

## **AGENDA**

### **FINANCIAL**

- (1) Remit from Housing and Technical Services Committee of 17 March 2005 – Former Tenant Arrears Write-Off to 31 March 2003 (pages 1-2)  
Submit report dated 15 February 2005 by the Director of Housing and Property Services seeking approval to write-off the outstanding balance in respect of Former Tenant Rent Arrears for the financial year 2002/2003, including balances outstanding prior to 1 April 2002 referred to this Sub-Committee for approval (copy herewith)

### **POLICY**

- (2) Local Taxation in Scotland- Consultation (pages 3-4)  
Submit report dated 11 March 2005 by the Director of Finance advising of a Consultation by the Local Government Finance Review Committee (copy herewith)
  
- (3) Internal Audit Annual Plan 2005/2006 (pages 5-14)  
Submit report dated 25 February 2005 by the Audit Manager seeking approval of the Internal Audit Annual Plan for 2005/2006 (copy herewith)
  
- (4) Revised Internal Audit Charter (pages 15-19)  
Submit report dated 3 February 2005 by the Director of Finance seeking approval of a new Internal Audit Charter that sets out the purpose, authority and principle responsibilities of the Council's Internal Audit Section (copy herewith)
  
- (5) Annual Treasury Strategy 2005/2006 (pages 20-25)  
Submit report dated 1 March 2005 by the Director of Finance outlining the proposed strategy to be adopted for 2005/2006 in respect of Treasury Management (copy herewith)

### **MONITORING**

- (6) Revenue Budget Monitoring Reports 2004/2005
  - (a) Finance Department (pages 26-29)  
Submit report dated 18 February 2005 by the Director of Finance comparing actual income and expenditure for the Finance Department against estimates for the year to 4 February 2005 showing projected outturn variances and providing explanations for the major projected outturn variances (copy herewith)
  
  - (b) Miscellaneous Services (pages 30-32)  
Submit report dated 28 February 2005 by the Director of Finance comparing actual expenditure and income on Miscellaneous Services against estimates for the year to 4 February 2005 and projected outturn for the year together with explanations of the most significant variances (copy herewith)

- (c) Council Summary (pages 33-38)  
Submit report dated 1 March 2005 by the Director of Finance setting out the over all position on the Council's General Fund Account and Housing Revenue Account for the year to 4 February 2005 comparing projected outturn expenditure against the budget and provides explanations of significant variances where appropriate (copy herewith)
- (7) Trading Operations/PPP Summary Position (pages 39-42)  
Submit report dated 2 March 2005 by the Director of Finance summarising the financial position of the Trading Accounts and expected return from the Public Private Partnerships for the period from 1 April 2004 to 4 February 2005 (copy herewith)
- (8) Composite Capital Programme 2004/2005 – Monitoring Report (pages 43-48)  
Submit report dated 1 March 2005 by the Director of Finance summarising the financial performance of the Composite Capital Programme 2004/2005 for the year to 4 February 2005 and showing the projected year end outturn position and resultant variances (copy herewith)
- (9) Finance Department Capital Programme 2004/2005 (pages 49-51)  
Submit report dated 1 March 2005 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 4 February 2005 and providing explanations for significant movements (copy herewith)
- (10) Council Tax – Progress Report (pages 52-54)  
Submit report dated 10 March 2005 by the Director of Finance advising of Council Tax collection performance during the period from 1 April 2004 to 31 January 2005 (copy herewith)
- (11) Internal Audit Plan 2004/2005 – Progress Report (pages 55-57)  
Submit report dated 28 February 2005 by the Audit Manager advising of the progress in the financial year to 28 February 2005 against the Internal Audit Plan for the year 2004/2005 (copy herewith)

## **OPERATIONAL**

- (12) Corporate ICT Development and Capital Plans 2005/2006 to 2007/2008 (pages 58-64)  
Submit report dated 25 February 2005 by the Director of Finance detailing the results of a comprehensive review of ICT requirements across all Council Departments, together with proposals on project plans and associated Capital Investments (copy herewith)
- (13) ICT Service Delivery Partnership Tender Exercise – Update (pages 65-67)  
Submit report dated 4 February 2005 by the Director of Finance providing an update on the current tendering exercise to select an ICT Service Delivery Partner to deliver a range of ICT Services to all Council Departments (copy herewith)

- (14) Developing Procurement- "Quick Wins" - Water Coolers/Coffee Machines (pages 68-70)  
Submit report dated 10 March 2005 by the Director of Finance advising of the exercise on the operation of usage of water coolers and coffee machines and their suppliers (copy herewith)
  
- (15) Insurance Renewals 2005/2006 (pages 71-73)  
Submit report dated 2 March 2005 by the Director of Finance outlining proposals for the renewal of the Council's Property and Liability Insurance Policies for 2005/2006 (copy herewith)