

Notice of Meeting and Agenda North Strathclyde Community Justice Authority

| Date | Time | Venue |
|--------------------------|-------|--|
| Friday, 16 December 2016 | 10:45 | Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN |

KENNETH GRAHAM
Clerk

Meeting Details

The meeting will take place at 10.45 am or at the conclusion of the reconvened meeting of the North Strathclyde Community Justice Authority whichever is the later.

Membership

Councillors Robertson (Argyll & Bute Council); O'Donnell (East Dunbartonshire Council); Lafferty (East Renfrewshire Council); McIlwee (Inverclyde Council); Williams (Renfrewshire Council); and Casey (West Dunbartonshire Council).

Convener – Councillor Williams

Further Information

This is a meeting which is open to members of the public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at www.renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx

For further information, please either email democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

Members of the Press and Public

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.

Items of business

Apologies

Apologies from members.

Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

- | | | |
|----------|--|----------------|
| 1 | Note of Inquorate Meeting | 5 - 6 |
| | Note of inquorate meeting of the Authority held on 9 September 2016. | |
| 2 | Revenue Budget Monitoring | 7 - 10 |
| | Report by Treasurer and Chief Officer. | |
| 3 | Administration Grant Revenue Budget Monitoring | 11 - 14 |
| | Report by Treasurer and Chief Officer. | |
| 4 | Audited Annual Accounts 2015/16 | |
| | Report by Treasurer and Chief Officer. Issued to members only as accounts are confidential until laid before Parliament. | |
| 5 | Final North Strathclyde Community Justice Authority Progress Report | 15 - 28 |
| | Report by Chief Officer. | |
| 6 | North Strathclyde Community Justice Authority Annual Report 2016/17 | |
| | Report by Chief Officer. | |
| 7 | Community Justice Scotland | |
| | Verbal briefing by Karyn McCluskey, Chief Executive. | |
| 8 | Date of Next Meeting | |
| | Note that the next meeting of the Authority will be held at 10.30 am on Friday 17 March 2017 in Renfrewshire House. | |



Note of Inquorate Meeting North Strathclyde Community Justice Authority

| Date | Time | Venue |
|---------------------------|-------|--|
| Friday, 09 September 2016 | 10:30 | Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN |

PRESENT

Councillors Robertson (Argyll & Bute Council); Lafferty (East Renfrewshire Council) and Williams (Renfrewshire Council).

IN ATTENDANCE

J Hunter, Chief Officer and W Kennedy, Planning Officer (both North Strathclyde Community Justice Authority); J Belton and L Long (Argyll & Bute Council); K Gardner (East Dunbartonshire Council); A Howard (Inverclyde Council); and P Macleod, G McLachlan, L Mullin and E Currie (all Renfrewshire Council).

PARTNER

Inspector Kirkwood (Police Scotland).

1. QUORUM

Fifteen minutes after the appointed time for the meeting a quorum was not present and in terms of Standing Order 14 (a) the meeting stood adjourned.

NORTH STRATHCLYDE COMMUNITY JUSTICE AUTHORITY

To: North Strathclyde Community Justice Authority

On: 16 December 2016

Report by: The Treasurer and the Chief Officer

Heading: Section 27 Revenue Budget Monitoring Report Q2

1. Summary Budget Position

- 1.1 Expenditure on core services is expected to be £92,129 over budget and expenditure on non-core services is expected to be £2,729 under budget resulting in an anticipated net over spend of £89,400.

Any overspend which exists at the year end is required to be met by the relevant Authority.

Details of the budget performance are discussed in point 3 below.

2 Recommendations

- 2.1 It is recommended that members consider the report.

3 Budget Performance

Current Position: **£89,400 overspend**

Previously Reported: *£129,461 overspend*

- 3.1 Argyll Bute and Dunbartonshire are projecting an overspend of £41,922. This is mainly due to the pressure within the employee costs to meet the turnover target.

East Renfrewshire are projecting an overspend of £48,275. This is a result of the recruitment process taking less time than anticipated and additional costs relating to Drug Treatment and Testing Orders (DTTO).

Inverclyde are projecting to break-even.

Renfrewshire are projecting an underspend of £797.

4 Implications of this Report

- 4.1 Financial implications – Net expenditure of the NSCJA will be contained within the resources allocated by the Scottish Government.

