

## Minute of Meeting Finance & Resources Policy Board

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

### PRESENT

Councillors Bibby, Audrey Doig, Gilmour, Harte, Henry, Holmes, K MacLaren, M MacLaren, Murrin, Noon and Williams

### CHAIR

Councillor Holmes, Convener, presided.

### IN ATTENDANCE

A Russell, Director of Finance & Resources; and K Graham, Head of Corporate Governance, A MacArthur, Head of Finance, R McGrath, Head of Business Services, K Locke, Risk Manager, E Shields, Business Services Manager, J Bartoletti, Records Manager and A McNaughton, Senior Committee Services Officer (all Finance & Resources); and N McKeand, Senior Policy Officer, Chief Executive's Service.

### APOLOGIES

Councillors Grady, Lawson and Mack.

### DECLARATIONS OF INTEREST

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

**1 PROCUREMENT SUB COMMITTEE**

There were submitted the Minutes of the meetings of the Procurement Sub Committee held on 26 August and 16 September 2015 and the Special Procurement Sub Committee held on 19 October 2015 which form Appendices I, II and III hereto.

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

**2 JOINT CONSULTATIVE BOARD (NON-TEACHING)**

There was submitted the Minute of the meeting of the Joint Consultative Board: Non Teaching held on 3 September 2015, which forms Appendix IV hereto.

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

**3 REVENUE BUDGET MONITORING REPORT TO 18 SEPTEMBER 2015**

There was submitted a joint revenue budget monitoring report by the Chief Executive and the Director of Finance & Resources in respect of the Chief Executive's service, Finance & Resources and miscellaneous expenditure for the period to 18 September 2015.

**DECIDED:**

(a) That the report be noted; and

(b) That it be noted that since the last report there had been net budget realignments of £195,873 mainly related to the transfer of Schools Tackling Poverty budgets to Children's Services, the transfer of Citizens Advice Bureau funding from Social Work and Development and Housing Services and the reallocation of previously agreed savings.

**4 REVENUE BUDGET MONITORING REPORT - OVERVIEW TO 18 SEPTEMBER 2015**

There was submitted a revenue budget monitoring report by the Director of Finance & Resources relative to an overview of expenditure on general fund services and the Housing Revenue Account for the period to 18 September 2015.

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

**5 CAPITAL BUDGET MONITORING REPORT TO 18 SEPTEMBER 2015**

There was submitted a capital budget monitoring report by the Director of Finance & Resources in respect of capital expenditure relative to corporate projects (non-property) for the period to 18 September 2015.

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

## **6 CAPITAL BUDGET MONITORING REPORT - OVERVIEW**

There was submitted a capital budget monitoring report by the Director of Finance & Resources relative to an overview of expenditure on the Housing and Non-Housing Capital Programmes for the period to 18 September 2015.

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

## **7 REVENUES COLLECTION STATEMENT**

There was submitted a report by the Director of Finance & Resources relative to the collection of Council Tax and Non-Domestic Rates as at 26 September 2015 and detailing the total amount collected for the last year.

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

## **8 BENEFITS ADMINISTRATION - WELFARE REFORM AND PERFORMANCE STATEMENT**

There was submitted a progress report by the Director of Finance & Resources relative to the delivery of housing benefit and the Scottish Welfare Fund up to the end of September 2015. The appendix to the report detailed performance of the service against a range of key indicators.

The report detailed the income and expenditure to date in relation to Discretionary Housing Payments and the Scottish Welfare Fund, including the additional funds of £180,000 and £100,000 respectively that had been allocated by the Board at its last meeting.

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

## **9 TREASURY MANAGEMENT MID-YEAR REVIEW 2015/16**

There was submitted a report by the Director of Finance & Resources relative to treasury management activity during the first six months of 2015/16.

The report provided an economic update together with reviews of the Treasury Management Strategy Statement 2015/16 incorporating the annual investment strategy; the investment portfolio for 2015/16; the borrowing strategy for 2015/16; and compliance with treasury management indicators for 2015/16. Appendices to the report outlined the borrowing and investment position and Treasury Management performance indicators as at 9 October 2015.

**DECIDED:** That Treasury Management activity, from 1 April to 9 October 2015, be noted.

## **10 SERVICE IMPROVEMENT PLAN MONITORING REPORT 2015/18**

There was submitted a report by the Director of Finance & Resources relative to the Service Improvement Plan for Finance & Resources that detailed performance over the period 1 April to 30 September 2015, outlined the key achievements of the Service, updated progress to implement the action plan, and provided an assessment of performance against key indicators.

The monitoring report was a key part of the public performance reporting framework, ensuring that progress on core performance indicators was reported to the relevant policy board and afforded the Board the opportunity to note progress attained.

### **DECIDED:**

- (i) That the progress made in terms of service performance be noted;
- (ii) That the progress made in terms of the actions and performance detailed within the action plan be noted; and
- (iii) That it be agreed that progress on Service Improvement Plan implementation be reviewed in Summer 2016.

## **11 CHIEF EXECUTIVE'S SERVICE IMPROVEMENT PLAN 2015/18: 6-MONTHLY MONITORING REPORT**

There was submitted a report by the Chief Executive relative to the Service Improvement Plan 2015/18 for the Chief Executive's Service that detailed performance, outlined the key achievements of the service, updated progress made to implement the action plan and provided an assessment of performance against key indicators.

