

## Minute of Meeting Finance & Resources Policy Board

Date	Time	Venue
Wednesday, 11 March 2015	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

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

### CHAIR

Councillor Holmes, Convener, presided

### 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, E Coventry, Democratic Services Officer and C MacDonald, Senior Committee Services Officer (all Finance & Resources).

### APOLOGIES

Councillors McGurk and Noon.

### DECLARATIONS OF INTEREST

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

1(a) **PROCUREMENT SUB-COMMITTEE MEETINGS (I) 21 JANUARY AND (II) 18 FEBRUARY, 2015**

There were submitted the Minutes of the meetings of the Procurement Sub Committee held on 21st January and 18th February, 2015, which form Appendices I and II hereto.

**DECIDED:** That the Minutes be approved.

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

There was submitted the Minute of the meeting of the Joint Consultative Board: Non Teaching held on 10th February, 2015, which forms Appendix III hereto.

**DECIDED:** That the Minute be approved.

2(a) **REVENUE BUDGET MONITORING TO 2 JANUARY, 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 2nd January, 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 £12,653 mainly related to a drawdown from Invest in Renfrewshire funds in relation to Employability offset by the realignment of Non Domestic Rates budgets and procurement savings.

2(b) **REVENUE BUDGET MONITORING - OVERVIEW**

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 2nd January, 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 relative to an overview of the performance of the Housing and Non-Housing Capital Programmes for the period to 2nd January, 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 2nd January, 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 28th January, 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 January 2015. The report also provided an update on the funding and expenditure position in relation to discretionary housing payments (DHP).

**DECIDED:** That the report be noted.

### 6 **NON DOMESTIC RATES - ACCOUNTS FOR WRITE-OFF**

There was submitted a report by the Director of Finance & Resources, in accordance with the Council's Financial Regulations, relative to the proposed write-off of Non-Domestic Rates accounts of over £10,000.

The Council's procedures for the recovery of the debts had been pursued without success although the Council would continue to monitor the accounts with a view to possible future recovery should circumstances change. An analysis of the debt proposed for write-off was contained in the report. The value of the debt proposed to be written off was £177,729.44.

**DECIDED:** That the write-off of £177,729.44, as detailed in the report, be approved.

### 7 **CIVIC HOSPITALITY**

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

(a) Accord Hospice Annual Dinner – for civic hospitality by hosting a table of 10 at the Grand Central Hotel on 27th February 2015 at a cost of £650. Following consultation with the Provost, it had been agreed that the Council be represented at the dinner by up to five elected members and partners and the Director of Finance & Resources in consultation with the Provost made the necessary arrangements. The Board was asked to homologate the action taken.

(b) Kilbarchan General Society – for civic hospitality, in the form of a drinks reception at an estimated cost of £600 to mark the 250th Anniversary of Kilbarchan General Society. Following consultation with the Provost it was proposed that the Council provide appropriate civic hospitality.

**DECIDED:**

(i) That the action taken in respect of the request for civic hospitality for the Accord Hospice Annual Dinner be homologated; and

(ii) That it be agreed to provide appropriate civic hospitality for the Kilbarchan General Society and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.