NORTH STRATHCLYDE COMMUNITY JUSTICE AUTHORITY 2016/17

| | 2016-17 ALLOCATION | VIREMENT PROPOSAL | REVISED ALLOCATION | ACTUAL SPEND AT 30 SEPTEMBER 2016 | PROJECTED SPEND TO 31 MARCH 2017 | VARIANCE |
|--------------------------------|-----------------------|----------------------|-----------------------|--|--|------------------|
| Renfrewshire | £2,417,061 | £0 | £2,417,061 | £993,749 | £2,423,072 | (£6,011) |
| Inverclyde | £1,198,260 | £0 | £1,198,260 | £592,338 | £1,211,330 | (£13,070) |
| East Renfrewshire | £390,960 | £28,003 | £418,963 | £199,109 | £451,474 | (£32,512) |
| Argyll Bute & Duns Partnership | £2,837,483 | £142,600 | £2,980,083 | £1,463,306 | £3,020,619 | (£40,536) |
| TOTAL CORE SERVICES | £6,843,764 | £170,603 | £7,014,367 | £3,248,502 | £7,106,495 | (£92,129) |
| Renfrewshire | £2,037,815 | £0 | £2,037,815 | £518,964 | £2,031,007 | £6,808 |
| Inverclyde | £512,410 | £0 | £512,410 | £373,210 | £499,340 | £13,070 |
| East Renfrewshire | £87,263 | (£28,003) | £59,260 | £61,167 | £75,023 | (£15,763) |
| Argyll Bute & Duns Partnership | £526,504 | (£83,355) | £383,904 | £172,380 | £385,290 | (£1,386) |
| TOTAL NON CORE SERVICES | £3,163,992 | (£111,358) | £2,993,389 | £1,125,721 | £2,990,660 | £2,729 |
| Renfrewshire | £4,454,876 | £0 | £4,454,876 | £1,512,713 | £4,454,079 | £797 |
| Inverclyde | £1,710,670 | £0 | £1,710,670 | £965,548 | £1,710,670 | £0 |
| East Renfrewshire | £478,223 | £0 | £478,223 | £260,276 | £526,497 | (£48,275) |
| Argyll Bute & Duns Partnership | £3,363,987 | £59,245 | £3,363,987 | £1,635,686 | £3,405,909 | (£41,922) |
| TOTAL ALL SERVICES | £10,007,756 | £59,245 | £10,007,756 | £4,374,223 | £10,097,155 | (£89,400) |

NORTH STRATHCLYDE COMMUNITY JUSTICE AUTHORITY

To: North Strathclyde Community Justice Authority

On: 16 December 2016

Report by: The Treasurer and the Chief Officer

Heading: Administration Grant Revenue Budget Monitoring Report

1. Summary Budget Position

- 1.1 Expenditure against the Administration Grant is currently projected to result in a break even position. Details of the expected expenditure are attached to this report.

2 Recommendations

- 2.1 It is recommended that members consider the report.

3 Budget Performance

| | |
|-----------------------------|-------------------|
| Current Position: | Break even |
| <i>Previously Reported:</i> | <i>Break even</i> |

- 3.1 Expenditure is currently projected to show a break even position against the Administration Grant available.
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COMMUNITY JUSTICE AUTHORITIES ADMINISTRATION COSTS 2016-2017

NORTH STRATHCLYDE COMMUNITY JUSTICE AUTHORITY EXPENDITURE

| Description | Budget | Projected Expenditure to 31st March 2017 | Variance |
|---------------------------------------|-----------------|--|-----------|
| <u>Employee Costs</u> | | | |
| Salary Costs | £131,479 | £131,451 | £28 |
| Superannuation | £20,726 | £20,721 | £5 |
| NI | £14,773 | £14,772 | £1 |
| Travel and Subsistence | £3,500 | £3,500 | £0 |
| Staff Training | £1,000 | £834 | £166 |
| <u>Property Costs</u> | | | |
| Rent & Rates | £15,900 | £15,900 | £0 |
| Hire of Halls | £2,000 | £2,000 | £0 |
| Electricity | £400 | £400 | £0 |
| Contract Cleaning | £96 | £96 | £0 |
| Other Property Costs | £500 | £700 | -£200 |
| <u>Supplies & Services</u> | | | |
| Provisions | £1,100 | £1,100 | £0 |
| Other Supplies & Services | £150 | £150 | £0 |
| Office Equipment | | | £0 |
| <u>Administration Costs</u> | | | |
| Printing and Stationery | £100 | £100 | £0 |
| Postages | £100 | £100 | £0 |
| Telephones | £800 | £800 | £0 |
| Members expenses | £3,959 | £3,959 | £0 |
| Other admin costs | £1,000 | £1,000 | £0 |
| Employers liability | £2,800 | £2,800 | £0 |
| <u>Other Agencies, Bodies</u> | | | |
| Payments to Other Local Authorities | £22,400 | £22,400 | £0 |
| Auditors | £4,375 | £4,375 | £0 |
| GROSS EXPENDITURE | £227,158 | £227,158 | £0 |

