



Finance and Performance Sub-Committee

Minutes of a meeting held on Monday 25 June 2018 at 7.05pm, East Northamptonshire House, Thrapston

Present:	Councillors:	David Brackenbury John Farrar Roger Glithero JP Glenvil Greenwood-Smith David Jenney Steven North		
	Officers:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;">David Oliver Glenn Hammons Greg Macdonald Julia Smith Sandie Williams Mike Greenway Angela Hook Samantha Jeffrey</td> <td style="width: 50%; vertical-align: top;"> Chief Executive Executive Director (Resources and Commercial) Head Economic and Commercial Development Head of Customer and Community Services Interim Finance Manager Community Partnerships Manager Corporate Support Manager Performance Officer </td> </tr> </table>	David Oliver Glenn Hammons Greg Macdonald Julia Smith Sandie Williams Mike Greenway Angela Hook Samantha Jeffrey	Chief Executive Executive Director (Resources and Commercial) Head Economic and Commercial Development Head of Customer and Community Services Interim Finance Manager Community Partnerships Manager Corporate Support Manager Performance Officer
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1.0 APPOINTMENT OF CHAIRMAN

RESOLVED:

That Councillor Steven North be appointed Chairman of the Finance and Performance Sub-Committee for the year 2018/19.

2.0 APPOINTMENT OF VICE-CHAIRMAN

RESOLVED:

That Councillor Richard Lewis be appointed Vice-Chairman of the Finance and Performance Sub-Committee for the year 2018/19.

3.0 APOLOGIES FOR ABSENCE

3.1 Apologies for absence were received from Councillor Richard Lewis.

4.0 MINUTES

4.1 The minutes of the meeting of the Finance Sub-Committee held on 30 April 2018 were approved and signed by the Chairman.

5.0 DECLARATIONS OF INTEREST

5.1 No declarations of interest were made.

6.0 QUESTIONS UNDER PROCEDURE RULE 10.3

6.1 There were no questions submitted under Procedure Rule 10.3.

7.0 VARIATION TO ORDER OF THE AGENDA

7.1 With the consent of the Sub-Committee, the Chairman varied the order of the published Agenda.

8.0 EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded from the meeting during consideration of the following items of business because exempt information, as defined under paragraph 3 of Schedule 12A of the Local Government Act 1972, may be disclosed.

9.0 EAST NORTANTS ENTERPRISE CENTRE

Martin Miller representing the Council's appointed PMQS consultants, TPI, was in attendance to outline the services provided by the Total Project Integration and provide an overview of the programme to confirm timeframes including that it would be operational by March 2020.

9.1 The Head of Economic and Commercial Development presented a report seeking funding support from the Council to develop and deliver the East Northants Enterprise Centre.

9.2 Approval was being sought for the Council to fund the whole project from a combination of council reserves and a loan facility following an unsuccessful European Regional Development Fund bid. The reasons for refusal of the bid had been considered to help shape and refine the revised business case presented in the report. Other funding sources were also being investigated in order to add value to the project.

9.3 It was noted that the balance between use of the Council's Reserves and borrowing might change as the project proceeded.

RESOLVED: That

- i) progress on the project to date be noted.
- ii) it be noted that the European Regional Development Fund funding bid was not successful and a revised funding package is being put in place for the scheme;
- iii) it be agreed that further reports will be submitted to Finance and Performance Sub-Committee prior to the start of procurement and prior to a contractor being appointed.

- iv) It be noted that the design team will be appointed once the revised funding package has been agreed by Council

RESOLVED TO RECOMMEND TO FULL COUNCIL: That

- i) the updates to the Terms of Reference for the ENC Enterprise Centre Working Party set out in Appendix 1 be approved.
- ii) subject to the revisions to the Capital Programme Development Pool being agreed, authority be given to proceed with the purchase of the land for the site of the Enterprise Centre from reserves.
- iii) the following revisions to the Council's Capital Programme Development Pool for the budgeted build costs be approved:

Total: £6,302,000, split as follows:

2018/19 - £2,000,000

2019/20 - £4,302,000

- iv) the following revised funding package for the Capital Programme Development Pool be approved:

Council reserves of at least £5,415,000, and
Borrowing, if sufficient reserves are not available, of £2,670,000.

