

Motherwell, 8 November 2005 at 2 pm.

A Meeting of the POLICY AND RESOURCES (FINANCE) SUB-COMMITTEE

PRESENT

Councillor Pentland, Convener; Councillor Burrows, Vice-Convener; Councillors Fagan, Gormill, Holloway, Homer, Jones, Lyle, McAuley, Maginnis, J. Martin, Morgan, Morris and Murray.

CHAIR

Councillor Pentland (Convener) presided.

IN ATTENDANCE

The Chief Committee Services Manger; Director of Finance; Head of Accounting Services; Head of Revenue Services, Audit Manager and Business Systems Manager, IT Services.

APOLOGIES

Councillors Curley, McCabe, Smith and Stocks.

GENERAL DEBTORS BAD DEBT WRITE-OFFS

(1) REMIT FROM SOCIAL WORK COMMITTEE OF 27 OCTOBER 2005

1. With reference to paragraph 20 of the Minute of the meeting of the Social Work Committee held on 27 October 2005, when that Committee, having considered a report dated 27 October 2005 by the Director of Social Work seeking approval to formally write-off debts which were deemed uncollectable, had agreed (1) to note that the Director of Finance under his delegated powers, had written off debts under £250 to the value of £190,752.65; (2) that debts over £250 to the value of £139,023.59 be written off, and (3) that the report be remitted to this Sub-Committee for consideration, the Sub-Committee considered the report.

Decided: that the terms of the report be approved.

(2) REMIT FROM COMMUNITY SERVICES COMMITTEE OF 2 NOVEMBER 2005

2. With reference to paragraph 20 of the Minute of the meeting of the Community Services Committee held on 2 November 2005, when that Committee, having considered a report dated 19 September 2005 by the Director of Community Services seeking approval to formally write-off external debts which were deemed uncollectable, had agreed (1) to note that the Director of Finance under his delegated powers, had written off debts under £250 totalling £23,453.10; (2) that debts over £250 to the value of £5,576.42 be written off, and (3) that the report be remitted to this Sub-Committee for consideration, the Sub-Committee considered the report.

Decided: that the terms of the report be approved.

(3) REMIT FROM HOUSING AND TECHNICAL SERVICES COMMITTEE OF 3 NOVEMBER 2005

3. With reference to paragraph 4 of the Minute of the meeting of the Housing and Technical Services Committee held on 3 November 2005, when that Committee, having considered a report dated 5 October 2005 by the Director of Housing and Property Services seeking approval to formally write-off external debts which were deemed uncollectable, had agreed (1) to note that the Director of Finance under his delegated powers, had written off debts under the value of £250 to the amount of £93,315.32; (2) that debts greater than £250 to the value of £310,730.72 be written off, and (3) that the report be remitted to this Sub-Committee for consideration, the Sub-Committee considered the report.

Decided: that the terms of the report be approved.

(4) DEPARTMENT OF FINANCE

4. There was submitted a report (docketed) dated 14 October 2005 by the Director of Finance (1) proposing the formal write-off of external debts which were deemed uncollectable; (2) indicating that the Director of Finance under his delegated powers had written off debts under £250 amounting to £3,708.99, and (3) seeking approval to write-off debts over £250 to the value of £31,235.96 as detailed in Appendix 1 to the report.

Decided:

- (1) that the write-off of debts under £250 amounting to £3,708.99 by the Director of Finance under his delegated powers be noted;
- (2) that debts over £250 to the value of £31,235.96 as detailed in Appendix 1 to the report be written-off, and
- (3) that the contents of the report be otherwise noted.

REMIT FROM COMMUNITY SERVICES COMMITTEE OF 2 NOVEMBER 2005 - STOCK ADJUSTMENTS FOR THE FINANCIAL YEAR 2004/2005

5. With reference to paragraph 21 of the Minute of the meeting of the Community Services Committee held on 2 November 2005 when that Committee, having considered a report dated 1 September 2005 by the Director of Community Services advising of the proposed transport stock adjustment within the Community Services Department for materials and fuel for the financial year 2004/2005, had agreed (1) that the stock adjustments for material and fuel for the financial year 2004/2005 be approved, and (2) that the report be remitted to this Sub-Committee for consideration, the Sub-Committee considered the report.