To: North Strathclyde Community Justice Authority

On: 16th December 2016

Report by: Chief Officer

Heading: Final NSCJA Progress Report

1. Summary

1.1 Financial Position

As members have just heard from the lead Finance Officer, the most recent budget monitoring reports show that both the Section 27 grant and the NSCJA Administration grant are on target to come in on budget. This position includes the additional allocation of £393,683 of Section 27 grant to the local authorities as follows:

| | |
|---|-----------------|
| Argyll, Bute and Dunbartonshires CJ Partnership | £161,410 |
| East Renfrewshire | £ 23,621 |
| Inverclyde | £ 70,863 |
| Renfrewshire | £137,789 |
| Total | £393,683 |

A report on this allocation was submitted by the Chief Officer to the meeting of NSCJA on 9th September 2016. As that meeting was inquorate members are required to approve the above proposed additional grant allocation.

In preparation for a handover of NSCJA Accountable Officer duties from the Chief Officer to the Director of Finance, Renfrewshire Council, a meeting has taken place and a joint financial statement drafted (attached at appendix 1). This sets out when and how the transfer will happen.

There is a final Section 27 budget monitoring meeting diaried for 22nd February 2017 at 2pm in the NSCJA Offices. It would be helpful and also prudent for the NSCJA Convener and the Director of Finance, Renfrewshire Council to attend this meeting to assist with an orderly transfer of duties.

At the beginning of November, the Scottish Government wrote to all 32 local authorities providing an indicative allocation to them for 2017/18 using the new funding formula. There were some qualifications identified in the letter which could mean the final grant allocations are different but on balance the Scottish Government thought it best to give local authorities an early indication of what they might receive. The letter also included an offer to meet with local authorities to discuss concerns they may have. NSCJA will not be allocating this grant so this is for members information only.

In conclusion, I am happy with the financial position of the Section 27, the NSCJA Administration Grant, the planned arrangements for the transfer of accountable officer duties and final financial monitoring arrangements.

1.2 NSCJA Assets

In guidance for closure of the CJAs the Scottish Government advised that CJAs can choose how to dispose of assets with a value of less than £1,000. NSCJA Asset Inventory (attached as Appendix 2) lists all such assets of NSCJA none of which have a value greater than £1,000. Our IT equipment is not included within the attached inventory as it is the property of Renfrewshire Council.

We intend to offer our assets to our partners to use within their organisation and plan to hold an open day in January within our office for partners to attend to view and reserve items. We will ask partners to uplift items during the week beginning 13th March 2017. Any items left over will be offered to local charitable groups.

Finally, during the last two weeks in March 2017 Renfrewshire Council will remove and relocate our IT infrastructure and hardware from the office before our lease on our office terminates on 31/03/2017.

1.3 NSCJA Accommodation

As previously reported to members, the lease on our office in Paisley terminates on 31st March 2017. There is a final one off charge to redecorate and recarpet the office of approximately £1,000. This charge will be met from the Administration Grant in advance of 31st March 2017.

1.4 Other minor contracts / issues

There are minor contracts with drinking water suppliers, external water, electricity supply (which will require a final meter reading) and other minor issues which have been captured in the NSCJA disestablishment Plan which is updated and attached as Appendix 3 of this report. We do not foresee any difficulties in exiting these contracts or dealing with any issues.

1.5 HR Issues

A separate HR report has been submitted by the lead local authority. As far as I am aware there are no outstanding HR issues and CJA staff are satisfied with the arrangements which have been put to them.

1.6 Meeting of NSCJA 17th March 2017

Given the above including the arrangements to transfer Accountable Officer duties and the arrangements to continue to monitor the Section 27 and Administration Grants it is not anticipated that there will be any reports requiring Board approval at the Board planned for 17th March 2017.

After discussion with the officers from Committee Services it is proposed that the meeting planned for 17th March 2017 remains in diaries and if there are no reports requiring Board approval that the NSCJA Convener take the decision to cancel the meeting and notify members accordingly.

