks and Christopher Curley.
- West Dunbartonshire Council:**
Provost William Hendrie and Councillors David McBride and Iain McLaren.
- Attending:**
- East Dunbartonshire Council:**
Thomas Glen, Depute Chief Executive / Neighbourhood & Corporate Assets; and Thomas McMenamin, Executive Officer – Roads and Environment.
- Inverclyde Council:**
Aubrey Fawcett, Chief Executive; and Scott Allan, Corporate Director – Environment, Regeneration & Resources.
- West Dunbartonshire Council:**
Joyce White, Chief Executive; Gail MacFarlane, Shared Head of Service; and Scott Kelly, Committee Officer.
- Observing:**
Councillors Colin Jackson (Inverclyde Council) and John Mooney (West Dunbartonshire Council).
- Apologies:**
Apologies for absence were intimated on behalf of Councillors Alan Moir and Andrew Polson (East Dunbartonshire Council); Michael McCormick and Ronnie Ahlfeld (Inverclyde Council); and Lawrence O'Neill (West Dunbartonshire Council).

Councillor Iain McLaren in the Chair

CHAIR'S REMARKS

Having heard Councillor McLaren, Chair, it was noted that the meeting was inquorate in terms of the Joint Committee's Standing Orders as only seven of the twelve voting Members were in attendance. In the circumstances, and because the officer recommendations in respect of each of the two reports was that their contents should be noted, it was agreed that the meeting would proceed and that any decisions taken by the Committee would be ratified at its next meeting.

DECLARATIONS OF INTEREST

It was noted that there were no declarations of interest in any of the items of business on the agenda.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Shared Services Joint Committee held on 11 January 2019 were submitted and approved as a correct record.

ROADS AND TRANSPORTATION UPDATE

A report was submitted by the Shared Head of Service providing an update on progress of the Roads and Transportation Shared Service.

After discussion and having heard the Shared Head of Service in further explanation of the report and in answer to Members' questions, the Committee agreed to note the contents of the report.

FLEET, WASTE AND GROUNDS BUSINESS CASE DEVELOPMENT

A report was submitted by the Shared Head of Service providing an update of progress in the information gathering and development of the Fleet, Waste and Grounds Business Case.

After discussion and having heard the Shared Head of Service and the Chief Executive, West Dunbartonshire Council in further explanation of the report and in answer to Members' questions, the Committee agreed to note the contents of the report.

The meeting closed at 10.22 a.m.

Shared Services Joint Committee

Report by Strategic Lead – Regulatory, West Dunbartonshire Council

2 October 2019

Subject: Proposed Change to Standing Orders

1. Purpose

1.1 The purpose of this report is to ask the Joint Committee to consider changes to the Procedural Standing Orders of the Shared Services Joint Committee.

2. Recommendations

2.1 In line with Standing Order 8(g) members from all three Councils are permitted to vote on the recommendations contained in this report.

2.2 It is recommended that the Joint Committee agrees to:-

- (a) allow named substitutes with full voting powers to attend its meetings;
- (b) change the quorum for meetings to one third of voting members;
- (c) agree to Standing Order 8(d) being altered to make it clear that it is only members who are entitled to vote on a matter who will be counted in the calculation of the quorum; and
- (d) delegate authority to the Clerk to implement the agreed changes to the Standing Orders.

3. Background

3.1 Paragraph 8(b) of the Committee's Standing Orders, as agreed at its meeting on 16 December 2016, provides that no substitutes shall be permitted for members of the Committee. Paragraph 8(d) provides that the quorum of the Committee shall be two thirds of the voting members with at least one member from each member authority. It is unclear from the wording of standing order 8(d) whether only voting members contribute to calculation of the quorum.

3.2 The current requirement of a quorum of two thirds is higher than the statutory requirement for full Council meetings of one quarter of the whole Council, contained within the Local Government (Scotland) Act 1973 schedule 7 paragraph 4. It is also higher than the quorum each member authority has decided for their full Council meetings.

3.3 The previous meeting of the Committee held on 21 May 2019 was inquorate as only 7 members were in attendance.

3.4 Paragraph 33 of the Standing Orders provides that any motion to vary the Standing Orders shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Committee.

4. Main Issues

4.1 It is not desirable that Councillors attend a meeting that is inquorate, particularly when they are required to travel to a neighbouring authority to attend. Similarly, if a meeting is unable to take a decision due to it being inquorate that can have a direct operational impact on the operation of any shared services. Accordingly, two solutions are proposed to address this difficulty.

4.2 It is proposed, firstly, to allow named substitutes, the substitutes to be nominated by the member authorities and notified to the Clerk ten days in advance of scheduled meetings. Secondly, it is proposed to make the quorum less onerous by changing the quorum to one third of voting members.

4.3 It is proposed to redraft standing order 8(d) to make it clear that the quorum shall be made up of members only from those member authorities whose members are able to vote on an item. It is proposed that it should remain the case that each of those member authorities should be represented by at least one member to enable the meeting to be quorate.

4.4 Given the terms of paragraph 33 of the Standing Orders, and as described in paragraph 3.4 above, it is suggested that any discussion on this report should take place before any motion is proposed and seconded.

5. Options Appraisal

5.1 The introduction of named substitutes allows each member authority to ensure it is fully represented. The benefit of reducing the quorum is the continuity of membership.

6. Implications

6.1 **Legal** – None, beyond the change to the Committee's governance arrangements.

6.2 **People** – None.

6.3 **Financial and Procurement** – None.