Decided: that the terms of the report be approved.

REVIEW OF FINANCIAL REGULATIONS AND CONTRACT STANDING ORDERS

6. There was submitted a report (docketed) dated 11 October 2005 by the Director of Finance seeking approval for the amendments to the Financial Regulations and Contract Standing Orders, as detailed in the Appendices to the report.

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Decided: that the revised Financial Regulations and Contract Standing Orders, as detailed in the Appendices to the report, be approved.

REVENUE BUDGET MONITORING REPORTS 2005/2006

(1) FINANCE DEPARTMENT

7. There was submitted a 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 providing explanations for the major projected outturn variances.

Decided: that the contents of the report be noted.

(2) MISCELLANEOUS SERVICES

8. There was submitted a report dated 5 October 2005 by the Director of Finance comparing actual expenditure and income on Miscellaneous Services against the estimates for the year to 16 September 2005 and the projected outturn for the year together with explanations of the most significant variances.

Decided: that the contents of the report be noted.

(3) COUNCIL SUMMARY

9. There was submitted a report dated 7 October 2005 by the Director of Finance setting out the overall position in both the Council's General Fund Account and the Housing Revenue Account for the first six periods of the financial year to 16 September 2005 (1) consolidating the budget monitoring position of each Department; (2) comparing project out-turn expenditure with budget; (3) providing explanations of significant variances where applicable, and (4) detailing in Appendix 1 to the report a summary of the financial position for the year to 16 September 2005.

Decided: that the contents of the report be noted.

TRADING OPERATIONS/PPP SUMMARY POSITION

10. There was submitted a 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 from 1 April 2005 to 16 September 2005.

Decided: that the contents of the report be noted.

COMPOSITE CAPITAL PROGRAMME 2005/2006 - MONITORING REPORT

11. There was submitted a report dated 4 October 2005 by the Director of Finance (1) summarising the financial performance of the Composite Capital Programme for 2005/2006; (2) providing an update on the movement of the resources and expenditure budgets; (3) summarising the financial performance of the programme and its commitments; (4) outlining the projected year-end outturn position and the resultant variances, and (5) giving information on the current expenditure up to and including 16 September 2005.

Decided:

- (1) that the financial position of the Composite Capital Programme as at 16 September 2005 be noted;
- (2) that the additional issues highlighted within the 2005/2006 Composite Capital Programme as detailed in paragraph 4 of the report, be noted;
- (3) that the current position with regard to the Capital Investment Plans 2006/2007 to 2007/2008 be noted, and
- (4) that the contents of the report be otherwise noted.

FINANCE DEPARTMENT CAPITAL PROGRAMME 2005/2006 - MONITORING REPORT

12. There was submitted a report dated 7 October 2005 by the Director of Finance summarising the financial performance of the Finance Department Capital Programme for 2005/2006, including information on current expenditure up to and including 16 September 2005 and providing explanations of significant movements.

Decided: that the financial position of the Finance Department Capital Programme, as at 1 September 2005 be noted.

TREASURY MANAGEMENT MONITORING REPORT

13. There was submitted a report (docketed) dated 6 October 2005 by the Director of Finance (1) advising on the Council's overall borrowing position as at 30 September 2005, as detailed in Appendix 1 to the report; (2) detailing in Appendix 2 to the report, the long-term borrowing and repayment transactions during 1 July to 30 September 2005; (3) outlining a breakdown of the short-term borrowing and repayment transactions during the same period as shown in Appendix 3 to the report; (4) setting out a breakdown of the short-term investment transactions for the quarter ended 30 September 2005 as shown in Appendix 4 to the report, and (5) intimating the position with regard to the prudential indicators for 2005/2006 as detailed in Appendix 5 to the report.

