

# FINANCE AND CORPORATE RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 2 October 2019

**Chair:**

Councillor Gladys Miller

**Councillors Present:**

Councillor Alex Allison, Councillor John Anderson, Councillor John Bradley (*substitute for Councillor Collette Stevenson*), Councillor Walter Brogan, Councillor Graeme Campbell, Councillor Peter Craig, Councillor Maureen Devlin, Councillor Isobel Dorman, Councillor Grant Ferguson, Councillor Geri Gray, Councillor Eric Holford, Councillor Graeme Horne (Depute), Councillor Eileen Logan, Councillor Joe Lowe, Councillor Hugh Macdonald, Councillor Monique McAdams, Councillor Catherine McClymont, Councillor Mark McGeever, Councillor Jim McGuigan, Councillor Lynne Nailon, Councillor Mo Razzaq, Councillor Margaret B Walker (*substitute for Councillor Joe Fagan*), Councillor Jim Wardhaugh, Councillor Jared Wark

**Councillors' Apologies:**

Councillor Joe Fagan, Councillor John Ross (ex officio), Councillor Collette Stevenson (Depute)

**Attending:**

**Finance and Corporate Resources**

P Manning, Executive Director; 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); B Teaz, Head of Information Technology Services

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## 1 Declaration of Interests

No interests were declared.

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## 2 Minutes of Previous Meeting

The minutes of the meeting of the Finance and Corporate Resources Committee held on 7 August 2019 were submitted for approval as a correct record.

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

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## 3 Minutes of Appeals Panel

The minutes of the meetings of the Appeals Panel held on 8 August and 4 September 2019 were submitted for approval as a correct record.

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

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## 4 Minutes of Recruitment Committee

The minutes of the meeting of the Recruitment Committee held on 23 August 2019 were submitted for noting and the minutes of 20 September 2019 were submitted for approval as a correct record.

**The Committee decided:**

- (1) that the minutes of the meeting of the Recruitment Committee held on 23 August 2019 be noted; and
- (2) that the minutes of the meeting of the Recruitment Committee held on 20 September 2019 be approved as a correct record.

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**5 Revenue Budget Monitoring 2019/2020 – Finance and Corporate Resources**

A report dated 4 September 2019 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure for the period 1 April to 16 August 2019 against budgeted expenditure for 2019/2020 for Finance and Corporate Resources.

**The Committee decided:**

- (1) that the breakeven position on Finance and Corporate Resources' revenue budget, as detailed in Appendix A to the report, be noted;
- (2) that the forecast to 31 March 2020 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 7 August 2019 (Paragraph 5)]*

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**6 Capital Budget Monitoring 2019/2020 – Finance and Corporate Resources**

A report dated 18 September 2019 by the Executive Director (Finance and Corporate Resources) was submitted advising of progress on Finance and Corporate Resources' capital programme for 2019/2020 and summarising the expenditure position at 16 August 2019.

**The Committee decided:** that Finance and Corporate Resources' capital programme of £0.993 million, and expenditure to 16 August 2019 of £0.027 million, be noted.

*[Reference: Minutes of 7 August 2019 (Paragraph 6)]*

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**7 Finance and Corporate Resources – Workforce Monitoring – June and July 2019**

A report dated 27 August 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the following employee information for Finance and Corporate Resources for the period June and July 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 June 2019

**The Committee decided:** that the report be noted.

*[Reference: Minutes of 7 August 2019 (Paragraph 8)]*

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## **8 Council-wide Workforce Monitoring – June and July 2019**

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A report dated 27 August 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period June and July 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 June 2019

**The Committee decided:** that the report be noted.

*[Reference: Minutes of 7 August 2019 (Paragraph 9)]*

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## **9 Revenue Collection and Approval for Write-offs**

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A report dated 6 September 2019 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ collection performance for 2019/2020 on revenues income which comprised Council Tax, non-domestic rates, sundry debts and arrears
- ◆ the write-off of irrecoverable Council Tax, non-domestic rates, Hamilton and Carlisle Town Centre Business Improvement District (BID) levies, sundry debt and Housing Rent and associated charges

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

- ◆ irrecoverable Council Tax accounts from 1993/1994 to 2019/2020 to the value of £417,971.63 relating primarily to prescribed debt, sequestrations and estates of the deceased
- ◆ non-domestic rates from 2017/2018 to 2019/2020 totalling £1,502,818.65 relating to debtors who were in liquidation, had ceased trading or had been sequestrated
- ◆ BID levies totalling £11,211.51
- ◆ sundry debts to a value of £103,419.76
- ◆ former tenant rent arrears totalling £124,264.71, factoring arrears totalling £519.38 and Housing Benefit overpayments totalling £35,520.91

**The Committee decided:**

(1) that the Council's performance in the collection of revenues be noted; and

(2) that the write-off of the following irrecoverable debts be approved:-

- ◆ Council Tax debt from 1993/1994 to 2019/2020 to the value of £417,971.63
- ◆ non-domestic rates from 2017/2018 to 2019/2020 totalling £1,502,818.65
- ◆ Hamilton and Carlisle Town Centre Business Improvement District levies totalling £11,211.51
- ◆ sundry debts to a value of £103,419.76
- ◆ house rent and associated charges totalling £160,305.00

*[Reference: Minutes of 7 August 2019 (Paragraph 12)]*

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## **10 Procurement Strategy Update and Annual Review 2019/2020**

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A report dated 3 September 2019 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ♦ progress in relation to the Procurement Strategy Action Plan
- ♦ the Council's Procurement Strategy Annual Review for 2019/2020

Under section 15 of the Procurement Reform (Scotland) Act 2014, the Council was required to publish a Procurement Strategy and to review the Strategy annually.

The Procurement Strategy, covering the period January 2017 to March 2020, which had been approved by the Executive Committee at its meeting on 8 February 2017, reflected those actions continued from the previous Strategy, including the introduction and roll out of supplier and contract management modules for appropriate contracts.

The Procurement Strategy Action Plan for 2019/2020, attached as Appendix 1 to the report, included details on progress achieved and actions which had been completed as at 31 August 2019. A summary of the main achievements was detailed in the report.

The Council's Procurement Strategy had been reviewed for relevance and compliance and it had been found that no amendments were required. However, a number of new actions had been identified and those were summarised in the report and included in the Action Plan for 2019/2020.

### **The Committee decided:**

- (1) that progress on the Procurement Strategy Action Plan for 2019/2020, attached as Appendix 1 to the report, be noted; and
- (2) that the Procurement Strategy Annual Review for 2019/2020 and associated new actions included in the Action Plan be noted.

*[Reference: Minutes of 19 September 2018 (Paragraph 17), Minutes of 20 February 2019 (Paragraph 13) and Minutes of the Executive Committee of 8 February 2017 (Paragraph 8)]*

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## **11 Urgent Business**

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There were no items of urgent business.