

FINANCE AND CORPORATE RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 8 May 2019

Chair:

Councillor Graeme Horne (Depute)

Councillors Present:

Councillor Alex Allison, Councillor John Anderson, Councillor John Bradley (*substitute for Councillor Janine Calikes*), Councillor Walter Brogan, Councillor Peter Craig, Councillor Margaret Cowie (*substitute for Councillor Catherine McClymont*), Councillor Maureen Devlin, Councillor Isobel Dorman, Councillor Joe Fagan, Councillor Geri Gray, Councillor Eric Holford, Councillor Eileen Logan, Councillor Joe Lowe, Councillor Monique McAdams, Councillor Hugh Macdonald, Councillor Mark McGeever, Councillor Jim McGuigan, Councillor Mo Razzaq, Councillor Collette Stevenson (Depute), Councillor Jared Wark

Councillors' Apologies:

Councillor Janine Calikes, Councillor Graeme Campbell, Councillor Margaret Cooper, Councillor Catherine McClymont, Councillor Gladys Miller (Chair), Councillor John Ross (ex officio), Councillor Jim Wardhaugh

Attending:

Finance and Corporate Resources

P Manning, Executive Director; S Abbott, Administration Assistant; C Fergusson, Head of Finance (Transactions); G McCann, Head of Administration and Legal Services; S McLeod, Administration Officer; K McVeigh, Head of Personnel Services; J Taylor, Head of Finance (Strategy)

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Finance and Corporate Resources Committee held on 20 February 2019 were submitted for approval as a correct record.

The Committee decided: that the minutes be approved as a correct record.

3 Minutes of Appeals Panel

The minutes of the meeting of the Appeals Panel held on 5 March 2019 were submitted for approval as a correct record.

The Committee decided: that the minutes be approved as a correct record.

4 Revenue Budget Monitoring 2018/2019 – Finance and Corporate Resources

A report dated 10 April 2019 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure for the period 1 April 2018 to 1 March 2019 against budgeted expenditure for 2018/2019 for Finance and Corporate Resources.

The Committee decided:

- (1) that the breakeven position on the Finance and Corporate Resources' revenue budget, as detailed in Appendix A to the report, be noted;
- (2) that the forecast to 31 March 2019 of a breakeven position be noted; and
- (3) that the budget virements, as detailed in the appendices to the report, be approved.

[Reference: Minutes of 20 February 2019 (Paragraph 4)]

5 Capital Budget Monitoring 2018/2019 – Finance and Corporate Resources

A report dated 17 April 2019 by the Executive Director (Finance and Corporate Resources) was submitted advising of progress on Finance and Corporate Resources' capital programme for 2018/2019 and summarising the expenditure position at 1 March 2019.

The Committee decided: that the Finance and Corporate Resources' capital programme of £1.592 million, and expenditure to date of £1.462 million, be noted.

[Reference: Minutes of 20 February 2019 (Paragraph 5) and Minutes of the Executive Committee of 13 March 2019 (Paragraph 4)]

6 Finance and Corporate Resources – Workforce Monitoring – January and February 2019

A report dated 26 March 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the following employee information for Finance and Corporate Resources for the period January and February 2019:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ Staffing Watch as at 8 December 2018

The Committee decided: that the report be noted.

[Reference: Minutes of 20 February 2019 (Paragraph 6)]

7 Council-wide Workforce Monitoring – January and February 2019

A report dated 26 March 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period January and February 2019:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews

- ◆ recruitment monitoring
- ◆ Staffing Watch as at 8 December 2018

In response to a question from Councillor Razzaq, the Head of Personnel Services advised that proposals to attract more employment applications from black and ethnic minority applicants were being considered and would be reported to a future meeting of this Committee and the Equal Opportunities Forum.

The Committee decided: that the report be noted.

