

Minutes of the meeting of Cabinet Member (Strategic Finance and Resources)
held at 2.00 pm on 17th June 2013

Present:

Cabinet Members: Councillor Gannon (Chair)

Other Members: Councillors Sawdon

Employees (by Directorate):

Customer & Workforce Services: J. Crawley, S. Iannantuoni, S. Symonds

Finance & Legal Services: J. Evans, T. Savill, D. Skinner

Public business

1. Minutes

The minutes of the meeting of the former Cabinet Member (Strategic Finance and Resources) held on 13th March 2013 noted.

There were no matters arising.

2. Declarations of Interest

There were no declarations of interest.

3. Agency Workers and Interim Managers – Performance Management Report Q4 (1 January to 31 March 2013) with a Final Summary for 2012/13 Compared with 2011/12

The Cabinet Member considered a report of the Director of Customer and Workforce Services, which set out performance on the use of agency workers procured through the Master Vendor Contract for the Quarter 4 period 1st January to 31st March 2013. Comparison information was provided in relation to Quarter 3 expenditure and also the full year spends for 2011/12. In addition, the report set out Interim Manager spends for the same periods.

RESOLVED that after due consideration of the report and the matters raised at the meeting, the Cabinet Member (Strategic Finance and Resources):

- (1) Requires monitoring processes to continue for both agency workers and interim managers.**
- (2) Ensures compliance with the corporate policy on the recruitment of Temporary Agency Workers through Master Vendor, Reed Recruitment and Interim Manager through the Preferred Suppliers List.**
- (3) Continues to work towards reducing expenditure on the use of agency workers.**

- (4) Approves that future orders are not accepted if no reason is given for the need for the agency worker.**
- (5) Monitors the progress of the expansion of the talent banks for short term cover to reduce the reliance on agency workers.**

4. The Exercise of Delegated Authority in the Write-Off of Debt Owing to the Authority in 2012/13

The Cabinet Member considered a report of the Director of the Director of Finance and Legal Service which set out the debt owing to the Authority which was written off in 2012/13.

The Revenues and Benefits division was responsible for the collection of Corporate Income and Corporate Debt. A range of measures were employed to ensure that maximisation and collection of all income and debt owed to the Council. In certain circumstances, it was appropriate and necessary to write off debts and robust processes were in place within the Service to ensure that debt was written off and authorised in accordance with the Council's rules of delegated authority. In 2012/13 £5,866m was written off.

RESOLVED that after due consideration of the report and the matters raised at the meeting, the Cabinet Member (Strategic Finance and Resources):

- (1) Reviews the level of write-offs authorised under delegated authority.**
- (2) Approves an increase, to £5m, in the value of debt which must be expected to be written off in a single financial year before an interim report to the Cabinet Member is required.**
- (3) Agrees to receive a further report at the first meeting of the municipal year 2014/15 to provide an update for the period April 2013 to March 2014.**

5. Performance within the Revenues Service for the Period April 2012 to March 2013

The Cabinet Member considered a report of the Director of Finance and Legal Services which provided an update on performance and developments within the revenues service during the financial year 2012/13. The revenues service was responsible for the collection of more than £105m of Council Tax from 134,000 domestic properties, more than £116m of non-domestic rates from 8,000 properties and more than £90m of corporate income. The service had collected 95.9% of Council Tax, 98.0% of Business Rates and reduced council tax arrears by more than 40% during 2012/13.

It was noted that the service had also reduced the level of corporate debt outstanding for more than six months and reduced the level of housing benefit overpayment debt during 2012/13.

RESOLVED that after due consideration of the report and the matters raised

at the meeting, the Cabinet Member (Strategic Finance and Resources):

- (1) Notes the performance of the revenues service for the period 1st April 2012 to 31st March 2013.
- (2) Agrees to receive a further report at the meeting on 21st October 2013 to provide an update for the period April 2013 to September 2013.

6. **Performance within the Benefits Service for the Period April 2012 to March 2013**

The Cabinet Member considered a report of the Director of Finance and Legal Services, which provided an update on performance and developments within the benefits service during the financial year 2012/13. The benefits service in Coventry administered more than £160m to more than 40,000 households. The service processed the average new claim for benefits in 24.6 days and processed the average notification of change in circumstances in 17 days.

RESOLVED that after due consideration of the report and the matters raised at the meeting, the Cabinet Member (Strategic Finance and Resources):

- (1) Notes the performance of the benefits service for the period 1st April 2012 to 31st March 2013.
- (2) Agrees to receive a further report at the meeting on 21st October 2013 to provide an update for the period April 2013 to September 2013.

7. **Outstanding Issues**

There were no outstanding issues to report.

8. **Any Other Public Business**

There were no other items of public business.

(Meeting closed at: 3.00 pm)