

## **AGENDA**

- (1) Declarations of Interest in terms of the Ethical Standards in Public Life Etc. (Scotland) Act 2000

## **MONITORING**

- (2) Finance and Customer Services Quarterly Exceptions Report – Performance Portfolio – April to December 2011 (pages 1-4)  
Submit report dated 20 January 2012 by the Executive Director of Finance and Customer Services advising of service performance for the third quarter of 2011/2012 which fell outwith agreed thresholds (copy herewith)
  
- (3) Revenue Budget Monitoring Reports 2011/2012
  - (a) Finance and Customer Services (pages 5-8)  
Submit report dated 22 December 2011 by the Head of Financial Services providing a comparison of actual expenditure and income for the period from 1 April to 9 December 2011 for Finance and Customer Services against the budget and providing explanations of projected outturn variances (copy herewith)
  
  - (b) Council Summary (pages 9-13)  
Submit report dated 20 January 2012 by the Head of Financial Services providing a comparison of actual expenditure and income for the period from 1 April to 9 December 2011 for the Council's General Fund Account and the Housing Revenue Account against the budget and providing explanations of significant outturn variances (copy herewith)
  
  - (c) Trading Accounts/Public Private Partnerships (pages 14-16)  
Submit report dated 5 January 2012 by the Head of Financial Services providing a comparison of actual expenditure and income for the period from 1 April to 9 December 2011 for the Public Private Partnerships and Trading Accounts against the budget and highlighting and explaining major outturn variances (copy herewith)
  
- (4) Capital Budget Monitoring Reports 2011/2012
  - (a) Finance and Customer Services Capital Programme 2011/2012 (page 17)  
Submit report dated 23 December 2011 by the Executive Director of Finance and Customer Services providing a summary of the financial performance of the Finance and Customer Services Capital Programme for the period from 1 April to 9 December 2011 (copy herewith)
  
  - (b) Composite Capital Programme 2011/2012 (pages 18-20)  
Submit report dated 20 January 2012 by the Executive Director of Finance and Customer Services providing an update on the movement in resources and expenditure budgets for the Composite Capital Programme for the period from 1 April to 9 December 2011 together with the projected year-end outturn position and resultant variances (copy herewith)

- (5) Treasury Management Monitoring Report – 1 October to 31 December 2011 (pages 21-27)  
Submit report dated 20 January 2012 by the Head of Financial Services advising on the quarterly activity of the Council's Loans and Investment Portfolios from 1 October to 31 December 2011, including a summary of the Prudential and Treasury Indicators for the remainder of the year (copy herewith)

## **POLICY**

- (6) Finance and Customer Services' Service Plan 2012/2013 (pages 28-72)  
Submit report dated 20 January 2012 by the Executive Director of Finance and Customer Services seeking approval of the 2012/2013 Service Plan (copy herewith)
- (7) Treasury Management Strategy 2012/2013 and Treasury and Prudential Indicators 2012/2013 to 2014/2015 (pages 73-108)  
Submit report dated 20 January 2012 by the Executive Director of Finance and Customer Services outlining the Treasury Management Strategy for 2012/2013 and reporting on the Treasury and Prudential Indicators for 2012/2013 to 2014/2015 (copy herewith)

## **OPERATIONAL**

- (8) CIPFA Financial Management Model – Update (pages 109-110)  
Submit report dated 20 January 2012 by the Head of Financial Services advising on progress to date against the Action Plan prepared following the CIPFA Financial Management Model review (copy herewith)
- (9) Payment of Local Taxation and Benefit – Update (pages 111-114)  
Submit report dated 16 January 2012 by the Head of Revenue Services providing an update on the payment performance of Council Tax and Non-Domestic Rates and the administration of Housing/Council Tax Benefit (copy herewith)
- (10) Customer Service Key Highlights (pages 115-118)  
Submit report dated 23 January 2012 by the Head of E-Government and Service Development providing an update on the key customer service highlights being made through the delivery of the Customer Management Implementation Plan (copy herewith)
- (11) Non Domestic Rates Deferral Scheme 2012/2013 (pages 119-120)  
Submit report dated 13 February 2012 advising of the introduction of the Non Domestic Rates Deferral Scheme 2012/2013 (copy herewith)
- (12) Procurement Capability Assessment 2011 (pages 121-124)  
Submit report dated 18 January 2012 by the Head of Revenue Services advising of the outcome of the 2011 Procurement Capability Assessment and the approach being adopted to secure further improvement in procurement performance (copy herewith)

- (13) ICT Service Benchmarking Outcomes (pages 125-128)  
Submit report dated 23 January 2012 by the Head of E-Government and Service Development detailing the outcomes from the recent benchmarking exercise and from the ICT User Satisfaction Survey carried out in November 2011 (copy herewith)
- (14) Contracts
- (a) Insurance Tender for Renewal of the Council's Nominated Loss Adjuster 2012 (pages 129-133)  
Submit report dated 20 January 2012 by the Head of Revenue Services advising of the outcome of a procurement exercise for renewal of the Council's Nominated Loss Adjuster and seeking approval to award the contract (copy herewith)
  - (b) General Banking Services and Merchant Acquiring Solution Contracts (pages 134-138)  
Submit report dated 23 January 2012 by the Head of Financial Services advising of the outcome of a procurement exercise for General Banking Services and the Merchant Acquiring Solution and seeking approval to award the contract (copy herewith)
  - (c) National Collaborative Contract for the Supply of Gas and Electricity (pages 139-143)  
Submit report dated 19 January 2012 by the Head of Revenue Services seeking approval to participate in the National Contracts for the Supply of Electricity and Gas to be put in place by Scottish Procurement on behalf of and in collaboration with the Scottish Public Sector (copy herewith)
  - (d) General Stationery and Office Paper (pages 144-148)  
Submit report dated 18 January 2012 by the Head of Revenue Services seeking approval for the use of the National Collaborative Framework for General Stationery and Office Paper (copy herewith)
  - (e) Water Coolers and Associated Consumables (pages 149-152)  
Submit report dated 18 January 2012 by the Head of Revenue Services seeking approval to participate in a Collaborate Procurement for the Provision of Water Coolers and Associated Consumables (copy herewith)
  - (f) Mobile Telephony Services: Extension of Contract (pages 153-156)  
Submit report dated 18 January 2012 by the Head of E-Government and Service Development seeking approval to extend the current contract for the Provision of Mobile Telephony Services (copy herewith)
  - (g) Extension of Payment Services and Cash Cards (pages 157-158)  
Submit report dated 20 January 2012 by the Head of Revenue Services seeking authority to extend the current contract for the Provision of Payment Services and Cash Cards (copy herewith)
  - (h) Enterprise Hardware Maintenance (pages 159-161)  
Submit report dated 1 February 2012 by the Head of E-Government and Service Development seeking approval to award the contract for maintenance of the Council's Unix Hardware and Operating Systems to the current supplier (copy herewith)

**FINANCIAL**

- (15) Remit from Housing and Social Work Services Committee of 26 January 2012 – Former Tenant Arrears Write-off to 31 March 2010 (pages 162-164)  
Submit report dated 19 December 2011 by the Head of Housing and Social Work Resources seeking approval to write-off Former Tenant Rent Arrears prior to 31 March 2010 (copy herewith)

**GENERAL**

- (16) Conferences (pages 165-166)  
Submit report dated 31 January 2012 by the Head of Central Services on invitations received in respect of attendance at conferences (copy herewith)