1.7 Community Justice Scotland

The Chief Executive and Convener of Community Justice Scotland were appointed in September and have begun to meet with stakeholders and making preparations to establish the organisation which will be based in Edinburgh. The Chief Executive, Karyn McCluskey is intending to attend the NSCJA Board so may wish to say a few words on recent progress.

2. Recommendations

- 2.1** The Authority is asked to note the content of this report.
- 2.2** Request that the Convener in consultation with the Chief Officer assess the need for a further CJA board meeting on 17th March 2017 and advise members accordingly.
- 2.3** Request that the Chief Officer in consultation with the Convener write to members before the disestablishment of the CJA to provide assurance that all matters relating to closure are in order.

3. Background

- 3.1** The Community Justice (Scotland) Act 2016 will take forward the legislative change necessary to establish a new model for community justice. The new model seeks to deliver better outcomes for communities by promoting a collaborative approach to the planning and delivery of improved outcomes, putting decision-making in the hands of local communities and agencies that are best-placed to assess local needs. Arrangements will be made at a national level to provide strategic leadership; enhanced opportunities for innovation, learning and development; and assurance on the delivery of improved outcomes. The model also recognises stakeholder views that community justice services should be person-centred, evidence-based and make best use of resources.

In particular, the Act will:

- Place responsibility for the local planning and delivery of improved outcomes for community justice with a defined set of community justice partners (including local authorities, NHS boards, Police Scotland, Scottish Fire and Rescue Service, Health & Social Care Integration joint boards, Skills Development Scotland, the Scottish Courts and Tribunals Service and Scottish Ministers in their role as the Scottish Prison Service);
- Place duties on these community justice partners to engage in local strategic planning and be accountable for this;
- Require the development of a national strategy and a performance framework in relation to community justice;
- Create a national body to provide leadership, promote innovation, learning and development; provide assurance to Scottish Ministers on the delivery of outcomes; and to provide improvement support where it is required;
- Promote a focus on collaboration – including the opportunity to commission, manage or deliver services nationally where appropriate.

Implications of the Report

Equality & Human Rights

The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Authorities website.

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Financial Joint Statement

This is a statement of measures agreed jointly by the Chief Officer, North Strathclyde Community Justice Authority (NSCJA) and the Director of Finance and Resources, Renfrewshire Council to transfer financial responsibility from the NSCJA Chief Officer to the Director with effect from 1 April 2017.

The transfer of financial responsibilities is necessary to ensure an orderly closure of NSCJA on 31st March 2017 as required by the Community Justice (Scotland) Act 2015.

The Chief Officer will remain Accountable Officer for NSCJA until midnight 31st March 2017. After that the Director of Finance and Resources will take on the Accountable Officer responsibility to ensure the final NSCJA Annual Accounts (2016/17) are signed off and submitted to the Scottish Government by end November 2017.

1. The Chief Officer will provide a list of required accruals and prepayments to the Director of Finance and Resources by 24th March 2017.
2. The Chief Officer will return the NSCJA Petty Cash reconciliation to the nominated officer at Renfrewshire Council by 17th March 2017.
3. The Chief Officer will return the NSCJA Corporate Purchasing Card registered to William Kennedy by 17th March 2017.
4. The Director of Finance and Resources will request the Scottish Government release the 2.5% Section 27 grant retention and administration grant; and distribute as appropriate to the NSCJA constituent local authorities upon the Scottish Government receiving a final audited claim for 2016/17.
5. The Chief Officer will provide the Director of Finance and Resources with a list of asset disposals by 17th March 2017. A copy will also be sent to the Scottish Government.
6. The Director of Finance and Resources will liaise with the Scottish Government to finalise any grant due to the NSCJA, or repayable by the NSCJA, following submission of audited annual accounts.

NSCJA Inventory
Inventory of Furniture / Other Items
20/02/2015

| Item | Quantity at 20/07/2016 |
|------------------------------|-----------------------------------|
| 3 drawer pedestals | 3 |
| Air Con Machine | 1 |
| Answer Machine | 1 |
| Audio Typing - Transcription | 1 |
| Bin | 5 |
| Binder Machine | 1 |
| Chair | 18 |
| Desk Chairs | 4 |
| Christmas Tree | 1 |
| Clock | 2 |
| Coat Stand | 2 |
| Date Board | 1 |
| Desks | 4 |
| Digital Camera | 1 |
| Fan | 3 |
| Fire Extinguisher | 3 |
| First Aid Box | 1 |
| Flavia Coffee Machine | 1 |
| Flip Charts | 2 |
| Foot rest | 3 |
| Four Drawer filing cabinets | 2 |
| Fridge | 1 |
| Kettle | 1 |
| Laminator | 1 |
| Laptop riser | 2 |
| Large sliding door Cupboard | 3 |
| Large Whiteboard | 1 |
| Letter Tray | 8 |
| Magazine Holders | 6 |
| Microwave | 1 |
| Phone | 4 |
| Pin Board | 4 |
| Projection Screen | 1 |
| Projector | 1 |
| Radio | 1 |
| Rectangle folding tables | 4 |
| Round Table | 1 |
| semi circle folding table | 1 |
| Shredder | 2 |
| Side Table | 1 |
| Small Cupboard 2 door | 1 |
| Small Sliding Door Cupboard | 2 |
| Travelling Case | 1 |
| Tub Chair (Blue) | 2 |

