

AGENDA

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

MONITORING

- (2) Revenue Budget Monitoring Reports 2012/2013
 - (a) Finance and Customer Services (pages 1-4)
Submit report dated 7 August 2012 by the Head of Financial Services providing a comparison of actual expenditure and income for the year from 1 April to 20 July 2012 for Finance and Customer Services (including Miscellaneous Services) against the budget and providing explanations of the most significant variances (copy herewith)
 - (b) Council Summary (pages 5-9)
Submit report dated 21 August 2012 by the Head of Financial Services providing a comparison of actual expenditure and income for the year from 1 April to 20 July 2012 for the Council's General Fund Account and the Housing Revenue Account against the budget and providing explanations of the most significant variances (copy herewith)
 - (c) Trading Accounts/Public Private Partnerships (pages 10-12)
Submit report dated 10 August 2012 by the Head of Financial Services advising of the overall financial position of the Environmental Services Trading Accounts and the expected return from the Public Private Partnerships for the year from 1 April to 20 July 2012 and highlighting and explaining the major variances (copy herewith)
- (3) Capital Budget Monitoring Reports 2012/2013
 - (a) Finance and Customer Services Capital Programme 2012/2013 (page 13)
Submit report dated 7 August 2012 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 20 July 2012 (copy herewith)
 - (b) Composite Capital Programme 2012/2013 (pages 14-15)
Submit report dated 15 August 2012 by the Executive Director of Finance and Customer Services summarising the financial performance and providing a near final position on the movement in resources and expenditure budgets for the Composite Capital Programme for the period from 1 April to 20 July 2012 (copy herewith)
- (4) Treasury Management Monitoring Report – 1 April to 30 June 2012 (pages 16-22)
Submit report dated 10 August 2012 by the Head of Financial Services advising on the quarterly activity of the Council's Loans and Investment Portfolios from 1 April to 30 June 2012 (copy herewith)
- (5) Treasury Management Annual Activity Report 2011/2012 (pages 23-39)
Submit report dated 10 August 2012 by the Executive Director of Finance and Customer Services providing details of the treasury management activity undertaken during 2011/2012 and the Council's performance in complying with the mandatory prudential indicators as required by the CIPFA Prudential Code for Capital Finance in Local Authorities (copy herewith)

- (6) Annual Accounts 2011/2012 and Financial Outturn Position (pages 40-43)
Submit report dated 15 August 2012 by the Executive Director of Finance and Customer Services advising that the Annual Statutory Accounts of the Council for 2011/2012 had been submitted to the Controller of Audit and setting out any major variances against the Council's annual budget for 2011/2012 (copy herewith)
- (7) Annual Efficiency Statement 2011/2012 (pages 44-49)
Submit report dated 10 August 2012 by the Executive Director of Finance and Customer Services providing details on the submission of the Council's Annual Efficiency Statement for 2011/2012 (copy herewith)
- (8) Performance Portfolio 2011/2012 Performance Indicator Results (pages 50-57)
Submit report dated 9 August 2012 by the Executive Director of Finance and Customer Services providing an overview of the performance of Finance and Customer Services for 2011/2012 as against the performance portfolios (copy herewith)
- (9) Finance and Customer Services Quarterly Exceptions Report – 1 April to 30 June 2012 (pages 58-61)
Submit report dated 9 August 2012 by the Executive Director of Finance and Customer Services advising of Service performance for the first quarter of 2012/2013 which was outwith the agreed thresholds (copy herewith)
- (10) Composite Capital Programme 2013/14 to 2017/18 (pages 62-67)
Submit report dated 27 August 2012 by the Executive Director of Finance and Customer Services providing an update on the development of the Composite Capital Programme for a five year period from 2013/14 to 2017/18 (copy herewith)