7. Risk Analysis

- 7.1 There is a risk if the Standing Orders remain as at present that important decisions may not be able to be taken timeously.

8. Equalities Impact Assessment (EIA)

- 8.1 No equalities impact assessment is required as the report relates to the internal governance of the Committee and not the services it provides.

9. Consultation

- 9.1 Officers from all three constituent authorities as well as the Shared Head of Service have been consulted on this report.

Peter Hessett

Strategic Lead - Regulatory
West Dunbartonshire Council
24 September 2019

Person to Contact: Peter Hessett (tel. 01389 737800)
Peter.hessett@west-dunbarton.gov.uk

Appendix: Procedural Standing Orders of the Shared Services Joint Committee

PROCEDURAL STANDING ORDERS

OF THE

SHARED SERVICES JOINT COMMITTEE

[DATE]

**STANDING ORDERS OF THE
SHARED SERVICES JOINT COMMITTEE**

INDEX

<u>STANDING ORDER</u>	<u>SUBJECT</u>	<u>PAGE</u>
1	Definitions	4
2	Applying the Interpretation Act	5
3	Start	5
4	First Meeting after Appointment of Members	5
5	Ordinary Meetings	5
6	Special Meetings	5
7	Notice of Meetings	5
8	Membership and Quorum	6
9	Sederunt and Apologies	6
10	Minutes of Meetings	6
11	Access for the Public	7
12	Order of Business	7
13	Chair and Vice-Chair - Power and Duties	8
14	Form of Notice of Motion	8
15	Failure to Move Motion After Notice Has Been Given	9
16	Motions Contrary to Previous Decision	9
17	Motion or Amendment to be Moved and Seconded	9
18	Motion or Amendment not Seconded	9
19	Motion or Amendment Not To Be Withdrawn	9
20	Member Allowed to Speak Only Once on a Motion	9
21	Procedure on Point of Order	9
22	Right to Reply	9
23	Closure of Discussion	9
24	Time Limit on Speeches	10
25	Obstructive or Offensive Conduct	10
26	Closure of Debate	10
27	Motion for Adjournment of Meeting	10

<u>STANDING ORDER</u>	<u>SUBJECT</u>	<u>PAGE</u>
28	Method of Voting	10
29	Taking a Vote	11
30	Questions	11
31	Declaration of Interest	11
32	Voting on Appointments	11
33	Variation and Revocation of Standing Orders	12
34	Suspension of Standing Orders	12
35	Deputations	12
36	Delegating to Sub-Committees	12
37	Application of Standing Orders to Sub-Committee	13
38	Delegation to Officers	13
39	Remote Participation in Meetings	13

PRELIMINARY

DEFINITIONS

1. In these Standing Orders the following words and expressions have the following meanings:

"1973 Act" means the Local Government (Scotland) Act 1973, as amended;

"1978 Act" means the Interpretation Act 1978;

"1985 Act" means the Local Government (Access to Information) Act 1985;

"1994 Act" means the Local Government etc. (Scotland) Act 1994, as amended;

"The Joint Committee" means the Shared Services Joint Committee, a Joint Committee formed under Section 57 of the Local Government (Scotland) Act, 1973 for the purpose of regulating the joint discharge of the functions by the Member Authorities;

Any reference to the Shared Services Joint Committee shall unless the context otherwise requires, include a reference to Joint Committee;

"Chair" means the Chair of the Joint Committee duly appointed under these Standing Orders (and the person presiding at a meeting), or where the context so applies to a person appointed by the Joint Committee to act as a Chair of a sub-committee;

"Clerk" means the head of legal, or other nominated officer, of the Secretariat Authority;

"Local Member" means a member elected to serve as a councillor for the relevant Member Authority;

"Member" means a councillor appointed by any of the Member Authorities from their own number to be a member of the Joint Committee in terms of the Minute of Agreement;

"Member Authority" means any Council who is a signatory to the Minute of Agreement;

"Minute of Agreement" means the minute of agreement among East Dunbartonshire, Inverclyde and West Dunbartonshire Councils dated [], setting out the terms and conditions of membership of the Joint Committee and any alterations thereof;

"The Secretariat Authority" means the Member Authority which presently Chairs the Joint Committee and provides administrative services in support of the [Joint Committee's] operation and decision making;

"Vice-Chair" means the Vice-Chair of the Joint Committee duly appointed under these Standing Orders;

"Vice-Chair Authority" means the Member Authority from when the Vice-Chair is appointed.

APPLYING THE INTERPRETATION ACT

2. The Interpretation Act 1978 applies to these Standing Orders in the same way as it applies to an Act of Parliament.

START

3. The Standing Orders apply from the date approved by the Joint Committee. The Joint Committee may make changes from time to time under Standing Order 35.

JOINT COMMITTEE MEETINGS

FIRST MEETING AFTER APPOINTMENT OF MEMBERS

4. (a) The first meeting of the Joint Committee shall take place on or as soon as reasonably practicable after the signing of the Minute of Agreement.
- (b) The Secretariat Authority shall be appointed at the first meeting of the Joint Committee and a Member of the Secretariat Authority shall Chair the Joint Committee.
- (c) The Vice-Chair should be appointed at the first meeting of the Joint Committee.
- (d) In a year in which an ordinary election of Councillors for the local government election area of each Member Authority is held, the Joint Committee shall hold a meeting on the date and at the time and place previously decided by the Joint Committee.