| | |
|--------------------|---|
| Uplighter | 4 |
| Vacuum Jug | 5 |
| Various Crockery | 1 |
| Various Stationery | 1 |
| White Board | 2 |



Disestablishment Plan 2016 -2017

| Activity Area | Responsible Person | Timescale | Notes | Progress | RAG |
|---|--------------------|------------------------|---|--|-----|
| Amend Conditions of Grant for 2016/17 allocation. | JH/ VQ | End March 2016 | Condition of Grant amended for 2016/17. No Annual Report needed. | Complete | ● |
| SLA with T&DO | JH | March 2016 | Renfrewshire continuing arrangement with T&DO for a further 6 months until 30/09/16 | Completed | ● |
| Renfrewshire Finance, IT and Corporate Services | JH | August 2016 | Meetings held with IT & Finance. CS meeting taking place on 11/10. Follow up meeting with IT to be arranged. ITC will draw up project plan. | Initial meetings held. Follow up meetings set up. Complete | ● |
| Website | VQ | March 2017 | Website to be closed as of 00:00 on 31/03/17. Contact Realise to arrange. | Ongoing – The website will be taken down in March 2017 | ● |
| Disposal of all assets. | All | March 2017 | Take report to CJA board in December for approval. Disposal - initially invite partners to pick what they want. If anything remains it would be offered to Charities for collection then as a last resort would be collected by a Waste Management Company. | Initial discussion held with partners at the APIG on 28/10/16. Open day planned for 25/01/16 with pickups arranged for w/b 13/03/17. Inventory sent to partners. | ● |
| Resign/ Withdraw from partnership groups | JH/WK | December 2016 | <ul style="list-style-type: none"> ● NSCJA Literacies ● SACRO Pilot Bail Supervision ● MAPPA SOG ● Local Criminal Justice Board ● Sheriff Principals Meeting ● Low Moss PSP Governance Group ● BAFC PSP Governance Group ● Shine PSP Governance Group ● OPHI ● Safer and Stronger ● Low Moss PSP Operational Group | <p>Safer and Stronger resignation submitted. NSCJA Literacies resignation submitted.</p> <p>Dorothy Hawthorn taking over chair of LM PSP Governance Group.</p> <p>Resignation submitted from LCJB and Sheriff Principal meeting.</p> | ● |
| Discuss final Board Meeting Date | All/ Board | December 2016 | Ask committee services to report on any amendments. Discuss final Board December 2016. | Convenor to take decision after finance meeting 22/2/17 and advise members accordingly. | ● |
| Final CJA Board | Board | | <ul style="list-style-type: none"> ● Annual Report 2016/17 ● | | ● |
| Check relevant legislation re Board Meetings frequency. | WK/VQ | | Is there a legislative requirement to hold 4 meetings per annum. | Checked. No mention of legislative frequency for meetings. Schedule Set by NSCJA. | ● |
| Letter of thanks to all partners. | JH | January/ February 2017 | Chief Officer to write to all partners thanking for last 10 years. | Possibly Christmas Card with message | ● |

