

Minute of Meeting Finance & Resources Policy Board

Date	Time	Venue
Wednesday, 13 May 2015	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

PRESENT

Councillors Bibby, Audrey Doig, Gilmour, Grady, Harte, Henry, Holmes, Mack, Murrin, Noon and Williams.

CHAIR

Councillor Holmes.

IN ATTENDANCE

A Russell, Director of Finance & Resources; M Carberry, Head of Reform & Change Management, K Graham, Head of Corporate Governance, D Marshall, Head of HR & Organisational Development, A MacArthur, Acting Head of Corporate Finance, K Locke, Risk Manager and C MacDonald, Senior Committee Services Officer (all Finance & Resources); and R Hollywood, Corporate Policy & Performance Manager, Chief Executive's Service.

APOLOGIES

Councillors McGurk and Nicolson.

DECLARATIONS OF INTEREST

There were no declarations of interest intimated prior to the commencement of the meeting.

1(a) **MINUTE - PROCUREMENT SUB-COMMITTEE MEETINGS (I) 11 MARCH, 2015 AND (II) 1 APRIL, 2015**

There were submitted the Minutes of the meetings of the Procurement Sub Committee held on 11 March and 1 April, 2015, which form Appendices I and II hereto.

DECIDED: That the Minutes be approved.

1(b) **MINUTE - JCB NON-TEACHING**

There was submitted the Minute of the meeting of the Joint Consultative Board: Non Teaching held on 19 March, 2015, which forms Appendix III hereto.

DECIDED: That the Minute be approved.

2(a) **REVENUE BUDGET MONITORING TO 27 FEBRUARY, 2015**

There was submitted a joint revenue budget monitoring report by the Chief Executive and the Director of Finance & Resources in respect of Chief Executive's and Finance & Resources services for the period to 27 February, 2015.

DECIDED:

(i) That the report be noted; and

(ii) That it be noted that since the last report there had been net budget realignments of £7770,864 mainly related to additional funding releases from the Scottish Government in relation to Children and Young People Act and the realignment of procurement savings.

2(b) **REVENUE BUDGET MONITORING - COUNCIL OVERVIEW TO 27 FEBRUARY, 2015**

There was submitted a revenue budget monitoring report by the Director of Finance & Resources relative to an overview of all services for the period to 27 February, 2015.

DECIDED: That the report be noted.

3(a) **CAPITAL BUDGET MONITORING REPORT**

There was submitted a capital budget monitoring report by the Director of Finance & Resources in respect of Chief Executive's and Finance & Resources services for the period to 27 February, 2015.

DECIDED: That the report be noted.

3(b) **CAPITAL BUDGET MONITORING OVERVIEW**

There was submitted a capital budget monitoring report by the Director of Finance & Resources relative to an overview of the performance of the Housing and Non-Housing Capital Programmes for the period to 27 February, 2015.

DECIDED: That the report be noted.

4 **REVENUES COLLECTION STATEMENT**

There was submitted a report by the Director of Finance & Resources relative to the collection performance for Council Tax and Non-Domestic Rates, as at 28 March, 2015, together with details of the total sums collected for the previous year for Council Tax and Non-Domestic Rates.

DECIDED: That the report be noted.

5 **BENEFITS ADMINISTRATION - WELFARE REFORM AND PERFORMANCE STATEMENT**

There was submitted a report by the Director of Finance & Resources relative to performance in relation to processing housing benefit and the Scottish Welfare Fund, as at the end of March 2015. The report also provided an update on the funding and expenditure position in relation to discretionary housing payments (DHP) and contained an updated Discretionary Housing Payment Policy at Appendix 2.

DECIDED:

(a) That the report be noted; and

(b) That the updated 2015/16 Discretionary Housing Payment Policy as detailed in Appendix 2 to the report be approved.

6(a) **SERVICE IMPROVEMENT PLAN OUTTURN REPORT TO 31 MARCH, 2015 - FINANCE & RESOURCES**

There was submitted a report by the Director of Finance & Resources relative to progress made to deliver the Service Improvement Plan (SIP) over the period 1 April, 2014 to 31 March, 2015.

The report summarised the main achievements of Finance & Resources over the year to 31 March, 2014 and included, at Appendix 1 to the report, an action plan that monitored progress to date and identified areas where significant advances had been made and actions that had been reviewed or delayed. A range of performance indicators measuring annual progress to deliver key tasks were set out in a scorecard that formed Appendix 2 to the report.

DECIDED: That performance indicators and progress made to deliver the Service Improvement Plan 2014/17 for Finance & Resources over the period 1 April, 2014 to 31 March, 2015, be noted.

6(b) SERVICE IMPROVEMENT PLAN OUTTURN REPORT TO 31 MARCH, 2015 - CHIEF EXECUTIVE'S SERVICE

There was submitted a report by the Chief Executive relative to progress made to deliver the service improvement plan (SIP) over the period 1 April, 2014 to 31 March, 2015.