ORDINARY MEETINGS

5. The Joint Committee shall meet at least 2 times in each financial year. The meetings of the Joint Committee shall be convened by the Secretariat Authority and meetings will be similarly located within the boundaries of the Secretariat Authority in ordinary course. The dates, times and places for ordinary meetings of the Joint Committee shall be decided by the Joint Committee.

SPECIAL MEETINGS

6. A special meeting of the Joint Committee may be called at any time:
- (a) by the Chair; or
- (b) if at least one quarter of the total number of Members require in writing a meeting specifying the business to be transacted.

Any special meeting shall be held within 14 days from the date when the Clerk receives a written request and at the time and place specified by the Clerk in consultation with the Chair.

NOTICE OF MEETINGS

7. (a) All meetings shall be called by (i) a notice published at least 5 clear days before the meeting of the Joint Committee by the Clerk at the Member Authorities' offices giving the time and the place of the intended meeting and, where the meeting is called by Members, the notice shall be signed by those Members and shall specify the business proposed to be transacted; and (ii) a notice to attend the meeting specifying the business to be transacted and signed by the Clerk which shall be at least 5 clear days before the meeting of the Joint Committee be left at, or sent by post to the usual place of residence of every Member, or to such other address as any Member may notify, or with the consent of any Member delivered to their electronic mail address.

- (b) Any notice issued under Paragraph 7(a) must include the order for dealing with the business at the meeting. No other business may be dealt with unless it is required by statute or it is brought before the Joint Committee by the Chair as a matter of urgency under Paragraph 7(c). However, if a meeting is called because of a request from Members, only business listed in the request may be dealt with.
- (c) In the event that 5 clear days' notice is not given for an item, it may be considered at the meeting if the Chair rules that there are special reasons why it is a matter of urgency. The Chair must give those reasons. The item must be made known at the start of the meeting.
- (d) If a summons is not served on any Member the meeting shall still be valid.

MEMBERSHIP AND QUORUM

- 8. (a) Each Member Authority shall be represented by four Local Members on the Joint Committee.
- (b) Each of the Members so appointed shall, subject as hereinafter provided, continue in office until they are reappointed or replaced by the Member Authority, subject always to Section 57(5) and Section 59 of the 1973 Act. No substitutes shall be permitted.
- (c) A Member shall cease to become a Member when he or she ceases to be a Local Member of the Member Authority or on the appointment by that Member Authority of another Local Member in his or her place, whichever shall first occur.
- (d) The quorum of the Joint Committee shall be two thirds of voting Members with at least one Member from each Member Authority. If the two thirds figure does not represent a whole number, the two thirds figure shall be rounded up to the nearest whole number.
- (e) If 10 minutes after the time stated in the summons to attend a meeting a quorum is not present the meeting shall stand adjourned until such time and date as may be determined by the Clerk in consultation with the Chair. The Clerk shall minute the reason for the adjournment of the meeting.
- (f) After a meeting has started, if the number of Members falls below the quorum, the meeting will immediately adjourn and no more business may be transacted unless and until the meeting is again quorate.
- (g) Members may only vote on business that directly affects their Member Authority.

SEDERUNT AND APOLOGIES

- 9. The names of the Members present at a meeting of the Joint Committee shall be recorded. Members who intimate their apologies for non-attendance at a Joint Committee meeting to the Clerk before the meeting shall have their apologies recorded in the minutes.

MINUTES OF MEETINGS

- 10. The Clerk shall minute all Joint Committee meetings. The minutes shall record the proceedings of the meeting and the names of the Members who attended the meeting. They shall then be printed and, as far as possible, circulated among Members at least 5 clear days before the next ordinary meeting of the Joint Committee. They shall be presented and corrected if necessary. If they are held to be a true record of the proceedings of the meeting they relate to, the person chairing the meeting to which they are presented shall sign them.

ACCESS FOR THE PUBLIC

11. (a) Every meeting of the Joint Committee, and its sub-committees will be open to the public unless the public are excluded in terms of the 1973 Act.
- (b) The Joint Committee may exclude any members of the public from a meeting or cause them to leave, if they are hindering or are likely to hinder the work of the Joint Committee. If a member of the public interrupts any meeting, the Chair may warn that person. If they continue the interruption, the Chair may order the person to be removed from the Joint Committee's meeting room. If there is general disturbance in any part of the meeting room that is open to the public, the Chair may order that part to be cleared.
- (c) The public shall be kept out of a Joint Committee meeting when an item of business is being considered if it is likely that they would hear confidential information. Nothing in the Standing Orders authorises or requires confidential information to be disclosed in breach of the obligation of confidence as defined in the 1973 Act as amended by the Local Government (Access to Information) Act 1985.
- (d) The Joint Committee may decide to keep the public out of a meeting when an item of business is being considered if it is likely that they would hear information that was defined as 'exempt' in schedule 7A of the 1973 Act;
- (e) The use of any equipment capable of audio or visual recording and the taking of photographs or access for radio or television broadcasting is prohibited and will only be allowed with the Joint Committee's prior approval.

ORDER OF BUSINESS

12. The business of the Joint Committee at ordinary meetings shall take place in the following order, unless agreed otherwise by a majority of the Joint Committee:-
 - (a) The sederunt shall be taken;
 - (b) Any apologies shall be tendered;
 - (c) Any declaration of interest shall be tendered;
 - (d) Confirmation of items recommended to be exempt;
 - (e) Consider notice of any urgent business;
 - (f) Minutes of the previous meeting, of any special meeting and of any subcommittee held since then;
 - (g) Presentations;
 - (h) Deputations;
 - (i) Business required by statute, statutory instrument or order;
 - (j) Business remaining from the last meeting;
 - (k) Outstanding business report;
 - (l) Motions of which notice has been given (Standing Order 14);
 - (m) Financial reports including progress with annual estimates or budget;

- (n) Business, including correspondence, communications and reports by officials;
- (o) Setting the date and place of the next meeting. The Chair may alter the order of business to facilitate the conduct of the meeting.

