

## Minute of Meeting

### Finance, Resources and Customer Services Policy Board

Date	Time	Venue
Wednesday, 03 February 2021	14:00	Microsoft Teams - virtual meeting,

#### Present

Councillor Tom Begg, Councillor Bill Brown, Provost Lorraine Cameron, Councillor Audrey Doig, Councillor Neill Graham, Councillor Jim Harte, Councillor John Hood, Councillor Kenny MacLaren, Councillor John McNaughtan, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor Jim Sharkey, Councillor John Shaw, Councillor James Sheridan, Councillor Andy Steel

#### Chair

Councillor J Shaw, Convener, presided.

#### In Attendance

A Russell, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning and D Christie, Senior Communications Officer (both Chief Executive's); D Gillies, Head of Facilities Management (Environment & Infrastructure); and K Graham, Head of Corporate Governance, J Lynch, Head of Property Services, A MacArthur, Head of Finance, R McGrath, Head of Business & Customer Services, B Lambert, Corporate Procurement Manager, E Shields, Business Services Manager, D Pole, End User Technician, C MacDonald, Senior Committee Services Officer and R Devine, Senior Committee Services Officer (all Finance & Resources).

#### Recording of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Policy Board would be recorded and that the recording would be available to view on the Council's website.

## **Declarations of Interest**

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

## **Item Withdrawn**

Prior to commencement of the meeting the Convener advised that agenda item 13 – Building Services Craft Payment Rates and Harmonising Holiday Entitlement had been withdrawn and consequently would not be considered by the Policy Board.

### **1 Joint Consultative Board (Non-teaching)**

There was submitted the Minute of the meeting of the Joint Consultative Board (Non-teaching) held on 11 November 2020, attached as Appendix I hereto.

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

### **2 Investment Review Board**

There was submitted the Minute of the meeting of the Investment Review Board held on 18 November 2020, attached as Appendix II hereto.

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

### **3 Revenue & Capital Budget Monitoring Report as at 13 November 2020**

There was submitted a revenue and capital budget monitoring report by the Director of Finance & Resources relative to revenue and capital budget expenditure and adjustments for the period to 13 November 2020.

**DECIDED:**

(a) That the projected revenue outturn position as detailed in Table 1 of the report be noted, considering that the forecast position was based on best estimates and confirmed government support to date, and may not incorporate the full financial implications of a sustained period of the current lockdown arrangements. Forecasts were therefore likely to fluctuate considerably as the full service implications and associated costs of the pandemic became clear.

(b) That the projected capital outturn position detailed in Table 2 of the report be noted; and

(c) That the budget adjustments detailed at sections 4 and 6 of the report be noted.

#### **4 Revenue & Capital Budget Monitoring Report - Council Overview as at 13 November 2020**

There was submitted a revenue and capital budget monitoring report by the Director of Finance & Resources relative to an overview of revenue and capital expenditure for the period to 13 November 2020.

##### **DECIDED:**

(a) That the projected revenue outturn position detailed in Table 1 of the report be noted, considering that the forecast position was based on best estimates and confirmed government support to date and did not yet incorporate the potential impact of the further restrictions in place since January 2021, nor the potential costs associated with Council support for any mass vaccination programme. Forecasts were therefore likely to fluctuate considerably as the full service implications and associated costs of the pandemic became clear; and

(b) That the projected capital outturn position detailed in Table 2 of the report be noted.

#### **5 Council Tax: Write Off**

There was submitted a report by the Director of Finance & Resources relative to a proposal to write off Council Tax accounts for sums over £10,000 where recovery was no longer viable. The value of the debt to be written off was £24,503.90.

**DECIDED:** That the sum of £24,503.90 as detailed in the report, be written off.

#### **6 Non-domestic Rates: Write Off**

There was submitted a report by the Director of Finance & Resources relative to a proposal to write off Non-domestic Rates accounts for sums over £10,000 where recovery was no longer viable. The value of the debt to be written off was £268,257.30

**DECIDED:** That the sum of £268,257.30 as detailed in the report, be written off.

#### **7 Housing Benefit Overpayments: Write Off**

There was submitted a report by the Director of Finance & Resources relative to a proposal to write off Housing Benefit Overpayment accounts for sums over £10,000 where recovery was no longer viable. The value of the debt to be written off was £80,067.98.

**DECIDED:** That the sum of £80,067.98 as detailed in the report, be written off.

## **8 Paisley and Renfrew Common Good Fund Budgets 2021/22**

There was submitted a report by the Director of Finance & Resources relative to the estimated funding available for disbursement during 2021/22 from the Paisley and Renfrew Common Good Funds.

