

## FINANCE AND INFORMATION TECHNOLOGY RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Almada Street, Hamilton on 1 June 2010

**Chair:**

Councillor Eileen Logan

**Councillors Present:**

David Baillie, Graeme Campbell, Gordon Clark, Pam Clearie, Russell Clearie, Peter Craig, Lynn Filshie, Jim Handibode, Graeme Home, Anne Maggs, James Malloy (Depute), Archie Manson, Lesley McDonald, Jean McKeown, Danny Meikle, Henry Mitchell, George Sutherland

**Councillors' Apologies:**

Walter Brogan, Bobby Lawson, Edward McAvoy, Michael McCann, Mary McNeill, Graham Simpson

**Attending:**

**Corporate Resources**

D Lang, Personnel Officer; P MacRae, Administration Officer; A Norris, Administration Assistant

**Finance and Information Technology Resources**

L Hardie, Executive Director; A MacQuarrie, Head of Procurement Services; P Manning, Head of Finance Services

---

### 1 Declaration of Interests

---

No interests were declared.

---

### 2 Minutes of Previous Meeting

---

The minutes of the meeting of the Finance and Information Technology Resources Committee held on 16 March 2010 were submitted for approval as a correct record.

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

---

### 3 Finance and Information Technology Resources - Workforce Monitoring - February and March 2010

---

A joint report dated 10 May 2010 by the Executive Directors (Corporate Resources) and (Finance and Information Technology Resources) was submitted on the following employee information for Finance and Information Technology Resources for the period February and March 2010:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers
- ◆ Joint Staffing Watch as at 13 March 2010

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

*[Reference: Minutes of 16 March 2010 (Paragraph 6)]*

---

#### **4 Finance and Information Technology Resources' Resource Plan 2010/2011**

---

A report dated 12 May 2010 by the Executive Director (Finance and Information Technology Resources) was submitted on the Finance and Information Technology Resources' Resource Plan for 2010/2011. Details were provided on:-

- ◆ Resource achievements and performance during 2009/2010
- ◆ Resource objectives and actions for 2010/2011
- ◆ capital and revenue resources for 2010/2011
- ◆ the organisational structure of the Resource

In line with the Council's performance management arrangements, a mid year progress report on actions identified in the 2010/2011 Resource Plan would be submitted to a future meeting of the Committee.

**The Committee recommended to the Executive Committee:** that the Finance and Information Technology Resources' Resource Plan for 2010/2011 be approved.

*[Reference: Minutes of 19 January 2010 (Paragraph 6)]*

---

#### **5 Annual Investment Strategy 2010/2011**

---

A report dated 4 May 2010 by the Executive Director (Finance and Information Technology Resources) was submitted on the Annual Investment Strategy for 2010/2011.

The Local Government Investments (Scotland) Regulations 2010 had been introduced on 1 April 2010 and provided a formal investment framework for local authorities. The new regulatory framework provided greater freedom for local authorities in their investment activities as well as more flexibility when depositing and investing cash balances.

The 2 fundamental principles of the Investment Regulations were that:-

- ◆ councils were required to manage their investments and deposits in a way that minimised the risk to the capital sum and optimised the return on the funds consistent with those risks
- ◆ councils were able to determine what investments they made, including both the type and duration of the investment

In terms of the Regulations, the Council was required to prepare an Annual Investment Strategy prior to the start of the financial year. The Annual Investment Strategy for 2010/2011, attached as Appendix 1 to the report, covered the following areas:-

- |                                  |  |
|----------------------------------|--|
| ◆ investment policy and strategy | ◆ borrowing in advance                         |
| ◆ treasury management risks      | ◆ investment projection 2010/2011 to 2012/2013 |
| ◆ permitted investments          | ◆ prudential indicators                        |
| ◆ risk management                | ◆ Common Good investments                      |

**The Committee recommended to the Executive Committee:** that the Council's Annual Investment Strategy for 2010/2011, as detailed in Appendix 1 to the report, be approved.

---

## **6 Procurement Service Update**

---

A report dated 28 April 2010 by the Executive Director (Finance and Information Technology Resources) was submitted on the new Procurement Service which had recently been established within Finance and Information Technology Resources.

At its meeting on 10 June 2009, the Executive Committee approved the creation of a new, centralised Procurement Service. The Procurement Service had been established to deliver Council wide strategies for procured services, works, materials and capital with the objective of optimising efficiencies.

Details were given on:-

- ◆ key elements delivered by the Service to date
- ◆ the accountabilities, responsibilities and role of the Procurement Service
- ◆ activities which remained with Resources
- ◆ arrangements for the procurement of non contracted spend over £50,000
- ◆ Procurement Service key objectives
- ◆ delivery of efficiencies
- ◆ activities for 2010/2011

### **The Committee decided:**

- (1) that it be noted that Resources would be required to commit to supporting the joint Resource Procurement Service delivery of efficiencies and procurement activities; and
- (2) that the procurement process, as detailed in the report, for non contracted spend over £50,000 be approved.

