

Minute of Meeting Finance & Resources Policy Board

Date	Time	Venue
Wednesday, 24 August 2016	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

PRESENT

Councillors Bibby, B Brown, Audrey Doig, Gilmour, Harte, Henry, Holmes, Lawson, Mack, K MacLaren, M MacLaren, Murrin, Noon and Williams.

CHAIR

Councillor Holmes, Convener, presided.

IN ATTENDANCE

A Russell, Director of Finance & Resources; L McIntyre, Strategic Planning & Policy Development Manager (Chief Executive's); and K Graham, Head of Corporate Governance, J Lynch, Head of Property, A MacArthur, Head of Finance, R McGrath, Head of Customer & Business Services, H Syme, Solicitor (Information Governance) and A McNaughton, Senior Committee Services Officer (all Finance & Resources).

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 18 May and 8 June 2016 which form Appendices I and II hereto.

DECIDED: That the Minutes be approved.

2 INVESTMENT REVIEW BOARD

There was submitted the Minute of the meeting of the Investment Review Board held on 1 June 2016 which forms Appendix III hereto.

DECIDED: That the Minute be approved.

3 JOINT CONSULTATIVE COMMITTEE (NON-TEACHING)

There was submitted the Minute of the meeting of the Joint Consultative Board (Non-Teaching) held on 8 June 2016 which forms Appendix IV hereto.

DECIDED: That the Minute be approved.

4 REVENUE BUDGET MONITORING REPORT

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, Finance & Resources and miscellaneous expenditure for the period to 24 June 2016.

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 £434,022 mainly related to the transfer-in of Events, Tourism & Marketing, Early Years Communication and the reallocation of Business Support. The increases were partially offset by a transfer to Children's Services to supplement and realign budgets.

5 REVENUE BUDGET MONITORING OVERVIEW

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 24 June 2016.

DECIDED: That the report be noted.

6 CAPITAL BUDGET MONITORING REPORT

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 24 June 2016.

DECIDED: That the report be noted.

7 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 24 June 2016.

DECIDED: That the report be noted.

8 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 30 June 2016 and detailing the total amount collected for the last year.

DECIDED: That the report be noted.

9 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 June 2016. The appendix to the report detailed performance of the service against a range of key indicators including the average time to process applications.

DECIDED:

(a) That the report be noted; and

(b) That the allocation of £250,000 of existing welfare reform resources to support Department of Health & Pensions payments be approved.

10 COUNCIL TAX: ACCOUNTS FOR WRITE-OFF

There was submitted a report by the Director of Finance & Resources relative to the proposed write-off of council tax accounts for sums over £10,000, in accordance with the Council's Financial Regulations. The report indicated that the Council's procedures for the recovery of debt had been pursued without success. The value of the debt to be written off was £30,024.33.

DECIDED: That the sum of £30,024.33, as detailed in the report, be written off.

11 NON-DOMESTIC RATES: ACCOUNTS FOR WRITE-OFF

There was submitted a report by the Director of Finance & Resources relative to the proposed write-off of non-domestic rates accounts for sums over £10,000, in accordance with the Council's Financial Regulations. The report indicated that the Council's procedures for the recovery of debt had been pursued without success. The value of the debt to be written off was £121,001.20.

DECIDED: That the sum of £121,001.20, as detailed in the report, be written off.

12 SUNDRY DEBTORS: ACCOUNTS FOR WRITE-OFF

There was submitted a report by the Director of Finance & Resources relative to the proposed write-off of sundry debtor accounts for sums over £10,000, in accordance with the Council's Financial Regulations. The report indicated that the Council's procedures for the recovery of debt had been pursued without success. The value of the debt to be written off was £11,988.72.

DECIDED: That the sum of £11,988.72, as detailed in the report, be written off.

13 HEALTH & SAFETY - ANNUAL REPORT 2015/16 AND ACTION PLAN 2016/17

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 2015/16 and seeking approval to implement the action plan for 2016/17 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 31 March 2016 and the action plan detailed the tasks that the service aimed to achieve by March 2017.

DECIDED: That the Chief Executive's Service annual health and safety report for 2015/16 and the action plan for 2016/17 be approved.

14 ANNUAL EFFICIENCY STATEMENT 2015/16

There was submitted a report by the Director of Finance & Resources relative to the Annual Efficiency Statement 2015/16. The statement appended to the report summarised efficiency activity and savings achieved during 2015/16.

DECIDED: That the Annual Efficiency Statement 2015/16, a copy of which was appended to the report, be approved.

15 DATA PROTECTION POLICY

There was submitted a report by the Director of Finance & Resources relative to a revised Data Protection Policy, a copy of which was appended to the report.

The report explained that under the Data Protection Act 1998 the Council must make proper provision for the way it handled personal data and had introduced a Data Protection Policy in June 2001 outlining roles and responsibilities for data protection compliance. This Board had approved revisions to the policy in 2014 and agreed that it be revised every two years. The updated Data Protection Policy included minor revisions to reflect the current Information Governance arrangements within the Council.

DECIDED:

(a) That the revised Data Protection Policy as appended to the report be approved; and

(b) That the Data Protection Policy be reviewed every two years.

16 INFORMATION HANDLING POLICY

There was submitted a report by the Director of Finance & Resources relative to the introduction of an Information Handling Policy, a copy of which was appended to the report.

