

FINANCE AND INFORMATION TECHNOLOGY RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 29 March 2011

Chair:

Councillor Eileen Logan

Councillors Present:

David Baillie, Walter Brogan, Graeme Campbell, Gordon Clark, Russell Clearie, Peter Craig, Jim Handibode, Bobby Lawson, Jean McKeown, Mary McNeill, Anne Maggs, James Malloy (Depute), Archie Manson, Danny Meikle, Henry Mitchell, Alan Scott, Graham Simpson, George Sutherland

Councillors' Apologies:

Pam Clearie, Lynn Filshie, Graeme Horne, Edward McAvoy, Lesley McDonald

Attending:**Chief Executive's Service**

A Strang, Chief Executive; H McNeil, Head of Audit and Improvement

Corporate Resources

P MacRae, Administration Officer; E Melrose, Personnel Officer; A Norris, Administration Assistant

Finance and Information Technology Resources

K Brown, Head of Information Technology; P Manning, Head of Finance

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 1 February 2011 were submitted for approval as a correct record.

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

3 Minutes of Special Meeting

The minutes of the special meeting of the Finance and Information Technology Resources Committee held on 10 February 2011 were submitted for approval as a correct record.

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

4 Revenue Budget Monitoring 2010/2011 - Finance and Information Technology Resources

A report dated 2 March 2011 by the Chief Executive was submitted comparing actual expenditure at 18 February 2011 against budgeted expenditure for 2010/2011 under the following headings:-

- ◆ Finance Services

- ◆ Information Technology Services
- ◆ Procurement Services

The Committee decided: that the underspend on Finance and Information Technology Resources' revenue budget of £0.135 million (1%), as detailed in Appendix A to the Chief Executive's report, and the forecast to 31 March 2011 of a breakeven position be noted.

[Reference: Minutes of 1 February 2011 (Paragraph 3)]

5 Capital Budget Monitoring 2010/2011 - Finance and Information Technology Resources

A report dated 2 March 2011 by the Chief Executive was submitted advising on progress of the capital programme 2010/2011 and summarising the expenditure position at 18 February 2011 for the following budget headings:-

- ◆ Finance Services
- ◆ Information Technology Services

The Committee decided: that the report be noted.

[Reference: Minutes of 1 February 2011 (Paragraph 4)]

6 Workforce Monitoring - December 2010 and January 2011 - Finance and Information Technology Resources

A joint report dated 3 March 2011 by the Chief Executive and the Executive Director (Corporate Resources) was submitted on the following employee information for Finance and Information Technology Resources for December 2010 and January 2011:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers
- ◆ Joint Staffing Watch as at 11 December 2010

The Committee decided: that the report be noted.

[Reference: Minutes of 1 February 2011 (Paragraph 5)]

7 Springbank Farm - Proposed Use for Cemetery Provision for Lanark

A report dated 4 March 2011 by the Chief Executive was submitted on the potential use of part of the land at Springbank Farm, Lanark as cemetery provision for Lanark.

Springbank Farm consisted of a farmhouse, outbuildings and fields extending to 53.53 hectares and was held in the Lanark Common Good Account. At its meeting on the 31 August 2010, the Committee had agreed that approval be given to the Executive Director (Enterprise Resources) to market the existing house, outbuildings and suitable sized adjacent fields at Springbank Farm for disposal and to market the remaining land for let.

Community Resources had identified part of the land for let as a suitable location for a new cemetery for Lanark. If approved, the use of this land as cemetery provision would reduce the annual rental payable to the Lanark Common Good Fund. In that event, Enterprise Resources would set a level of compensation to be paid to the Lanark Common Good Fund for the use of its asset. This would represent a value equal to that which Community Resources would be expected to pay if the land was in private ownership. The compensation would be treated as a capital receipt to the Lanark Common Good Fund.

