



Finance and Performance Sub Committee

Minutes of a meeting held on Tuesday 7 May 2019 at 2.00pm, at East Northamptonshire House, Thrapston

Present: Councillors: Steven North - Chairman

David Brackenbury
Roger Glithero JP
Glenvil Greenwood-Smith
David Jenney
Richard Lewis

Officers:

David Oliver	Chief Executive
Glenn Hammons	Executive Director (Resources and Commercial)
Mike Deacon	Head of Environmental Services
Greg MacDonald	Head of Economic and Commercial Development
Amy Eyles	Finance Manager
Matthew Lineham	Facilities Manager
Charlotte Tompkins	Waste Services Manager

1.0 APOLOGIES FOR ABSENCE

1.1 Apologies for absence were received on behalf of Councillor John Farrar.

2.0 MINUTES

2.1 The minutes of the meeting of the Finance and Performance Sub Committee held on 25 March 2019 were approved and signed by the Chairman.

3.0 DECLARATIONS OF INTEREST

3.1 No declarations of interest were made.

4.0 QUESTIONS UNDER PROCEDURE RULE 10.3

4.1 There were no questions submitted under Procedure Rule 10.3.

5.0 BUDGET MONITORING SUMMARY REPORT TO 31 MARCH 2019

- 5.1 The Finance Manager provided an update report on the Revenue and Capital positions against the approved budgets for the period ending 31st March 2019 in financial year 2018/19. It was noted that an addendum to the report had been circulated to members prior to the meeting due to an update of the capital programme and draft capital outturn figures for 2018/19, resulting from a late accounting adjustment which had been identified in relation to the ICT transformation programme.

During discussion, members noted that:-

- i) the services outturn for the year was estimated to be an underspend of £396k, with an over achievement of vacancy factor savings of £73k and a treasury management surplus of £107.5k;
- ii) there had been a number of budget variance pressures relating to ICT over £10k. This was expected to reduce during 2019/20 as the ICT change programme progressed;
- iii) there had been a budget of £670k for disabled facilities grants, including amounts brought forward from 2017-18, but £151k had not been utilised during 2018/19. It was requested that further information be provided to members on this area of the budget.

RESOLVED: that

- a) the revenue, capital and reserves positions for 2018/19 be noted, including the funding of the capital programme entirely from capital receipts, rather than a combination of capital receipts and revenue reserves, as identified at sections 3.8-3.9 of the report.

(Reason – this is for information / monitoring purposes)

- b) approval be given to the transfer of £17.3k from the development pool to the capital programme in 2018/19 in relation to the IT transformation programme, as identified at section 3.6 of the report.

(Reason – to ensure the IT transformation programme is appropriately funded)

- c) approval be given to the transfer of £226k from the development pool to the capital programme in 2019/20 in relation to the IT transformation programme as identified at section 3.17 of the report.

(Reason: - this is to progress the IT transformation programme)

- d) the collection and write off performance for sundry debtors, local taxation and benefit overpayments, as set out in Appendix 3 of the report, be noted.

(Reason – this is for information / monitoring purposes)

- e) an update regarding the variance in spending on disabled facilities grants be provided to members following the meeting and a further report on this matter also be provided

at the September 2019 meeting.

(Reason – this is for information / monitoring purposes)

RESOLVED TO RECOMMEND TO POLICY AND RESOURCES COMMITTEE:

- f) the revenue carry forward requests for approval;

(Reason – for formal approval to carry forward expenditure into the revenue budget for 2019/20)

- g) the capital carry forward requests for approval;

(Reason – for formal approval to carry forward expenditure into the capital budget for 2019/20)

- h) the 2018/19 underspend is set aside within the Local Government Reorganisation reserve in preparation for any costs that may arise associated with proposals for the creation of two new unitary councils in the county;

(Reason – for formal approval to incur expenditure in 2018/19 and strengthen reserves)

- i) approval of the reserves position including the use of capital receipts as identified in section 3.8-3.9;

(Reason – for approval of strengthened reserves to mitigate some future financial risk)

- j) that authority is delegated to the Chief Finance Officer, following consultation with the Chair of Finance and Performance Sub- Committee, to make changes necessary to the outturn and reserves position that arise as a result of completing year end accounting entries, which will be reported back to Finance and Performance Sub Committee as necessary.