FINANCIAL

- (11) General Debtors Bad Debt Write-Offs 2012 – Finance and Customer Services (pages 68-70)
Submit report dated 6 August 2012 by the Head of Revenue Services summarising outstanding debtor accounts which were deemed uncollectable following all attempts at recovery (copy herewith)
- (12) Remit from Housing and Social Work Services Committee of 16 August 2012 - General Debtors Bad Debt Write-Off (pages 71-75)
Submit report dated 28 June 2012 by the Head of Housing and Social Work Resources providing details of outstanding debtor accounts which have been deemed uncollectable (copy herewith)
- (13) Remit from Learning and Leisure Services Committee of 21 August 2012 – Annual Sundry Debt Write-off for Learning and Leisure Services (pages 76-78)
Submit report dated 25 July 2012 by the Head of Educational Resources providing details of outstanding debtor accounts relating to Learning and Leisure Services which were deemed to be not economically viable to pursue and were recommended for formal write-off, referred to this Sub-Committee for consideration (copy herewith)

- (14) Remit from Corporate Services Committee of 23 August 2012 – General Debtors Bad Debt Write-off for Corporate Services in Financial Year 2011/2012 (pages 79-80)
Submit report dated 9 August 2012 by the Executive Director of Corporate Services presenting a summary of outstanding debtor accounts for the financial year from 1 April 2011 to 31 March 2012 deemed non-collectable following all attempts at recovery, referred to this Sub-Committee for consideration (copy herewith)
- (15) Remits from Environmental Services Committee of 14 August 2012 - General Debtors Debt Write-off (pages 81-83)
Submit report dated 14 August 2012 by the Executive Director of Environmental Services advising of outstanding debt which was deemed uncollectable in terms of recognised accounting practice, referred to this Sub-Committee for consideration (copy herewith)

OPERATIONAL

- (16) Payment of Local Taxation and Benefit Update (pages 84-87)
Submit report dated 6 August 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)
- (17) Procuring Change Amendments to General Contract Standing Orders (pages 88-90)
Submit report dated 16 August 2012 by the Head of Revenue Services seeking approval for proposed amendments to the content of the General Contract Standing Orders (copy herewith)
- (18) Welfare Reform Update (pages 91-97)
Submit report dated 14 August 2012 by the Head of Revenue Services providing a summary of changes being introduced by the Government as part of the Welfare Reform Programme with the introduction of universal credit and anticipated impact on the Council (copy herewith)
- (19) Consultation on Council Tax Charges on Long Term Unoccupied Homes (pages 98-102)
Submit report dated 29 August 2012 by the Head of Revenue Services seeking approval of the Council's response to the consultation on Council Tax Charges on Long Term Unoccupied Homes (copy herewith)
- (20) Christmas Gift Scheme 2012 (pages 103-105)
Submit report dated 7 August 2012 by the Head of E-Government and Service Development providing details of the operation of the Christmas Gift Scheme for 2012 (copy herewith)
- (21) Customer Services Update (pages 106-112)
Submit report dated 23 July 2012 by the Head of E-Government and Service Development providing an update on the creation of the Customer Services Strategy for 2013-2017, the Corporate Customer Care Standards and Associated Performance Measures and the ongoing development of Key Supporting Initiatives (copy herewith)

- (22) National Fraud Initiative (pages 113-115)
Submit report dated 14 August 2012 by the Executive Director of Finance and Customer Services seeking approval to support the Council's participation in the National Fraud Initiative 2012 (copy herewith)
- (23) Town Centre Activities (TCA) Limited – Change of Articles of Association (pages 116-117)
Submit report dated 6 September 2012 by the Head of Regeneration and Infrastructure Services seeking approval to amend the Articles of Association of Town Centre Activities Limited (copy herewith)

CONTRACTS

- (24) Extension of Contract for the Provision of Telecom Networks, Voice Calls and Lines and Infrastructure and Connectivity (pages 118-121)
Submit report dated 8 August 2012 by the Head of E-Government and Service Development seeking approval to extend the contract with Virgin Media Business for the provision of Telecom Networks, Voice Calls and Lines and Infrastructure and Connectivity for a period of one year (copy herewith)
- (25) Procurement of Enterasys Telecommunications Hardware and Software (pages 122-125)
Submit report dated 7 August 2012 by the Head of E-Government and Service Development seeking approval to use a Buying Solutions Framework Agreement as the basis for competitive tendering for Enterasys Telecommunications Hardware and Software requirements (copy herewith)
- (26) Conferences (pages 126-127)
Submit report dated 31 August 2012 by the Head of Central Services advising of invitations received in respect of Member attendance at conferences (copy herewith)