The monitoring report was a key part of the public performance reporting framework, ensuring that progress on core performance indicators was reported to the relevant policy board and afforded the Board the opportunity to note progress attained.

### **DECIDED:**

- (i) That the progress made in terms of service performance be noted; and
- (ii) That it be agreed that progress on Service Improvement Plan implementation be reviewed in Spring 2016.

## **12 CORPORATE RISK REGISTER 2015 - MID-YEAR PROGRESS REPORT**

There was submitted a report by the Director of Finance & Resources relative to progress as at mid-year to manage the risks recorded in the Corporate Risk Register 2015, a copy of which was appended to the report.

The report identified risks, outlined planned actions to manage those risks and detailed progress to deliver the planned actions. The report also indicated that the mid-year review had determined that there had been good progress made to control and manage risks and that no new corporate risks had emerged that had not been anticipated as part of the process to develop the Register.

**DECIDED:** That the progress made to manage the identified risks be noted.

### **13 CHIEF EXECUTIVE'S SERVICE RISK MANAGEMENT PLAN 2015/16 - MID-YEAR PROGRESS REPORT**

There was submitted a report by the Chief Executive relative to the Risk Management Plan 2015/16 mid-year progress report for the Chief Executive's Service, a copy of which was appended to the report.

The report specified the risks identified, outlined planned actions to manage these risks and detailed progress in terms of the Plan.

**DECIDED:** That the progress made by the Service to control and manage identified risks be noted.

### **14 RECORDS MANAGEMENT POLICY**

There was submitted a report by the Director of Finance & Resources relative to the review of the Records Management Policy, first approved by the General Management & Finance Policy Board on 28 April 2010, and subsequently updated by the Finance & Resources Policy Board on 12 March 2014.

The report intimated that the revisions now proposed, and set out in the Policy document attached to the report, were minor and reflected the Council's current information governance arrangements.

**DECIDED:**

(a) That the revised Records Management Policy as set out in the appendix to the report, be approved; and

(b) That the Records Management Policy be reviewed on a 3-yearly basis.

### **15 REVISION OF GRANT CONDITIONS FOR VOLUNTARY ORGANISATIONS**

There was submitted a report by the Director of Finance & Resources relative to the review of grant conditions for voluntary organisations. Appendix 1 to the report summarised the proposed main changes to grant conditions and Appendix 2 to the report detailed the conditions to apply for grants of (i) up to £1,000; (ii) over £1,000 and up to £10,000; and, (iii) £10,000 and over.

The report explained that the review of grant conditions was necessary to ensure that the administration process was proportionate to the level of grant and any risk to the Council was managed effectively.

**DECIDED:**

- (a) That the outcome of the review of the Council's grants procedures detailed in the report be noted; and
- (b) That the revised conditions of grant as set out in Appendix 2 to the report be approved.

**16 APPLICATION TO PAISLEY BURGH CITIZENS FUND**

There was submitted a report by the Director of Finance & Resources relative to an application for funding from the Paisley Burgh Citizens Fund.

The report advised that the Paisley South Local Area Committee had recommended that Paisley Sea Cadets, based at Brediland Community Centre, be awarded £3,846.38 from the Paisley Burgh Citizens Fund. The funding would be used to ensure the future of Paisley Sea Cadets as a local group and maintain the community centre for use by the cadets and their three lodger groups and the general public for private or community driven events. The funding would also be used to purchase a howler alarm system to improve safety of the hall.

**DECIDED:** That an award of £3,846.38 from Paisley Burgh Citizens Fund to Paisley Sea Cadets to ensure the future of the group and improve safety at Brediland Community Centre be approved.

**17 CIVIC HOSPITALITY**

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

(a) Johnstone Pipe Band - for civic hospitality in the form of: (i) £1,000 towards the annual fundraising Ceilidh held on 24 October 2015 to honour their recent achievement at the World Pipe Band Championships; and (ii) attendance at the Ceilidh by elected members of Johnstone wards and their partners;

(b) Kilbarchan Community Council - for civic hospitality in the form of a civic reception in the Steeple Hall, Kilbarchan, for invited guests, at a cost of £1,200 to mark the unveiling of the Mary Barbour Memorial Cairn.

(c) Gleniffer High School - for civic hospitality in the form of civic reception for a group of exchange students from the Hans Boeckler Schule in Furth and their Scottish pupil partners at a cost of £200 on Thursday, 22 October at Paisley Abbey.

(d) Paisley Indoor Bowling Club: Ladies Section - for civic hospitality in the form of dinner with wine for 40 people at a cost of £800 to mark the annual game with Renfrewshire Blind Bowlers on 11 December 2015.

(e) Archdiocese of Glasgow - for civic hospitality in the form of hosting a table for 10 at a cost of £800 at the annual charity ball.

**DECIDED:**

- (a) That the provision of civic hospitality for the Ladies Section of Paisley Indoor Bowling Club and the Archdiocese of Glasgow annual charity ball be approved;
- (b) That the action of the Director of Finance & Resources, in consultation with the Provost, to provide civic hospitality for Johnstone Pipe Band, Kilbarchan Community Council and Gleniffer High School be homologated; and
- (c) That it be delegated to the Director of Finance & Resources, in consultation with the Provost, to make any necessary arrangements.