CHAIR AND VICE-CHAIR - POWER AND DUTIES

13. (a) The position of Chair shall be held for a period of two years. The first Chair shall be a Member from East Dunbartonshire Council. Each Member Authority in turn shall hold the position of Chair, with each subsequent Chair being from the Member Authority from whom the previous Vice-Chair was selected. Each subsequent Chair shall take up his or her position on the second anniversary of the first meeting. The appointment of the Chair shall be undertaken by the Member Authority from whose Members the Chair shall be selected.
- (b) The position of Vice-Chair shall be held for a period of two years. The first Vice-Chair shall be a Member from West Dunbartonshire Council. Each Member Authority in turn shall hold the position of Vice-Chair, with each subsequent Vice-Chair being from the Member Authority that was not the preceding Secretariat Authority. Each subsequent Vice-Chair shall take up his or her position on the second anniversary of the first meeting. The appointment of the Vice-Chair shall be undertaken by the Member Authority from whose Members the Vice-Chair shall be selected.
- (c) The Chair shall chair any Joint Committee meeting if he or she is present.
- (d) In the event of the Chair being absent from a meeting, the Vice-Chair shall assume the Chair for that meeting. If neither the Chair nor the Vice-Chair is present another Member (chosen by the majority vote of the Members present) shall chair the meeting. That Member shall have the same powers and duties as the Chair in relation to a meeting and its business.
- (e) Deference shall at all times be paid to the authority of the Chair.
- (f) The Chair must keep order and make sure that Members have a fair hearing.
- (g) The Chair shall decide all matters of order, competency and relevancy and the Chair's ruling shall be final and shall not be open for discussion.
- (h) In the event that two or more Members want to speak, the Chair shall decide which Member shall be first.
- (i) The Chair shall be entitled, in the event of disorder arising at any meeting, to adjourn the meeting to any other time or day that he/she may fix at the time or afterwards. In these circumstances, by simply leaving, the Chair shall adjourn the meeting.

FORM OF NOTICE OF MOTION

14. Every notice of motion shall be in writing, signed by the Member of the Joint Committee giving the notice and counter-signed by one other Member. A notice of motion which has not been received by the Clerk at least 14 days prior to the date of any meeting of the Joint Committee shall not be specified in, or transmitted with, the notice calling such meeting. It shall be competent for the notice of motion to be delivered to the Clerk by electronic means, and a delivery receipt to the Clerk's electronic mail address shall be sufficient proof of delivery.

FAILURE TO MOVE MOTION AFTER NOTICE HAS BEEN GIVEN

15. If a motion which is specified in the notice calling the meeting is not moved by the Member who has given the notice or by some other Member on his/her behalf when it comes to be considered, it shall, unless postponed by leave of the Joint Committee, be considered as withdrawn and shall not be moved without further notice.

MOTIONS CONTRARY TO PREVIOUS DECISION

16. A motion or amendment contrary to a decision of the Joint Committee shall not be competent within six months from the date of the decision.

MOTION OR AMENDMENT TO BE MOVED AND SECONDED

17. Every motion or amendment shall be moved and seconded and shall, when required by the Chair, be reduced to writing, handed to the Chair and read before it is put to the meeting. No Member shall move or second more than one motion or amendment upon a particular issue.

MOTION OR AMENDMENT NOT SECONDED

18. A motion or amendment not seconded or which may be withdrawn or departed from after being seconded shall not be recorded in the minutes. A Member who has moved a motion or amendment but failed to find a seconder may, if they so request, have their dissent to a decision recorded in the minutes.

MOTION OR AMENDMENT NOT TO BE WITHDRAWN

19. A motion or an amendment once moved and seconded shall not be altered or withdrawn without the consent of the mover and the seconder.

MEMBER ALLOWED TO SPEAK ONLY ONCE ON A MOTION

20. A Member shall not address the Joint Committee more than once on any subject under discussion, except with the consent of the Chair. However, the mover of a motion shall have the right to reply.

PROCEDURE ON POINT OF ORDER

21. Any Member may raise a point of order at any time during a meeting. Any Member who is addressing the meeting when a point of order is raised will resume his or her seat until the point of order has been decided upon by the Chair. No other Member may speak to the point of order unless with the permission of the Chair. The decision of the Chair will be final and cannot be debated.

RIGHT TO REPLY

22. The mover of the original motion shall, in their reply, strictly confine themselves to answering the previous speakers and shall not introduce any new matter.

CLOSURE OF DISCUSSION

23. After the reply is concluded, the discussion shall be held to be closed after which no Member shall be permitted to offer an opinion or to ask a question or otherwise interrupt the proceedings or to speak, except with regard to the manner of taking a vote, and the questions under discussion shall thereupon be put by the Chair.

TIME LIMIT ON SPEECHES

24. The mover of a motion or amendment shall not speak for more than 10 minutes. Any succeeding speaker shall not speak for more than 5 minutes. The mover of the original motion shall have the right to speak for 5 minutes in reply. The foregoing limits of time may be exceeded with the consent of the majority of the Members present and it shall be competent for the Chair to determine - without the necessity of taking a division - whether the consent of the Members present had been obtained to the foregoing limits of time being exceeded.

