

Notice of Meeting and Agenda Finance & Resources Policy Board

| Date | Time | Venue |
|--------------------------|-------|--|
| Wednesday, 15 March 2017 | 14:00 | Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN |

KENNETH GRAHAM
Head of Corporate Governance

Membership

Councillor Bill Brown: Councillor Audrey Doig: Councillor Christopher Gilmour: Councillor Jim Harte: Councillor Jacqueline Henry: Councillor Brian Lawson: Councillor Paul Mack: Councillor Kenny MacLaren: Councillor Mags MacLaren: Councillor Alexander Murrin: Councillor Allan Noon: Councillor Jim Paterson: Councillor Tommy Williams:

Councillor Michael Holmes (Convener): Councillor Derek Bibby (Depute Convener):

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.

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.

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 | Procurement Sub-committee | 3 - 10 |
| | Minutes of meetings of the Procurement Sub-committee held on 25 January and 15 February 2017. | |
| 2 | Joint Consultative Board (Non-teaching) | 11 - 14 |
| | Minute of the meeting of the Joint Consultative Board (Non-teaching) held on 8 February 2017. | |
| 3 | Revenue Budget Monitoring Report to 6 January 2017 | 15 - 26 |
| | Joint report by the Chief Executive and the Director of Finance & Resources. | |
| 4 | Revenue Budget Monitoring - Council Overview to 6 January 2017 | 27 - 40 |
| | Report by the Director of Finance & Resources. | |
| 5 | Capital Budget Monitoring Report | 41 - 46 |
| | Report by the Director of Finance & Resources. | |
| 6 | Capital Budget Monitoring Report - Overview | 47 - 54 |
| | Report by the Director of Finance & Resources. | |
| 7 | Customer & Business Services Performance Report | 55 - 66 |
| | Report by the Director of Finance & Resources. | |
| 8 | Application to the Renfrewshire Council Citizens Fund | 67 - 70 |
| | Report by the Director of Finance & Resources. | |
| 9 | Inspection of Salmon Fishings - River Clyde | 71 - 74 |
| | Report by the Director of Finance & Resources. | |
| 10 | Civic Hospitality | 75 - 78 |
| | Report by the Director of Finance & Resources. | |

Minute of Meeting Procurement Sub-committee

| Date | Time | Venue |
|----------------------------|-------|--|
| Wednesday, 25 January 2017 | 14:30 | Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN |

Present: Councillor Derek Bibby, Councillor Bill Brown, Councillor Audrey Doig, Councillor Christopher Gilmour, Councillor Jim Harte, Councillor Jacqueline Henry, Councillor Michael Holmes, Councillor Brian Lawson, Councillor Paul Mack, Councillor Kenny MacLaren, Councillor Mags MacLaren, Councillor Alexander Murrin, Councillor Allan Noon, Councillor Jim Paterson, Councillor Tommy Williams

Chair

Councillor Holmes, Convener, presided.

In Attendance

B Lambert, Acting Strategic Commercial & Procurement Manager; S Gibb, Senior Procurement Manager; D Taggart, Procurement Category Manager; K Thomson, Category Manager and J Hume, Procurement Specialist (all Chief Executive's); B Walker, Depute Project Director, City Deal (Development & Housing Services); and P Shiach, Committee Services Officer (Finance & Resources).

Declarations of Interest

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

1(a) Contract Authorisation Report: Ground Investigation – Land Works for Clyde Waterfront and Renfrew Riverside and Glasgow Airport Investment Area Projects

There was submitted a joint report by the Chief Executive and the Director of Development & Housing Services relative to the contract for land-based site investigations for the Clyde Waterfront and Renfrew Riverside and Glasgow Airport Investment Area projects which were part of the Glasgow Region City Deal. The contract had been tendered in accordance with the below EU threshold Open Procedure for Works under the Council's Contract Standing Orders Relating to Contracts.

Four contractors provided responses to the Invitation to Tender by the due date. All four tender submissions were evaluated against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD); all four met the minimum requirements and were evaluated against a set of award criteria which were based on a price/quality ratio of 90:10. The report recommended that the tender be awarded to Environmental Reclamation Services Limited, who submitted economically advantageous tender.

DECIDED:

(i) That the Head of Corporate Governance be authorised to award the contract for land-based Site Investigations for the Clyde Waterfront and Renfrew Riverside and Glasgow Airport Investment Area Projects to Environmental Reclamation Services Limited;

(ii) That it be noted that the contract sum for the works was £639,426; and

(iii) That it be noted that the contract would commence on 6 February 2017 or on the date stated in the letter of acceptance with a completion date of 26 June 2017.

1(b) Contract Authorisation Report: Mini Competition under Framework Agreement for Council Wide Door Entry, CCTV and Digital Aerial Maintenance

There was submitted a joint report by the Chief Executive and the Director of Development & Housing Services relative to the contract for reactive maintenance for council-wide door entry and digital aerial maintenance for low rise properties, tenements and selected housing within the Council's housing estate. The contract was tendered in accordance with the framework agreement terms and conditions and the Council's Standing Orders Relating to Contracts.

The contractors on the relevant framework agreement were invited to tender and one contractor provided a response by the due date. The tender was evaluated against a set of technical criteria based on a price/quality/community benefits matrix of 70:20:10. The report recommended that the contract be awarded to Robertson-Acom Limited.

DECIDED:

(i) That the Head of Corporate Governance be authorised to award the contract for reactive maintenance for council-wide door entry and digital aerial maintenance for low rise properties, tenements and selected properties within the Council's housing estate to Robertson-Acom Limited;

(ii) That it be noted that the anticipated spend under the contract for the potential 42-month period was up to a maximum of £420,000 excluding VAT; and

(iii) That it be noted that the contract was anticipated to commence on 7 February 2017 or from the date confirmed in the Council's letter of acceptance for a potential period of 1.5 years plus two separate periods of 1 year.

Minute of Meeting Procurement Sub-committee

| Date | Time | Venue |
|-----------------------------|-------|--|
| Wednesday, 15 February 2017 | 14:00 | Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN |

Present: Councillor Derek Bibby, Councillor Bill Brown, Councillor Audrey Doig, Councillor Christopher Gilmour, Councillor Jim Harte, Councillor Jacqueline Henry, Councillor Michael Holmes, Councillor Kenny MacLaren, Councillor Mags MacLaren, Councillor Alexander Murrin, Councillor Allan Noon, Councillor Jim Paterson, Councillor Tommy Williams

Chair

Councillor Holmes, Convener, presided.

In Attendance

B Lambert, Acting Strategic Commercial & Procurement Manager; S Gibb, Senior Procurement Manager; D Taggart, Procurement Category Manager; K Thomson, Category Manager; A Donaldson, Senior Procurement Specialist and C Laughlan, Assistant Category Manager (all Chief Executive's); and D Low, Senior Committee Services Officer (LACs) (Finance & Resources).

Declarations of Interest

Councillor Audrey Doig declared a financial interest in item 1(c) of the agenda as she was an employee of Renfrewshire Leisure Limited and indicated her intention to leave the meeting during consideration of the item and not to take part in any discussion or voting thereon.

1(a) Contract Authorisation Report: Microsoft Secure Productive Enterprise Agreement (SPE) Licences

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the contract for the supply and delivery of Microsoft Secure Productive Enterprise Agreement (SPE) Licences. The procurement exercise was conducted in accordance with the Call Off Contract requirements under the Crown Commercial Services (CCS) Framework Agreement RM3733 Technology Products 2 - Lot 2 Packaged Software and paragraph 29.5 of the Council's Standing Orders Relating to Contracts relating to the use of an existing Framework Agreement.

The report intimated that all 21 suppliers on Lot 2 of the RM 3733 Framework Agreement were invited to participate in an e-Auction and that two of the 21 suppliers competed in the e-Auction. The e-Auction award criterion was 100% price and Phoenix Software Limited submitted the lowest price.

DECIDED:

(i) That the Head of Corporate Governance be authorised to award the Contract for supply and delivery of Microsoft Secure Productive Enterprise Agreement (SPE) Licences, reference RC/RC/223/17., to Phoenix Software Limited following an e-Auction under Crown Commercial Service Framework Agreement RM3733 Technology Products 2 - Lot 2 Packaged Software;

(ii) That it be noted that the duration of the contract would be 3 years and that the commencement date was 1 April 2017; and

(iii) That it be noted that the contract value would not exceed £2,690,000 excluding VAT for the 3-year term.

1(b) Contract Authorisation Report: Civil Engineering Works - Robertson Park and Barshaw Park

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the contracts for Civil Engineering Works at Robertson Park, Renfrew (Lot 1) and Civil Engineering Works at Barshaw Park, Paisley (Lot 2). Both contracts had been tendered in accordance with the below EU Threshold Open Procedure for Works and the Council's Standing Orders Relating to Contracts.

The report intimated that 12 organisations had submitted a tender for Lot 1 and 10 for Lot 2. Of those bidding for Lot 2, two organisations withdrew their tenders after submitting incomplete Bills of Quantities. The Contract Lots were evaluated separately with Bids evaluated against a set of award criteria for each Lot which was based on a price/quality ratio of 40:60. In each Lot, the price score was combined with the quality score to give an overall total. The top ranked contractor for each Lot was then evaluated against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD) by representatives from the Corporate Procurement Unit and Health and Safety which assessed competence and expertise. The contractor met the minimum requirements stated in the ESPD. Following this process, the report recommended that Contracts for Civil Engineering Works at Robertson Park (Lot 1) and Barshaw Park (Lot 2) respectively, be awarded to RJ

McLeod (Contractors) Limited who, based on the evaluation, had provided the most economically advantageous tender in respect of both Lot 1 and Lot 2 Contracts.

DECIDED:

(i) That the Head of Corporate Governance be authorised to award each Contract for Civil Engineering Works at Robertson Park, Renfrew (Lot 1) and Barshaw Park, Paisley (Lot 2) to RJ McLeod (Contractors) Limited;

(ii) That it be noted that the contract value for Lot 1- Robertson Park was £496,832 excluding VAT and that the contract value for Lot 2 – Barshaw Park was £423,416 excluding VAT;

(iii) That it be noted that each contract had been tendered with a date of possession of 20 March 2017, with the actual date of possession for each contract to be confirmed in the Council's letter of acceptance for that contract. Each contract would be for a period of 20 weeks from the actual date of possession for the respective contract; and

(iv) That it be noted that each contract would be subject to the terms and conditions of the Standard Building Contract (SBCC) With Quantities for use in Scotland (2011 Edition) and incorporating the Employer's Amendments issued by the Council.

1(c) Contract Authorisation Report: Refurbishment of King George V Pavilion

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the entering into of a SBCC without Quantities for the Refurbishment of the King George V Sports Pavillion at Broadloan, Renfrew. The contract had been tendered in accordance with the below EU Threshold Open Procedure for Works and the Council's Standing Orders Relating to Contracts.

The report intimated that nine organisations had submitted a response and that these were then evaluated against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD) by representatives from the Corporate Procurement Unit, Health and Safety and Corporate Risk. All nine tender submissions confirmed compliance with the minimum criteria of the ESPD and were evaluated against a set of award criteria which were based on a price / quality ratio of 70:30. During the commercial evaluation two tender submissions were found to be non-compliant due to incomplete pricing submissions. The report recommended that the tender be awarded to Galliford Try Building Limited who had submitted the most economically advantageous tender.

