

**BALLYMONEY BOROUGH COUNCIL****Corporate & Central Services Meeting**

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*Write to Minister of Finance and ask him to investigate.*

**For completeness of the record, TOC of Reports to Council Meeting No 947 is reproduced below and report is attached as Appendix B to the minutes. Corporate & Central Services Report, 5<sup>th</sup> September 2011**

10.1 Conferences (NAC)

*Approve 2 places (Alderman Cousley,*

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*Councillor Robinson) Engage services of VAT Support & Solutions*

**BALLYMONEY BOROUGH COUNCIL**

Minutes of Corporate & Central Services Committee Meeting No 397 held in the McKinley Room, Riada House, on Monday 26<sup>th</sup> September 2011 at 7.00pm.

**IN THE CHAIR:** Alderman C Cousley, MBE

**PRESENT:** **Councillors**  
J Atkinson  
W Blair  
J Finlay  
R Halliday  
C McLaughlin  
I Stevenson

**IN ATTENDANCE:** Chief Executive [Items 1-14]  
Director of Central & Leisure Services [Items 15-21]  
Head of Corporate and Development Services [Items 1-14]  
Committee Clerk

**APOLOGIES:** Councillor Cavlan  
Councillor Storey, MLA

**397.1 MEETING NO 396 – 27<sup>TH</sup> JUNE 2011**

It was proposed by Councillor Finlay, seconded by Councillor Atkinson and  
**AGREED:**

*to recommend that the Minutes of Meeting No 396 – 27<sup>th</sup> June 2011, as circulated, be approved.*

**Matters Arising****1.1 Local Democracy Week (Ref 396.8.1)**

In response to question by Councillor Stevenson the Head of Corporate and Development Services advised that arrangements were being made in association with school principals for this year's event which was geared towards primary schools.

**CORPORATE SERVICES****397.2 RESIGNATION OF COUNCILLOR**

Chief Executive advised members that he had received a letter from Councillor Iain McAfee, delivered by hand, and received by him at 4.28 p.m., tendering his

resignation as a member of Council. The resignation would take effect immediately. The media had advised of a press statement issued by the Member on his decision to resign and indicating that he had supplied to the Electoral Commission the name of a person he was nominating to take his seat.

The Chief Executive advised that he would notify the Chief Electoral Officer, as required and report further to Council at its meeting on 3<sup>rd</sup> October on the arrangements for filling of the casual vacancy in the district electoral area of Ballymoney Town.

### **397.3 KNOCKAGH MONUMENT JOINT COMMITTEE**

This committee, led by Carrickfergus Borough Council, comprising representatives from Councils wholly or partly in County Antrim was formed to oversee matters in relation to the Knockagh Monument, the Councils having funding various developments at the monument. We did agree previously to nominate our Somme Association representative to sit on this committee. The committee has not met for some time and hence the appointment was not dealt with at the AGM.

**IT IS RECOMMENDED** that Council confirm its Somme Representative, Councillor Finlay, as its representative on the Knockagh Monument Joint Committee.

It was proposed by Councillor Robinson, seconded by Councillor Stevenson and **AGREED:**

***to recommend that Council confirms its Somme representative, Councillor Finlay, as its representative on the Knockagh Monument Joint Committee.***

### **397.4 IMPROVEMENT COLLABORATION AND EFFICIENCY (ICE) PROGRAMME**

Following on a meeting between Minister Atwood and a delegation from NILGA SOLACE to discuss local government reform, Council is invited to nominate one elected member and one substitute member to the Regional Governance Group (RGG) by 2<sup>nd</sup> November. An overview of the RGG, its membership and operation was circulated.

It will be for each individual council to decide the best method for nominating its representative, with the understanding that each member shall be representing his or her council on the development of strategic policy in relation to the ICE programme. Councils are responsible for selecting those nominees who will best serve the knowledge, enthusiasm and capacity required to represent council and

to support the RGG's determination of the strategic policy objectives and priorities for the ICE Programme.

The Minister is supportive of the ICE programme and is keen that we progress to the **next phase** in its development and implementation. Based on the ICE programme consultation responses, it is clear that local government believes that 'Do Nothing' is not an option. NILGA/SOLACE are therefore recommending that Councils proceed with **option 3** outlined in the ICE Consultation Final Report, to proceed with the establishment of the Regional Governance Group (RGG) and implement the ICE Programme (with alignment to the reform programme when direction is agreed). This will ensure that the momentum and knowledge generated to date is not lost.