OBSTRUCTIVE OR OFFENSIVE CONDUCT

25. If any Member at any meeting disregards the authority of the Chair, or behaves obstructively or offensively, a motion may then be proposed and seconded to suspend the Member for the rest of the meeting. The motion shall be put without discussion. Should the motion be carried, the Chair shall order the Member to leave the meeting and the Member concerned shall immediately withdraw from the meeting room. The Clerk shall act on the instructions of the Chair to ensure that any such order is carried out. If the Member concerned remains, the Chair shall refuse to recognise him and he may not vote, nor put nor second any motion, for the remainder of that meeting.

CLOSURE OF DEBATE

26. At the close of any speech, any Member who has not spoken on the question before the meeting may move "That the question be now put". If this is seconded, the Chair shall without any debate, take a vote. No speeches shall be made on the motion. If it is carried, the mover of the original motion shall have the right to reply.

MOTION FOR ADJOURNMENT OF MEETING

27. A motion for the adjournment of the meeting may be put at the conclusion of any speech and shall have precedence over all other motions. It must be moved and seconded without a speech and shall at once be put by the Chair in the form of "adjourn" or "not adjourn". If the motion to "adjourn" is carried, then unless times for adjournment and resumption are specified in the motion, adjournment shall take effect immediately and the meeting shall stand adjourned until such time as is decided by the Chair. A second motion for the adjournment of the meeting shall not be made within a period of half-an-hour unless it is moved by the Chair.

METHOD OF VOTING

28. (a) At a meeting of the Joint Committee or any Sub-Committee a vote on any matter shall be taken by a roll call vote.
- (b) Once a vote has been taken and someone immediately challenges the accuracy of the count the Chair shall decide whether to have a recount. If there is a recount, the Chair shall decide whether to take it by a show of hands or by roll call.
- (c) Unless the law or these Standing Orders say otherwise, all questions before the Joint Committee shall be decided by a majority of the Members voting.
- (d) In a case of an equality of votes the Chair shall not have a second or casting vote, and the vote shall fall.

TAKING A VOTE

29. If there are more amendments than one, the amendment last proposed will be put against that immediately preceding and the amendment then carried against the next preceding and so on until there remains only one amendment, between which and the original motion the vote will be taken.

QUESTIONS

30. (a) Any Member may ask a question of the Chair. If the Chair decides that the question is relevant and competent, he/she shall answer it or direct that it shall be answered. No prior notice shall be required of a Member in such circumstances but the Member or official to whom the question is addressed shall be given the opportunity of replying to the question in writing. Any such written answer shall be circulated to all Members as soon as possible and included in the Minute of the meeting.
- (b) A Member wishing to ask a question about a matter which is not otherwise on the agenda of any meeting but is part of the remit of either the Joint Committee itself, or a sub-committee shall submit a written and signed question in English to the Clerk at least 10 clear days before the appropriate meeting. The question shall be circulated immediately to all Members and placed on the agenda.
- (c) If the Chair decides at the meeting that the question is relevant and competent he/she shall answer it or direct that it be answered. The question and answer shall be included in full in the minute of the meeting. No discussion or other questions shall be allowed.
- (d) If the question is directed to a sub-committee of which the Member is not a member, he/she shall be entitled to attend, speak and debate at the meeting, but shall not be entitled to vote.

DECLARATION OF INTEREST

31. Any member who, in terms of the councillors' code of conduct has an interest (whether financial or non-financial) in a matter which requires declaration and is present at a meeting of the Joint Committee at which such matter is the subject of consideration, shall declare that interest as soon as practicable at a meeting where that interests arises. The declaration shall begin with the words "I declare an interest". If, in terms of the councillors' code, the nature of the interest has the effect of prohibiting any participation in discussion and voting on the matter, the member shall leave the meeting room until discussion of the item of business is concluded.

VOTING ON APPOINTMENTS

32. (a) In the case of an appointment of a Member to a particular office or sub-committee of the Joint Committee where only one vacancy requires to be filled, and there are only 2 candidates, a vote shall be taken between these candidates and the one receiving the majority of votes shall be declared duly appointed.
- (b) (i) If there are more than 2 candidates, a vote shall be taken among all the candidates, each Member being entitled to vote for only one candidate. If after this vote has been taken, any candidate has an absolute majority of the Members present and voting; such candidate shall be declared duly appointed.
- (ii) If no candidate has such a majority, the name of the candidate having the fewest number of votes shall be struck off the list of candidates. In second and subsequent votes the same course as that prescribed with reference to the first vote shall be followed until one of the candidates obtains the votes of a majority of the Members present and voting when he/she shall be declared

duly appointed or until the candidates are reduced to 2, when a final vote shall be taken and the candidate who receives a majority of the votes shall be declared appointed. If on any vote, 2 or more candidates at the bottom of the list have an equal number of votes, the meeting shall decide which of these candidates shall be struck off the list.

- (c) In the case of an appointment of a Member to a particular office or subcommittee of the Joint Committee, where more than one vacancy requires to be filled and there are more candidates than vacancies, each vacancy shall be filled separately following the voting procedure prescribed at (b) above.
- (d) In the case of recruitment of an officer, the Joint Committee shall follow the procedures prescribed at (a) and (b) above or such other procedures as are agreed by the Joint Committee prior to the appointment.

VARIATION AND REVOCATION OF STANDING ORDERS

- 33. Any motion to vary or revoke these Standing Orders shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Joint Committee.