DECIDED:

(i) That the Head of Corporate Governance be authorised to award the contract for King George V –Pavilion Refurbishment to Galliford Try Building Limited t/a Galliford Try Facilities Management (GTFM);

(ii) That it be noted that the contract sum for the works was £232,378.50; and

(iii) That it be noted that the Contract would commence on 27 February 2017 or the date stated in the letter of acceptance and the date of possession will be 27 March 2017. The completion date would be 16 weeks from the date of possession.

Minute of Meeting Joint Consultative Board (Non-Teaching)

| Date | Time | Venue |
|-----------------------------|-------|--|
| Wednesday, 08 February 2017 | 15:00 | CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN |

Present

Representing Renfrewshire Council Management - Councillors Audrey Doig, Harte, Noon and Williams.

Representing Trade Unions – M Ferguson, S Hicks, M McIntyre and K Kenachan (UNISON); C McLeod and J Mcmenemy (GMB); and A Gibson (UNITE).

In Attendance

T McEwan, Education Manager - Planning & Performance (Children's Services); K Carr, Senior Facilities Manager, K Markwick, Amenity Services Manager and E Scott, Building Services Manager (all Community Resources); R Cree, Principal HR Adviser, S Fanning, Principal HR Adviser (Health Safety and Absence), R Laouadi, Human Resources Manager and D Low, Senior Committee Services Officer (LACs) (all Finance & Resources); and I Beattie, Head of Health & Social Care (Paisley).

Apologies

Councillor Glen; and S McAllister (UNITE).

Declarations of Interest

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

1 Appointment of Chairperson

It was proposed and agreed that Councillor Harte chair the meeting.

DECIDED: That Councillor Harte chair the meeting.

Additional Item

The Convener indicated that there was an additional item in relation to the implementation of the Council's flexitime policy, which had not been included in the notice calling the meeting. The Convener, being of the opinion that the item, which was dealt with at item 6 below, should be considered by the Board as a matter of urgency, authorised its consideration.

2 Minute of Previous Meeting

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 8 December 2016.

DECIDED: That that Minute be noted.

3 Developments in Health and Safety

There was submitted a report by the Head of HR, Organisational Development & Workplace Strategy relative to developments with regard to health and safety issues. The report detailed policies and guidance that were currently being revised and outlined training courses which had been undertaken since the last meeting of the Board. In particular, it was noted that the following policies were being revised and an update of progress was provided as follows: -

Statutory Inspections – final draft;
CDM Guidance – final draft;
Guidance on Slips, Trips and Falls – being revised;
Tobacco/smoke free policy – reviewed in line with new Scottish Government/NHS guidance; and
Control of Legionella Bacteria in Hot and Cold Water Systems – final draft.

The report advised that the health and safety section continued to assist services to retain accreditation to BS OHSAS 18001:2007, and indicated that the next audit was scheduled for March 2017.

As part of the Healthy Working Lives Gold award programme, the health and safety section continued to work with services and maintain the evidence on behalf of the Council. The annual plan for 2017 had been developed and the first campaign was on cervical cancer awareness, which ran for a week commencing 25 January 2017.

DECIDED: That the report be noted.

4 Details of Grievances

There was submitted a report by the Head of HR, Organisational Development and Workplace Strategy relative to details of grievances received.

The report provided information on grievances at both the informal and formal stages. The report indicated that there were a total of four grievances as at 30 January 2017.

DECIDED: That the report be noted.

5 Agency Workers

There was tabled an updated report by the Head of HR, Organisational Development & Workplace Strategy relative to the number of agency staff employed within the Council as at December 2016, and detailing the capacity and service in which they were engaged.

DECIDED: That the report be noted.

6 Flexitime

M Ferguson advised that the Council's flexitime policy was not being implemented consistently within Council services. The HR Manager confirmed that there should be a consistent application of flexitime across the Council and that she would be happy to discuss any particular concerns with M Ferguson.

DECIDED: That it be noted that there should be a consistent application of flexitime across the Council and that the HR Manager discuss any particular concerns with M Ferguson.

7 Date of Next Meeting

It was noted that the next meeting of the JCB Non-Teaching would be held at 3 pm on 26 April 2017.



To: Finance and Resources Policy Board

On: 15 March 2017

Report by: Chief Executive and Director of Finance and Resources

Heading: Revenue Budget Monitoring to 6 January 2017

1. Summary

1.1 Gross expenditure and income are reported to be in line with budget which results in a breakeven position for the services reporting to this Policy Board. This is summarised over the relevant services in the table below:

| Division / Department | Current Reported Position | % variance | Previously Reported Position | % variance |
|------------------------------|----------------------------------|-------------------|-------------------------------------|-------------------|
| Finance and Resources | Breakeven | - | Breakeven | - |
| Chief Executives | Breakeven | - | Breakeven | - |
| Miscellaneous | Breakeven | - | Breakeven | - |

2. Recommendations

2.1 Members are requested to note the budget position.

3. **Finance and Resources**

| | |
|------------------------------------|-----------------------------|
| Current Position: | Net Breakeven |
| <i>Previously Reported:</i> | <i>Net Breakeven</i> |

There are no significant variances to report.

3.1 **Projected Year End Position**

It is anticipated that Finance and Resources will achieve a breakeven position at the year end.

4. **Chief Executive**

| | |
|------------------------------------|-----------------------------|
| Current Position: | Net Breakeven |
| <i>Previously Reported:</i> | <i>Net Breakeven</i> |

There are no significant variances to report.

4.1 **Projected Year End Position**

It is anticipated that the Chief Executive's service will achieve a breakeven position at the year end.

5. **Miscellaneous Services**

| | |
|------------------------------------|-----------------------------|
| Current Position: | Net Breakeven |
| <i>Previously Reported:</i> | <i>Net Breakeven</i> |

There are no significant variances to report.

5.1 **Projected Year End Position**

It is anticipated that, in the context of the ongoing debt smoothing strategy, Miscellaneous Services will achieve a breakeven position at the year end.

Implications of the Report

1. **Financial** – Net revenue expenditure will be contained within available resources.
2. **HR & Organisational Development** - none
3. **Community Planning** – none
4. **Legal** - none
5. **Property/Assets** - none
6. **Information Technology** - none.
7. **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 because it is for noting only. 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 Council's website.
8. **Health & Safety** – none
9. **Procurement** – none
10. **Risk** – none
11. **Privacy Impact** - none

Author: Lisa Dickie, Extension 7384
Stewart Muir, Extension 6132

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2016/2017
 1st April 2016 to 06 January 2017

POLICY BOARD : FINANCE AND RESOURCES

| Description (1) | £000's | Revised Annual Budget (2) | £000's | Revised Period Budget (3) | £000's | Actual (4) | £000's | Adjustments (5) | £000's | Revised Actual (6) = (4 + 5) £000's | Budget Variance £000's | % |
|--------------------------|--------|------------------------------|--------|------------------------------|--------|---------------|--------|--------------------|--------|---|---------------------------|-------------|
| Employee Costs | | 52,591 | | 26,386 | | 26,866 | | (499) | | 26,367 | 19 | 0.1% |
| Property Costs | | 5,234 | | 379 | | 380 | | (2) | | 378 | 1 | 0.3% |
| Supplies & Services | | 3,548 | | 1,912 | | 2,808 | | (891) | | 1,917 | (5) | -0.3% |
| Contractors and Others | | 3,568 | | 866 | | 988 | | (122) | | 866 | 0 | 0.0% |
| Transport & Plant Costs | | 29 | | 13 | | 26 | | (13) | | 13 | 0 | 0.0% |
| Administration Costs | | 17,714 | | 1,753 | | 1,807 | | (53) | | 1,754 | (1) | -0.1% |
| Payments to Other Bodies | | 4,606 | | 3,585 | | 3,532 | | 67 | | 3,599 | (14) | -0.4% |
| CFCR | | 1,000 | | 0 | | 0 | | 0 | | 0 | 0 | 0.0% |
| Capital Charges | | 6,691 | | 15 | | 15 | | 0 | | 15 | 0 | 0.0% |
| GROSS EXPENDITURE | | 94,981 | | 34,909 | | 36,422 | | (1,513) | | 34,909 | 0 | 0.0% |
| Income | | | | | | | | | | | | |
| | | (51,174) | | (10,873) | | (11,147) | | 274 | | (10,873) | 0 | 0.0% |
| NET EXPENDITURE | | 43,807 | | 24,036 | | 25,275 | | (1,239) | | 24,036 | 0 | 0.0% |

£000's

0

Bottom Line Position to 06 January 2017 is breakeven of

0.0%

Anticipated Year End Budget Position is an underspend of

(0)

0.0%

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2016/2017
1st April 2016 to 06 January 2017

POLICY BOARD : FINANCE AND RESOURCES

| Description (1) | £000's | Revised Annual Budget (2) | £000's | Revised Period Budget (3) | £000's | Actual (4) | £000's | Adjustments (5) | £000's | Revised Actual (6) = (4 + 5) | £000's | Budget Variance (7) | % |
|------------------------|--------|------------------------------|--------|------------------------------|----------------|---------------|--------|--------------------|--------|---------------------------------|----------|------------------------|------------------|
| Finance and Resources | | 10,142 | | 23,483 | 20 | 23,462 | | | | 23,482 | 1 | 0.0% | underspend |
| Chief Executives | | 2,099 | | 4,046 | (987) | 5,033 | | (987) | | 4,046 | 0 | 0.0% | breakeven |
| Miscellaneous | | 31,565 | | (3,493) | (272) | (3,220) | | (272) | | (3,492) | (1) | 0.0% | under-recovery |
| NET EXPENDITURE | | 43,806 | | 24,036 | (1,239) | 25,275 | | (1,239) | | 24,036 | 0 | 0.0% | breakeven |

£000's
0
(0)

Bottom Line Position to 06 January 2017 is breakeven of
Anticipated Year End Budget Position is breakeven of

0.0%
0.0%

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2016/2017
1st April 2016 to 06 January 2017

POLICY BOARD : FINANCE AND RESOURCES : FINANCE AND RESOURCES

| Description (1) | Revised Annual Budget (2) | Revised Period Budget (3) | Actual (4) | Adjustments (5) | Revised Actual (6) = (4 + 5) | Budget Variance | |
|--------------------------|------------------------------|------------------------------|---------------|--------------------|---------------------------------|-----------------|-------------|
| | | | | | | £000's | % |
| Employee Costs | 27,025 | 20,096 | 20,135 | (59) | 20,076 | 20 | 0.1% |
| Property Costs | 2,861 | 325 | 325 | 0 | 325 | 0 | 0.0% |
| Supplies & Services | 2,047 | 991 | 995 | 0 | 995 | (4) | -0.4% |
| Contractors and Others | 760 | 631 | 654 | (24) | 630 | 0 | 0.0% |
| Transport & Plant Costs | 29 | 13 | 13 | 0 | 13 | 0 | 0.0% |
| Administration Costs | 9,587 | 1,503 | 1,505 | 0 | 1,505 | (2) | -0.1% |
| Payments to Other Bodies | 2,538 | 1,817 | 1,831 | 0 | 1,831 | (14) | -0.8% |
| CFCR | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Capital Charges | 2,802 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| GROSS EXPENDITURE | 47,649 | 25,376 | 25,458 | (83) | 25,375 | 0 | 0.0% |
| Income | (37,507) | (1,893) | (1,995) | 102 | (1,893) | 0 | 0.0% |
| NET EXPENDITURE | 10,142 | 23,483 | 23,463 | 19 | 23,482 | 0 | 0.0% |

