

AGENDA

FINANCIAL

- (1) General Debtors Bad Debt Write-Offs
 - (a) Remit from Social Work Committee of 27 October 2005 (pages 1-3)
Submit report dated 1 September 2005 by the Director of Social Work advising of a summary of outstanding debtor accounts which are deemed uncollectable following all attempts at recovery (copy herewith)
 - (b) Remit from Community Services Committee of 2 November 2005 (pages 4-5)
Submit report dated 19 September 2005 by the Director of Community Services seeking approval to formally to write-off external debts which were deemed uncollectable, referred to this Sub-Committee for consideration (copy herewith)
 - (c) Remit from Housing and Technical Services Committee of 3 November 2005 (pages 6-9)
Submit report dated 5 October 2005 by the Director of Housing and Property Services seeking approval to formally write-off bad debt items which were deemed uncollectable, referred to this Sub-Committee for consideration (copy herewith)
 - (d) Department of Finance (pages 10-12)
Submit report dated 14 October 2005 by the Director of Finance outlining the summary of outstanding debtor accounts which are deemed uncollectable (copy herewith)
- (2) Remit from Community Services Committee of 2 November 2005 – Stock Adjustments for the Financial Year 2004/2005 (page 13)
Submit report dated 1 September 2005 by the Director of Community Services advising on the transport stock adjustment within the Community Services Department for materials and fuel for the financial year 2004/2005, referred to this Sub-Committee for consideration (copy herewith)

POLICY

- (3) Review of Financial Regulations and Contract Standing Orders (pages 14-58)
Submit report dated 11 October 2005 by the Director of Finance seeking approval for the proposed amendments to the Financial Regulations and Contract Standing Orders (copy herewith)

MONITORING

- (4) Revenue Budget Monitoring Reports 2005/2006
 - (a) Finance Department (pages 59-62)
Submit report dated 5 October 2005 by the Director of Finance comparing actual income and expenditure for the Finance Department against the estimates for the year to 16 September 2005 and showing projected outturn variances and providing explanations for the major projected outturn variances (copy herewith)

- (b) **Miscellaneous Services (pages 63-65)**
Submit report dated 5 October 2005 by the Director of Finance comparing actual expenditure on Miscellaneous Services against the estimates for the year to 16 September 2005 and projected outturn for the year together with explanations of the most significant variances (copy herewith)

- (c) **Council Summary (pages 66-72)**
Submit report dated 7 October 2005 by the Director of Finance setting out the overall position on both the Council's General Fund Account and Housing Revenue Account for the year to 16 September 2005; comparing projected expenditure against the budget, and drawing attention to significant variances where applicable (copy herewith)

- (5) **Trading Operations/PPP Summary Position (pages 73-76)**
Submit report dated 5 October 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 1 April 2005 to 16 September 2005 (copy herewith)

- (6) **Composite Capital Programme 2005/2006 - Monitoring Report (pages 77-79)**
Submit report dated 4 October 2005 by the Director of Finance summarising the financial performance of the Composite Capital Programme 2005/2006 for the year to 16 September 2005 and showing the projected year end outturn position and the resultant variances (copy herewith)

- (7) **Finance Department Capital Programme 2005/2006 - Monitoring Report (pages 80-81)**
Submit report dated 7 October 2005 by the Director of Finance summarising the performance of the Finance Department Capital Programme for 2005/2006 and providing information on current expenditure up to and including 16 September 2005 (copy herewith)

- (8) **Treasury Management Monitoring Report (pages 82-92)**
Submit report dated 6 October 2005 by the Director of Finance giving details of the quarterly activity (1 July 2005 to 30 September 2005) of the Council's loans and investment portfolios in terms of the approved Treasury Policy Statement (copy herewith)

- (9) **Department of Finance Performance Monitoring Report - 1 July 2005 to 30 September 2005 (pages 93-107)**
Submit report dated 14 October 2005 by the Director of Finance advising of current performance against a selection of key performance indicators across the Finance Department (copy herewith)

- (10) **Council Tax Progress Report (pages 108-110)**
Submit report dated 12 October 2005 by the Director of Finance advising of Council Tax collection performance during the period 1 April to 30 September 2005 and comparing it with the same period last year (copy herewith)

- (11) Procuring Change - Progress Report (pages 111-117)
Submit report dated 31 October 2005 by the Director of Finance advising of the progress of the Procurement Strategy Policy (copy herewith)

- (12) Public/Employers Liability Claims - Position as at 30 September 2005 (pages 118-122)
Submit report dated 12 October 2005 by the Director of Finance providing details of the status of insurance claims lodged against the authority (copy herewith)

- (13) Final Measurements (page 123)
Submit report dated 30 August 2005 by the Director of Housing and Property Services advising of final measurement arrangements in connection with previous contracts (copy herewith)

OPERATIONAL

- (14) Christmas Gift Scheme 2005 (pages 124-126)
Submit report dated 4 October 2005 by the Director of Finance outlining proposed arrangements for the Christmas Gift Scheme 2005 (copy herewith)

Staffing

- (15) Tender Report: Provision of Contract IT Staff – Contract (page 127)
Submit report dated 24 October 2005 by the Director of Finance seeking approval to extend the existing framework agreement for a further 12 months until 30 November 2006 (copy herewith)

GENERAL

- (16) Conferences (pages 128-129)
Submit report dated 21 October 2005 by the Director of Administration on invitations received in respect of attendance at conferences (copy herewith)