SUSPENSION OF STANDING ORDERS

- 34. Any of the standing orders, upon a motion made at any time during a meeting, may be suspended (except standing order 7 which is concerned with the notice of meeting, standing order 13 which deals with the role of the Chair, and standing order 20 which is concerned with procedure on point of order) so far as regards any business at such meeting provided that at least two thirds of the Members present and voting shall so decide.

DEPUTATIONS

- 35. Any written request received by the Clerk 48 hours prior to a meeting, except in cases of urgency as certified by the Chair, that a deputation be received by the Joint Committee on a particular matter shall be referred in the first instance to the Chair. Should the Chair consider that the matter raised by the deputation is one which is competent and relevant for the Joint Committee to determine, the written request shall be placed on the agenda of the first appropriate meeting of the Joint Committee. Thereafter, the Chair will decide whether to hear the deputation at the first meeting or may make arrangements for hearing the deputation at a subsequent meeting of the Joint Committee. In the event of the Chair agreeing to hear a deputation the following provisions shall apply:-

- (a) The deputation shall not exceed 3 in number;
- (b) Representatives of the deputation may speak for a total of no more than 10 minutes, unless the Chair otherwise permits; and
- (c) It shall be competent for Members to put to the deputation only questions relevant to the subject of the deputation.

SUB-COMMITTEES

DELEGATING TO SUB-COMMITTEES

- 36. (a) The Joint Committee may appoint sub-committees in accordance with the provisions of Sections 57 of the 1973 Act.
- (b) The Joint Committee shall appoint the Chair of any Sub-Committee. If the Chair is absent, the Members present shall appoint someone from amongst themselves to Chair the meeting.

- (c) The quorum of any sub-committee shall be at least one Member from each participating Member Authority.

APPLICATION OF STANDING ORDERS TO SUB-COMMITTEE

37. These standing orders shall apply to any Sub-Committee established under Standing Order 36.

SCHEME OF DELEGATION TO OFFICERS

DELEGATIONS TO OFFICERS

38. Any officers of the Joint Committee are authorised to use the delegated powers granted to them by the Joint Committee or as set out in any Scheme of Delegation as may from time to time be approved by the Joint Committee.

REMOTE PARTICIPATION IN MEETINGS

USE OF VIDEO CONFERENCING

39. Subject to prior agreement by the Chair, any Member who cannot reasonably attend a meeting in person may request that provision be made within alternative, suitable Member Authority premises for video conferencing participation in the meeting, if practicable with regard to advance notice, technical feasibility and cost, provided that the Clerk is satisfied as to the necessary arrangements securing any required propriety and confidentiality of Joint Committee business.

Shared Services Joint Committee

Report by Gail Macfarlane, Shared Head of Service

02 October 2019

Subject: Roads and Transportation Update

1. Purpose

- 1.1 The purpose of this report is to update the Joint Committee of continued progress of the implementation of the Roads and Transportation Shared Service.

2. Recommendations

- 2.1 In line with Standing Order 8(g) members from Inverclyde and West Dunbartonshire Councils are allowed to vote on decisions relating to this report.
- 2.2 It is recommended that Shared Services Joint Committee note the contents of this report.

3. Background

- 3.1 The Shared Head of Service – Roads and Transportation leads the Roads and Transportation Service within both West Dunbartonshire and Inverclyde Councils. East Dunbartonshire Council is a Strategic Partner.
- 3.2 At the Joint Committee held on the 12 May 2019 a report was noted that identified the reviews to be undertaken. These are as follows:
- Governance Structure;
 - Structures and Workforce;
 - Revenue and Capital Budgets;
 - Operational Service Delivery;
 - Team Development and Engagement; and
 - Identify Early Wins and Efficiencies.

- 3.3 This report provides an update on progress in delivering the Roads and Transportation Shared Service.

4. Main Issues

- 4.1. The Governance Structure has been developed as follows:
- Reports are considered by respective Council and Committees including monitoring of revenue and capital budgets;

- Shared Head of Service is a member of Inverclyde and West Dunbartonshire Council senior management teams; and
- Reports considered for noting at Shared Services Joint Committee.

4.2 Single points of failure, aging workforce demographic and limited resilience have been identified in the following areas:

- Roadworks Register Reporting;
- Capital Programme Delivery;
- Street Lighting; and
- Frontline Operational Workforce.

4.3 To address the above the following posts are being recruited:

- Road Network Programmer;
- Street Lighting Inspector;
- Capital Project Officers; and
- Supervisory Roads Engineers.

In addition work is ongoing to recruit modern apprentices.

4.4 A review of the operational service delivery is underway to:

- Investigate use of technology;
- Reduce reliance on overtime use;
- Maximise opportunity to upskill in-house resource; and
- Deliver best value.

4.5 Work is ongoing to align the Winter Service Plan and Defect Classification to reflect changes in the Well Maintained Highways code of practice.

4.6 The following actions have been completed:

- Presentation and attendance at the Sustrans Steering Panel;
- Continued collaborative attendance at City Deal meetings;
- Interviews with the Strategic Transport Project Review Development Team;
- Identified training requirements;
- Depot Project development (WDC) and depot move completion (IC); and
- Ongoing review of procurement opportunities.