Bottom Line Position to 06 January 2017 is breakeven of 0.0%
 Anticipated Year End Budget Position is breakeven of 0.0%

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2016/2017
1st April 2016 to 06 January 2017

POLICY BOARD : FINANCE AND RESOURCES : FINANCE AND RESOURCES

| Description (1) | £000's | Revised Annual Budget (2) | Revised Period Budget (3) | Actual (4) | Adjustments (5) | Revised Actual (6) = (4 + 5) £000's | Budget Variance £000's | % |
|------------------------------------|--------|------------------------------|------------------------------|---------------|--------------------|---|---------------------------|-------------|
| Finance | | 32 | 3,201 | 3,201 | 0 | 3,201 | 0 | 0.0% |
| Development | | 1,576 | 13,235 | 13,315 | (83) | 13,232 | 3 | 0.0% |
| Cost of Collection of Rates | | 258 | 75 | 75 | 0 | 75 | 0 | 0.0% |
| Cost of Collection of Council Tax | | 751 | 241 | 241 | 0 | 241 | 0 | 0.0% |
| Private Sector Housing Benefit | | 2,061 | 1,522 | 1,522 | 0 | 1,522 | 0 | 0.0% |
| Finance Miscellaneous | | 3,557 | 1,178 | 1,180 | 1 | 1,181 | (3) | -0.3% |
| Personnel Services | | 36 | 1,086 | 1,086 | 0 | 1,086 | 0 | 0.0% |
| Legal and Democratic Services | | 627 | 2,011 | 1,910 | 101 | 2,011 | 0 | 0.0% |
| TOTAL FINANCE AND RESOURCES | | 8,898 | 22,549 | 22,530 | 19 | 22,549 | 0 | 0.0% |
| Joint Valuation Board | | 1,244 | 933 | 933 | 0 | 933 | 0 | 0.0% |
| NET EXPENDITURE | | 10,142 | 23,482 | 23,463 | 19 | 23,482 | 0 | 0.0% |

£000's

0.0%

Bottom Line Position to 06 January 2017 is an overspend of

0.0%

Anticipated Year End Budget Position is an underspend of

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2016/2017
 1st April 2016 to 06 January 2017

POLICY BOARD : FINANCE AND RESOURCES : CHIEF EXECUTIVES

| Description (1) | £000's | Revised Annual Budget (2) | £000's | Revised Period Budget (3) | £000's | Actual (4) | £000's | Adjustments (5) | £000's | Revised Actual (6) = (4 + 5) | £000's | Budget Variance (7) | % |
|--------------------------|--------|------------------------------|--------------|------------------------------|--------------|---------------|--------|--------------------|--------|---------------------------------|----------|------------------------|------------------|
| Employee Costs | | 4,328 | 2,797 | 2,797 | 3,098 | | | (301) | | 2,797 | 0 | 0.0% | breakeven |
| Property Costs | | 43 | 1 | 1 | 6 | | | (5) | | 1 | 0 | 0.0% | breakeven |
| Supplies & Services | | 420 | 319 | 319 | 1,212 | | | (893) | | 319 | 0 | 0.0% | breakeven |
| Contractors and Others | | 15 | 15 | 15 | 140 | | | (125) | | 15 | 0 | 0.0% | breakeven |
| Transport & Plant Costs | | 0 | 0 | 0 | 13 | | | (13) | | 0 | 0 | 0.0% | breakeven |
| Administration Costs | | 288 | 4 | 4 | 35 | | | (31) | | 4 | 0 | 0.0% | breakeven |
| Payments to Other Bodies | | 1,167 | 911 | 911 | 674 | | | 237 | | 911 | 0 | 0.0% | breakeven |
| CFCR | | 0 | 0 | 0 | 0 | | | 0 | | 0 | 0 | 0.0% | breakeven |
| Capital Charges | | 0 | 0 | 0 | 0 | | | 0 | | 0 | 0 | 0.0% | breakeven |
| GROSS EXPENDITURE | | 6,261 | 4,047 | 4,047 | 5,178 | | | (1,131) | | 4,047 | 0 | 0.0% | breakeven |
| Income | | (4,163) | 0 | 0 | (144) | | | 144 | | 0 | 0 | 0.0% | breakeven |
| NET EXPENDITURE | | 2,098 | 4,047 | 4,047 | 5,034 | | | (987) | | 4,047 | 0 | 0.0% | breakeven |

£000's

Bottom Line Position to 06 January 2017 is breakeven of

0.0%

Anticipated Year End Budget Position is breakeven of

0.0%

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2016/2017
1st April 2016 to 06 January 2017

POLICY BOARD : FINANCE AND RESOURCES : CHIEF EXECUTIVES

| Description (1) | £000's | Revised Annual Budget (2) | Revised Period Budget (3) | Actual (4) | Adjustments (5) | Revised Actual (6) = (4 + 5) £000's | Budget Variance £000's | % |
|--------------------------|--------|------------------------------|------------------------------|---------------|--------------------|---|---------------------------|-------------|
| Core Activities | | (2,891) | 196 | 322 | (125) | 197 | (1) | -0.5% |
| CE Funded Projects | | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Policy and Commissioning | | 3,303 | 2,437 | 2,700 | (263) | 2,437 | 0 | 0.0% |
| Corporate Communications | | 621 | 538 | 472 | 66 | 538 | 0 | 0.0% |
| Corporate Marketing | | 1,065 | 876 | 1,540 | (665) | 875 | 1 | 0.1% |
| NET EXPENDITURE | | 2,098 | 4,047 | 5,034 | (987) | 4,047 | 0 | 0.0% |

£000's
0
0

Bottom Line Position to 06 January 2017 is breakeven of
Anticipated Year End Budget Position is breakeven of

0.0%
0.0%

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2016/2017
1st April 2016 to 06 January 2017

POLICY BOARD : FINANCE AND RESOURCES : MISCELLANEOUS

| Description (1) | Revised Annual Budget (2) | Revised Period Budget (3) | Actual (4) | Adjustments (5) | Revised Actual (6) = (4 + 5) | Budget Variance (7) |
|--------------------------|------------------------------|------------------------------|----------------|--------------------|---------------------------------|------------------------|
| | £000's | £000's | £000's | £000's | £000's | % |
| Employee Costs | 21,237 | 3,492 | 3,633 | (141) | 3,492 | 0.0% |
| Property Costs | 2,330 | 53 | 49 | 3 | 52 | 1.9% |
| Supplies & Services | 1,080 | 603 | 601 | 2 | 603 | 0.0% |
| Contractors and Others | 2,794 | 221 | 194 | 26 | 220 | 0.5% |
| Transport & Plant Costs | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Administration Costs | 7,839 | 246 | 269 | (22) | 247 | -0.4% |
| Payments to Other Bodies | 901 | 857 | 1,028 | (170) | 858 | -0.1% |
| CFCR | 1,000 | 0 | 0 | 0 | 0 | 0.0% |
| Capital Charges | 3,889 | 15 | 15 | 0 | 15 | 0.0% |
| GROSS EXPENDITURE | 41,070 | 5,487 | 5,789 | (302) | 5,487 | 0.0% |
| Income | (9,505) | (8,980) | (9,009) | 29 | (8,980) | 0.0% |
| NET EXPENDITURE | 31,565 | (3,493) | (3,220) | (273) | (3,493) | 0.0% |

£000's

0.0%

0.0%

Bottom Line Position to 31 January 2014 is breakeven of

0

Anticipated Year End Budget Position is breakeven of

0

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2016/2017
1st April 2016 to 06 January 2017

POLICY BOARD : FINANCE AND RESOURCES : MISCELLANEOUS

| Description (1) | £000's | Revised Annual Budget (2) | Revised Period Budget (3) | Actual (4) | Adjustments (5) | Revised Actual (6) = (4 + 5) £000's | Budget Variance £000's | % |
|-----------------------------|---------------|------------------------------|------------------------------|----------------|--------------------|---|---------------------------|-------------|
| Corporate & Democratic Core | 32,091 | 1,129 | (231) | 1,360 | (231) | 1,129 | 0 | 0.0% |
| Central Overheads | 3,651 | 3,258 | 0 | 3,258 | 0 | 3,258 | 0 | 0.0% |
| Capital Accounting | 3,598 | (45) | 0 | (45) | 0 | (45) | 0 | 0.0% |
| Welfare Fund Grants | 1,504 | 939 | (52) | 991 | (52) | 939 | 0 | 0.0% |
| Community Infrastructure | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Temporary Interest | (500) | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Integrated Joint Board | (8,779) | (8,774) | 11 | (8,785) | 11 | (8,774) | 0 | 0.0% |
| NET EXPENDITURE | 31,565 | (3,493) | (273) | (3,220) | (273) | (3,493) | 0 | 0.0% |

£000's

0.0%

Bottom Line Position to 06 January 2017 is breakeven of

0

Anticipated Year End Budget Position is breakeven of

0

0.0%



To: Finance and Resources Policy Board

On: 15 March 2017

Report by: Director of Finance and Resources

Heading: Revenue Budget Monitoring – Council Overview to 6 January 2017

1. Summary

1.1 This report provides an overview of the budget performance for all Services for the period to 6 January 2017.

1.2 The report confirms an overall £41,000 underspend position for all services. This is summarised over General Fund Services and the Housing Revenue Account in the table below:

| Division / Department | Current Reported Position | % variance | Previously Reported Position | % variance |
|-----------------------|---------------------------|------------|------------------------------|------------|
| General Fund Services | £41,000 Underspend | 0.0% | £32,000 Underspend | 0.0% |
| HRA | Breakeven | - | Breakeven | - |

1.3 The budget performance to date suggests a £6,000 underspend projected year end position which is summarised in the table below:

| Division / Department | Anticipated Year End Position | % variance | Previously Reported Position | % variance |
|-----------------------|-------------------------------|------------|------------------------------|------------|
| General Fund Services | £6,000 Underspend | 0.0% | £7,000 Underspend | 0.0% |
| HRA | Breakeven | - | Breakeven | - |

2. **Recommendations**

2.1 Members are requested to note the budget position

3. **Service Commentaries**

3.1 Budget Monitoring reports will be considered by each Policy Board for services reporting directly to those Boards.

3.2 In terms of the Financial Regulations budgets have been approved on a service basis and Directors are expected to manage their spending needs within the bottom line of the budget approved. A brief commentary on budget variances by service is provided below and a Service overview is attached for information.

3.3 **Children's Services** (*Education and Children Policy Board*)

| | |
|------------------------------------|--------------------------------------|
| Current position: | Net underspend £35,000 |
| <i>Previously reported:</i> | <i>Net underspend £28,000</i> |

The underspend position at this stage in the year relates mainly to the net effect of overspends and underspends in the following areas of service:-

- The overspend of £180,000 within Central Admin relates to additional staffing costs.
- The overspend of £417,000 within Pre Five relates to staffing costs and property costs.
- The £338,000 underspend within Primary schools relates to transport costs and teachers' salaries.
- £215,000 of a underspend within Secondary Schools relates to transport costs and teachers' salaries.
- The overspend of £54,000 within Special Schools relates to teachers' salaries.