- v) the Executive Director (Resources & Commercial) develop the required documentation in relation to the potential borrowing for approval by Full Council prior to a contractor being appointed.

(Reason – To drive forward delivery of the project)

10.0 ASSET MANAGEMENT – JUNE 2018 UPDATE

- 10.1 The Head of Economic and Commercial Development presented a report providing an overview of current activity associated with the Council's assets in relation to the adopted Asset Management Strategy.

RESOLVED: That

- i) the development of proposals in principle and budgets for the Wilko Site to produce a Masterplan for the area; demolish 103 High Street and design and deliver improvements to the area between the 103 High Street Eaton Walk be approved.
- ii) options for the Rushden Centre be considered at the next meeting of the Sub-Committee.
- iii) the request for self build at land to west of St Mary's Avenue Rushden be refused.
- iv) the position on land at Smithfield Place and Unit 5 Enterprise Road Raunds be noted.

- v) the promotion and marketing of land at Kings Cliffe for affordable housing be approved.
- vi) the sale of the plot of land at 37 Thorpe Road Raunds be approved.
- vii) the position on approval to sell the garage site at New Road Oundle be confirmed.

(Reason: To deliver the Asset Management Strategy).

11.0 RE-ADMISSION OF PRESS AND PUBLIC

RESOLVED:

That the press and public be re-admitted to the meeting.

12.0 MINUTES OF WORKING PARTIES

- 12.1 The minutes of the meetings of the ENC Enterprise Centre Working Party held on 31 May and 11 June 2018 were received.

13.0 QUARTERLY PERFORMANCE REPORTING – QUARTER 4 2017-18

- 13.1 The Corporate Support Manager presented a report detailing the performance of the Council in respect of agreed indicators and other statistics for Quarter 4 2017/18.

RESOLVED:

That the report be noted.

14.0 BUDGET MONITORING TO 31 MAY 2018 (HIGH LEVEL REVIEW ONLY)

- 14.1 The Interim Finance Manager provided an overview on the forecast revenue position against the approved budgets for the period ended 31 May 2018 in financial year 2018/19.
- 14.2 It was noted that there was currently a budget shortfall in ICT of £93k and that the position was continually monitored. It would be flagged where it was possible to make savings to reduce or eliminate this shortfall.
- 14.3 It was noted that a report on the monitoring process for capital expenditure would be submitted to the meeting of the Sub-Committee to be held on 10 September 2018, with a focus on Disabled Facilities Grants.

RESOLVED:

That the latest estimate on the revenue position for 2018/19 be noted.

(Reason: This is for information / monitoring purposes)

15.0 TREASURY MANAGEMENT REPORT TO 31 MARCH 2018

- 15.1 The Executive Director (Resources and Commercial) presented a report outlining the Treasury Management position for the period ended 31 May 2018.

RESOLVED: That

the Treasury Management performance for period up to 31 May 2018 in financial year 2018/19 be noted.

(Reason: In accordance with CIPFA guidance and best practice in Treasury Management)

16.0 CAPITAL PROGRAMME AND DEVELOPMENT POOL UPDATE

- 16.1 The Executive Director (Resources and Commercial) reported that the Council's Medium Term Financial Strategy had been approved at the Council meeting held on 26 February 2018. Whilst this included approval of the Capital Programme and Development Pool budget, it had been agreed that due to the continuing decline of capital resources and significant ongoing changes to the capital programme, the approval would be subject to a review of the programme by Members of this Sub-Committee and Corporate Management Team. The review would ensure that sufficient justification was made for all items to be included in the Capital Programme.
- 16.2 The Sub-Committee was provided with an update on the ICT programme in terms of progress, delivery, savings and next steps for 2018/19. Whilst there had been slippage in delivering expected savings in 2017/18 and 2018/19 due to some work streams taking longer than planned, savings were still on target to be delivered in 2019/20.
- 16.3 The latest position in respect of ICT requirements within the Capital Programme and Development Pool were outlined. A review the current status of IT Capital Projects had been undertaken and the Development Pool for IT projects required adjustment in order to reflect current projects more appropriately.
- 16.4 In order to continue delivery of phase 2 of the work programme, provision of £595,475 had been identified of which £65,000 was already within the Approved Capital Programme.