5. Options Appraisal

5.1 There is no options appraisal required with this report.

6. People Implications

6.1 There are no people implications with this report.

7. Financial and Procurement Implications

7.1 There are no financial or procurement implications with this report.

8. Risk Analysis

8.1 There is no requirement to undertake a risk analysis at this time.

9. Equalities Impact Assessment (EIA)

9.1 An EIA is not required for this report.

10. Environmental Sustainability

10.1 There are no environmental implications with this report.

11. Consultation

11.1 Consultation is not required with this report.

12. Strategic Assessment

12.1 Joint working supports the delivery of Council's strategic priorities of the Council.

Gail Macfarlane
Shared Head of Service,
West Dunbartonshire and Inverclyde Council
Date: 23 September 2019

Person to Contact: Gail Macfarlane – Shared Head of Service
Gail.macfarlane@inverclyde.gov.uk
gail.macfarlane@west-dunbarton.gov.uk

Appendices: None

Background Reports None

Wards Affected: All

Shared Services Joint Committee

ITEM 06

Report by Strategic Director - Transformation & Public Service Reform

Shared Services Joint Committee : 2nd October 2019

Subject: Joint Collaboration: West Dunbartonshire and Inverclyde Councils

1. Purpose

1.1 The purpose of this report is to advise Shared Services Joint Committee on the recent agreement by West Dunbartonshire and Inverclyde Councils for further joint collaboration in relation to Internal Audit and Fraud Services; and Fleet, Waste and Grounds Services.

2. Recommendations

2.1 In line with Standing Order 8(g) members from Inverclyde and West Dunbartonshire Councils are allowed to vote on decisions relating to this report.

2.2 It is recommended that Shared Services Joint Committee:

- notes the implementation of the Internal Audit and Fraud Services shared management model between Inverclyde and West Dunbartonshire Councils; and
- note the timeline for the development and implementation of the Fleet, Waste and Grounds collaborative model.

3. Background

3.1 In September 2018 the Council approved a revised approach to share strategic management through the joint appointment of a Strategic Lead Officer. The Shared Head of Service (Roads and Transportation) commenced on the 7 January 2019 and leads the Roads and Transportation Service within both West Dunbartonshire and Inverclyde Councils and has a key priority to develop strategic business plans for joint collaboration across fleet, waste and grounds services and strategically manage the wider service.

3.2 Officers continued to work with other councils and partners to consider and appraise opportunities for joint working and collaboration. East Dunbartonshire Council continues to work with both Councils as a Strategic Partner.

4. Main Issues

4.1 Internal Audit and Fraud Services

4.1.1 As part of the consideration of opportunities for further joint working, an options appraisal was undertaken in relation to Internal Audit and Fraud Services across West Dunbartonshire and Inverclyde Councils. This is set out in more detail at paragraph 5 below. The recommendation following the options appraisal, is to introduce option 2 – shared management model - a joint manager for Internal Audit and Fraud Services employed by West Dunbartonshire Council. This would provide opportunities to share best practice, while delivering efficiencies across both Councils through reduction in a management post.

4.1.2 The proposals have been discussed with the relevant workforce across both Councils and engagement has taken place with the Joint Trade Unions.

4.1.3 Agreement of the proposals was given by West Dunbartonshire Council at its meeting on 28 August and Inverclyde Council (Policy & Resources Committee) on 17 September.

4.1.4 It is proposed to allow a transitional period from September to December 2019 to support the implementation of the new management model. This will include conclusion of appropriate HR processes, matching to the new joint post and effective handover arrangements with the joint manager taking effect from 1 January 2020.

4.2 Fleet, Waste and Grounds Service

4.2.1 As set out at paragraph 3.1 above, the Services included for review within the business case are set out below:

- **Fleet and Transport Services** - procures, manages, maintains and arranges the end of life disposal of the Council's vehicle fleet and manages & operates the transportation service for the Health and Social Care Partnership and the Council's Educational Services;
- **Waste Services** - manages the general waste and recycling collections from all households in the Council area, in-house operations and registered commercial waste users. This amounts to the collection of bins from a total of 45,000 households; and
- **Grounds Services** - operates the Council's grounds maintenance, street cleaning and burial and cremation services.

4.2.2 The development of the business case will include the following:

- Baseline data collation;
- Strategy and policy review;
- Options appraisal;
- Review of resources; and
- Operational service delivery review.

- 4.2.3** The business and implementation plans for the wider shared services will be developed in partnership with the trade unions and workforce through the scheduling of workshops and briefing sessions. Progress and items for decision will be reported to the Council and the Joint Committee for consideration.
- 4.2.4** Officers will continue to liaise with East Dunbartonshire Council in line with their Strategic Partnership preference to explore opportunities for joint working.
- 4.2.5** The Strategic Lead – Roads & Transportation will assume management responsibility for the Fleet, Waste and Grounds services within West Dunbartonshire Council commencing 1 October 2019. The key dates for implementation are as follows:

Due Date	Action
1 Oct 2019	Strategic Lead assumes responsibility for WDC Fleet, Waste and Grounds services
2 Oct 2019	Report to Joint Committee Shared Services
Sept/Dec 2019	Development of Business & Implementation plans
1 April 2020	Proposed implementation date of shared strategic management mode

5. Options Appraisal

5.1 Internal Audit and Fraud Services

5.1.1 Inverclyde and West Dunbartonshire Councils have relatively similar internal audit and fraud functions. West Dunbartonshire has a shared service arrangement in place providing an internal audit service to the Loch Lomond & Trossachs National Park. Both councils continue to provide internal audit services to their respective Health and Social Care Partnerships. The provision of fraud is however, not the same with West Dunbartonshire having taken the decision not to transfer “housing benefit fraud” to the Department for Work and Pensions (DWP), whereas, Inverclyde no longer undertake this function, though both teams have resources aligned to fraud