Decided:

- (1) that the positive steps being taken to reduce overall interest costs in terms of the approved Treasury Policy Statement be noted, and
- (2) that the contents of the report be otherwise noted.

DEPARTMENT OF FINANCE PERFORMANCE MONITORING REPORT

14. There was submitted a report (docketed) dated 14 October 2005 by the Director of Finance advising of current performance against a selection of key performance indicators across the Finance Department for the period from 1 July to 30 September 2005, as detailed in Appendices 1 to 8 of the report.

Decided: that the contents of the report be noted.

COUNCIL TAX PROGRESS REPORT

15. There was submitted a report dated 12 October 2005 by the Director of Finance (1) providing an update on the Council Tax collection performance during the period from 1 April to 30 September 2005 and comparing it with the same period last year, and (2) advising of a continued improvement in the recovery of Council Tax.

Decided: that the terms of the report be noted.

PROCURING CHANGE - PROGRESS REPORT

16. With reference to paragraph 22 of the Minute of the meeting of this Sub-Committee held on 1 June 2004, when it was agreed that the Corporate Procurement Strategy 2004/2006 be approved, there was submitted a report (docketed) dated 31 October 2005 by the Director of Finance (1) advising of the on-going progress of the Procurement Strategy; (2) outlining a revised action plan with target action covering the two years project life, as detailed in Appendix 1 to the report; (3) intimating that the PECOS e-procurement system has been completed and that the identification and delivery of the Corporate Efficiency Saving targets for 2006/2007 have been realised, and (4) advising that the 1st phase implementation of PECOS within the target areas in Community Services and Finance commenced in July and will be operational in December 2005 incorporating all procurement functionality along with an enhanced module providing commitment accounting.

Decided: that the terms of the report be noted.

PUBLIC/EMPLOYERS LIABILITY CLAIMS - POSITION AS AT 30 SEPTEMBER 2005

17. There was submitted a report dated 12 October 2005 by the Director of Finance (1) providing details of the status of insurance claims lodged against the authority during the period from 1 April 1996 to 30 September 2005, and (2) summarising the position of the outstanding claims.

Decided: that the terms of the report be noted.

FINAL MEASUREMENTS

18. There was submitted a report dated 30 August 2005 by the Director of Housing and Property Services (1) detailing final measurements for the following two Finance projects (a) refurbishment of Finance Office at Bank Street, Airdrie, and (b) install fixed disabled bank counters, and (2) advising that the total tender value for both projects was £344,742.94 compared with the final cost of £360,602.62.

Decided: that the final measurements detailed within the report be noted.

CHRISTMAS GIFTS

19. There was submitted a report (docketed) dated 4 October 2005 by the Director of Finance outlining proposed arrangements for the operation of the Christmas Gift Scheme for 2005.

Decided: that the distribution proposals for the Christmas Gift Scheme for 2005, as detailed in Section 2 of the report, be approved.

TENDER REPORT: PROVISION OF CONTRACT IT STAFF – CONTRACT EXTENSION

20. With reference to paragraph 14 of the Minute of the meeting of this Sub-Committee held on 9 November 2004, when it was agreed that the existing Framework Agreement for the provision of Contract Information Technology staff be extended for a further 12 months until 30 November 2005, there was submitted a report dated 24 October 2005 by the Director of Finance proposing, for reasons detailed in the report, that this contract be extended for a further 12 months until 30 November 2006.

Decided: that the Director of Finance be authorised to extend the existing Framework Agreement for the provision of Contract Information Technology staff for a further 12 months until 30 November 2006.

CONFERENCES

21. There was submitted a report (docketed) dated 21 October 2005 by the Director of Administration advising that two invitations had been received in respect of attendance at conferences, and seeking that consideration be given to these invitations.

Decided: that no attendance be authorised.