ICE represents a distinct programme of work and any determination to develop further action relating to wider modernisation and reform issues affecting local government will require new thinking and distinct delivery models. Councils should note that the RGG will not be a decision making body – all decisions will be taken by councils themselves.

The first meeting of the RGG is expected to be held during November 2011.

NILGA/SOLACE believes that amidst the ongoing uncertainty around the Local Government Reform Programme and an increasingly challenging economic climate, the ICE Programme provides the sector with a viable opportunity to deliver better outcomes for citizens and ratepayers. It provides a clear direction, the opportunity for strong leadership for the sector as well as good governance and engagement at a regional level with flexibility to drive collaborative improvement projects at regional, sub-regional and local levels.

The Chief Executive confirmed that there was no power being devolved to the RGG and any proposals would come to Councils for consideration.

It was proposed by Councillor Stevenson, seconded by Councillor Atkinson and **AGREED:**

***to recommend that Alderman Campbell is nominated as Council's representative on the Regional Governance Group, with Councillor Finlay as a substitute member.***

#### **397.5 DRAFT LOCAL GOVERNMENT BEST VALUE (EXCLUSION OF NON-COMMERCIAL CONSIDERATION ORDER (NI) 2011**

The above Order and associated guidance, published by the Department of Environment, for consultation, with comments by 31<sup>st</sup> October 2011, is tabled.

The Corporate Management team has been invited to comment and comments, if any, will be brought to the October meeting by the Chief Executive. In view of the deadline for comments **IT IS RECOMMENDED** that Council be asked to authorise the committee to respond on its behalf.

The document is available on [www.doeni.gov.uk/index/local\\_local\\_government/lg\\_funding/local\\_government\\_consultations.htm](http://www.doeni.gov.uk/index/local_local_government/lg_funding/local_government_consultations.htm) or copy is available on request from the Office of the Chief Executive.

It was proposed by Councillor Finlay, seconded by Councillor Stevenson and **AGREED:**

***to recommend that Council authorises the committee to respond on its behalf.***

### **397.6 SOMME ASSOCIATION**

An application has been received from the Somme Association for renewal of subscription to "Friends of the Somme" at £380 plus VAT.

**Council is invited** to consider renewing its subscription to the Somme Association.

It was proposed by Councillor Atkinson, seconded by Councillor Stevenson and **AGREED:**

***to recommend that Council renews its subscription to "Friends of the Somme" at £380 plus VAT.***

### **397.7 ELECTORAL REGISTRATION**

Expenditure by the Electoral Office for NI on the preparation and maintenance of the Electoral Register in Northern amounted to £2,098,010. Council share is £2,312.57.

Councillor Stevenson expressed concern over the electoral registration process, in that it appeared that the present system was not securing the same level of take up as the former door-to-door canvas. In addition he considered that enforcement action should be taken where people were not fulfilling the legal requirement to register.

The Chief Executive reminded members that while Council contributed towards the cost of preparation and maintenance of the register it had no function in the process. However Council did support the Electoral Office in its awareness raising efforts and the Electoral Office had put in a considerable amount of effort and publicity into campaigns etc to encourage people to register and to provide

accessible opportunities to obtain electoral ID cards prior to the Election in May 2011.

Councillor Robinson concurred with Councillor Stevenson's comments, pointing to those residents who were choosing not to have their names included on the electoral register, while Councillor Finlay suggested that the Electoral Office could do more to get people on the register and with a focus on those who are choosing not to complete registration forms.

It was proposed by Councillor Stevenson, seconded by Councillor Halliday and **AGREED:**

***to recommend that Council requests that the Electoral Office re-introduce door-to-door canvassing and enforcement of the requirement for people to provide information for inclusion on the electoral register.***

### **397.8 REVIEW OF PARLIAMENTARY CONSTITUENCIES –PROVISIONAL PROPOSALS**

The provisional proposals report of the Boundary Commission for NI has been published for public consultation. This sets out the boundaries and names of proposed new Parliamentary constituencies for NI. The report is accompanied by a set of individual maps of the 16 proposed constituencies and is on public display at various locations, including in the Borough Offices.

Written representations in relation to the provisional proposals can be made to the Secretary to the Boundary Commission for NI by 2<sup>nd</sup> December 2011.

During the initial consultation period the Commission will hold three public hearings –

10 & 11 October in Belfast, 19 & 20 October in Omagh and 24 & 25 October in Ballymena.