The report indicated that income from both Common Good Funds was used to fund ongoing projects and commitments made previously by this Board and its predecessors. In addition, an annual allocation was to be made to the relevant Local Partnerships with delegated authority to disburse grants to local organisations that had applied for grant aid and/or to use the funding to support appropriate projects. A forecast income and expenditure statement for both Common Good Funds, including the cost of recurring projects, was attached to the report.

**DECIDED:**

(a) That the 2021/22 budget allocations to Local Partnerships be approved as follows:

Renfrew Common Good – Renfrew Local Partnership - £67,360

Paisley Common Good – Paisley East Local Partnership - £11,100

Paisley Common Good - Paisley North West & Central Local Partnership - £9,750

Paisley Common Good – Gleniffer Local Partnership - £9,150;

(b) That the continued funding of recurring projects, as outlined in Appendix 1 to the report, be approved; and

(c) That it be noted that a letter confirming the award of £50,000 from Paisley Common Good Fund to Thomas Coats Preservation Trust was issued in August 2020 and payment would be released when the Trust signed and returned the conditions of grant paperwork.

## **9 Finance & Resources Service Update and Performance Scorecard for 2020/21**

Under reference to paragraph 5 of the Minute of the meeting of this Policy Board held on 11 November 2020, there was submitted a further update report by the Director of Finance & Resources relative to key service areas of activity, within this Board's remit, providing an outline of priorities to Spring 2021 and highlighting key areas of focus and plans for next steps to support the Council's recovery plans. An update on performance for Quarter 1 and Quarter 2 (April to September 2020) was set out in the Appendix to the report.

**DECIDED:**

(a) That the report be noted;

(b) That performance information for Quarter 1 and Quarter 2 as detailed in the Appendix to the report be noted; and

(c) That it be noted that the Finance & Resources Service Improvement Plan would be submitted to the next meeting of this Board

## **10 Chief Executive's Service Update and Performance Scorecard for 2020/21**

Under reference to paragraph 6 of the Minute of the meeting of this Policy Board held on 11 November 2020, there was submitted a further update report by the Chief Executive relative to key service areas of activity, within this Board's remit, providing an outline of priorities through to Spring 2021 and highlighting key areas of focus and plans for next steps to support the Council's recovery plans. An update on performance for Quarter 1 and Quarter 2 (April to September 2020) was set out in the Appendix to the report.

### **DECIDED:**

(a) That the report be noted;

(b) That performance information for Quarter 1 and Quarter 2 as detailed in the Appendix to the report be noted; and

(c) That it be noted that the Chief Executive's Service Improvement Plan would be submitted to the next meeting of this Board.

## **11 Facilities Management Service Update**

Under reference to paragraph 7 of the Minute of the meeting of this Policy Board held on 11 November 2020, there was submitted a further update report by the Director of Environment & Infrastructure relative to key areas of activity within this Board's remit, providing an outline of priorities through to Spring 2021 and highlighting key areas of focus and plans for next steps to support the Council's recovery plans. An update on performance for Quarter 1 and Quarter 2 (April to September 2020) was set out in the Appendix to the report.

**DECIDED:** That the report and performance information for Quarter 1 and Quarter 2 2020/21 as appended to the report be noted.

## **12 Consultation on the Review of the Councillors' Code of Conduct**

There was submitted a report by the Director of Finance & Resources relative to a Scottish Government consultation seeking comments on a review of the Councillors' Code of Conduct (the Code).

The review sought to bring the Code up to date, to make it easier to understand and to consider developments in society such as the increased use of social media. The changes being proposed would strengthen the Code, reinforce the importance of behaving in a respectful manner and make it clear that bullying and harassment was completely unacceptable and should not be tolerated. The aim was to produce a Code that was fit for purpose and would ensure the highest standards of conduct by Councillors in order to maintain and strengthen the trust of those they were elected to serve.

The report explained that the review proposed a substantial rewrite of the Code and detailed the main areas of change. An Appendix to the report set out the explanatory comments from the consultation document, providing more detail on the changes that were proposed and the reasons for them.

**DECIDED:**

(a) That it be noted that the Scottish Government sought views on its consultation on the review of the Councillors' Code of Conduct; and

(b) That it be noted that elected members would be advised of the final version of the revised Code, following its approval by the Scottish Ministers

## **13 Building Services Craft Payment Rates and Harmonising Holiday Entitlement**

This item was withdrawn.