

Minute of Meeting Finance & Resources Policy Board

Date	Time	Venue
Wednesday, 16 March 2016	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

PRESENT

Councillors Bibby, Audrey Doig, Gilmour, Grady, Harte, Henry, Lawson, J MacLaren, K MacLaren, M MacLaren, Murrin, Noon and Williams.

CHAIR

Councillor Grady, Depute Convener, presided.

IN ATTENDANCE

A Russell, Director of Finance & Resources; K Graham, Head of Corporate Governance, A MacArthur, Head of Finance, R McGrath, Head of Business Services, E Shields, Business Services Manager and A McNaughton, Senior Committee Services Officer (all Finance & Resources); and D Amos, Head of Policy & Commissioning (Chief Executive's).

APOLOGY

Councillor Holmes.

DECLARATIONS OF INTEREST

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

1 PROCUREMENT SUB-COMMITTEE

There were submitted the Minutes of the meetings of the Procurement Sub-Committee held on 27 January and 17 February 2016 which form Appendices I and II 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 10 February 2016 which form Appendix III hereto.

DECIDED: That the Minute be approved.

3 REVENUE BUDGET MONITORING TO 8 JANUARY 2016

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 8 January 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 £23,735 primarily related to the re-alignment of Advice Works budgets partially offset by the transfer of Business Support staff from Social Work and the allocation of previously agreed savings.

4 REVENUE BUDGET MONITORING - COUNCIL OVERVIEW TO 8 JANUARY 2016

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 8 January 2016.

DECIDED: That the report be noted.

5 CAPITAL BUDGET MONITORING TO 8 JANUARY 2016

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 8 January 2016.

DECIDED: That the report be noted.

6 CAPITAL BUDGET MONITORING - COUNCIL OVERVIEW TO 8 JANUARY 2016

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 8 January 2016.

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 28 January 2016 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 January 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: That the report be noted.

9 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 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 £117,150.36.

DECIDED: That the sum of £117,150.36, as detailed in the report, be written off.

10 FINANCE & RESOURCES - SERVICE IMPROVEMENT PLAN 2016/19

There was submitted a report by the Director of Finance & Resources relative to the Service Improvement Plan 2016/19 for Finance & Resources (the Plan). The report intimated that the Plan outlined the strategic priorities, and included an action plan and a scorecard of performance indicators to be used to monitor progress. A copy of the Plan was attached as an appendix to the report.

Progress to deliver the Plan would be monitored and reported to this Board on a six-monthly basis to allow the Board to review progress. The report detailed what Finance & Resources aimed to achieve over the next three years which would contribute to the Community Plan/Council Plan themes and these were summarised within the report.

DECIDED:

- (a) That the 2016/19 Service Improvement Plan for Finance & Resources, as appended to the report, be approved; and
- (b) That it be agreed that an update on the progress made to implement the 2016/19 Service Improvement Plan be submitted to the Board in November 2016.

11 CHIEF EXECUTIVE'S - SERVICE IMPROVEMENT PLAN 2016/19

There was submitted a report by the Chief Executive relative to the Service Improvement Plan 2016/19 for the Chief Executive's Service (the Plan). The report intimated that the Service Improvement Plan outlined the strategic priorities, and included an action plan and a scorecard of performance indicators to be used to monitor progress. A copy of the Plan was attached as an appendix to the report.

Progress to deliver the Plan would be monitored and reported to this Board 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:

- (a) That the 2016/19 Service Improvement Plan for the Chief Executive's Service, as appended to the report, be approved; and
- (b) That it be agreed that an update on the progress made to implement the 2016/19 Service Improvement Plan be submitted to the Board in November 2016.

12 RENFREWSHIRE COUNCIL CITIZENS FUND

There was submitted a report by the Director of Finance & Resources relative to two 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 18 February 2016 had recommended that an award of £3,500 from the Renfrewshire Council Citizens Fund be made to Kilbarchan Improvement Project (KIPCo) to meet the cost of a replacement central heating boiler in the Old Library building, Kilbarchan and that an award of £3,000 also from the Renfrewshire Council Citizens Fund be made to Kilbarchan Community Council to purchase new Christmas tree lights to enhance the Christmas lighting display in Kilbarchan that would promote pride and cohesion within the village and foster good citizenship and community well-being.

DECIDED:

- (a) That an award of £3,500 to Kilbarchan Improvement Project (KIPCo) from the Renfrewshire Council Citizens Fund to meet the cost of a replacement central heating boiler in the Old Library building, Kilbarchan, be approved; and

(b) That an award of £3,000 to Kilbarchan Community Council from the Renfrewshire Council Citizens Fund to meet the cost of new Christmas tree lights to enhance the Christmas lighting display in Kilbarchan, be approved.

13 **CIVIC HOSPITALITY**

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

(a) Freedom of Renfrewshire – at its meeting on 25 February 2016 the Council agreed to grant the Freedom of Renfrewshire to Corinne Hutton in recognition of her charity work for the benefit of the people of Renfrewshire. Following consultation with the Provost, it was agreed to provide civic hospitality in the form of a celebratory event at Paisley Town Hall on 11 March 2016 at a cost of £1,900; and

(b) Accord Hospice Ball – for civic hospitality to meet the cost of hosting a table for 10, seating up to 5 elected members and partners, at the Ball to be held on 25 March 2016 at a cost of £750.

DECIDED:

(i) That the action taken by the Director of Finance & Resources, in conjunction with the Provost, to provide civic hospitality in the form of a celebratory event at Paisley Town Hall on 11 March 2016 at a cost of £1,900 be homologated; and

(ii) That the provision of civic hospitality to meet the cost of hosting a table for 10, seating up to 5 elected members and partners, at the Accord Hospice Ball on 25 March 2016 at a cost of £750 be approved.