[Reference: Minutes of 20 February 2019 (Paragraph 7)]

8 Revenues Collection and Approval for Write-Offs

A report dated 16 April 2019 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ collection performance for 2018/2019 on revenues income which comprised Council Tax, non-domestic rates, sundry debts and arrears
- ◆ performance against the Business Rates Incentivisation Scheme (BRIS) target
- ◆ the write-off of irrecoverable Council Tax, non-domestic rates, Hamilton and Carlisle Town Centre Business Improvement District (BID) levies, sundry debt, former tenant rent arrears, factoring arrears and Housing Benefit overpayments

It was proposed that the following debts be written off:-

- ◆ irrecoverable Council Tax accounts from 1993/1994 to 2018/2019 to the value of £325,587.75 relating primarily to prescribed debt, sequestrations and estates of the deceased
- ◆ non-domestic rates from 2016/2017 to 2018/2019 totalling £422,843.29 relating to debtors who were in liquidation, had ceased trading or had been sequestrated
- ◆ BID levies totalling £5,372.56
- ◆ sundry debts to a value of £704,033.05
- ◆ former tenant rent arrears totalling £197,365.47, factoring arrears totalling £7,771.82 and Housing Benefit overpayments totalling £132,053.41

The Committee decided:

- (1) that the Council's performance in the collection of revenues be noted;
- (2) that the Council's performance against the Business Rates Incentivisation Scheme target be noted; and
- (3) that the write-off of the following irrecoverable debts be approved:-
 - ◆ Council Tax debt from 1993/1994 to 2018/2019 to the value of £325,587.75
 - ◆ non-domestic rates from 2016/2017 to 2018/2019 totalling £422,843.29
 - ◆ Hamilton and Carlisle Town Centre Business Improvement District levies totalling £5,372.56
 - ◆ sundry debts to a value of £704,033.05
 - ◆ house rent and associated charges totalling £337,190.70

[Reference: Minutes of 20 February 2019 (Paragraph 10)]

9 Landlord Registration Service

A report dated 17 April 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the transfer of the Landlord Registration Service from Housing and Technical Resources to Finance and Corporate Resources.

As part of the Efficiency Review of Legal Services, it had been identified that the functions associated with private landlord registration were more appropriately aligned to the Licensing and Registration Team within Finance and Corporate Resources. The Council, at its meeting held on 27 February 2019, agreed a package of savings proposals and, in order to realise the savings identified in terms of the Landlord Registration Service, the transfer of functions and duties from Housing and Technical Resources to Finance and Corporate Resources would take place on 13 May 2019.

As part of this transition, the existing powers contained within the Council's Scheme of Delegation in respect of the Landlord Registration Service, as detailed in the report, would be transferred from the Executive Director (Housing and Technical Resources) to the Executive Director (Finance and Corporate Resources).

The Committee decided:

- (1) that the transfer of the Landlord Registration Service from Housing and Technical Resources to Finance and Corporate Resources, which would take effect from 13 May 2019, be noted; and
- (2) that the transfer of powers within the Council's Scheme of Delegation relating to the Landlord Registration Service from the Executive Director (Housing and Technical Resources) to the Executive Director (Finance and Corporate Resources) be noted.

[Reference: Minutes of South Lanarkshire Council (Special) of 27 February 2019 (Paragraph 2)]

10 Notification of Contracts Awarded

A report dated 17 April 2019 by the Executive Director (Finance and Corporate Resources) was submitted on contracts awarded by Finance and Corporate Resources during the period 1 October 2018 to 31 March 2019.

In terms of Standing Order No 21.8 of the Standing Orders on Contracts, Resources were required to notify the relevant Committee of contracts awarded. Details of the contracts awarded by Finance and Corporate Resources were provided in the appendix to the report.

The Committee decided: that the report be noted.

[Reference: Minutes of 28 November 2018 (Paragraph 12)]

11 Early Retirement, Voluntary Severance and Switch 2

A report dated 16 April 2019 by the Executive Director (Finance and Corporate Resources) was submitted on early retirements, voluntary severances, re-employment of early retirees and the Switch 2 programme for the period 1 October 2018 to 31 March 2019.

The Committee decided: that the report be noted.

[Reference: Minutes of 28 November 2018 (Paragraph 14)]

12 Urgent Business

There were no items of urgent business.