

## **FINANCE AND STAFFING PORTFOLIO HOLDER'S MEETING**

**WEDNESDAY, 18 NOVEMBER 2009**

### **RECOMMENDATION AND DECISIONS**

Set out below is a summary of the decisions taken at the Finance and Staffing Portfolio Holder's Meeting held on Wednesday, 18 November 2009. The wording used does not necessarily reflect the actual wording that will appear in the minutes.

If you have any queries about any matters referred to in this decision sheet please contact Patrick Adams.

#### **RECOMMENDATION TO COUNCIL**

**1. ANTI THEFT, FRAUD AND CORRUPTION POLICY**

The Finance and Staffing Portfolio Holder

#### **RECOMMENDED TO COUNCIL**

To approve the revised Anti-Theft, Fraud and Corruption Policy, as detailed in appendix B of the report.

#### **DECISIONS TAKEN BY THE PORTFOLIO HOLDER**

**2. TREASURY MANAGEMENT**

The Finance and Staffing Portfolio Holder

#### **AGREED**

- A) To endorsed the practice of not investing in organisations which do not have a credit rating or do not have a satisfactory credit rating.
- B) That future Investment Strategies formally take account of the requirement for credit and other ratings and include proposals for additional organisations in the category.

**Other Options Considered:** To continue investing with organisations without a satisfactory credit rating, regardless of the inherent risk.

To not invest in any overseas institutions, resulting in lower returns for the Council.

**Reason For Decision:** To ensure that the Council does not invest with institutions that do not have a satisfactory credit rating due to the possible risks involved, but does invest with Other Banks and Financial Institutions to expand its portfolio and get the best possible return on its investments.

**3. REQUEST TO WRITE OFF DEBT**

The Finance and Staffing Portfolio Holder

#### **AGREED**

- A) To write off £49,488.34 of Non-Domestic Rate debt owing from Mr M Oxley T/A Formula One Storage.

- B) To write off £27,668.97 of Non-Domestic Rate debt owing from The Burlington Press Ltd.

**Other Options Considered:** To retain debts that are considered irrecoverable, which may distort the representation of the Council's debtors.

**Reason For Decision:** All reasonable efforts to recover the debts have been tried and have proved unsuccessful. There is no likelihood of the debts being recovered and it is appropriate to write them off at this time to ensure good accounting practice.

#### 4. REVENUES AND BENEFITS

The Finance and Staffing Portfolio Holder

**AGREED** That

- A) The Executive Director Corporate Services' Supplementary report of the Outline Business Case be noted.
- B) The Outline Business Case be approved as a basis for:
- i) The delivery of the £350,000 savings target in the Medium Term Financial Strategy; and
  - ii) Progressing the shared service project.
- C) The procurement process of a contractor for the change management aspects of the project be commenced as soon as possible.
- D) The procurement process for a supplier for a common software platform be commenced as soon as possible.
- E) A joint bid be submitted to Improvement East for funding from the Shared Services Fund.

**Other Options Considered:** No change, which will not lead to any improvements on efficiency or performance.

Collaboration, which have little impact on improvements and efficiency.

In house provision of shared services, which would have a significant impact on performance, but it is doubtful that either authority has the capacity to affect such a change without external support.

Procurement of shared services from a partner organisation, which would ensure future delivery of services with reduced risk, although it is doubtful that a partner organisation exists which can satisfy the necessary requirements.

**Reason For Decision:** To bring about financial and operational advantages to the Council in progressing with a shared service model for the delivery of the Council's Revenues and Benefits Services. A successful implementation will not only secure significant financial savings but also deliver key service improvements and strengthen service resilience. Engaging external support to manage the change will attract a higher initial cost, but is more likely to ensure change and results.