

AGENDA

MONITORING

- (1) Revenue Budget Monitoring Reports 2004/2005 – Provisional Outturn
 - (a) Finance Department (pages 1-4)
Submit report dated 3 May 2005 by the Director of Finance comparing provisional expenditure and income for the Finance Department against annual budget and providing explanations of the major outturn variances (copy herewith)
 - (b) Miscellaneous Services (pages 5-7)
Submit report dated 6 May 2005 by the Director of Finance comparing provisional outturn expenditure and income on miscellaneous services against the annual budget and providing explanations of the most significant variances (copy herewith)
 - (c) Council Summary (pages 8-13)
Submit report dated 11 May 2005 by the Director of Finance setting out the provisional outturn position on the Council's General Fund Account and Housing Revenue Account for the financial year 2004/2005; comparing projected outturn expenditure with budget and providing explanations of significant variances where applicable (copy herewith)

- (2) Departmental Race Equality Action Plan – Progress Report (pages 14-18)
Submit report dated 19 April 2005 by the Director of Finance advising on the progress of the implementation of the Finance Department's Race Action Plan (copy herewith)

- (3) Trading Operations/PPP Summary Position - Provisional Outturn (pages 19-23)
Submit report dated 11 May 2005 by the Director of Finance summarising the financial position of the Trading Accounts and the expected return from the Public Private Partnerships for the period from 1 April 2004 to 31 March 2005 (copy herewith)

- (4) Composite Capital Programme 2004/2005 (pages 24-28)
Submit report dated 11 May 2005 by the Director of Finance summarising the financial performance of the Composite Capital Programme for 2004/2005 and showing provisional outturn position for the year to 31 March 2005 (copy herewith)

- (5) Finance Department Capital Programme 2004/2005 – Monitoring Report (pages 29-31)
Submit report dated 11 May 2005 by the Director of Finance summarising the financial performance of the Finance Department capital programme for 2004/2005, including the provisional outturn position for the year to 31 March 2005 and highlighting the significant movements (copy herewith)

- (6) Treasury Management Monitoring Report (pages 32-40)
Submit report dated 9 May 2005 by the Director of Finance giving details on the quarterly activity for the period from 1 January to 31 March 2005 of the Council's loan and investment portfolios in accordance with the Treasury Policy Statement (copy herewith)

- (7) Department of Finance - Performance Monitoring Report – Period 1 January to 31 March 2005 (pages 41-55)
Submit report dated 29 April 2005 by the Director of Finance advising on the current performance against a selection of key performance indicators across the Finance Department for the period from 1 January to 31 March 2005 (copy herewith)
- (8) Finance Department Service Improvement Plan 2003/2006 – Monitoring Report (pages 56-70)
Submit report dated 3 May 2005 by the Director of Finance providing details of progress towards achievement of the actions identified in the Finance Department Service Improvement Plan 2003/2006 (copy herewith)
- (9) Finance Department Performance Report 2004/2005 (page 71)
Submit report dated 11 May 2005 by the Director of Finance setting out some of the major achievements of the Finance Department during 2004/2005 towards determining a high quality service to its customers through continuous improvement and best value (copy herewith)
- A copy of the Performance Report 2004/5 is appended to the rear of these papers for Sub-Committee members only. Otherwise, a copy is available in the Members' Library.**
- (10) Council Tax - Collection Arrangements and Performance Update (pages 72-75)
Submit report dated 4 May 2005 by the Director of Finance advising of the Council Tax Collection Performance for 2004/2005 and reporting on actions taken to aid recovery (copy herewith)
- (11) Public/Employers Liability Claims – Position as at 31 March 2005 (pages 76-79)
Submit report dated 3 May 2005 by the Director of Finance providing details of the status of insurance claims lodged against the Authority (copy herewith)

OPERATIONAL

- (12) Insurance Renewals 2005/2006 – Terrorism Cover (page 80)
Submit report dated 3 May 2005 by the Director of Finance advising of insurance arrangements including terrorism cover for the year 2005/2006 (copy herewith)
- (13) Management Responsibility Review – Revenue Services Division (pages 81-85)
Submit report dated 13 May 2005 by the Director of Finance advising of measures to improve effective working practices and regularise staff resources within the Revenue Services Division (copy herewith)

- (14) Procuring Change
- (a) Exemption from Contract Standing Orders – E-Tendering/E-Auction (pages 86-88)
Submit report dated 4 May 2005 by the Director of Finance advising that in accordance with Contract Standing Order No. 3.4, this report requests an exemption to Contract Standing Orders to allow the Procurement Section to test the effectiveness of e-tendering/e-auctioning software for up to three contracts (copy herewith)
 - (b) Management Posts (pages 89-91)
Submit report dated 4 May 2005 by the Director of Finance advising of the resources available to direct and manage the development of the Council's procurement strategy and implement the e-procurement system within the Council (copy herewith)
- (15) ICT Service Delivery Partnership Tender Exercise – Update Report (pages 92-93)
Submit report dated 29 April 2005 by the Director of Finance advising on the progress to date 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)
- (16) Contract Hire Tender for the Supply, Lease and Maintenance of Car Leases in respect of Council Employees (pages 94-95)
Submit report dated 13 May 2005 by the Director of Finance seeking authority for the award of contract for the Contract Hire Tender for the Supply, Lease and Maintenance of Car Leases in respect of Council Employees (copy herewith)

GENERAL

- (17) Conferences (pages 96-97)
Submit report dated 23 May 2005 by the Director of Administration on invitations received in respect of attendance at conferences (copy herewith)