### **397.9 RECORDS MANAGEMENT**

Work is progressing on review by local government records management officers of retention and disposal policy with a view to securing a common policy across all councils. The revised document needs to be presented to Council in October, to be laid before the Assembly in November and be in place by 31<sup>st</sup> December 2011. An extension of time has been requested by SOLACE.

An information audit of council records, required by the Public Records Office NI and led by OCE, is ongoing, with the co-operation of service units.

- \* **Councillor Finlay left the meeting at 7.21pm during consideration of the above matter.**

### **397.10 MARKETING**

Head of Corporate and Development Services updated status with regard to civic events agreed and events to market new facilities/services coming on stream in the current financial year.

### **397.11 AGENCY WORKERS DIRECTIVE**

The Department of Employment and Learning has now published its response to the public consultation on the above matter. The document summarises the feedback received and explains the decisions that have been taken. The document can be found on [www.delni.gov.uk/agency-workers-directive](http://www.delni.gov.uk/agency-workers-directive). Or is available from the Office of the Chief Executive, on request.

### **397.12 NOTICE OF POSSIBLE INDUSTRIAL ACTION**

The Employers' Side Secretary of the NI Joint Council (NIJC) has written to update Council on the potential for there to be industrial action affecting councils during the Autumn. This issue has developed further in recent days following meetings between the public sector trade unions at the TUC this week and then subsequent announcements.

In addition to that, in Northern Ireland a campaign is being coordinated through NIC-ICTU which whilst broadly similar to that involving UK wide trade unions, does have some variations.

Looking at the national picture first, the particular action impacting on Councils relates to coordinated ballots and then possibly action by Unison, Unite and GMB. All have announced they will be balloting on the issue of public sector pensions. They all indicate a national day of strike action in late November (though Unison has specifically identified 30<sup>th</sup> November). They have all left open the possibility of further action beyond November depending on how government responds. Each of the unions has indicated that they will come forward with a detailed timetable for the balloting process soon.

At a Northern Ireland level, the issues identified are broader than just pensions. The unions indicate the action is in respect of pay, pensions and job losses. NIPSA will be working under this umbrella and the action is similar to that taken by PCS in the UK civil service and some of the teaching unions at the end of June this year. However not all public sector unions in NI are following this timetable – Unison is targeting industrial action involving health and education in October and it is understood have already commenced arrangements for ballots



there. The expectation is that NIPSA will begin their ballot sometime around the last week of September. As such, you would expect to receive formal statutory notifications from them before then. The action being coordinated through this campaign is targeted at the first week of November at present.

It is not absolutely clear at this stage how the NI parts of the national trade unions (Unite and GMB specifically) are fitting with this i.e. will they run a specific NI campaign allied to NIC-ICTU or alternatively a single campaign through their national unions.

The common issue running through all of these is the question of reform of public sector pensions. For local government, this has been the subject of 'scheme specific' discussions between local government employers and trade unions on an England and Wales basis (the Northern Ireland scheme historically mirrors the England and Wales schemes). Those discussions had a deadline of last Friday (9<sup>th</sup> September) to come up with proposals that would meet the savings requirements set. It is the NIJC understanding is that if there is an absence of agreed scheme specific proposals, the government will begin consultation on its own proposals in October in order to meet the timetable required to have legislative changes in place by 1<sup>st</sup> April 2012.

No information is available to date on any particular outcome to those local government pensions discussions, but NIJC will pass on to Council what information is available along with any other information regarding the possible industrial action.

Local Government Employers already have resources on the website relating to handling industrial action at

<http://www.lge.gov.uk/lge/core/page.do?pagelId=119711>

### **397.13 COUNCILLOR TRAINING PROGRAMME**

Head of Corporate and Development Services reported on the level of response from members to courses offered in the in-house training programme and the Cluster programme, offered under the auspices of the Local Government Staff Commission at subsidized rate, which was not progressing at the present time due to low level of interest across the cluster councils. Proposals to review and prioritise training programme at a member workshop were supported.

Moyle District Council are offering places to Ballymoney Borough Council on the Best practice in Audit Committees Training Course which is taking place on 6<sup>th</sup> December from 9.00am-4.00pm, cost £55.00.

