

RESOURCES TASK GROUP

Meeting 29 – 15th April 2010

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**Ballymoney Borough Council
RESOURCES TASK GROUP
15TH April 2010**

Report of Resources Task Group No. 29 held on Thursday 15th April 2010 at 2.30 p.m. in the Lanyon Room, Riada House, Ballymoney.

In the Chair: Ald J Simpson

Present: Ald C Cousley MBE (Deputy Mayor)
Cllrs M McCamphill, E Robinson

Apology: Ald F Campbell (Mayor) Cllr A Cavlan, J Finlay

In Attendance: Chief Executive, Director of Borough Services,
Director of Central & Leisure Services, Head of Corporate
& Development Services

29.1 Minutes – No. 28 – 16 March 2010

It was proposed by Councillor McCamphill, seconded by Alderman Simpson and **AGREED:**

that the minutes of meeting, No. 28, on 16th March 2010, as circulated, be confirmed as a correct record.

Responding to a member question the Director of Borough Services clarified the revised caretaking arrangements at various facilities, as agreed by Council, and contributing to the savings in the current years rates round.

29.2 Variance Report

The Variance Report for the 9 months April – December 2009, with explanatory notes, circulated, was discussed. The Director of Central & Leisure Services pointed to overall surplus on services at this period end indicating the position as regards savings management was required to make in the 2009-10 year.

Responding to a member question the Director of Borough Services advised on arrangements proposed to be put in place to identify and report to LPS on vacant properties.

29.3 Remit of RTG

Background:

The current schedule of financial reporting , circulated, was reviewed in April 2009 and additional reports requested by the Chair, details also circulated. Having considered these additional reports it was agreed that the remit be further reviewed when all reports had been considered.

A report on the work and activity of RTG 4.1.08 – 9.4.09 covering financial reporting, other specific reports requested, applications for filling of vacant posts and other issues impacting on service costs and service provision was tabled at RTG on 19.5.09.

With regard to the format of the variance reports it was agreed that these were satisfactory and should be retained, with variance reports for April – June to be presented to RTG in September and reports for July & August presented in October, with monthly reports thereafter.

Review of RTG Role & Activities

It was agreed that the big challenges facing Council in incoming year were landfill issues and reduction carbon footprint.

The meeting reviewed the variance report format and frequency of issue and agreed that management notes and ensuring accuracy of profiling of spend were essential elements.

The programme of financial reports and frequency of issue was reviewed.

It is recommended:

that the revision of frequency of financial reporting, and addition of report on overtime, as set out in annex 1, was agreed.

With regard to outstanding debt it was noted that there was no budget provision for recovery of debt and where action was necessary the cost was allocated to the service. It was agreed that the report on outstanding debt should detail the age of the bad/irrecoverable debts.

29.4 Next Meeting

24th May 2010 at 2.00 p.m.

The meeting closed at 4.40 p.m.

Annex 1 – Revision of frequency of financial reporting and report on overtime

Annex 1

Report	Frequency	Description
Variance reports	Quarterly	Expenditure & income with notes explaining adverse and favourable variances
Monitoring of services with expenditure over £200,000	6 monthly	Employee costs Premises/utility costs Vehicle/machinery costs Supplies & services costs
Monitoring of services with income over £100,000	6 monthly	Analysis of income
Trading accounts JDLC Restaurant	6 monthly July & October	
Trading accounts Drumaheglis Marina & Caravan Park	6 monthly July & October	
Trading accounts TIC	6 monthly July & October	
Outstanding debt	6 monthly	Analysis of outstanding debt per service
Absenteeism	6 monthly	Analysis of short term and long term absences per department
Employment agency costs	6 monthly	Cost, service, requirement
Capital expenditure	6 monthly	Project spend split between contract and fees
Assets	Annually – July	Value of assets per balance sheet Acquisitions and disposals during year
Loans	Annually – July	Analysis of loans outstanding per service
Overtime	Annually	Analysis per department