| | | | | | |
|--|-------|---------------|---|---|---|
| Redirect Mail post March 2017 | WK/VQ | March 2017 | Ascertain who will be recipient of any mail post 31/3/2017. | Discuss at meeting with Finance who contact should be | ● |
| Final Finance Meeting | JH/VQ | 20/2/17 | <ul style="list-style-type: none"> • Reallocation of funds • Low Moss PSP • Retention | Ongoing | ● |
| Arrange for all hard copy files to be disposed of. | ALL | February 2016 | Retention of files? Check timescales for file retention. Organise Shred-it for files that don't need retained for mass shredding. | Discussion held with Records Manager at Renfrewshire Council. In hand and ongoing. | ● |
| Retained files | WK/VQ | | Discuss at meetings with CS & Finance | As above | ● |
| Clear Electronic Files | WK/VQ | | What needs to be kept? Discuss with IT | Only confidential files require to be electronically shredded. Limited files held in this category. | ● |
| Clear E-mails | All | | Clear all e-mails from system inbox; sent; and saved folders. Ensure nothing confidential left on systems. | ICT will back up contacts list and delete e-mail addresses. | ● |
| All procurement contracts with Lead Authority | JH | Dec 2016 | Need to cancel contracts with Renfrewshire Council for: <ul style="list-style-type: none"> • IT • Finance • HR • Corporate Services • Legal Services | E-mail will be drafted and sent to all concerned by JH. | ● |
| Cancel Telephone system and maintenance contract | VQ | | Contact STAR systems to ascertain lead in times for disconnection and paying final bill. | IT aware discussed at 4.10 meeting. | ● |
| Cancel fire extinguisher maintenance contract | WK | February 2017 | ALBA fire systems. Next maintenance check September 2016. Who owns fire extinguishers? If Alba arrange to have removed prior to 31.3.17. | Fire Extinguishers tested 29/09/16. NSCJA own the fire extinguishers to be left in office for future tenants. | ● |
| PAT testing | WK | January 2017 | Check when PAT testing is due for all electrical equipment. In particular assets that may go to partners. | WK to book a date prior to 17.3.17 | ● |
| Cancel Audit Scotland and pay in advance | JH/VQ | | Invoice will be sent after 31.03.17. To be added to accrual list. | | ● |
| Give notice to quit for Office Lease | JH | January 2017 | Ensure lease expires on 31.3.17. cc Legal Services. Ensure heating and electricity charged in advance. | Letter to be submitted by JH to Marcus Dean giving notice to quit - Ongoing | ● |
| Business Stream | VQ | | Inform 31.3.17 closure date. Request invoice in advance. | Ongoing | ● |
| Cancel/return water cooler | VQ | December 2016 | Get contact from Renfrewshire council. | Ongoing | ● |
| Turnaround contract | | | New funding arrangement for 2017/18 direct from SG | Funding moving to Section 10 funding | ● |
| Cancel Window Cleaner | VQ | February 2017 | Thank him for his assistance in the vision. Windows cleaned monthly. | Ongoing | ● |

| | | | | | |
|---|--------|---------------|--|--|---|
| Accountable Officer | JH | | Sign over 31.03.17 discuss with Finance to whom. | Draft Joint Financial Statement prepared. Sent to Finance for input / amendments. Director of Finance and Resources will assume responsible officer role | ● |
| 2016/17 Annual Accounts | JH | | New Accountable Officer to sign off | Director of Finance and Resources will assume responsible officer role and sign off accounts. | ● |
| S27 retention | SG | | 2.5% retention will be paid to Renfrewshire. New Accountable Officer responsible for disbursement. | Included in Joint Financial Statement | ● |
| New procedures for ISP payments to Local Authorities. | SG | | Issue raised with SG for SG to take forward | Ongoing discussion with SG | ● |
| Submission date for 2016/17 Annual Report. | SG | | Due 30/01/17 to go to December Board for approval | Annual Report completed and submitted to board | ● |
| Additional Costs for 2016/17 | | | No additional costs. | Price received for redecoration of office. £375 + vat. No other additional costs identified. | ● |
| CJA Staff Discussions with Local Authorities HR & Finance | REN HR | December 2016 | Contacts confirmed and letters issued 10/08/16 to arrange meetings | Formal notice and offer of severance received. Staff decisions made | ● |
| Unbudgeted spends after 31/03/17 | | | Where should invoices be sent / who is liable for cost? | Renfrewshire will take responsibility | ● |
| Outstanding Annual Leave 2017. | | | All Leave to be taken prior to 31/03/17 | All leave allocation has been arranged prior to end date. | ● |
| Close corporate purchasing card | WK/VQ | 17/03/17 | Discuss at meeting with Finance. | Agree return to Finance 17/03/17. Ensure all transactions are logged and closed. | ● |
| Administration Grant Invoices | VQ | | Reminder re VAT | Discussed at meeting with Finance. | ● |
| Accruals and Repayments 2016/17 | VQ | 31/03/17 | | Discussed at meeting with Finance. List to be prepared | ● |
| Petty Cash | VQ | 17/03/17 | Ensure that no petty cash left at 31.3.17 | Discussed at meeting with Finance. Return 17/03/17. | ● |