The report summarised the main achievements of the Chief Executive's Service over the year to 31 March, 2015 and included, at Appendix 1 to the report, an action plan that monitored progress to date and identified areas where significant advances had been made and actions that had been reviewed or delayed. A range of performance indicators measuring annual progress to deliver key tasks were set out in a scorecard that formed Appendix 2 to the report.

DECIDED: That the progress made with implementation of the 2014/17 SIP action and performance indicators be noted.

7(a) SERVICE IMPROVEMENT PLAN - FINANCE & RESOURCES

There was submitted a report by the Director of Finance & Resources relative to the Service Improvement Plan 2015/16 - 2017/18 for Finance & Resources.

The report intimated that the Service Improvement Plan outlined the strategic priorities, and included an action plan and a scorecard of performance indicators. A copy of the Service Improvement Plan was attached as an appendix to the report. Progress on the implementation of Service Improvement Plans was monitored and reported on a six-monthly basis to allow the Board to review progress. The report outlined what the department aimed to achieve over the next three years which would contribute to Community Plan/Council Plan themes and these were summarised within the report.

DECIDED:

(i) That the 2015/18 Service Improvement Plan for Finance & Resources be approved; and

(ii) That it be agreed that a progress update report on the 2015/18 Service Improvement Plan be submitted to the meeting of this Board to be held in November, 2015.

7(b) SERVICE IMPROVEMENT PLAN - CHIEF EXECUTIVE'S SERVICES

There was submitted a report by the Chief Executive relative to the Service Improvement Plan 2015/16 - 2017/18 for the Chief Executive's Service.

The report intimated that the Service Improvement Plan outlined the strategic priorities, an action plan and a scorecard of performance indicators. A copy of the Service

Improvement Plan was attached as an appendix to the report. Progress on the implementation of Service Improvement Plans was monitored and reported on a six-monthly basis to allow the Board to review progress. The report outlined what the service aimed to achieve over the next three years which would contribute to Community Plan/Council Plan themes and these were summarised within the report.

DECIDED:

- (i) That the 2015/18 Service Improvement Plan for the Chief Executive's Service, appended to the report, be approved; and
- (ii) That it be agreed that a progress report on the 2015/18 Service Improvement Plan be submitted to the meeting of this Board to be held in November 2015.

8 CORPORATE RISK REGISTER - APRIL, 2015

There was submitted a report by the Director of Finance & Resources relative to the April 2015 corporate risk register.

The report indicated that in keeping with 'Risk Matters' the Council's combined risk management policy and strategy, the corporate risk register was refreshed on an annual basis, led by the Corporate Risk Management Group on behalf of and in consultation with the Corporate Management Team, and was submitted for approval to the Finance & Resources Policy Board. A copy of the April 2015 corporate risk register was appended to the report.

DECIDED: That the corporate risk register April 2015 be approved.

9 CHIEF EXECUTIVE'S SERVICE RISK MANAGEMENT PLAN 2015/16

There was submitted a report by the Chief Executive relative to the risk management plan 2015/16 for the Chief Executive's Service.

The report indicated that the Council's risk management strategy, "Risk Matters" was updated on an annual basis and reported to the Finance and Resources Policy Board. The plan identified four key risks faced by the service together with management actions to prevent and/or mitigate those risks. A copy of the 2015/16 risk management plan for the Chief Executive's service formed the appendix to the report.

DECIDED:

- (a) That it be agreed that the relevant risks were identified;
- (b) That it be agreed that the significance of each risk was appropriate to the current nature of the risk;
- (c) That it be agreed that the total profile of risk could be borne by the service at this time in relation to the Council's 'capacity' for risk; and
- (d) That it be noted that three of the risks were monitored through the Corporate Risk Register and one risk (Data and Performance Management) would be monitored through the Service Improvement Plan.

10(a) **HEALTH & SAFETY ACHIEVEMENTS AND FUTURE PLANS FOR RENFREWSHIRE COUNCIL - FINANCE & RESOURCES**

There was submitted a report by the Director of Finance & Resources relative to the health and safety arrangements and performance of Renfrewshire Council in effectively managing health, safety and wellbeing.

The report set out the arrangements for the management of health and safety within the Council, demonstrated commitment to continuous improvement in health and safety performance, and summarised the achievements to March 2015.

DECIDED: That the report on the health and safety arrangements and performance in the Council be noted.

10(b) **HEALTH & SAFETY - ANNUAL REPORT 2014/15 AND ACTION PLAN 2015/16 - CHIEF EXECUTIVE'S SERVICE**

There was submitted a report by the Chief Executive relative to the annual health and safety report for Chief Executive's Service, reviewing health and safety performance during 2014/15 and seeking approval to implement the action plan for 2015/16 as appended to the report.

The report set out the arrangements for the management of health and safety within the service and demonstrated commitment to continuous improvement in health and safety performance. It summarised the achievements to March 2015 and the action plan detailed the tasks that the service aimed to achieve by March 2016.

DECIDED: That the Chief Executive's Service annual health and safety report for 2014/15 and the action plan for 2015/16 be approved.