RESOLVED : That

- i) the realignment of ICT budgets in the Development Pool, as set out in Appendix 2, be approved.

(Reason: To follow correct approval process for transfers within the Development Pool)

- ii) the transfer of £378,350 from the Development Pool to the Approved Capital Programme, as set out below, be approved

Description	Total
LAN/Wifi	£152,900
End User Device	£143,125
Data Infrastructure Equipment (for Servers)	£ 20,000
Business Transformation Resource	£ 62,325

Total	£378,350
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(Reason: To follow correct approval process for transfers to the Approved Capital programme from the Development Pool)

17.0 REPORT ON DEBT WRITE OFFS AND OUTSTANDING DEBT AT 31 MARCH 2018

- 17.1 The Interim Finance Manager presented a report outlining the amount of debt written off during the financial year 2017/18 and providing an analysis of outstanding debt at 31 March 2018.
- 17.2 It was noted that the data produced at the end of March 2018 had been affected by the Business Rates valuations not being received until January 2018 and the demands not, therefore, being issued until February 2018. In addition, a Business Rates national appeal was pending which concerned a demand for £207,000.
- 17.3 An update on the figures contained in the report was provided as follows:
- 17.4 The total value of invoices not on payment plans was £971,227.15
The total outstanding debt was approximately £4.3m.

RESOLVED: That

the position of debts written off for financial year 2017/18 and the latest information on outstanding debts at 31 March 2018 be noted.

(Reason: To meet requirements as set out in section 5.46 of the Council's Financial Procedure Rules (Part 4.3 of the Constitution)

18.0 EAST NORTHAMPTONSHIRE GREENWAY

- 18.1 The Community Partnerships Manager presented a report seeking the Sub-Committee's approval for the release of funding for various developments on phases 5, 7 and 8 of the East Northamptonshire Greenway. Phase 5 of the project was an extensive phase covering the route from Ditchford Bridge to Stanwick Lakes, with Phases 7 and 8 connecting Woodford Locks and Thrapston.
- 18.2 At its meeting held on 26 June 2017, the Finance Sub-Committee had approved an allocation up to £130,000 from the New Homes Bonus (NHB) reserve to provide match funding for an application to the European Agricultural Fund for Rural Development. Officers had subsequently considered options for delivering the works and detailed feasibility proposals were submitted for the Sub-Committee's consideration.
- 18.3 It was noted that a total of £76,563.50 had been allocated for supported Greenway developments in the section 106 agreement for development reference EN/08/02282/FUL. The Policy and Resources Committee had approved the allocation of £31,000 for developing phase 5e at its meeting held on 4 September 2017 (minute 154 refers), which left £45,563.50 available to support the phase 5 projects detailed in the report.

- 18.4 An additional £170,000 was required for the full development of phases 7 and 8, as outlined in the report and there was sufficient funding currently in the NHB Stream 3 pool for this work to be carried out.

RESOLVED: That

- i) the equality and diversity implications as set out in the report have been considered and noted..
- ii) the allocation of a maximum of £30,000 from the Section 106 monies from development: EN/08/02282/FUL, to either support the construction of the new bridge on phase 5 or improve footpaths on phase 5, be approved.
- iii) the release of £15,000 from the section 106 monies from development: EN/08/02282/FUL, to support the supply and installation of signage and interpretation boards on phase 5 Higham to Irthlingborough, be approved.
- iv) the release of a further £170,000 from the New Homes Bonus reserve, making a funding stream of up to £300,000 available to deliver phases 7 and 8, be approved.
- v) the Privacy Impact Assessment has been considered and noted.

