

Motherwell, 7 November 2006 at 2 pm.

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

PRESENT

Councillor Pentland, Convener; Councillor Burrows, Vice-Convener; Councillors Fagan, Jones, Lyle, J. Martin and Murray.

CHAIR

Councillor Pentland (Convener) presided.

IN ATTENDANCE

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

APOLOGIES

Councillors Curley, Gormill, Holloway, McAuley, McCabe, H. McGuigan, Maginnis, Morgan and Smith.

GENERAL DEBTORS BAD DEBT WRITE-OFFS

(1) REMIT FROM PLANNING AND ENVIRONMENT COMMITTEE OF 18 OCTOBER 2006

1. With reference to paragraph 4 of the Minute of the meeting of the Planning and Environment Committee held on 18 October 2006, when that Committee, having considered a report dated 18 October 2006 by the Director of Planning and Environment seeking approval to formally write-off external debts, had agreed (1) to note that the Director of Finance under his delegated powers, had written off debts under £250 to the value of £1,515.78; (2) that debts over £250 to the value of £11,088.54 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 SOCIAL WORK COMMITTEE OF 26 OCTOBER 2006

2. With reference to paragraph 14 of the Minute of the meeting of the Social Work Committee held on 26 October 2006, when that Committee, having considered a report dated 1 August 2006 by the Director of Social Work seeking approval to formally write-off debts, had agreed (1) to note that the Director of Finance under his delegated powers, had written off debts under £250 to the value of £68,691.34; (2) that debts over £250 to the value of £21,963.11 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 COMMUNITY SERVICES COMMITTEE OF 1 NOVEMBER 2006

3. With reference to paragraph 15 of the Minute of the meeting of the Community Services Committee held on 1 November 2006, when that Committee, having considered a report dated 13 September

2006 by the Director of Community Services seeking approval to formally write-off debts, had agreed (1) to note that the Director of Finance under his delegated powers, had written off debts under £250 to the value of £7,397.79; (2) that debts over £250 to the value of £16,771.85 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) REMIT FROM HOUSING AND TECHNICAL SERVICES COMMITTEE OF 2 NOVEMBER 2006

4. With reference to paragraph 7 of the Minute of the meeting of the Housing and Technical Services Committee held on 2 November 2006, when that Committee, having considered a report dated 26 September 2006 by the Director of Housing and Property Services seeking approval to formally write-off debts, had agreed (1) to note that the Director of Finance under his delegated powers, had written off debts under £250 to the value of £71,132.71; (2) that debts over £250 to the value of £207,358.30 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.

(5) DEPARTMENT OF FINANCE

5. There was submitted a report (docketed) dated 11 October 2006 by the Director of Finance (1) proposing the formal write-off of external debts; (2) indicating that the Director of Finance under his delegated powers had written off debts under £250 amounting to £313.87, and (3) seeking approval to write-off debts over £250 to the value of £570.57 as detailed in Appendix 1 to the report.

Decided:

- (1) that the write-off of debts under £250 amounting to £313.87 by the Director of Finance under his delegated powers be noted;
- (2) that debts over £250 to the value of £570.57 as detailed in Appendix 1 to the report be written off, and
- (3) that the contents of the report be otherwise noted.

(6) GENERAL

6. Whilst welcoming the improvements which had been made in the level of write-off required, the Convener requested that Departments be asked to continue to give this matter a high priority and identify opportunities for further improvement.

REVENUE BUDGET MONITORING REPORTS 2006/2007

(1) FINANCE DEPARTMENT

7. There was submitted a report dated 4 October 2006 by the Director of Finance comparing actual income and expenditure for the Finance Department against estimates for the year to 15 September 2006 and providing explanations for major projected outturn variances.

Decided: that the contents of the report be noted.

(2) MISCELLANEOUS SERVICES

8. There was submitted a report dated 2 October 2006 by the Director of Finance comparing actual expenditure and income on Miscellaneous Services against the estimates for the year to 15 September 2006 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 5 October 2006 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 15 September 2006 (1) consolidating the budget monitoring position of each Department; (2) comparing projected outturn expenditure with budget, and (3) providing explanations of significant variances where applicable.

Decided: that the contents of the report be noted.

TRADING OPERATIONS/PPP SUMMARY POSITION

10. There was submitted a report dated 4 October 2006 by the Director of Finance summarising the financial position of the Trading Accounts and the expected return from Public Private Partnerships for the period from 1 April to 15 September 2006.

Decided: that the contents of the report be noted.

COMPOSITE CAPITAL PROGRAMME 2006/2007 – MONITORING REPORT

11. There was submitted a report dated 4 October 2006 by the Director of Finance (1) providing an update on the movement in resources and expenditure budgets since the approval of the Composite Capital Programme 2006/2007; (2) summarising the financial performance of the programme to date; (3) outlining the projected year end outturn position and the resultant variances; (4) giving information on the current expenditure up to and including 15 September 2006; (5) identifying in Section 3.3 of the report a number of capital projects which have reached successful completion, and (6) highlighting in Section 4 of the report areas of slippage and potential risk.

Decided:

- (1) that the financial position of the Composite Capital Programme as at 15 September 2006 be noted;
- (2) that the successful conclusion of the projects as detailed in Section 3.3 of the report, be noted;
- (3) that the current issues highlighted in Section 4 of the report be noted, and
- (4) that the contents of the report be otherwise noted.

FINANCE DEPARTMENT CAPITAL PROGRAMME 2006/2007 – MONITORING REPORT

12. There was submitted a report dated 6 October 2006 by the Director of Finance giving an update on the current Capital Programme for the Finance Department and providing a summary of the financial performance of the Department as at 15 September 2006.

Decided: that the financial position of the Finance Department Capital Programme, as at 15 September 2006 be noted.

DEPARTMENT OF FINANCE PERFORMANCE MONITORING REPORT – 1 JULY TO 30 SEPTEMBER 2006

13. There was submitted a report (docketed) dated 9 October 2006 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 2006, as detailed in Appendices 1 to 7 of the report.

Decided: that the contents of the report be noted.

COUNCIL TAX PROGRESS REPORT

14. There was submitted a report dated 26 October 2006 by the Director of Finance (1) providing an update on the Council Tax collection performance during the period from 1 April to 30 September 2006 and comparing it with the same period last year, and (2) advising that the performance achieved last year has been maintained.

Decided: that the terms of the report be noted.

FINAL MEASUREMENTS

15. There was submitted a report dated 10 August 2006 by the Director of Housing and Property Services (1) detailing final measurements for the following two finance projects (a) Alterations to Disabled Bank Counters (Phase 2) in Shotts, Wishaw, Coatbridge and Bellshill, and (b) Installation of Fixed Disabled Bank Counters, and (2) advising that the total tender value for both projects was £67,812.52 compared with the final cost of £63,962.52.

Decided: that the final measurements be noted.

CHRISTMAS GIFT SCHEME

16. There was submitted a report (docketed) dated 10 October 2006 by the Director of Finance (1) outlining the proposed arrangements for the operation of the Christmas Gift Scheme for 2006, as detailed in Section 2 of the report, and (2) advising that, in addition, arrangements have been made with the Lanarkshire Community Energy Partnership (LCEP) to issue "Energy Advice" packs and organise prize draws for a number of fridge/freezers and kettles.

Decided: that the distribution proposals for the Christmas Gift Scheme for 2006, as detailed in Section 2 of the report, and the arrangements with Lanarkshire Community Energy Partnership, be approved.

CONFERENCES

17. There was submitted a report (docketed) dated 17 October 2006 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.