5.1.2 Examples of similar collaboration across other Scottish councils were considered as part of the options appraisal.

5.1.3 Option 1 – Lead Authority Model

This option would see a shared service with one combined team employed by a single council employer providing the audit and fraud service on behalf of both councils – i.e. a lead authority model. Reporting to a Director, leadership of the service would be through a Strategic Lead / Head of Service supported by a senior manager, with strategic responsibility for the delivery of service including financial accountability, workforce management and strategic planning. The Strategic Lead and Audit & Fraud Manager would be the interface with the Directors, Chief Executives and Chief Finance Officers of both councils, together with appropriate Elected Members, including the conveners of Audit Committees. The potential benefits identified with this option include:

- Improved efficiency and best value within the current climate of reduced funding for local government with potential to reduce further costs;
- Reduced duplication through development of one team, with standard processes and procedures;
- Improved service delivery through adoption of best practice;
- Service delivery retained within the public sector;
- Increased resilience across greater pool of resources and expertise;
- Potential to increase competence and skills across wider team members;
- Flexible work locations; and
- Ability to be flexible to future change, to add other partners.

The potential risks identified with this option are:

- Failure to secure agreement with Trades Unions and workforce;
- Failure to secure agreement from Elected Members; and
- Single team position proves unmanageable due to differences between the two Councils governance requirements, service demands, etc.

5.1.4 Option 2 – Shared Management

This option would consist of shared management arrangements with a senior manager employed by one council, reporting to a Strategic Lead / Head of Service leading two separate audit and fraud teams employed by their current council employer. Any change of employer, or changes to employment terms and conditions would be restricted to the senior manager; there would not be any employee implications for other members of the audit and fraud teams. It is recommended that West Dunbartonshire Council employs the shared management post. The potential benefits identified with this option include:

- Increased potential to share best practice, learning and improve service;
- Service delivery retained within public sector;
- Efficiency delivered at management level; and
- More likely to secure support from workforce, trades unions and Elected Members.

The potential risks identified with this option are:

- Limited ability to fully share service and resources across teams unless agreed on a voluntary basis;
- Reduced opportunity to deliver efficiencies; and
- Single Manager position proves unmanageable due to differences between the two Councils governance requirements, service demands, etc.

5.1.5 Option 3 – External Provision

This option would result in the provision of service outsourced and delivered by another provider, out with either of the two councils – for example private company. Given the recent experiences in considering shared service together with the potential political expectations, it is considered that investigating this option would not be best use of time and resource.

5.1.6 Option 4 – Status Quo

As with all options appraisals, there is the option to “do nothing,” which would mean no change across the current workforce structure and management arrangements. This option would result in loss of opportunity to enhance collaboration, work jointly together across councils and achieve efficiencies.

5.1.7 Evaluation of Options and Recommended Approach

The joint working group concluded that option 2 above, as set out at paragraph 5.1.4 would be the recommended approach. This is similar to the joint management arrangement currently in place for Roads Services across Inverclyde and West Dunbartonshire Councils.

5.2 Fleet, Waste and Grounds Service

An options appraisal for delivering the fleet, waste and grounds service will be completed during the development of the business case.

6. People Implications

6.1 The shared post of Internal Audit and Fraud Manager will be employed on West Dunbartonshire Council conditions of service and report to the Strategic Lead – Resources, West Dunbartonshire Council.

6.2 Implementation of this joint management model will be achieved through the reduction of one post across both councils. This will be facilitated through agreed HR process, including the voluntary early retirement of one employee and in turn directly matching of remaining current manager to the new joint post.

6.3 There are no personnel implications for the wider Internal Audit and Fraud team.

7. Financial and Procurement Implications

7.1 With the internal audit shared management option there would be a reduction at manager level. The current combined revenue costs for both teams are gross £648k and net £408k. Implementing the revised model based on using current council salary levels will deliver combined savings in the region of £73k dependent on salary placement of the joint manager post.

7.2 Any financial implications for Fleet, Waste and Ground Service will be identified and presented in a future report.

7.3 There are no procurement implications with this report.

8. Risk Analysis

8.1 There is a risk that any potential opportunities for joint collaboration are not optimised if this proposal is not progressed. The other risks identified will be managed through ongoing engagement with the workforce throughout the implementation process, as well as identifying opportunities within the identified benefits for the preferred option to minimise additional work, standardise practices and processes and implement best practice across the two council's internal audit services.

9. Equalities Impact Assessment (EIA)

9.1 An equalities impact screening has been carried out on joint collaboration and indicated that there are no vulnerable groups adversely affected by this proposal.

10. Environmental Sustainability

10.1 There are no environmental implications with this report.

11. Consultation

11.1 Consultation and engagement is ongoing through the established Joint Trades Unions group and with the workforce. In relation to the proposals for Internal Audit and Fraud, the Joint Trades Unions have not raised any objections or concerns from their members.

11.2 Consultation will continue throughout the development of the options appraisal for Fleet, Waste and Greenspace.

Angela Wilson
Strategic Director
West Dunbartonshire Council
Date: September 2019

Person to Contact: Stephen West Strategic Lead Resources
E-mail: Stephen.West@west-dunbarton.gov.uk
Gail McFarlane, Head of Shared Roads Service
Email: Gail.Macfarlane@west-dunbarton.gov.uk

Background Reports 27 September 2018: Joint Collaboration with Inverclyde Council - Strategic Leadership
28 March 2018: Shared Services Implementation – Roads and Transportation

Wards Affected: All