(Reason: To support the delivery of a green corridor for cycling and walking through East Northamptonshire that provides opportunities for active and healthy lifestyles).

Chairman

Appendix 1 – East Northants Enterprise Centre Working Party – Revised Terms of Reference

1 Purpose

- 1.1 This working party has been created to oversee, inform and drive delivery of the East Northants Enterprise Centre (the Project) with regards to funding, design, procurement and communications.
- 1.2 The Working Party will be councillor led but will include key officers tasked with providing information and liaison with key partners. It will provide a forum for discussion and distillation of options and approaches and for ensuring the responses are compiled in a timely manner.
- 1.3 The Working Party has no statutory role and has no formal decision making powers. It will make recommendations to Finance and Performance Sub-Committee regarding:
 - ~~Submission of ERDF bid (including agreement of ENG match funding)~~ Identifying funding sources
 - Procurement of Construction and Operator contracts
 - Designs ready for planning application submission
 - Award of operating contract (subject to planning and funding)
 - Award of construction contract (subject to planning and funding)
 - ~~Signing of ERDF funding agreement~~ Securing a funding package

2 Membership

- 2.1 The Working Party will comprise of the Chair and three other councillors drawn from Finance and Performance Sub Committee. It will be advised by the Head of Economic and Commercial Development and Finance Manager, together with other officers as appropriate.
- 2.2 The Working Party will be serviced by East Northamptonshire Council.
- 2.3 The Working Party will invite individuals or representatives of other organisations, consultants, contractors and advisers to attend a particular meeting when an item of relevance to them is to be discussed or where particular specialist input is needed.

3 Meetings

- 3.1 Working Party meetings will take place when required. The business of the meeting shall be set out in an agenda and notified to members of the Working Party five days in advance of the date of the meeting. At least 2 ~~members~~ councillors of the Working Party will need to be present for the meeting to be quorate.
- 3.2 The Working Party will chaired by the ~~Leader~~ Cllr Greenwood-Smith, with the Deputy Leader acting as Deputy Chair.
- 3.3 Items for inclusion on the agenda will be agreed with the Chair and should be submitted for consideration at least 7 days prior to the date of the meeting.

3.4 The minutes of the previous meeting shall be submitted for agreement at the start of every meeting.

3.5 In order to provide for free and frank discussions, reports and minutes will be confidential to the Working Party until otherwise agreed by the Working Party. Once no longer considered confidential, reports and minutes will be published on the Council's website.

4 Members' Responsibilities

4.1 Councillors and officers must declare at the start of any meeting an interest in any matter for discussion in which they have a personal interest or involvement.

5 Voting

5.1 The Working Party will work towards securing mutual agreement on all aspects of the project, but should a vote be necessary each Councillor will have a single vote and decisions will be made on the show of hands. In the event of a tie in the number of votes, the Chair will have a second, or casting, vote.

6 Variation of the Terms of Reference

6.1 These Terms of Reference may be altered by vote at (full) Council.

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Description	2018/19	2019/20	2020/21	2021/22	Total
End User Devices (Desktops, Laptops, Tablets, Scanners) *	143,125	143,125	-	-	286,250
Replacement Printers & Scanners	4,194	-	-	-	4,194
Data Infrastructure Equipment (Data Centre & Council Offices)*	25,000	5,000	30,000	55,000	115,000
Security Systems	5,000	5,000	5,000	5,000	20,000
Licences	-	82,000	84,000	86,000	252,000
Capital ICT Balance - To be allocated *	51,264	10,875	90,650	90,800	243,589
Committee Management System	18,000	-	-	-	18,000
CRM Replacement	-	20,000	-	-	20,000
LAN / Wi-fi*	152,900	-	-	-	152,900
Meeting Room AV Equipment	30,000	-	-	-	30,000
Business Transformation Resource*	62,325	9,000	-	-	71,325
ESRI - GIS Upgrade	10,000	-	-	10,000	20,000
Total	501,808	275,000	209,650	246,800	1,233,258

Changes are marked *