(Reason – to ensure the Council meets its statutory deadline that the Statement of Accounts are completed by 31st May 2019)

6.0 TREASURY MANAGEMENT REPORT TO 31 JANUARY 2019

- 6.1 The Finance Manager provided the position for Treasury Management for the year to 31st March 2019.

Members noted a summary of the economic conditions affecting the council's investment strategy, details of investments made during the year and a summary of the council's current investment portfolio.

RESOLVED: that

The treasury management performance for the period up to 31 March 2019 in financial year 2018/19 be noted.

(Reason – to provide an update for Members on Treasury Management activities in accordance with CIPFA guidance and best practice.)

7.0 COMMERCIAL WASTE SERVICE UPDATE

- 7.1 The Waste Services Manager provided the Sub Committee with a report updating on the impact of the increase to the Commercial Waste Service fees. This followed the Sub Committee's approval for increases to the charges levied for the commercial waste service at its meeting of 17th December 2018.

Members noted that from the point at which the increase had been applied to the service fees, an increase of 12% income had resulted, within the revised budget.

It was also noted that there had been a minimal number of complaints compared to the previous year, with the main positive feedback coming from charity based users who had made use of the economically priced service.

RESOLVED that:

The information in the report be noted.

(Reason: To ensure the ongoing financial viability of delivery of waste collection services for which a charge may be applied.)

8.0 EXCLUSION OF PUBLIC AND PRESS

8.1 RESOLVED:

That the public and press be excluded from the meeting during consideration of the following items of business in accordance with Section 100A of the Local Government Act 1972, because exempt information may be disclosed:

- Asset Management Update; and
- Enterprise Centre: East Northants - Update
- Minutes of the meeting of the East Northamptonshire Enterprise Centre Working Party held on 3rd April 2019.

9.0 CHANGE TO THE ORDER OF BUSINESS

- 9.1 With the agreement of the Sub Committee, the Chairman announced that the remaining order of business on the agenda would be changed, as follows:-

- Enterprise Centre: East Northants – Update
- Minutes of the meeting of the East Northamptonshire Enterprise Centre Working Party held on 3rd April 2019; and
- Asset Management Update.

10.0 ENTERPRISE CENTRE: EAST NORTHANTS - UPDATE

- 10.1 The Head of Economic and Commercial Development presented an update on progress with a particular focus on agreeing the service specification for the Operator as the basis for undertaking an Invitation to Tender process.

The report was not for publication under paragraph 3 of Part 1 of Schedule 12 A of the

Local Government Act 1972.

RESOLVED:

- a) That the project update be noted;
- b) That the Operator Service Specification detailed in Appendix 2 to the report be approved as the basis for undertaking an Invitation to Tender under the OJEU procurement process, with any necessary minor amendments to be undertaken by the Head of Economic and Commercial Development, following consultation with the Chairman of the Finance and Performance Sub committee and Chairman of the Enterprise Centre Working Party;
- c) That it be noted that the recommendation for award is scheduled to be considered at the June 2019 meeting of this Sub Committee.

(Reason – To ensure the appointment of a suitably qualified operator)

11.0 MINUTES OF THE MEETING OF THE EAST NORTHANTS ENTERPRISE CENTRE WORKING PARTY HELD ON 3 APRIL 2019

- 11.1 The minutes of the meetings of the East Northants Enterprise Centre Working Party held on 3 April 2019 were noted.

The minutes were not for publication under paragraph 3 of Part 1 of Schedule 12 A of the Local Government Act 1972.

12.0 ASSET MANAGEMENT UPDATE

- 12.1 The Head of Economic and Commercial Development presented a report providing an update on the council's asset management and which sought approval for various actions to be taken in relation to specific sites.

The report was not for publication under paragraph 3 of Part 1 of Schedule 12 A of the Local Government Act 1972.

RESOLVED:

- a) That the updates in the report be noted;
- b) That consideration of proposals in relation to the site identified at section 2.4 of the report be deferred until the next meeting of the Sub Committee, to allow for more detailed information to be provided on its commercial viability.

(Reason: To support commercial and economic development objectives)

Chairman