- The overspend of £21,000 within Community Learning and Development relates to staffing costs.
- The net underspend of £76,000 within Education Development relates to staffing costs.
- An overspend of £437,000 within Additional Support for Learning relates to staffing costs.
- A £515,000 underspend of within Childcare services relates to lower than anticipated expenditure on residential placements and Fostering and Adoption allowances.

Projected Year End Position

It is anticipated, at this stage, that Children's Services will achieve a break-even year-end position subject to any unforeseen demand pressures emerging over the rest of the year.

3.4 **Leisure Services** (Leadership Board)

Current Position: Breakeven
Previously Reported: Breakeven

There are no significant variances to report.

Projected Year End Position

It is anticipated at this stage that Leisure Services will achieve a breakeven position at the year end.

3.5 **Community Resources** (Environment Policy Board)

Current Position: Breakeven
Previously Reported: Breakeven

The breakeven position at this stage in the year relates mainly to the net effect of over and underspends in the following areas of service:-

- An overspend of £68,000 on Refuse Collection is mainly due to lower income from trade waste and special uplifts and a small overspend on employee costs which are partly offset by an underspend on property costs and supplies and services.

- An underspend of £38,000 on School Crossing Patrollers due to lower than budgeted employee costs.
- An underspend of £9,000 on Regulatory Services due to a lower than budgeted employee costs.
- An underspend of £16,000 within traffic management is due to a small over recovery of income.

Projected Year End Position

It is currently forecast that Community Resources will break even at year end. This forecast position will be reviewed on an ongoing basis for the remainder of the financial year, particularly with regard to recycling performance and the level of tonnages received for recycling or disposal, and the costs of roads maintenance throughout the remainder of the winter maintenance period to March 2017.

3.6 **Development & Housing Services - Other Housing** (*Housing & Community Safety Policy Board*)

Current Position: Breakeven
Previously Reported: Breakeven

At this stage in the financial year the account reflects a breakeven position.

Projected Year End Position

It is projected that the Other Housing division will achieve a breakeven position by the year end.

3.7 **Development & Housing Services – Planning Division** (*Planning and Property Policy Board*)

Current Position: Breakeven
Previously Reported: Breakeven

The Planning Division account reflects a breakeven position with greater than anticipated expenditure within employee costs due to turnover requirements and supplies and services for the provision for IT

maintenance. These overspends are funded by increased levels of planning income.

Projected Year End Position

It is projected that the Planning division will achieve a breakeven position by the year end.

3.8 **Development & Housing Services - Property & Construction**
(Planning and Property Policy Board)

Current Position: Breakeven
Previously Reported: Breakeven

At this stage in the financial year Property and Construction Services reflects a breakeven position with no significant variances to report on any of the budget categories.

Projected Year End Position

It is anticipated that Property & Construction Services will achieve a breakeven position at year end.

3.9 **Development & Housing Services – Economic Development Division**
(Economy & Jobs Policy Board)

Current Position: Breakeven
Previously Reported: Breakeven

At this stage in the financial year the account reflects a breakeven position.

Projected Year End Position

It is projected that the Economic Development division will achieve a breakeven position by the year end.

Adult Services (*Leadership Board*)

Current position: £6,000 Underspend
Previously reported: £4,000 Underspend

Older People

Current Position: Net underspend of £326,000
Previously Reported: Net underspend of £279,000

Currently, the position within Older People's services is an overall underspend, however there are increasing and substantial pressures within the care at home service.

Physical Disabilities

Current Position: Net overspend of (£229,000)
Previously Reported: Net overspend of (£219,000)

As previously reported, the overspend within Physical Disabilities is mainly in relation to pressures within the Adult Placement Budget reflecting both the impact of increasing demand and Self Directed Support (SDS).

Learning Difficulties

Current Position: Net overspend of (£64,000)
Previously Reported: Net overspend of (£88,000)

The current overspend within Learning Disability services is due to an overspend on the Adult Placement budget as a result of increasing demand. This overspend is partially offset by an underspend within employee costs.

Mental Health

Current Position: Net overspend of (£9,000)
Previously Reported: Net overspend of (£50,000)

The overspend within Mental Health Services relates to pressures within the Adult Placement budget reflecting both the impact of increasing demand and SDS. This overspend is partially mitigated by higher than anticipated levels of charging income.

Addictions

Current Position: **Net underspend of £18,000**
Previously Reported: **Net underspend of £82,000**

The underspend within Addiction Services reflects the current client profile of care packages within this area. However, as this budget is highly volatile it would be prudent to retain this level of budget provision to ensure there is adequate provision should the need arise.

Social Work Management

Current Position: **Net underspend of £12,000**
Previously Reported: **Net underspend of £5,000**

The underspend within management is as a result of an underspend in travel and transport costs.

Projected Year End Position

It is anticipated, at this stage, that Adult Services will achieve a £6,000 underspend position at year end. Balances in respect of the 2016/17 Social Care Integration Fund have been held throughout 2016/17 in order to be carried forward into 2017/18 to dampen down the impact of the likely pressures which will emerge throughout 2017/18. These balances will be used in the first instance prior to any draw down of the 2017/18 additional monies allocated by the Council. The Chief Finance Officer will carry forward these balances using the Reserves mechanism available to the IJB

3.11 **Finance and Resources** (*Finance and Resources Policy Board*)

Current Position: **Breakeven**
Previously Reported: **Breakeven**

There are no significant variances to report.

Projected Year End Position

It is anticipated that Finance and Resources will achieve a breakeven position at the year end.

3.12 **Chief Executive's Department** (*Finance and Resources Policy Board*)

Current Position: Breakeven
Previously Reported: Breakeven

There are no significant variances to report.

Projected Year End Position

It is anticipated that the Chief Executive's service will achieve a breakeven position at the year end.

3.13 **Miscellaneous Services** (*Finance and Resources Policy Board*)

Current Position: Breakeven
Previously Reported: Breakeven

There are no significant variances to report.

Projected Year End Position

It is anticipated that in the context of the ongoing debt smoothing strategy, Miscellaneous Services will achieve a breakeven position at the year end.

3.14 **Trading Operations**

These are the subject of separate reports submitted to the relevant Policy Boards. An overview is attached for information which confirms an actual breakeven position in line with the budgeted surplus for the General Fund. Expenditure is currently greater than anticipated due an increase in the volume of works across various works streams, mainly within Building Services, offset by a corresponding increase in income. In this context, it is projected that the Building Services trading operation will achieve a £468,000 surplus. In line with agreed policy this surplus will be returned to the General Fund or the HRA based on the level of Housing related turnover and the reported position reflects this policy.

3.15 **Housing Revenue Account** (*Housing & Community Safety Policy Board*)

Current Position: Breakeven

Previously Reported: Breakeven

The current breakeven position principally reflects an overspend within Property Costs due to greater than anticipated repair costs, offset by an over recovery of income from OFGEM for a renewable heat incentive.

Projected Year End Position

At this stage in the financial year, it is projected that the HRA will achieve a breakeven position at the year end.

Implications of the Report

1. **Financial** – Net revenue expenditure will be contained within available resources.
2. **HR & Organisational Development** – none
3. **Community Planning** – none
4. **Legal** – none
5. **Property/Assets** – none
6. **Information Technology** - none.
7. **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 because it is for noting only. 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 Council's website.
8. **Health & Safety** – none
9. **Procurement** – none
10. **Risk** – none

11. **Privacy Impact** - none

Author: Lisa Dickie, Extension 5392

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2016/2017
1st April 2016 to 06 January 2017

POLICY BOARD : GENERAL MANAGEMENT AND FINANCE : OVERVIEW

| Description (1) | Revised Annual Budget (2) | Revised Period Budget (3) | Actual (4) | Adjustments (5) | Revised Actual (6) = (4 + 5) | Budget Variance (7) |
|--------------------------|------------------------------|------------------------------|----------------|--------------------|---------------------------------|------------------------|
| | £000's | £000's | £000's | £000's | £000's | % |
| Employee Costs | 251,754 | 173,416 | 175,824 | (1,415) | 174,409 | -0.6% |
| Property Costs | 99,567 | 69,597 | 69,257 | 470 | 69,727 | -0.2% |
| Supplies & Services | 18,674 | 12,750 | 14,115 | (1,285) | 12,830 | -0.6% |
| Contractors and Others | 88,359 | 64,750 | 65,956 | (1,044) | 65,852 | -1.7% |
| Transport & Plant Costs | 13,022 | 9,754 | 9,200 | 246 | 9,445 | 3.2% |
| Administration Costs | 54,585 | 4,506 | 3,137 | 1,470 | 4,607 | -2.2% |
| Payments to Other Bodies | 58,276 | 35,587 | 35,272 | 174 | 35,446 | 0.4% |
| CFCR | 2,450 | 1,139 | 65 | 1,067 | 1,132 | 0.5% |
| Capital Charges | 55,477 | 199 | 15 | 185 | 200 | -0.3% |
| GROSS EXPENDITURE | 642,164 | 371,698 | 372,840 | 808 | 373,648 | -0.5% |
| Income | (255,744) | (153,337) | (150,904) | (4,425) | (155,329) | 1.3% |
| NET EXPENDITURE | 386,419 | 218,360 | 221,936 | (3,617) | 218,319 | 0.0% |
| | | | | | 41 | 0.0% |

£000's

0.0%

Bottom Line Position to 06 January 2017 is an underspend of

41

Anticipated Year End Budget Position is an underspend of

6

0.0%

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2016/2017
 1st April 2016 to 06 January 2017

POLICY BOARD : GENERAL MANAGEMENT AND FINANCE : OVERVIEW

| Description (1) | Revised Annual Budget (2) | Revised Period Budget (3) | Actual (4) | Adjustments (5) | Revised Actual (6) = (4 + 5) | Budget Variance (7) |
|-------------------------------------|------------------------------|------------------------------|----------------|--------------------|---------------------------------|------------------------|
| | £000's | £000's | £000's | £000's | £000's | % |
| Education and Children | 202,457 | 121,098 | 122,592 | (1,528) | 121,063 | 34 0.0% |
| Leisure Services | 11,786 | 6,167 | 6,061 | 107 | 6,167 | 0 0.0% |
| Environmental Services | 53,968 | 33,567 | 34,233 | (666) | 33,567 | 0 0.0% |
| Finance & Resources | 8,782 | 22,640 | 22,670 | (30) | 22,640 | 0 0.0% |
| Other Housing | 5,562 | 9,563 | 9,542 | 21 | 9,563 | 0 0.0% |
| Planning & Economic Development | 6,822 | 3,475 | 3,846 | (372) | 3,474 | 0 0.0% |
| Roads & Transport | 0 | 0 | 0 | 0 | 0 | 0 0.0% |
| Chief Executives | 2,099 | 4,046 | 5,034 | (988) | 4,046 | 0 0.0% |
| Miscellaneous | 31,565 | (3,493) | (3,220) | (272) | (3,493) | 0 0.0% |
| Police & Fire Requisition | 0 | 0 | 0 | 0 | 0 | 0 0.0% |
| Property & Construction Services | 3,658 | 2,160 | 2,171 | (11) | 2,160 | (0) 0.0% |
| Adult Services | 60,802 | 40,333 | 40,327 | 0 | 40,327 | 6 0.0% |
| Trading Accounts (Surplus)/Deficit | (1,082) | (1,082) | 151 | (1,233) | (1,082) | 0 0.0% |
| SUB - TOTAL GENERAL SERVICES | 386,419 | 238,475 | 243,406 | (4,972) | 238,434 | 41 0.0% |
| Housing Revenue Account (HRA) | 0 | (20,114) | (21,468) | 1,354 | (20,114) | (0) 0.0% |
| NET EXPENDITURE | 386,419 | 218,360 | 221,938 | (3,619) | 218,319 | 41 0.0% |