11 **VOLUNTARY REDUNDANCY/EARLY RETIREMENT SCHEMES**

There was submitted a report by the Director of Finance & Resources relative to the number of employees who had left the service during the period 1 April, 2014 to 31 March, 2015 through voluntary redundancy, early retirement or efficiency of the service.

The report stated that in each case an assessment of the costs and attributed savings had been undertaken and the average period for savings to be accrued was under 25 months.

DECIDED: That the report be noted.

12 **FREEDOM OF INFORMATION AND ENVIRONMENTAL INFORMATION POLICY**

There was submitted a report by the Director of Finance & Resources relative to a revision to the Freedom of Information ("FOI") Policy which was first introduced in August 2004.

The revised Freedom of Information and Environmental Information Policy, which was appended to the report, had been updated to include more detail on the application of the Environmental Information (Scotland) Regulations 2004 (“EIRs”) and clearly reflected the current arrangements for information governance, including FOI compliance within the Council.

DECIDED: That the revised Freedom of Information and Environmental Information Policy, a copy of which formed the appendix to the report, be approved and be reviewed on a two-yearly basis by the Freedom of Information Working Group (chaired by the Records Manager).

13 **ASSOCIATION FOR PUBLIC SERVICE EXCELLENCE (APSE) MEMBERSHIP**

There was submitted a report by the Director of Finance & Resources relative to the continuation, during 2015/16, of the Council’s membership of the Association for Public Service Excellence (APSE).

DECIDED: That the Council continue its membership of the Association for Public Service Excellence (APSE) during 2015/16 at a cost of £3,250, exclusive of VAT.

14 **CIVIC HOSPITALITY**

There was submitted a report by the Director of Finance & Resources relative to requests received for civic hospitality as undernoted:

(a) Quarrier’s Volunteer Awards Event – for civic hospitality in the form of a drinks reception for 150 people at Paisley Town Hall on 9 June, 2015 at a cost of £500 to mark the Volunteer Awards Event. Following consultation with the Provost it was agreed that it be delegated to the Director of Finance & Resources to make the necessary arrangements for appropriate civic hospitality to be provided.

(b) The Boys’ Brigade – for civic hospitality in the form of a buffet and soft drinks reception at a cost of approximately £800 to mark the presentation of the Queen’s Badge Certificates and Duke of Edinburgh Gold Award Certificates in September, 2015. Following consultation with the Provost it was agreed that it be delegated to the Director of Finance & Resources to make the necessary arrangements for appropriate civic hospitality to be provided.

(c) Study Visit by Staff from Gladsaxe – for civic hospitality in the form of a dinner on 15 April, 2015 at the Watermill Hotel at a cost of £250 to mark the visit by a delegation of five staff from the Municipality of Gladsaxe. Following consultation with the Provost, it had been agreed that the Council provide the requested civic hospitality. The Board was asked to homologate the action taken.

(d) NASA Mission Discovery – for civic hospitality at a cost of approximately £1,000 to mark the Mission Discovery Basic Training Programme from 29 June to 3 July, 2015. Following consultation with the Provost, it was proposed that Finance & Resources liaise with Children’s Services to provide civic hospitality.

(e) Classrooms for Malawi – for civic hospitality by hosting a table for 10 at the Charity Ball in Mar Hall on 12 June, 2015 which was being held to raise funds for 29 members of staff from across Renfrewshire Council travelling to Malawi in September. Following

consultation with the Provost it was proposed that the Council be represented at the Ball by up to five elected members and partners and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

(f) Trail of the Caribou Research Group – for civic hospitality in the form of tea/coffee at a cost of approximately £100 to mark the visit by a Research Group visiting the graves of the Newfoundland Regiment Soldiers that were buried in the Paisley area. Following consultation with the Provost, it had been agreed that the Council provide the requested civic hospitality. The Board was asked to homologate the action taken.

(g) RAMH 25th Anniversary – for civic hospitality in the form of a drinks reception and finger buffet for approximately 50 people at a cost of approximately £800 to mark the 25th Anniversary of RAMH and to present the Volunteer Friendly awards to their Lifeskills project. Following consultation with the Provost, it had been agreed that the Council provide the requested civic hospitality. The Board was asked to homologate the action taken.

DECIDED:

(i) That the action taken in respect of the applications submitted by: Study Visit by Staff from Gladsaxe; Trail of the Caribou Research Group; and RAMH 25th Anniversary, be homologated;

(ii) That it be agreed to provide civic hospitality in respect of the application submitted by NASA Mission Discovery and that it be delegated to the Director of Finance & Resources to liaise with Children's Services, in consultation with the Provost, to make the necessary arrangements; and

(iii) That it be agreed to provide civic hospitality in respect of the applications submitted by: Quarrier's Volunteer Award Event; The Boys' Brigade; and Classrooms for Malawi, and that it be delegated to the Director of Finance & Resources, in consultation with the Provost, to make the necessary arrangements.