*[Reference: Minutes of 19 January 2010 (Paragraph 7)]*

---

## **7 Revenues Collection as at 31 March 2010 and Approval for Write-Off**

---

A joint report dated 27 April 2010 by the Executive Directors (Finance and Information Technology Resources) and (Housing and Technical Resources) was submitted on:-

- ◆ collection performance at 31 March 2010 on revenues income which comprised Council Tax, non-domestic rates and sundry debts
- ◆ the write-off of irrecoverable Council Tax, sundry debts and housing rent accounts

Details were given on:-

- ◆ current collection performance
- ◆ collection of arrears

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

- ◆ irrecoverable Council Tax accounts from 1993/1994 to 2009/2010 to the value of £592,871.12 relating primarily to sequestrations and estates of the deceased
- ◆ sundry debts to a value of £134,751.04. The debts related to liquidations, sequestrations and estates of the deceased
- ◆ former tenant rent arrears totalling £1,012,455.77

### **The Committee decided:**

- (1) that the achievements in revenue collection performance be noted; and

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

- ◆ Council Tax debt from 1993/1994 to 2009/2010 to the value of £592,871.12
- ◆ sundry debts to a value of £134,751.04
- ◆ former tenant rent arrears to the value of £1,012,455.77

*[Reference: Minutes of 19 January 2010 (Paragraph 8)]*

---

## **8 eProcurement Programme Update June 2010**

---

A report dated 5 May 2010 by the Executive Director (Finance and Information Technology Resources) was submitted on the progress of the corporate eProcurement programme system implementation.

At its meeting on 27 October 2009, the Committee approved the implementation of Oracle iProcurement as the corporate eProcurement system. iProcurement had been live across Council Resources since May 2008. To date, the programme had been implemented in Finance and Information Technology Resources, Corporate Resources, Housing and Technical Resources, Enterprise Resources and partially within Community Resources.

Details were given on:-

- ◆ each Resource's spend through iProcurement from April 2009 to March 2010
- ◆ the current development phase
- ◆ benefits realised as a result of implementation of iProcurement

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

*[Reference: Minutes of 27 October 2009 (Paragraph 11)]*

---

## **9 Notification of Contract Extensions Awarded**

---

A report dated 11 May 2010 by the Executive Director (Finance and Information Technology Resources) was submitted on contract extensions recently awarded by Finance and Information Technology Resources.

In terms of Standing Order No 14.4 of the Council's Standing Orders on Contracts, Resources were required to notify the relevant Committee of contract extensions awarded. Details of the contract extensions by Finance and Information Technology Resources were provided in the appendix to the report.

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

*[Reference: Minutes of 19 January 2010 (Paragraph 15)]*

---

## **10 Society of Information Technology Managers (SOCITM) Annual Survey of Local Authority Websites**

---

A report dated 26 April 2010 by the Executive Director (Finance and Information Technology Resources) was submitted on the outcome of SOCITM's Better Connected annual survey of local authority websites.

SOCITM had recently carried out its 12<sup>th</sup> annual survey of all local authority websites. In total, 479 websites had been examined. A team of reviewers had carried out a structured survey with 120 questions for local authority websites followed by 5 shorter surveys on specific topics. The evidence from the survey was collated using the new ranking system (1 to 4 stars).

The Council's website had maintained the 'transactional' status awarded in the 2009 Better Connected survey. 7 Scottish local authorities, including South Lanarkshire Council, had been ranked as 3 star (very good). In addition, the Council had attained best practice awards in participation and e-mail response.

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

*[Reference: Minutes of 3 March 2009 (Paragraph 9)]*

---

## **11 Treasury Management Investment Activity - Quarterly Report**

A report dated 5 May 2010 by the Executive Director (Finance and Information Technology Resources) was submitted on the Council's monitoring of its cash investments.

The Treasury Management Section within Finance and Information Technology Resources managed the Council's surplus cash funds. The primary consideration, when making investments, was the security of the funds. Consideration was given to ensuring that the Council had access to funds when necessary and that those funds were working as well as they could for the Council.

Details were given on:-

- ◆ investment activity
- ◆ management of risk
- ◆ market performance
- ◆ projected cash flow

It was proposed to continue to use the current investment framework in the next quarter. Investments would continue to be placed with institutions whose ratings were consistent with the Council's approved criteria and which maintained access to the UK Government's Credit Guarantee Scheme.

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

*[Reference: Minutes of 19 January 2010 (Paragraph 13)]*

---

## **12 Urgent Business**

There were no items of urgent business.