The report advised that the aim of the policy was to ensure that the Council was complying with its obligations, as a data controller, under the Data Protection Act 1998 and to provide a framework for staff on secure handling of information when working away from the office. The policy covered any circumstances where Council information, paper and electronic, was removed from Council premises, and extended to all forms of working such as home working, remote working and hot desking.

DECIDED:

- (a) That the Information Handling Policy, as appended to the report, be approved; and
- (b) That the Information Handling Policy be reviewed every two years.

17 PUBLIC HOLIDAYS 2017

There was submitted a report by the Director of Finance & Resources relative to public holidays and one day of no work requirement for Renfrewshire Council employees in 2017. The proposed holidays followed the pattern set over previous years and were listed in an appendix to the report.

Councillor Holmes, seconded by Councillor Bibby, moved that the public holidays and day of no work requirement for Renfrewshire Council employees for 2017, as detailed in the appendix, be approved.

Councillor K MacLaren, seconded by Councillor Lawson, moved the addition of paragraph 2.2 St Andrew's Day (30 November - or the nearest relevant day following it) be added to the list of public holidays for Renfrewshire Council employees.

On the roll being called, the following members voted for the amendment: Councillors Audrey Doig, Lawson, Mack, K MacLaren, M MacLaren and Noon.

The following members voted for the motion: Councillors Bibby, B Brown, Gilmour, Harte, Henry, Holmes, Murrin and Williams.

6 members having voted for the amendment, and 8 members having voted for the motion, the motion was accordingly declared carried.

DECIDED: That the public holidays and day of no work requirement for Renfrewshire Council employees for 2017, as detailed in the appendix, be approved.

18 APPLICATIONS TO RENFREWSHIRE COUNCIL CITIZENS FUND

There was submitted a report by the Director of Finance & Resources relative to three applications for grant funding from the Renfrewshire Council Citizens Fund that had been recommended for approval of an award by the Johnstone & The Villages Local Area Committee (LAC).

The Johnstone & The Villages LAC meeting held on 19 May 2016 recommended that awards be made from the Renfrewshire Council Citizens Fund of £1,850 to Kilbarchan

Agricultural Society for the purchase of health and safety compliant show jumping equipment for use at horse shows; £3,000 to Kilbarchan Singers for the purchase of sheet music and to provide honoraria for two singers from the Royal Conservatoire of Scotland to work with the singers for a season; and £600 to Kilbarchan Community Council towards the purchase of specialist storage cases for two defibrillators.

DECIDED: That the undernoted awards be approved from the Renfrewshire Council Citizens Fund:

(a) £1,8050 to Kilbarchan Agricultural Society for the purchase of equestrian equipment;

(b) £3,000 to Kilbarchan Singers for the purchase of sheet music and the provision of honoraria for two singers from the Royal Conservatoire of Scotland to work with Kilbarchan Singers for a season; and

(c) £600 to Kilbarchan Community Council towards the purchase of specialist storage cases for two defibrillators.

19 **CIVIC HOSPITALITY**

There was submitted a report by the Director of Finance & Resources relative to requests received for civic hospitality and proposals made, following consultation with the Provost, to deliver appropriate hospitality for each event as follows:

(a) The French Consulate in Edinburgh - to provide a civic reception to mark the presentation of the Legion D'honneur medals to five veterans who had fought for the liberation of France during WWII in the form of an afternoon tea in Paisley Town Hall on 13 July 2016 at a cost of £1,000;

(b) The Tannahill/McDonald Club - to provide a civic reception to mark the 250th anniversary of Alexander Wilson's birth in the form of a drinks reception and finger buffet in Paisley Museum on 6 July 2016 at a cost of £300;

(c) Cossack Wrestlers - to provide a civic reception to mark the visit of a delegation of Cossack Wrestlers who appeared at the World Pipe Band Championships in the form of a buffet lunch on 16 August 2016 at a cost of £200;

(d) Johnstone Wheelers - to provide a civic reception to mark the 90th anniversary of the formation of the club in the form of a drinks reception prior to the anniversary dinner on 1 October 2016 at a cost of approximately £500;

(e) St Vincent's Hospice - to accept an invitation to host a table for 10 at their Charity Ball on 7 October 2016 in the Crowne Plaza Hotel, Glasgow, at a cost of £800;

(f) Renfrewshire Interfaith Group - to contribute to the provision of civic hospitality for approximately 100 people to mark the launch of the Scottish Interfaith Week in Paisley Town Hall on 13 November 2016 at a cost of £1,500;

(g) Johnstone Bowling Club - to provide a civic reception to mark the 125th anniversary of the club in the form of a meal at Johnstone Bowling Club for approximately 80 people at a cost of £1,000;

(h) Lorraine McArthur - to provide a civic hospitality on the occasion of the renaming of a room in the Tweedie Hall, Linwood in memory of Mary McGettrick and Tina

Johnstone, formerly of the Linwood Management Committee, at a cost of £750.

DECIDED:

(i) That the action taken by the Director of Finance & Resources, in consultation with the Provost, to provide civic receptions in respect of the Legion D'honneur medal presentations, the visiting Cossack Wrestlers and the 250th anniversary of Alexander Wilson's birth, be homologated; and

(ii) That the Director of Finance & Resources, in conjunction with the Provost, be authorised to take a table at St Vincent's Hospice Charity Ball and to provide civic hospitality for Johnstone Wheelers, Renfrewshire Interfaith Group, Johnstone Bowling Club and Lorraine McArthur as detailed within the report.