£000's

0.0%

0.0%

Bottom Line Position to 06 January 2017 is an underspend of

Anticipated Year End Budget Position is an underspend of

41

6

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2016/2017
1st April 2016 to 06 January 2017

POLICY BOARD : GENERAL MANAGEMENT AND FINANCE : OVERVIEW : TRADING OPERATIONS

| Description (1) | Revised Annual Budget (2) | Revised Period Budget (3) | Actual (4) | Adjustments (5) | Revised Actual (6) = (4 + 5) | Budget Variance (7) |
|--------------------------|------------------------------|------------------------------|---------------|--------------------|---------------------------------|------------------------|
| £000's | £000's | £000's | £000's | £000's | £000's | % |
| Employee Costs | 12,937 | 9,792 | 9,785 | 435 | 10,220 | -4.4% |
| Property Costs | 643 | 489 | 274 | 164 | 438 | 10.5% |
| Supplies & Services | 6,274 | 4,934 | 4,783 | 248 | 5,031 | -2.0% |
| Contractors and Others | 3,228 | 2,486 | 2,822 | 39 | 2,862 | -15.1% |
| Transport & Plant Costs | 2,608 | 1,876 | 1,763 | 131 | 1,894 | -1.0% |
| Administration Costs | 2,083 | 1,568 | 47 | 1,520 | 1,567 | 0.0% |
| Payments to Other Bodies | 7 | 5 | 0 | 0 | 0 | 100.0% |
| CFCR | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Capital Charges | 241 | 185 | 0 | 185 | 185 | 0.0% |
| GROSS EXPENDITURE | 28,021 | 21,335 | 19,475 | 2,723 | 22,198 | -4.0% |
| Income | (29,102) | (22,417) | (19,324) | (3,956) | (23,280) | 3.8% |
| NET EXPENDITURE | (1,082) | (1,082) | 151 | (1,233) | (1,082) | 0.0% |

£000's

Bottom Line Position to 06 January 2017 is an underspend of 0.0%
Anticipated Year End Budget Position is an underspend of 0.0%

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2016/2017
1st April 2016 to 06 January 2017

POLICY BOARD : GENERAL MANAGEMENT AND FINANCE : OVERVIEW : TRADING OPERATIONS

| Description | (1) | (2) | (3) | (4) | (5) | (6) = (4 + 5) | Budget Variance |
|--------------------------|----------------|----------------|------------|----------------|----------------|---------------|---------------------------|
| | £000's | £000's | £000's | £000's | £000's | £000's | £000's % |
| Building & Works Trading | 0 | 0 | 2,282 | (2,282) | 0 | (0) | 0.0% breakeven |
| Catering Trading | (451) | (335) | (984) | 649 | (335) | 0 | 0.0% over-recovery |
| Transport Trading | (505) | (409) | (468) | 59 | (409) | 0 | 0.0% over-recovery |
| Roads Trading | (125) | (338) | (679) | 341 | (338) | 0 | 0.0% over-recovery |
| NET EXPENDITURE | (1,082) | (1,082) | 151 | (1,233) | (1,082) | 0 | 0.0% over-recovery |

£000's

Bottom Line Position to 06 January 2017 is an underspend of 0 0.0%
Anticipated Year End Budget Position is an overspend of (0) 0.0%



To: FINANCE & RESOURCES POLICY BOARD

On: 15 MARCH 2017

Report by: Director of Finance and Resources

Heading: Capital Budget Monitoring Report

1. Summary

- 1.1 Capital expenditure to 6th January 2017 totals £3.665m compared to anticipated expenditure of £3.750m for this time of year. This results in an under-spend position of £0.096m for those services reporting to this board, and is summarised in the table below:

| Division | Current Reported Position | % Variance | Previously Reported Position | % Variance |
|---------------------------------|----------------------------------|-----------------------|-------------------------------------|------------------------|
| Corporate Issues (Non Property) | £0.096m u/spend | 3% u/spend | £0.111m u/spend | 10% u/spend |
| Total | £0.096m u/spend | 3% u/spend | £0.111m u/spend | 10% u/spend |

- 1.2 The expenditure total of £3.665m represents 71% of the resources available to fund the projects being reported to this board. Appendix 1 provides further information on the budget monitoring position of the projects within the remit of this board.
-

2. Recommendations

- 2.1 It is recommended that Members note this report.

3. **Background**

- 3.1 This report has been prepared by the Director of Finance and Resources in conjunction with the Chief Executive.
- 3.2 This capital budget monitoring report details the performance of the Capital Programme to 6th January 2017, and is based on the Capital Investment Programme which was approved by members on 3rd March 2016, adjusted for movements since its approval.

4. **Budget Changes**

- 4.1 Since the last report budget changes totalling £2.558m have arisen which reflects the following:-

Budget re-profiled from 2016/17 to 2017/18 reflecting updated cashflows received for the projects:

- ICT Infrastructure Maintenance & Renewal Programme (£0.023m).
- Strategic Asset Management Fund (£1.470m).
- Enterprise Resource Planning Programme (£0.500m).
- Anti-Poverty/Digital Services Improvement Programme (£0.310m).
- Digital Infrastructure Provision (£0.250m).
- Renfrewshire Valuation Joint Board (£0.006m).

Implications of the Report

1. **Financial** – The programme will be continually monitored, in conjunction with other programmes, to ensure that the available resources are fully utilised and that approved limits are achieved.
2. **HR & Organisational Development** – none.
3. **Community Planning** –
Greener - Capital investment will make property assets more energy efficient.
4. **Legal** – none.
5. **Property/Assets** – none.
6. **Information Technology** – none.
7. **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 Council's website.
8. **Health & Safety** – none.
9. **Procurement** – none.
10. **Risk** – none.
11. **Privacy Impact** – none.

List of Background Papers

- (a). Capital Investment Programme 2016/17 & 2017/18 – Council, 3rd March 2016.

The contact officers within the service are:

- Geoff Borland, Extension 4786
- Gillian Dickie, Extension 7790

Author: *Geoff Borland, Principal Accountant, 0141 618 4786,
geoffrey.borland@renfrewshire.gov.uk.*

Finance & Resources - Appendix 1

RENFREWSHIRE COUNCIL

CAPITAL INVESTMENT STRATEGY - NON-HOUSING SERVICES

BUDGET MONITORING REPORT

BOARD: FINANCE & RESOURCES

| Project Title | Approved Programme @03/03/16 | Current Programme MR 10 | Year To Date Budget to 06-Jan-17 | Cash Spent to 06-Jan-17 | Variance to 06-Jan-17 | % Variance | Cash to be Spent by 31-Mar-17 | % Cash Spent |
|---|------------------------------|-------------------------|----------------------------------|-------------------------|-----------------------|------------|-------------------------------|--------------|
| CORPORATE PROJECTS(Non Property) | | | | | | | | |
| Transforming Renfrewshire Programme | 0 | 21 | 0 | 0 | 0 | 0% | 21 | 0% |
| ICT Infrastructure Maintenance & Renewal Programme | 400 | 1,255 | 705 | 689 | 16 | 2% | 566 | 55% |
| Corporate Asset Management Information System | 0 | 38 | 0 | 0 | 0 | 0% | 38 | 0% |
| RVJB - Council Requisition (56.2%) | 0 | 0 | 0 | 0 | 0 | 0% | 0 | - |
| Strategic Asset Management Fund | 4,118 | 0 | 0 | 0 | 0 | 0% | 0 | - |
| Enterprise Resource Planning | 2,799 | 2,745 | 2,245 | 2,165 | 80 | 4% | 580 | 79% |
| Digital Infrastructure Provision | 0 | 50 | 0 | 0 | 0 | 0% | 50 | 0% |
| Anti-Poverty/Digital Services Improvement Programme | 1,364 | 1,054 | 811 | 811 | 0 | 0% | 243 | 77% |
| | | | | | | | | |
| | | | | | | | | |
| TOTAL FINANCE & RESOURCES BOARD | 8,681 | 5,162 | 3,761 | 3,665 | 96 | 3% | 1,498 | 71% |



To: FINANCE & RESOURCES POLICY BOARD

On: 15 MARCH 2017

Report by: Director of Finance and Resources

Heading: Capital Budget Monitoring Report - Overview

1. Summary

1.1 This report provides an overview of the performance of the Housing and Non-Housing Capital Programmes for the period to 6th January 2017.

1.2 The Council Approved Programme figures reflect the Capital Investment Strategy which was approved by Council on 3rd March 2016 for both Housing Services and Non Housing Services. The Private Sector Housing programme was approved by the Housing and Community Safety Policy Board on 15th March 2016. The Current Programme figures reflect adjustments to the approved Capital Programme since approval.

1.3 Members will be aware that from 1st April 2004, it is the duty of the Council, under s35 (1) of the Local Government (Scotland) Act 2003, to determine and keep under review the maximum amount which it can afford to allocate to capital expenditure. In addition, the Council must also keep under review its Capital Financing Requirement (CFR) i.e. the level of resources that are used to fund capital expenditure over the longer term (rather than at point of spend). It is also the duty of the Council to have regard to the Prudential Code in setting its capital expenditure limit and its capital expenditure requirement.

1.4 The limit on capital expenditure which the Council has set for 2016-17 is shown in the table overleaf. The limit is based on the resources available to fund the capital programmes, split between Housing and Non Housing Services, but excludes PSHG as this is not considered to be capital spend.

| | Approved Limit £m | Actual Expenditure £m |
|--------------|----------------------------------|--------------------------------------|
| Non Housing | 63.728 | 35.942 |
| Housing | 8.288 | 5.394 |
| Total | 72.016 | 41.336 |

- 1.5 The CFR which the Council has set for 2016-17 is shown in the table below, and is split between Housing & Non Housing Services. In addition, the projected out-turn at 31st March 2017 is also shown. Any significant increase in the capital expenditure limit which is not funded at point of spend will result in an increase in the CFR.

| | Approved CFR to 31 March 2017 £m | Projected CFR to 31 March 2017 £m |
|--------------|---|--|
| Non Housing | 240 | 232 |
| Housing | 143 | 141 |
| Total | 383 | 373 |

- 1.6 65% of the available resources for Housing and 56% for Non Housing have been spent to 6th January 2017. Monitoring procedures are in place to ensure the programmes are managed flexibly and spending is contained within the approved limits.

2. **Recommendations**

- 2.1 It is recommended that Members note this report.

3. **Background**

- 3.1 Individual reports have been presented to each Policy Board on the spending performance of the relevant departmental programmes and this information is summarised in Appendix 1.
- 3.2 The capital monitoring information available as at 6th January 2017 is summarised for both the Housing & Non-Housing programmes on Appendix 2.

4. Housing Services Programme

4.1 The programme approved by Council on 3rd March 2016 totalled £14.230m. The programme currently stands at **£8.288m**, a decrease of £5.942m, being the net effect of resources brought forward from 2015/16 of £1.165m and projects re-profiled from 2016/17 to 2017/18 of £7.107m.

