

**CABINET MEMBER FOR FINANCE  
21st July, 2014**

Present:- Councillor Wyatt (in the Chair).

Apologies for absence:- Apologies were received from Councillors Buckley and Tweed.

**K10.       DECLARATIONS OF INTEREST**

There were no Declarations of Interest to make.

**K11.       MINUTES OF THE PREVIOUS MEETING**

Consideration was given to the minutes of the meeting of the Cabinet Member for Finance held on 30<sup>th</sup> June, 2014.

Resolved:- That the minutes be approved for signature by the Cabinet Member.

**K12.       COUNCIL TAX AND NON DOMESTIC RATES COLLECTION REPORT**

Consideration was given to a report presented by Pete Hudson, Chief Finance Manager, which confirmed that the National Council Tax and Non Domestic Rates collection figures for 2013/2014 have been released by DCLG.

Analysis of these figures detailed in this report showed the excellent collection performance achieved by Rotherham in 2013/2014 in comparison with other Metropolitan Councils and neighbouring authorities.

More detailed analysis of results were set out in detail as part of the report.

Resolved:- That the contents of this report and the excellent collection results for both Council tax and Non Domestic Rates be received and noted.

**K13.       ICT ISSUES**

Colin Earl, Director of Internal Audit and Asset Management, gave an update on:-

- The recent call-in involving Minute No. C20 (South Yorkshire Broadband Project) which was also being considered later this month by Doncaster and Barnsley Local Authorities.

- The DRL migration which was almost complete and the odd few schools were to be done shortly during the holidays at their request.
- Presentation of the draft ICT Strategy and Digitalised Channel Strategy would take place shortly at the Corporate ICT, Information Governance and Web Strategy Board.

Resolved:- That the information be noted.

#### **K14. PROCUREMENT COLLABORATIVE WORKING - UPDATE**

Simon Bradley, Procurement Manager, provided an update which showed the work currently being undertaken by the Corporate Procurement Service in relation to collaborative working and the agreements the service had put in place both nationally and across the Yorkshire and Humber Region on behalf of Rotherham MBC and other Local Authorities.

Further information was provided on the collaborative agreements led by Rotherham's Procurement Service, as the lead contracting authority, specifically relating to:-

- Communications and Social Marketing Services in respect of Tobacco Control.
- A Dynamic Purchasing System (DPS).
- Bailiff and Debt Collection.
- Residential Route LED Lighting.
- Yorkshire and Humber Regional Authorities for a service provider to deliver the Chartered Institute of Purchasing and Supply (MCIPS) qualification.
- Winter Weather Forecasting.
- Smokefree Services.
- Car Salary Sacrifice Scheme.

Working together more collaboratively with other local authorities and where possible agreeing a common specification and aggregation of spend would increase efficiencies for all involved.

The Cabinet Member welcomed this collaborative approach and commended those involved, including those that had also successfully secured the Chartered Institute of Purchasing and Supply qualification.

Resolved:- That the information be noted.

#### **K15. CABINET REPORTS AND MEMBERS' ISSUES**

Rachel Humphries and Diane Woolley, from Revenues and Benefits, reported on the reports being presented to Cabinet applying for Discretionary Rate Relief and the merits of the applications coming forward.

Colin Earl, Director of Audit and Asset Management, reported on the reports being presented to the Audit Committee on Wednesday, 23<sup>rd</sup> July, 2014, two of which related to fraud, the proposals for the Council's banking arrangements and annual governance statement.

Pete Hudson, Chief Finance Manager, also reported on the presentation of the revenue budget monitoring report to Cabinet on the 6<sup>th</sup> August, 2014 and the capital receipt flexibility briefing that had been submitted to the Cabinet Member.

Resolved:- That the information be noted.

**K16. SIGOMA ISSUES**

The Chairman reported on the issues that had been discussed as part of the SIGOMA/LGA Conference held on the 10<sup>th</sup> July, 2014 relating to the proposed changes to the collection of business rates, fairer school funding and the Commission on Local Government Finance' which has been set up by CIPFA and the LGA.

Resolved:- That the information be noted.

**K17. EXCLUSION OF THE PRESS AND PUBLIC**

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended March 2006) (information relating to the financial or business affairs).

**K18. PROCUREMENT OF SCANNER SUPPORT AND MAINTENANCE FROM CIVICA**

Consideration was given to a report presented by Pete Hudson, Chief Finance Manager, which indicated that in order to enable the Council to ensure ongoing use and reliability of the Civica Electronic Document Management and Workflow System functionality from 1st November, 2014 to 31st October, 2015, there was a need to have a Support and Maintenance agreement with the software supplier for two high volume scanners.

Maintaining the reliability of Civica was essential in maintaining an excellent customer service in the administration of benefits, ensuring efficient billing of Council Tax and Non Domestic Rates and ensuring that income collection was maximised.

Exemption from Standing Orders for procuring this scanner support and maintenance is sought as the provision of the document management and workflow software support could only be supplied by Civica.

Resolved:- That the contract for the purchase of annual support and maintenance for two Civica high volume scanners be exempt from the provisions of Standing Order 47.6.2 (requirement to invite at least two oral or written quotations for contracts with a value of £5k but less than £20k) and the purchase be made from Civica.

**K19. NORTHGATE CONTRACT RENEWAL FOR ANNUAL SUPPORT AND MAINTENANCE (REVENUES AND BENEFITS SYSTEM)**

Consideration was given to a report presented by Pete Hudson, Chief Finance Manager, which detailed how the Northgate Revenues and Benefits software was likely to be needed for at least five years up to 30<sup>th</sup> September 2019. Northgate have offered an opportunity to fix the cost of annual support and maintenance costs for five years and presented an offer that would produce savings over a five year period by fixing the Support and Maintenance costs and also making an up-front payment.

Due to the value of the contract the report sought approval to suspend Standing Orders.

Additionally, the report sought approval to publish a European Union (EU) Voluntary Ex-Ante Transparency (VEAT) notice for thirty days ending 31st August 2014, which was needed in order to cover legal requirements.

Resolved:- (1) That the continuation with the Northgate Revenues and Benefits software contract for a further five years be approved.

(2) That the exemption from Standing Order 48.1 (requirement to invite three to six tenders for contracts with a value of £50k or more) be approved.

(3) That the publication of a European Union (EU) Voluntary Ex-Ante Transparency Notice be approved.

**K20. DATE AND TIME OF THE NEXT MEETING**

Resolved:- That the next meeting of the Cabinet Member for Finance and Advisers take place on Monday, 15<sup>th</sup> September, 2014 at 11.30 a.m.