It was proposed by Councillor McLaughlin seconded by Councillor Halliday and  
**AGREED:**

***to recommend to Council that Councillor Stevenson, Councillor Atkinson, Councillor Blair, Councillor McKeown and Councillor Robinson attend the Best Practice in Audit Committees training, held in Moyle District Council on 6<sup>th</sup> December 2011, at a cost of £55.00.***

#### **397.14 CHARITY COMMISSION – REGULATION OF CHARITIES**

Members have been circulated with correspondence from the Charity Commission for NI regarding –

- Commencement of regulatory and investigatory powers
- Launch of corporate plan
- Issuing of new guidance on political activity and campaigning.

- \* **Chief Executive left the meeting at 7.54pm**
- \* **Head of Corporate and Development Services left the meeting at 7.54pm.**
- \* **Director of Central and Leisure Services arrived at the meeting at 7.57pm**

## **CENTRAL SERVICES**

#### **397.15 CREDITORS PAYMENT SYSTEM**

As was reported previously to Council, a review of the Creditors Payment system was being carried out. This was necessitated by the fact that many businesses were no longer wishing to accept cheques as payments together with Banks advocating increased use of BACS. In addition Finance Staff are endeavouring to make processes more efficient.

BACS payments for Council Suppliers have now been successfully implemented. As part of this process the procedures relative to Council approval require adjustment. The main change involves approval of payments by full Council on the first Monday of the month prior to payment release. Under the new procedures with the BACS payment being made on the last banking day of the month there will be a requirement for the payments to be approved at the Corporate and Central Services Committee meeting, otherwise payments would be approved in retrospect by Council. This could be done by authority being granted to the Corporate and Central Services Committee. It should be highlighted at this stage that under certain circumstances the month

of February could be a problem having only 28 days whereby the payment date could actually be the date of the committee meeting and therefore the payments are being approved in retrospect. A report will be tabled at the previous month if this is the case with a view to having authority delegated to the Director to deal with payments on that occasion similar to the position during July and August when there are no committee meetings.

In addition to the implementation of the BACS payments there has also been the introduction of the use of email for the associated correspondence meaning that a remittance advice does not have to be printed and posted to each supplier hence a saving to Council in these regards. It is estimated that each remittance costs approximately £1 to print and post.

The final change to supplier payments is the reduction in the use of Subsidiary cheques. This method of payment was introduced to allow urgent payments to be made outside of the normal monthly run and be approved in retrospect. However the use of this method does lead to an element of double processing and their use does not make the detail of purchases as clear in reports from the financial system. The proposal is to have all payments made through the suppliers' payment system but also to formalise this into a weekly process rather than the ad hoc approach currently used which leads to an inefficient use of officer time as payments are processed potentially every day. Ultimately there will be a small payment run, either BACS or cheque or both depending which method the supplier wishes to use, on each Friday and then a main payment run which will be paid into the supplier bank account on the last banking day of the month so potentially there could be 4 payment runs in any given month. The smaller Friday payments will be approved in retrospect but this will be no different to the current subsidiary cheque system therefore their approval should not be a new obstacle, finance will endeavour to keep the use of the smaller runs to a minimum ensuring as many payments as possible are processed through the main run.

Committee is asked to consider the proposed change in the approval of the payments.

Councillor Robinson asked several questions pertaining to the Councils methods of financial control and the Director answered all queries.

\* **Councillor Atkinson left the meeting at 8.24pm during consideration of the above matter.**

It was proposed by Councillor Robinson, seconded by Councillor Atkinson and  
**AGREED:**

***to recommend that Council grants authority to the Corporate and Central Services Committee to approve payments so that BACS payments can be made on the last banking day of the month.***

### **397.16 ACCOUNTS FOR PAYMENT**

Treasury advice schedules detailing payments for Period 6, 2011/12 drawn on the Council's Revenue and Capital Bank Accounts were circulated at the meeting.

The Director responded to a number of members' queries.

The Director advised that the payments for September totalled £797,239.40 from the Revenue Account and £65,713.18 from the Capital Account and would be made on 30 September 2011.

### **397.17 ACCOUNTS PAID JULY & AUGUST 2011**

The Director advised that the payments made in July & August were as follows:

July 2011	Revenue Account	£1,203,410.81
	Capital Account	£ 15,412.18
August 2011	Revenue Account	£ 777,717.64
	Capital Account	£ 313,890.26

### **397.18 COUNCILLORS ALLOWANCES –DEPENDANTS CARERS' ALLOWANCE**

The Director advised that the Department has determined new maximum rates of Dependants Carers' Allowance, payable under the Local Government (Payments to Councillors) Regulations (NI) 1999, as amended.

The new rates effective from 1<sup>st</sup> October 2011 are detailed in Appendix A.