4.2 Capital expenditure at 6th January 2017 totals **£5.394m** compared to anticipated expenditure of £5.191m. The over-spend mainly relates to a timing issue with the programme still expected to remain within budget.

The table below summarises the position:

| Division | Current Reported Position | % Variance | Previously Reported Position | % Variance |
|-------------------|----------------------------------|-------------------|-------------------------------------|-------------------|
| Housing Programme | £0.203m o/spend | 4% o/spend | £0.403m o/spend | 13% o/spend |

4.3 The actual capital expenditure of **£5.394m** is 65% of the available resources, and compares with 71% for the equivalent time in 2015/16.

4.4 Capital income of £4.302m has been received in the period to 6th January 2017 representing 83% of the estimated capital income for the year. This compares with 64% in 2015/16.

5. **Non Housing Services Programme**

5.1 The programme approved by Council on the 3rd March 2016 totalled £78.417m. The current programme totals **£63.728m**, a decrease of £14.689m, being the net effect of resources brought forward from 2015/16 of £14.615m, projects re-profiled from 2016/17 to 2017/18 of £34.520m and new funding in 2016/17 of £5.216m which primarily relates to grant funding anticipated to be received in 2016/17 for the Strathclyde Partnership for Transport programme and Renfrewshire Parks Improvements programme.

5.2 Capital expenditure to 6th January 2017 totals **£35.942m** compared to anticipated expenditure of £36.080m, and therefore shows an under-spend of £0.138m. The table below summarises the position:

| Division | Current Reported Position | % Variance | Previously Reported Position | % Variance |
|-----------------------|----------------------------------|-------------------|-------------------------------------|-------------------|
| Non Housing Programme | £0.138m u/spend | 0% o/spend | £0.095m o/spend | 0% o/spend |

5.3 The actual cash expenditure of **£35.942m** is 56% of the available resources, and compares with a 54% spend for the equivalent time in 2015/16. It is anticipated that the available resources will be fully utilised by the 31 March 2017.

5.4 Capital income totalling £11.876m has been received to 6th January 2017. This represents 52% to date of the total anticipated income, and compares with 58% for the equivalent period in 2015/16. The outstanding income mainly relates to the balance of grant funding.

5 Private Sector Housing Grant Programme

- 6.1 The overall budget provision for this programme is included within the revenue budget. However, in order to monitor the performance of the individual programmes, it is included within the capital budget monitoring procedures.
- 6.2 The programme approved by the Housing and Community Safety Policy Board on 15th March 2016 was £1.200m. The programme currently stands at **£1.924m**; the increase of £0.724m relates to the net effect of resources brought forward from 2015/16 of £1.736m, projects re-profiled from 2016/17 to 2017/18 of £1.300m and an additional contribution funded from revenue of £0.288m.
- 6.3 Expenditure to 6th January 2017 totals **£1.030m** compared to anticipated expenditure of £1.048m, and therefore shows an under-spend of £0.018m. The remaining programme is expected to spend by 31 March 2017, and expenditure will be contained within the overall resources.

Implications of the Report

1. **Financial** – The programme will be continually monitored, in conjunction with other programmes, to ensure that the available resources are fully utilised and that approved limits are achieved.
2. **HR & Organisational Development** – none.
3. **Community Planning** –
Children and Young People - none.
Community Care, Health & Well-being - none.
Empowering our Communities - none.
Greener - Capital investment will make property assets more energy efficient.
Jobs and the Economy - none.
Safer and Stronger - none.
4. **Legal** – none.
5. **Property/Assets** – none.
6. **Information Technology** – none.
7. **Equality & Human Rights** – none.
8. **Health & Safety** – none.
9. **Procurement** – none.
10. **Risk** – none.
11. **Privacy Impact** – none.

List of Background Papers

- (a). Capital Investment Programme 2016/17 & 2017/18 – Council, 3rd March 2016.
- (b). Housing Revenue Account Budget and Rent Levels 2016/17 and Housing Capital Investment Plan 2016/17 to 2018/19 – Council, 25th February 2016.
- (c). A Prudential Framework for Capital Finance in Renfrewshire Progress Report – Council, 15th December 2016.

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Appendix 1

CAPITAL PROGRAMME 2016/17 - BUDGET MONITORING REPORT TO 06 JANUARY 2017 (£000s)

| POLICY BOARD | Department | Council Approved Programme | Current Programme | Year to Date Budget to 6-Jan-17 | Spent to 6-Jan-17 | Variance to 6-Jan-17 | % variance | Unspent Cash Flow For Year | % Cash Spent |
|---------------------------------------|--|----------------------------|-------------------|---------------------------------|-------------------|----------------------|---------------|----------------------------|--------------|
| Finance & Resources | Corporate Projects(Non Property) | 8,681 | 5,162 | 3,761 | 3,665 | 96 | 3% | 1,498 | 71% |
| | TOTAL | 8,681 | 5,162 | 3,761 | 3,665 | 96 | 3% | 1,498 | 71% |
| Education | Education & Children Services | 29,030 | 22,232 | 12,380 | 12,442 | -62 | -1% | 9,790 | 56% |
| | TOTAL | 29,030 | 22,232 | 12,380 | 12,442 | -62 | -1% | 9,790 | 56% |
| Housing & Community Safety | Housing(HRA) | 14,230 | 8,288 | 5,191 | 5,394 | -203 | -4% | 2,894 | 65% |
| | Housing(PSHG) | 1,200 | 1,924 | 1,048 | 1,030 | 18 | 2% | 894 | 54% |
| | TOTAL | 15,430 | 10,212 | 6,239 | 6,424 | -185 | -3% | 3,788 | 63% |
| Environmental | Community Resources | 20,091 | 16,685 | 8,599 | 8,552 | 47 | 1% | 8,133 | 51% |
| | TOTAL | 20,091 | 16,685 | 8,599 | 8,552 | 47 | 1% | 8,133 | 51% |
| Planning & Property | Development & Housing Services(THI/LGAN) | 1,512 | 725 | 510 | 455 | 55 | 11% | 269 | 63% |
| | Corporate Projects(Property) | 4,000 | 3,483 | 2,282 | 2,241 | 41 | 2% | 1,242 | 64% |
| | TOTAL | 5,512 | 4,208 | 2,792 | 2,696 | 96 | 3% | 1,511 | 64% |
| Economy & Jobs | Development & Housing | 5,781 | 6,559 | 3,998 | 4,122 | -124 | -3% | 2,437 | 63% |
| | TOTAL | 5,781 | 6,559 | 3,998 | 4,122 | -124 | -3% | 2,437 | 63% |
| Leadership | Leisure Services | 2,250 | 2,566 | 1,256 | 1,185 | 71 | 6% | 1,381 | 46% |
| | Development & Housing(City Deal) | 7,072 | 5,916 | 3,038 | 3,038 | 0 | 0% | 2,878 | 51% |
| | Social Work Services(Adult Social Care) | 0 | 400 | 257 | 242 | 15 | 6% | 158 | 61% |
| | TOTAL | 9,322 | 8,882 | 4,550 | 4,465 | 86 | 2% | 4,417 | 50% |
| TOTAL ALL BOARDS | 93,847 | 73,940 | 42,319 | 42,366 | -47 | 0% | 31,574 | 57% | |
| <i>Made up Of:</i> | | | | | | | | | |
| Housing Programme | | 14,230 | 8,288 | 5,191 | 5,394 | -203 | -4% | 2,894 | 65% |
| PSHG | | 1,200 | 1,924 | 1,048 | 1,030 | 18 | 2% | 894 | 54% |
| Non-Housing Programme | | 78,417 | 63,728 | 36,080 | 35,942 | 138 | 0% | 27,786 | 56% |
| PROGRAMME TOTAL | | 93,847 | 73,940 | 42,319 | 42,366 | -47 | 0% | 31,574 | 57% |

Appendix 2

RENFREWSHIRE COUNCIL
2016/17 CAPITAL BUDGETS MONITORING SUMMARY REPORT TO PERIOD 06 JANUARY 2017 (77% OF FINANCIAL YEAR 2016/17)

| 2016/17 | | | | | |
|---|------------------|----------------------|----------------|-------|---------------|
| | Housing Services | Non Housing Services | PSHG Programme | Total | |
| | £'000 | £'000 | £'000 | £'000 | £'000 |
| A. RESOURCES AVAILABLE TO FUND CAPITAL PROGRAMME | | | | | |
| 1a. Supported Borrowing | | | | | 0 |
| 1b. Prudential Borrowing | 2,178 | 29,946 | | | 32,124 |
| 2a. General Capital Grant | | 12,555 | 1,180 | | 13,735 |
| 2b. Specific Capital Grant | | 241 | | | 241 |
| 3a. Usable Capital Receipts | 5,200 | 10,444 | | | 15,644 |
| 3b. Usable Capital receipts b/fwd from 2014/15 | | | | | 0 |
| 3c. Usable Capital receipts c/fwd to 2016/17 | | | | | 0 |
| 3d. Resources c/fwd to 2016/17 | | | | | 0 |
| 3e. Capital Receipts to be used to repay debt | | | | | 0 |
| 4a. Contribution from Developer/Owners | 910 | 10,543 | 744 | | 12,197 |
| 5. Contribution From Current Revenue (CFCR) | | | | | |
| 6. Total Resource Availability | 8,288 | 63,728 | 1,924 | | 73,940 |
| B. CAPITAL PROGRAMME | | | | | |
| 7. Resources Available | 8,288 | 63,728 | 1,924 | | 73,940 |
| 8. Current Programme | 8,288 | 63,728 | 1,924 | 100% | 73,940 |
| | | | | | 100% |
| C. ACTUAL EXPENDITURE VS PROJECTED | | | | | |
| 10. Resource Availability | 8,288 | 63,728 | 1,924 | | 73,940 |
| 11. Cash Spent as at 06/01/2017 | 5,394 | 35,942 | 1,030 | 56% | 42,367 |
| 12. Cash to be Spent by 31/03/17 | 2,894 | 27,786 | 894 | | 31,574 |
| | | | | | |
| D. ACTUAL RECEIPTS VS PROJECTED | | | | | |
| 13. Current Programme (total receipts expected) | 5,200 | 22,999 | 1,180 | | 29,379 |
| 14. Actual Cash Received to 06/01/2017 | 4,302 | 11,876 | 1,030 | | 17,209 |
| 15. Receipts available to augment capital programme to 06/01/2017 | 4,302 | 11,876 | 1,030 | 52% | 17,209 |
| 16. Receipts to be received by 31/03/17 | 898 | 11,123 | 149 | 87% | 12,170 |
| | | | | | |



To: Finance and Resources Policy Board

On: 15 March 2017

Report by: Director of Finance and Resources

Heading: Customer & Business Services Performance Report

1. Summary

1.1 This report details performance across key Customer & Business Service (CBS) functions including revenue collection and benefit administration for the period ending 31 January 2017 (including an update on the funding and expenditure position in relation to Discretionary Housing Payments (DHP) and the Scottish Welfare Fund). It also provides a performance update in relation to customer services provision for the same period.

2. Recommendations

2.1 It is recommended that the Board consider the content of the report.

3. Revenue Collection

3.1 Council Tax

3.1.1 This section details the collection performance as at 28th January 2017 for Council Tax. It also provides details of the total sums collected for the last year.

