

**RESOURCES SCRUTINY PANEL**

**20 July 2006**

Attendance:

Councillors:

Macmillan (Chairman) (P)

Anthony (P)  
Clohosey (P)  
Cooper (P)  
de Peyer (P)  
Goodall (P)  
Hiscock (P)

Learney (P)  
Maynard (P)  
Ruffell (P)  
Worrall  
Wright (P)

Others in attendance who addressed the meeting:

Councillor Allgood (Portfolio Holder for Finance and Resources)

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1. **APOLOGIES**

Apologies were received from Councillor Worrall.

2. **APPOINTMENT OF VICE-CHAIRMAN**

RESOLVED:

That Councillor Clohosey be appointed Vice-Chairman for the 2006/07 Municipal Year.

3. **TIME OF FUTURE MEETINGS**

RESOLVED:

That future meetings of the Panel commence at 6.30pm for the 2006/07 Municipal Year and that the timetable of scheduled meetings for the 2006/07 Municipal Year be noted.

4. **MINUTES**

RESOLVED:

That the minutes of the previous meeting of the Panel held on 21 March 2006 be approved and adopted.

5. **PUBLIC PARTICIPATION**

There were no questions asked or statements made.

6. **FINANCE AND RESOURCES PORTFOLIO (ESTATES) – FOURTH QUARTER 2005/06 PERFORMANCE MONITORING**  
(Report RE28 refers)

The Portfolio Holder for Finance and Resources reported that good progress was being made with leases and that work had been carried out on 152 High Street, Winchester to prepare it for tenants. Although there had been significant maintenance needed, the Chief Estates Officer confirmed that the property was now in good condition and should not require further work for many years.

During discussion, the underspend of £50,568 relating to General Fund Property was raised by Members. The Chief Estates Officer explained that there were maintenance works planned for the future and that this underspend would be used within the next 12 months. The Director of Development Services explained that the large variance on the General Fund Property budget was due to an incorrect revised budget but that it also included capital finance costs that were incurred over the year. It was noted that the General Fund for the current financial year should be more in line with the actual outturn at the end of the year.

RESOLVED:

1. That the Report be noted.
2. That when the budget for General Fund Property income is drawn up, it is brought before the Panel.

7. **FINANCE AND RESOURCES PORTFOLIO (ESTATES) – FIRST QUARTER 2006/07 PERFORMANCE MONITORING**  
(Report RE29 refers)

During discussion, a Member queried how accurate a three year forward plan of maintenance would be. The Chief Estates Officer confirmed that he was looking into this in more detail and that a detailed plan was needed in order to better inform the capital programme.

RESOLVED:

That the Report be noted.

8. **FINANCE AND RESOURCES PORTFOLIO (FINANCE) – FIRST QUARTER 2006/07 PERFORMANCE MONITORING AND OUTTURN 2005/06**  
(Report RE23 refers)

At the invitation of the Chairman, the Director of Finance reported that a second team leader for the Customer Service Centre would be appointed and that a budget for this had been allocated. She explained that it was not certain when this post would be appointed, but that one of the more experienced Customer Service Advisors had been recruited on a temporary basis to assist the current team leader. The Director of Finance added that the Customer Service Centre was not running with a full establishment, but that once all posts were filled it was expected that all targets would be met.

In response to a Member's question, the Director of Finance confirmed that a new relief from National Non Domestic Business Rates had been successfully taken up by a large percentage of those local small businesses which were eligible. She agreed to circulate the exact figures to Members after the meeting.

The Panel noted that the EDRMS (Electronic Document and Record Management System) project was progressing and that it was currently at the stage of identifying which procurement method should be followed. The Director of Finance confirmed that the project, which included working closely with Fareham Borough Council to finalise the tender process, was still in its early stages. She added that although the procurement process would be a joint venture with Fareham, it was not foreseen that the systems themselves would be shared. Responding to a Member's question, she stated that it was not known exactly how much money would be saved at this stage. However, identifying potential efficiencies was a key part of the project.

RESOLVED:

That the Report be noted.

9. **FINANCE AND RESOURCES PORTFOLIO (CITY SECRETARY AND SOLICITOR'S DIRECTORATE) – FIRST QUARTER 2005/06 PERFORMANCE MONITORING AND OUTTURN 2005/06**  
(Report RE26 refers)

The Portfolio Holder for Finance and Resources reported that, although there had been some difficulties with implementing the Licensing Act 2003, all premises in Winchester had now been processed. He added that although residents had been informed that they had the opportunity to call for a review of a licence if they so wished, no formal requests had been received.

During discussion, the City Secretary and Solicitor confirmed that there had been a significant increase in postal votes for elections, which required additional resources to process. He added that checks were carried out to eliminate, as far as possible within the current system, errors and fraudulent applications.

The City Secretary and Solicitor reported that the Land Charges Computerisation was underway. In response to a Member's question, he stated that this would not assist in raising potential income, but that it would improve efficiency within the section and reduce the risk of loss of information. He added that it would also help with reaching e-Government targets.

RESOLVED:

That the Report be noted.

10. **CITY SECRETARY AND SOLICITOR'S DIRECTORATE – SUMMARY OF ACTUAL EXPENDITURE 2005/06**  
(Report RE27 refers)

The Portfolio Holder for Finance and Resources confirmed that the proposals for managed savings carried forward had been approved by Cabinet.

RESOLVED:

That the Report be noted.

11. **SCRUTINY WORK PROGRAMME 2006/07 AND APPOINTMENTS TO INFORMAL SCRUTINY GROUPS**  
(Reports PS236 & RE25 refers)

RESOLVED:

1. That the Scrutiny Work Programme, as set out in PS236, be noted.

2. That the Benefits Informal Scrutiny Group be not reappointed at the present time.

3. That the following appointments be made to the e-Government Informal Scrutiny Group:

Councillors Cooper, Goodall, Macmillan, Ruffell and Wright

12. **VOTE OF THANKS**

The Committee thanked the City Secretary & Solicitor and his staff for their hard work in organising the recent highly successful Freedom Parades.

The meeting commenced at 6.30pm and concluded at 7.40pm

Chairman