It is Council's practice to apply the maximum rates.

It was proposed by Councillor Halliday, seconded by Councillor McLaughlin and **AGREED:**

***to recommend that Council applies the maximum rates of Dependants Carers' Allowance payable under the Local Government (Payments to Councillors) Regulations (NI) 1999, as amended, attached as Appendix A.***

### **397.19 COUNCILLORS TRAVELLING ALLOWANCES**

The Director advised that the Department has advised that the 2010 mileage rates will continue to apply until further notice.

The Councillors' Travelling Allowances are based on the rates for Council Officers, which have remained unchanged for 2011/12 pending a review of the formula for determining the rates of mileage allowances.

### **397.20 RATES ESTIMATES 2012/13 – DATES FOR MEETINGS**

The Director advised that the following draft timetable of meetings to consider the Rates Estimates for 2012/13 and to set the District Rates is tabled for members' consideration.

31<sup>st</sup> October 2011 @ 7.00pm, Council Workshop – To receive high level information on possible Rates increases.

During November 2011 the 4 main committees to consider proposed estimates of expenditure and income falling within remit of committee:-

14<sup>th</sup> November 2011 @ 7.00pm – Development Committee

15<sup>th</sup> November 2011 @ 7.00pm – Leisure & Amenities Committee

(a second date should be considered to deal with Leisure & Amenities business)

22<sup>nd</sup> November 2011 @ 7.00pm – Health & Environmental Services Committee

28<sup>th</sup> November 2011 @ 7.00pm – Corporate & Central Services Committee

11<sup>th</sup> January 2012 @ 7.00pm – Council Meeting

30<sup>th</sup> January 2012 @ 7.00pm – Council Meeting

13<sup>th</sup> February 2012 @ 7.00pm – Council Meeting to set the District Rates for 2012/13

It was proposed by Councillor McLaughlin, seconded by Councillor Stevenson and **AGREED:**

***to recommend that Council approves the draft timetable of meetings as outlined above to consider the Rates Estimates for 2012/13 and to set the District Rates.***

### **397.21 REQUEST TO LAND & PROPERTY SERVICE TO ATTEND MEETING OF COUNCIL/COMMITTEE**

The Director advised that the Council in July agreed to invite representatives from Land and Property Services (LPS) to attend a meeting of Council or Committee.

LPS has advised that it is not their policy to attend meetings of Council or Committee, but have suggested that the Chief Executive write requesting an informal meeting.

Committee is asked to consider the offer of an informal meeting and also if a small subcommittee would be appointed to attend the informal meeting.

Councillor Stevenson stated that at a meeting he had attended, the Minister of Finance Mr Sammy Wilson indicated that Land and Property Services were available to attend Council meetings.

Director reiterated that Land and Property Service had advised that it was not their policy to attend Council meetings.

It was proposed by Councillor Stevenson, seconded by Councillor Halliday and **AGREED:**

***to recommend that Council writes to the Minister of Finance advising that Council had invited representatives from Land and Property Services to a meeting which was declined and request that the Minister investigate the matter at his earliest convenience.***

**This being all the business the meeting closed at 9.08pm.**

**Appendix A:** Dependants Carers' Allowance

**Appendix B:** Committee Report to Council Meeting 947 5<sup>th</sup> September 2011

# **Appendix A:**

## **Dependants Carers' Allowance**



# DOE

Department of  
the Environment  
[www.doeni.gov.uk](http://www.doeni.gov.uk)

Clerk & Chief Executive of each District Council,  
Finance Officer of each District Council,  
Mr D McCallan, Chief Executive, Northern Ireland  
Local Government Association,  
Cllr R Ferguson, Secretary, National Association  
of Councillors  
Mr L Hannaway, Honorary Secretary, Society of  
Local Authority Chief Executives,  
Mr G Coulter, Secretary, Association of Local  
Government Finance Officers  
Mr A Kerr, Chief Executive, Local Government  
Staff Commission,  
Mr D Morrice, Secretary, Northern Ireland Local  
Government Officers' Superannuation Committee,  
Mr J Quinn, Chief Executive, Arc21,  
Mr G Craig, Finance Director, Arc21  
Ms L Mason, Chief Local Government Auditor  
Mr R Allen, Director, Local Government Audit  
Other Interested Parties

## Local Government Policy Division

Finance Branch  
8<sup>th</sup> Floor  
Goodwood House  
44-58 May Street  
**BELFAST**  
BT1 4NN

Telephone: 028 9025 6051  
Facsimile: 028 9025 6080  
Email: [john.small@doeni.gov.uk](mailto:john.small@doeni.gov.uk)

Your reference:  
Our reference:

Date: 19 September 2011

### **CIRCULAR No: LG 16/11**

Dear Sir/Madam

### **DEPENDANTS' CARERS' ALLOWANCE – FROM 1 OCTOBER 2011**

The Department has now determined new maximum rates of dependants' carers' allowance, payable under the Local Government (Payments to Councillors) Regulations (Northern Ireland) 1999, as amended.