3.1.2 The billable sum for 2016/17 is £69,880,552

3.1.3 The Council Tax Reduction awarded is £12,129,593 amounting to 14.79% of the billable sum, which is 0.76% less than at the same point last year.

3.1.4 The sums collected to date for 2016/17 are at a similar level compared with the same point last year, amounting to £64,787,568 which is 92.71% of the billable sum.

3.2 **Non Domestic Rates**

3.2.1 This section details the collection performance as at 28th January 2017 for Non Domestic Rates (NDR). It also provides details of the total sums collected for the last year.

3.2.2 The Non Domestic Rates (NDR) charges billed for 2016/17 amount to £102,384,919.

3.2.3 The cash receipts to date amount to £90,458,784 which is 88.35% of the sums billed. This is a decrease in cash collection as a proportion of net charges billed of 1.39% compared with the same position for 2015/16. This is an improved position from the last reporting cycle when the figure was 1.71%.

3.2.4 The Service tracks NDR receipts closely. Where appropriate and in line with the recovery process the Service will proactively target businesses for payment.

4. **Benefit administration**

4.1. This section details the processing performance in relation to Housing Benefit and the Scottish Welfare Fund, as at the end of January 2017. Also provided is an update on the funding and expenditure position in relation to Discretionary Housing Payments (DHP) and the Scottish Welfare Fund.

4.2 The Service continues to successfully balance a significant work load along with managing the impact of the ongoing effect from the welfare reform agenda.

4.3 **Speed of Processing – Housing/Council Tax Benefit**

4.3.1 As detailed in Table 1 below, processing speed for New Claims is out of target for the period. This delay in processing is due to the two week festive closure of the Council. Resources have been deployed to ensure affected claims have been prioritised. The year to date position remains ahead of target and the Service anticipates that New Claims processing will be on target again in February.

In relation to New Claims processed within 14 days of all information received, this measure is within target for the period and year to date.

4.3.2 Processing of Changes in Circumstance (CIC) slightly out of target for the period, the year to date position remains ahead of target.

(Supplementary processing information is attached in Appendix 2 for members' reference)

Table 1 – Performance Summary

| Performance measure | 6 Week Reporting Period 2 December 2016 to 12 January 2017 | Year to date position | Annual Target |
|---|---|------------------------------|----------------------|
| New Claims – processing time | 27 days | 23 days | 24 days |
| New Claims - % processed within 14 days of all information received | 93% | 93% | 92% |
| Changes in Circumstance – processing time | 11 days | 6 days | 10 days |

4.4 Discretionary Housing Payments

4.4.1 The total budget for Discretionary Housing Payments is shown in table 2 below.

4.4.2 The DHP budget has been calculated to include the full Scottish Government estimate of the amount of funding required to fully mitigate the effect of the Bedroom Tax. This estimate includes a 20% reserve allocation which would be paid in May 2017, if required. In line with DHP Policy and DHP Regulations, the Service makes awards to fully mitigate the effect of the Bedroom Tax and will maximise spend within the year.

4.4.3 An amount of £147,863 (included within the total budget figure in table 2 below) is funding allocated by the Department for Works and Pensions (DWP) for other types of financial hardship (not Bedroom Tax.)

4.4.4 Resources of £250,000, approved by the Finance and Resources Policy Board on 24 August 2016 have been added to the DHP budget, shown in table 2 below. These funds were allocated to support customers affected by new Benefit Cap thresholds which were applied by the UK Government and affected customers in Renfrewshire from mid November 2016.

4.4.5 In addition to providing support following the impact of the Benefit Cap, the additional funds provided by the Council will help those experiencing ongoing financial hardship as a result of wider austerity measures implemented by the UK Government.

Table 2 – DHP Budget

| Funding Source | amount |
|----------------------------------|-------------------|
| DWP | £425,050 |
| Renfrewshire Council | £250,000 |
| Scottish Government* | £1,522,925 |
| Total budget for the year | £2,197,975 |

*This figure represents the maximum amount required to cover the estimated shortfall of customers impacted by the Bedroom Tax.

Table 3 – DHP Performance Summary

| Measure | 1 April 2016 to 31 March 2017 |
|--|--------------------------------------|
| Volume of DHP applications received | 5,567 applications |
| Volume of DHP decisions made | 5,469 decisions |
| Number of DHP awards | 5,066 awards |
| Average processing time (target 29 days) | 11 days |
| Total amount committed/paid | £2,045,775 |

4.5 The Scottish Welfare Fund

4.5.1 The Service continued to make awards in 2016/17, in line with Scottish Government guidance and had spent/committed 79% of its total budget for the Scottish Welfare Fund (SWF) by the end of January 2017.

4.5.2 The performance data relating to the Fund is presented in table 4 below. The Service processed Community Care Grants well within target for the month and as a result the year to date position has improved slightly since the last report.*

*The year to date position is an average across the year and the position has improved by half a day (0.5 days) since the last report

Table 4 – SWF Performance Summary

| Measure | 1 April 2016 to 31 January 2017 |
|--|--|
| Number of Crisis Grant applications received | 6,898 |
| Number of Crisis Grant Awards | 5,490 |
| Total amount paid for Crisis Grants | £382,359 |
| Average Processing time (2 working days target) | 1 day |
| Average Processing time (within month) | 1 day |
| Number of Community Care Grant applications received | 1,533 |
| Number of Community Care Grant Awards | 1,671 |
| Total amount paid for Community Care Grant | £610,277 |
| Average processing time year to date (15 working days target) | 17 days |
| Average processing time (within month) | 11 days |
| Total amount paid/committed from the fund | £992,635 |
| Total Budget | £1,259,893 |

*Note that figures are adjusted each month to reflect awards previously made, but not fulfilled.

5. Customer Service Provision

5.1 This section details the performance of the customer service unit for the period 1st to 31st January 2017. The report provides an update on the overall contact centre call handling response times as well as face to face response times across the three customer service locations in Paisley, Renfrew and Johnstone

5.2 Telephone Call handling

5.2.1 The period immediately following the Christmas shutdown is historically the busiest time of year for the Customer Contact Centre.

5.2.2 The Contact Centre received 30,308 calls and answered 94% against a primary target of 90% for the period.

5.2.3 Following the initial increased demand at the start of the month, from Monday 16th January, 97% of all calls were answered from that date to the end of the period.

Table 5 – Customer Service Unit – Primary Target (call handling)

| Primary target | Year | January | Year to date |
|--------------------|------|---------|--------------|
| 90% calls answered | 2017 | 94% | 89% |
| | 2016 | 80% | 87% |

5.2.4 The secondary target is to respond to 70% of all calls within 40 seconds

Table 6 – Customer Service Unit – Secondary Target (call handling)

| Secondary target | Year | January | Year to date |
|-------------------------|------|---------|--------------|
| 70% calls in 40 seconds | 2017 | 59% | 48% |
| | 2016 | 26% | 43% |

5.2.5 The performance against the secondary target for January was below target due to the increased demand following the end of the festive period. The service recovered performance by Monday 16th January with 70% of all calls answered in 40 seconds from that date to the end of the period.

5.3 Face to face provision

5.3.1 The primary target for Face to Face customer service is to ensure average wait time for all customer visits is below 20 minutes. The table below outlines the performance for the period across all Customer Service locations.

5.3.2 The service received 4,322 customer visits in the period and continues to deal with these customers within target performance.

Table 7 – Customer Service Unit – Primary Target (Face to Face)

| Location | Year | January | Year to Date |
|------------------|-------------|--------------|--------------|
| Paisley | 2017 | 14:19 | 16:32 |
| | 2016 | 16:21 | 16:10 |
| Renfrew | 2017 | 07:43 | 10:15 |
| | 2016 | 07:11 | 06:52 |
| Johnstone | 2017 | 13:00 | 14:57 |
| | 2016 | 12:48 | 14:27 |

5.4 Factors impacting performance in the period

5.4.1 January is historically a busy month, with the first day of business following the festive holiday period the busiest day of the year. This year was no exception with 2,548 calls received on Thursday 5th January. As noted above, the service recovered performance levels by Monday 16th January.

Implications of the Report

1. **Financial** – The level of collection of Local Taxation continues to provide funding for the delivery of Council services throughout Renfrewshire.

2. **HR & Organisational Development** - None

3. **Community Planning** - None

Empowering our Communities – The collection of Local taxes through electronic payments (e.g. Direct Debit, Website and Telephone) is increasing and provides an extensive range of payment opportunities for the public.

Jobs and the Economy – An efficient and effective billing and administrative process is vital in ensuring the recovery of income to the council in order to support the provision of local services.

4. **Legal** – None

5. **Property/Assets** – None

6. **Information Technology** - None

7. **Equality & Human Rights** - None

8. **Health & Safety** None

9. **Procurement** – None

10. **Risk** - None

11. **Privacy Impact** – None

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Appendix 1

RENFREWSHIRE COUNCIL

REVENUES COLLECTION STATEMENT AS AT 28TH January 2017

| COUNCIL TAX | | |
|------------------------------------|----------------|----------------|
| | 2015/16 | 2016/17 |
| | £m | £m |
| Projected Yield | 77.434 | 78.511 |
| Gross Charges | 80.484 | 82.010 |
| Less rebates | 12.531 | 12.130 |
| Net Charges Billed | <u>67.953</u> | <u>69.881</u> |
| Cash Collected | 64.805 | 64.788 |
| Rebate Grant | 12.531 | 12.130 |
| | <u>77.336</u> | <u>76.918</u> |
| Cash collected as % of Net Charges | 95.37% | 92.71% |
| Income as % of Projected Yield | 99.87% | 97.97% |

| NON DOMESTIC RATES | | |
|--|----------------|----------------|
| | 2015/16 | 2016/17 |
| | £m | £m |
| Projected Yield | 92.715 | 100.337 |
| Gross Charges | 115.13 | 120.314 |
| Less reliefs | 20.523 | 17.929 |
| Net Charges Billed | <u>94.607</u> | <u>102.385</u> |
| Cash Collected | 91.758 | 90.459 |
| Cash collected as % of Net Charges | 96.99% | 88.35% |
| Cash collected as % of Projected Yield | 98.97% | 90.16% |

Customer & Business Services Performance Report – Appendix 2

Supplementary KPIs – Finance & Resources Policy Board

APPEALS

Where a claimant disputes a Benefits decision and also disputes a revision decision they can formally make an Appeal. The Benefits Service will prepare a detailed submission which is then considered by the Independent Tribunals Service. Preparation of a submission is a very involved process and requires significant data gathering.

| | | | |
|---|---------------------|--------------|--------------|
| Target processing speed (number of days) | 60 | | |
| Result: last 3 months (days) | Nov: 44 days | Dec: 69 days | Jan: 64 days |
| Average (12 months to date) | 41 days | | |
| Average Appeals Completed | 7 Appeals per month | | |

Comment:-

Due to the complexity of the small number of Appeals received in January target was missed. The position has improved since the last reporting cycle.

REVISIONS

Where a claimant disputes a benefits decision in the first instance they can request for it to be looked at again. This is known as a Revision. The process involves a Senior Benefit Assessor reviewing the decision thoroughly to decide whether the decision should stand.

| | | | |
|-----------------------------|--------------|--------------|--------------|
| Target | 28 days | | |
| Result last report | October: 37 | November: 28 | December: 31 |
| Result Last 3 months | November: 28 | December: 31 | January: 36 |

Comment:- The service missed target processing time for Revisions in January, this delay in processing is due to the two week festive closure of the Council, the Service is aiming to recover the position in February.

