

## **AGENDA**

### **STAFFING**

- (1) Structure Review: Risk and Insurance Section, Finance Department (pages 1-6)  
Submit report dated 26 October 2004 by the Director of Finance advising on the review of the current establishment structure of the Risk and Insurance Section of the Finance Department and seeking approval of the recommendations for improvement in the delivery of the insurance service to the Council (copy herewith)

### **MONITORING**

- (2) Revenue Budget Monitoring Reports 2004/2005
  - (a) Finance Department (pages 7-10)  
Submit report dated 4 October 2004 by the Director of Finance comparing actual income and expenditure for the Finance Department against the estimates for the year to 17 September 2004: showing projected outturn variances, and providing explanations for the major projected outturn variances (copy herewith)
  - (b) Miscellaneous Services (pages 11-13)  
Submit report dated 7 October 2004 by the Director of Finance comparing actual expenditure and income on miscellaneous services against the estimates for the year to 17 September 2004 and projected outturn for the year together with explanations of the most significant variances (copy herewith)
  - (c) Council Summary (pages 14-18)  
Submit report dated 7 October 2004 by the Director of Finance setting out the overall position on the Council's General Fund Account and Housing Revenue Account to the year to 17 September 2004: comparing projected expenditure against the budget, and drawing attention to significant variances where appropriate (copy herewith)
- (3) Composite Capital Programme 2004/2005 - Monitoring Report (pages 19-21)  
Submit report dated 11 October 2004 by the Director Finance summarising the financial performance of the Composite Capital Programme 2004/2005 for the year to 17 September 2004 and showing the projected year end outturn position and resultant variances (copy herewith)
- (4) Finance Department Capital Programme 2004/2005 - Monitoring Report (pages 22-23)  
Submit report dated 11 October 2004 by the Director of Finance summarising the financial performance of the Finance Department Capital Programme for 2004/2005, including information on current expenditure up to and including 17 September 2004, and providing explanations for significant movements (copy herewith)
- (5) Treasury Management Monitoring Report (pages 24-35)  
Submit report dated 13 October 2004 by the Director of Finance giving details of the Council's Loans and Investment Portfolios in terms of the approved Treasury Policy Statement (copy herewith)

- (6) Department of Finance Performance Monitoring Report (pages 36-51)  
Submit report dated 15 October 2004 by the Director of Finance advising of the current performance against a selection of key performance indicators across the Finance Department (copy herewith)
  
- (7) Council Tax - Progress Report (pages 52-53)  
Submit report dated 12 October 2004 by the Director of Finance advising of Council Tax collection performance during the period 1 April 2004 to 30 September 2004 and comparing with the same period last year (copy herewith)
  
- (8) Council Tax Discount for Unoccupied Dwellings (Scotland) Regulations 2004 (pages 54-55)  
Submit report dated 27 October 2004 by the Director of Finance advising on the Scottish Executive draft Statutory Instrument "The Council Tax (Discount for Unoccupied Dwellings) (Scotland) Regulations 2004" (copy herewith)
  
- (9) Internal Audit 2004/2005 - Progress Report (pages 56-58)  
Submit report dated 11 October 2004 by the Audit Manager advising of the progress in the financial year to 30 September 2004 against the Internal Audit Plan for the year 2004/2005 (copy herewith)
  
- (10) Spending Review 2004 (pages 59-61)  
Submit report dated 11 October 2004 by the Director of Finance advising on the position following the announcement of the Scottish Budget and progress made to date in compiling the Council's budget for 2005/06 (copy herewith)
  
- (11) Public/Employers Liability Claims - Position as at 30 September 2004 (pages 62-65)  
Submit report dated 12 October 2004 by the Director of Finance providing details of the status of insurance claims lodged against the authority (copy herewith)

## **OPERATIONAL**

- (12) Tender - Provision of Contract IT Staff - Extension (page 66)  
Submit report dated 23 September 2004 by the Director of Finance seeking authorisation to extend the existing framework agreement that allows the IT Services Division to call on the use of contractors to supplement existing resources during periods of peak demand for a further 12 months until 30 November 2005 (copy herewith)

## **GENERAL**

- (13) Conferences (pages 67-68)  
Submit report dated 3 November 2004 by the Director of Administration on invitations received in respect of attendance at conferences (copy herewith)

## **Exclusion of Public**

**Exclusion of Public**

The Sub-Committee is asked to consider passing the following resolution:

“That under Section 50A(4) of the Local Government (Scotland) Act 1973, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 8 of Part 1 of Schedule 7A of the Act.”

**MONITORING**

- (14) Trading Operations/PPP Summary Position (pages 69-71)  
Submit report dated 6 October 2004 by the Director of Finance summarising the financial position of the Trading Accounts and expected return from the Public Private Partnerships, for the period 1 April 2004 to 17 September 2004 (copy herewith)