A copy of the formal determination is attached, detailing the new rates, with effect from 1 October 2011.

Yours faithfully,

**JOHN SMALL**

Enc.



## LOCAL GOVERNMENT ACT (NORTHERN IRELAND) 1972

### LOCAL GOVERNMENT (PAYMENTS TO COUNCILLORS) REGULATIONS (NORTHERN IRELAND) 1999

#### DETERMINATION OF MAXIMUM RATES OF DEPENDANTS' CARERS' ALLOWANCE

The Department of the Environment makes this determination, in exercise of the powers conferred on it by section 36 of the Local Government Act (Northern Ireland) 1972 (a), and the Local Government (Payments to Councillors) Regulations (Northern Ireland) 1999 (b), as amended. With effect from 1 October 2011, the maximum amounts of dependants' carers' allowance shall not exceed the amounts specified in the following table:-

STANDARD CARE	SPECIALISED CARE
£6.08 per hour	£12.16 per hour
£158.00 per month	£316.00 per month
Maximum payments per member, per month, shall not exceed £316.00	

Dated this 15<sup>th</sup> day of September 2011.



A senior officer of the Department of the Environment

- 
- (a) 1972 c.9 (N.I.) as amended by the Financial Provisions (Northern Ireland) Order 1978 (S.I. 1978/1041 (N.I.)).  
(b) S.R. 1999 No.449 was amended by the Local Government (Payments to Councillors) (Amendment) Regulations (Northern Ireland) 2007 No.168.

**APPENDIX B****947.10 CORPORATE & CENTRAL SERVICES REPORT – 5<sup>TH</sup> SEPTEMBER 2011****CORPORATE****10.1 CONFERENCES**

THE National Association of Councillors' AGM will be held on 28<sup>th</sup> September at Clandyeboye Lodge Hotel, Bangor, Co. Down. Fee £20. Council has three nominees on the Association. Councillor Robinson and Alderman Cousley have both made applications to attend.

Council is invited to approve the members' attendance at the AGM, for which budget provision is available.

It was proposed by Councillor Finlay, seconded by Alderman Campbell and  
**AGREED:**

*that Council approves the attendance of Alderman Cousley and Councillor Robinson at the NAC AGM on 28<sup>th</sup> September 2011 at a cost of £20.00 per person.*

**CENTRAL SERVICES****10.2 TRADE WASTE VAT CLAIM**

The Council, at a meeting of the Consultation Committee on 18<sup>th</sup> April 2011, agreed to stop accounting for VAT on Trade Waste Services and to submit a claim for overpaid VAT.

At that meeting Committee was advised that Her Majesties Revenue and Customs (HMRC) were likely to resist payment of the claim and would mount a challenge on the grounds of Unjust Enrichment.

A claim was submitted to HMRC by end June 2011, assisted by VAT Support & Solutions Limited.

HMRC, by letter dated 14<sup>th</sup> July 2011, is requesting information in respect of an assertion of Unjust Enrichment in respect of that claim.

The amount of information requested is substantial and will necessitate a considerable amount of officer time both in Borough Services and Finance to produce.

Expert VAT advice would be required to advise the Council on the information to be provided to HMRC to defend and negotiate with HMRC in respect of the claim for overpaid VAT.

The Corporate Management Team **RECOMMEND** that the services of VAT Support & Solutions are engaged to advise the Council on the information to be provided to HMRC to defend against an assertion of Unjust Enrichment and to correspond and negotiate with HMRC in respect of the claim for VAT overpaid on Trade Waste Services, at a cost of no more than £1,000.00.

It was proposed by Alderman Campbell, seconded by Councillor Finlay and **AGREED:**

***that the services of VAT Support & Solutions are engaged to advise the Council on the information to be provided to HMRC to defend against an assertion of Unjust Enrichment and to correspond and negotiate with HMRC in respect of the claim for VAT overpaid on Trade Waste Services, at a cost of no more than £1,000.00.***