ACCURACY

The Service proactively monitors the accuracy of benefits decisions made through a robust audit checking programme. The Service targets to audit 3% of all calculations. The actual level of checking for this reporting period is higher due to a number of new staff joining the Benefits team and therefore requiring 100% of their work to be checked.

| | Target % | Actual % |
|--------------------------------|----------|----------|
| Volume of Audits | 3% | 24% |
| Accuracy – January 17 | 95% | 93% |
| Accuracy – Year to Date | 95% | 92% |

Comment:- The Service has set a stretching target for Accuracy and this has been narrowly missed for this reporting period. The Service has identified an area of common error and carried out some refresher training. A much higher level of checking has been carried during this period because a number of new benefit assessors have been recruited.



To: Finance & Resources Policy Board

On: 15 March 2017

Report by: Director of Finance & Resources

Heading: APPLICATIONS TO THE RENFREWSHIRE COUNCIL CITIZENS FUND

1. Summary

- 1.1 This report contains information in relation to two applications for funding from the Renfrewshire Council Citizens Fund that have been recommended for approval by the Johnstone & the Villages Local Area Committee (LAC) together with a request for additional funding for the installation of a bench at the Mary Barbour Memorial Cairn.
-

2. Recommendation

- 2.1 That consideration be given to the recommended awards to Kilbarchan Community Council and Kilbarchan Improvement Project (KIPCo), the request for funding for the installation of the bench at the Mary Barbour Memorial Cairn and the request that the additional allocation of £1,862 towards the cost of constructing the Mary Barbour Memorial Cairn from the Kilbarchan element of the Renfrewshire Council Citizens Fund be homologated, all as detailed in Section 3 below.
-

3. Background

- 3.1 The broad purpose of the citizens funds is to promote the welfare of individuals who are in need by reason of age, ill-health, disability, financial hardship or other disadvantage and to foster good citizenship and community wellbeing and regeneration by giving financial assistance by way of grant to those living or working in the area to further voluntary activity or to contribute to the regeneration of the community in the area.

- 3.2 Funds were made available to all five LACs with further restrictions being included within the purpose of the funding available to the Johnstone & the Villages LAC insofar as awards would be available to Lochwinnoch and Kilbarchan based projects only. This restriction reflects the nature of the bequests amalgamated into the Citizens Fund for that LAC area. Only funds ringfenced for Kilbarchan based projects remain.
- 3.3 At the meeting of the Johnstone & the Villages LAC held on 16 February 2017 the following projects were recommended for an award as follows:-

3.3.1 **Kilbarchan Community Council**

The Community Council applied for funding totalling £2,000 for the purchase of additional Christmas Lights to be located on a row of trees by the scout hut at Barn Green, Kilbarchan.

The LAC recommended an award of £2,000 from the Renfrewshire Council Citizens Fund.

3.3.2 **Kilbarchan Improvement Project (KIPCo)**

KIPCo applied for funding for the installation of double glazing to two downstairs windows into the existing wooden frames at the Old Library, Kilbarchan . This would enhance the quality of the drop in sessions at the front of the building through reducing noise pollution and would reduce heat loss from the building.

The LAC recommended an award of £1,180 from the Renfrewshire Council Citizens Fund.

3.3.3 **Mary Barbour Bench**

At a meeting of the Johnstone & the Villages LAC held on 21 May 2015, it was recommended that an award of £6,000 be made from the Kilbarchan element of the Renfrewshire Council Citizens Fund to erect a memorial cairn, park bench and interpretive board on Low Green, Kilbarchan, in recognition of Kilbarchan-born, radical visionary Mary Barbour. This recommendation was agreed at the meeting of the Finance & Resources Policy Board held on 26 August 2015.

As a result of additional ground works and the installation of the footpath, the final cost of the memorial and information plaque was £7,862 and the memorial cairn was officially unveiled on 21 November 2015. However, as a result of the increased costs of the memorial cairn the bench was not installed at that time. The cost of the bench, including installation and ground works, has been estimated as £700.

The LAC recommended (a) that a further award of £700 be made from the Renfrewshire Council Citizens Fund to meet the cost of installing a commemorative bench at the Mary Barbour Memorial Cairn, Kilbarchan and (b) that the additional allocation of £1,862 to the cost of constructing the Mary Barbour Memorial Cairn from the Kilbarchan element of the Renfrewshire Council Citizens Fund be homologated.

Implications of this report

1. **Financial Implications**
The awards will be met from existing resources within the Renfrewshire Council Citizens Fund.
2. **HR and Organisational Development Implications**
None.
3. **Community Plan/Council Plan Implications**

| | |
|----------------------------|---|
| Empowering our Communities | The awards of funding will strengthen the social and cultural fabric of the local community |
|----------------------------|---|
4. **Legal Implications**
Compliance with the Council's Condition of Grants
5. **Property/Assets Implications**
None.
6. **Information Technology Implications**
None.
7. **Equality and Human Rights Implications**
(a) 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 because membership of both groups is open to all members of the community. 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 Council's website.
8. **Health and Safety Implications**
None.
9. **Procurement Implications**
None.
10. **Risk Implications**
None.
11. **Privacy Impact**
None.

List of Background Papers

None

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To: Finance & Resources Policy Board

On: 15 March, 2017

Report by: Director of Finance & Resources

Heading: Inspection of Salmon Fishings – River Clyde

1. Summary

- a. This report seeks authority for the Provost and other representatives of the Council to take action designed to maintain the Council's Salmon Fishing Rights on the River Clyde.
 - b. This is a process which the Council seeks to undertake every 3 years. It is proposed that the inspection trip be undertaken prior to the 31 August 2017.
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2. Recommendations

- 2.1 That the Finance & Resources Policy Board agree the actions outlined in this paper in relation to the confirmation of fishing rights on the River Clyde..
 - 2.2 That the costs involved in the Salmon Fishings, estimated at £6,500 be met from the Renfrew Common Good Fund.
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3. **Background**

- a. The right of salmon fishing in the River Clyde was conferred on Renfrew Town Council, and its successor authorities, by Queen Ann by Royal Charter dated 20th October, 1703. Since 1781, a practice has been established of fishing the river every three years in order to maintain the right which might otherwise be lost by prescription. The right is maintained by nets being put out and hauled in, with the Provost and Councillors being seen to take hold of the nets.
- b. As the last inspection took place in August 2014, the Council, to safeguard its rights and to continue with this tradition, should arrange to inspect the fishings before 31st August, 2017.
- c. A vessel will depart from the pontoon at Braehead Pier and proceed to the mouth of the River Leven, the location where over the years the nets have been cast. The vessel will then proceed back to Braehead where the Council party and various guests including Councillors, MP's, MSP's Provosts and Chief Executives of neighbouring Councils, business representatives and the local Renfrew community, have been invited to attend a buffet lunch in Renfrew Town Hall.
- d. Historically the costs involved in the Salmon Fishings have been met from the Renfrew Common Good Fund.

Implications of the Report

1. **Financial** – as outlined in paragraph 2.2.
2. **HR & Organisational Development** – None
3. **Community Planning** – none
4. **Legal** – as described in the report – the Council is required to undertake this action in order to maintain its rights under a Royal Charter of 1703.
5. **Property/Assets** - none.
6. **Information Technology** – none
7. **Equality & Human Rights**
 - (a) 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 Council's website.

- 8. **Health & Safety** - none
 - 9. **Procurement** - none
 - 10. **Risk** – none
 - 11. **Privacy Impact** - none.
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List of Background Papers

- (a) Background Paper 1 – None
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To: Finance & Resources Policy Board

On: 15 March, 2017

Report by: Director of Finance & Resources

Heading: Civic Hospitality

1. Summary

1.1 The following requests for civic hospitality have been received for the financial year 2017/18.

- a) A request from the Commanding Officer at The Salvation Army in Paisley has been received, asking the Council to provide a civic reception to mark the 135th anniversary of the Salvation Army being in Paisley.

It is proposed that the Board agree to provide civic hospitality in the form of a buffet lunch on Saturday 22 April 2017 in Paisley Abbey at the cost of approximately £500 and that the Director of Finance & Resources in consultation with the Provost make the necessary arrangements.

- b) A request from 102 Field Squadron has been received. In 2017 the Squadron will mark their 50th anniversary and would like some civic hospitality to mark the occasion.

Following consultation with the Provost it is proposed that the Board agree to provide civic hospitality in the form of a contribution of £500 towards their Family day on 10th June 2017 to be held at their barracks and that the Director of Finance & Resources in consultation with the Provost make the necessary arrangements.

- c) A request was received for civic hospitality for a delegation of 34 pupils and 4 Teachers from Paisley's twin town of Gladsaxe in Denmark who are looking to visit Paisley on 31st May for two days. As Skovbrynet School in Gladsaxe has a particular focus on language, they hope to visit a Paisley school during their visit in the spirit of cooperation and communication with other schools.

It is proposed to mark the occasion the Board agree that on Thursday 1st June hospitality is provided in the form of an evening meal at their accommodation at the cost of approximately £1000 and that the Director of Finance & Resources in consultation with the Provost make the necessary arrangements.

- d) A request has been received from Kilbarchan Pipe Band in relation to providing civic hospitality to mark the occasion of a visit from an international delegation of pipers from Frankfurt in Germany. The German Band, Clan Pipers are planning to visit Renfrewshire from 19th to 30th July 2017 and are hoping to participate in the local Pipe Band Competition in July in the spirit of International Cooperation.

It is proposed that the Board agree to provide civic hospitality in the form of a buffet lunch at the Glynhill Hotel for approximately 100 people during their visit at the cost of £2200 and that the Director of Finance & Resources in consultation with the Provost make the necessary arrangements.

- 1.2 The budget provision for 2017/18 for Civic Hospitality (including international Links) is £46,460. Should the above be agreed the remaining balance would be approximately £42,260

2. Recommendations

- 2.1 That the Board agrees to: (a) provide civic hospitality to The Salvation Army, 102 Field Squadron, a delegation from Gladsaxe and a visit by the German band, the Clan Pipers and (b) that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

Implications of the Report

1. **Financial** – The costs of the request from civic hospitality will be met from the current budget
2. **HR & Organisational Development** - None

3. **Community Planning** – Civic receptions provide recognition of the contributions made by individuals and organisations to the fabric of life in Renfrewshire.
 4. **Legal** - none.
 5. **Property/Assets** - none.
 6. **Information Technology** – none
 7. **Equality & Human Rights**
 - (a) 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 Council's website.
 8. **Health & Safety** - none
 9. **Procurement** - none
 10. **Risk** – none
 11. **Privacy Impact** - none.
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List of Background Papers

- (a) Background Paper 1 – Correspondence by email in relation to the Civic request for the Salvation Army..
- (b) Background Paper 2 – Correspondence from 102 Field Squadron, 71 Royal Engineer Regiment.
- (c) Background Paper 3 – Correspondence by email in relation to a Gladsaxe School visit to Paisley.
- (d) Background Paper 4 – Correspondence by email in relation to a visit from the German band the Clan Pipers.

The foregoing background papers will be retained within Finance & Resources for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is Donna Gallagher, Member Services Officer (Telephone – 0141 618 6794, e-mail – donna.gallagher-pt@renfrewshire.gov.uk

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