The Committee decided: that approval, in principle, be given for part of Springbank Farm, Lanark to be used for the provision of new cemetery facilities for Lanark, subject to suitability and relevant approvals including planning consent and SEPA approval, and, in terms of the Burial Grounds (Scotland) Act 1855, approval from the Council.

[Reference: Minutes of 31 August 2010 (Paragraph 6)]

Councillor Brogan entered the meeting during this item of business

8 Extension to Banking Contract

A report dated 2 March 2011 by the Chief Executive was submitted on the extension of the Council's banking contract with the Royal Bank of Scotland (RBS) for a period of 2 years.

At its meeting on 19 February 2008, the Committee had awarded a 3 year contract to RBS for the provision of banking services, commencing on 1 April 2008, with the option to extend the contract for a further 2 years.

RBS had been asked to provide costs for the following if the contract was extended for a further 2 years:-

- ◆ overdraft facility
- ◆ pricing structure

Deposits would be considered in line with the Council's Annual Investment Strategy and did not form part of the contract for banking services.

Following this exercise, the annual charge for banking services was estimated at £66,225.08, an increase of £1,662.94 on current pricing. In view of the costs involved in changing service provider, it was considered that there would be no benefit to the Council in re-tendering for banking services.

The cost of extending the banking contract would be met from existing budgets.

The Committee decided: that the contract with RBS for the provision of banking services be extended for a period of 2 years commencing 1 April 2011.

[Reference: Minutes of 19 February 2008 (Paragraph 7)]

9 Revenues Collection as at 31 January 2011 and Approval for Write-Off

A joint report dated 1 March 2011 by the Chief Executive and the Executive Director (Housing and Technical Resources) was submitted on:-

- ◆ collection performance at 31 January 2011 on revenues income which comprised Council Tax, non-domestic rates, community charge arrears and sundry debts
- ◆ the write-off of irrecoverable non-domestic rates, Council Tax, sundry debts, former council house tenant rent arrears and associated charges and factoring charges

Details were given on:-

- ◆ current collection performance
- ◆ collection of arrears

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

- ◆ non-domestic rates for the years 2008/2009, 2009/2010 and 2010/2011 totalling £400,306.25 relating to debtors who were in liquidation, had ceased trading or had been sequestered
- ◆ irrecoverable Council Tax accounts from 1993/1994 to 2010/2011 to the value of £13,503.16 relating primarily to sequestrations and estates of the deceased
- ◆ sundry debts to a value of £447,454.74. The debts related to liquidations, sequestrations and estates of the deceased
- ◆ former tenant council house rent arrears and associated charges from 2004/2005 to 2010/2011 totalling £1,285,680.77
- ◆ factoring charges to the value of £88.90

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:-

- ◆ non-domestic rates for the years 2008/2009, 2009/2010 and 2010/2011 totalling £400,306.25
- ◆ Council Tax debt from 1993/1994 to 2010/2011 to the value of £13,503.16
- ◆ sundry debts to a value of £447,454.74
- ◆ former tenant council house rent arrears and associated charges from 2004/2005 to 2010/2011 totalling £1,285,680.77
- ◆ factoring charges to the value of £88.90

[Reference: Minutes of 1 February 2011 (Paragraph 9)]

10 Treasury Management Activity - Third Quarter Review

A report dated 2 March 2011 by the Chief Executive was submitted on the third quarter review of the Treasury Management Activity 2010/2011.

The report format had been updated to include information on borrowing, debt management and treasury indicators as well as the regular information on investments, market performance, cash flows and risk management.

Details were given on:-

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| ◆ market performance | ◆ projected cash flow |
| ◆ debt management and borrowing strategy | ◆ next quarter investment plans |
| ◆ investment activity | ◆ treasury management indicators |
| ◆ management of risk | |

The Committee decided: that the report be noted.

[Reference: Minutes of 9 November 2010 (Paragraph 11)]

11 Urgent Business

There were no items of urgent business.