

**FINANCE & PROPERTY SUB COMMITTEE  
23 SEPTEMBER 1998**

Present: Councillors Bettison (Chairman), Egan, Fawcett, Mrs Hayes,  
Mrs Pile, Ryan, Wade and Wheaton

Also Present: Councillor Birch

Apologies for Absence had been received from Councillor Mrs Hirst

**21. Minutes**

The minutes of the meeting of the Sub Committee held on 1 July 1998 were approved as a correct record and signed by the Chairman.

**22. Quarterly Operations Report (Item 1)**

The Director of Corporate Services presented the second Quarterly Operations Report for the Corporate Services Department which summarised the work and operational performance of the department during the last quarter and presented the Sub Committee's budget position as at the end of June 1998.

The report detailed the significant progress which had been made by each business unit towards the objectives of the Sub Committee's service plan. During the quarter these had included:

- Completion of the restructuring of the administration function.
- Progress towards harmonisation of Personnel policies for the new organisation.
- Initiation of a strategic options study of the Council's I.T. Services, Revenues and Benefits administration, within the Best Value framework.
- Initiation of a project for each Business Unit to develop a customer focus plan to ensure that Corporate Services remained responsive to service department needs.

**RESOLVED** that the quarterly operations report be received.

**23. Statement of Accounts 1997/98 (Item 2)**

The Borough Finance Officer reported on the Council's Statement of Accounts for 1997/98 and outlined the provisions and reserves included within them. Once approved, the Accounts would be subject to audit by the Council's external auditors, KPMG.

**RESOLVED** that

- (i) the Statement of Accounts 1997/98 be approved; and

- (ii) the out-turn position be noted and the provisions (£2,325,000) and earmarked balances (£1,922,000) be approved.

**24. Business Rates – Discretionary Rate Relief (Item 3)**

The Sub Committee considered a report on an application for discretionary rate relief which had been received from Bracknell Council for Voluntary Service. Rating authorities had the discretionary power to grant rate relief to charitable or other non-profit making organisations. It was recommended that in order to be consistent with current practice discretionary relief for the BCVS should be granted.

**RESOLVED** that 20% discretionary charitable relief be granted to the Bracknell Council for Voluntary Service until 31 March 1999.

**25. Items for Information**

The Sub Committee noted the following items submitted for information only.

- Change in Capital Receipts Set-Aside Regulations (Item 4)
- “A Stitch in Time” – Facing the Challenge of the Year 2000 Date Change (Item 5)
- Economic and Monetary Union and the Single Currency (Item 6)
- Managed Services : Urgent Action (Item 7)

**26. Exclusion of Public and Press**

**RESOLVED** that pursuant to Section 100A of the Local Government Act 1972, members of the public and press be excluded from the meeting for the consideration of Items 8 and 9 which involve the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (8) Information regarding contract price (Annexe A to Item 7)
- (7) Information relating to the financial affairs of a third party (Item 8)
- (8) Information regarding contract terms (Item 9)

**27. Forest Park Doctor’s Surgery – Variation of Restrictive Covenant (Item 8)**

The Sub Committee considered a report regarding a request for the relaxation of a restrictive covenant on Forest Park doctors surgery.

Forest Park neighbourhood centre had been constructed in the 1980’s. At that time a doctors surgery had been secured for the development and in dealing with the various land transfers a restrictive covenant had been placed on that part of the property in as much that it should only be used as a doctors surgery. The current tenant was proposing to move to new premises. As such the owner of the surgery had requested that the restrictive covenant be relaxed to enable the premises to be used for an alternative use.

**RESOLVED** that authority be granted to the Borough Surveyor to agree terms for the variation to D1 use of the restrictive covenant relating to Forest Park Surgery, in the event of the property ceasing to be a surgery.

**28. Select List of Tenderers – Payroll Services (Item 9)**

The Director of Corporate Services presented a report seeking approval for the shortlist of suppliers of Payroll Services who would be invited to submit tenders for the provision of the full service from 1 April 1999.

The Sub Committee had considered the provision of Payroll Services at its meeting in November 1997. In order to minimise any disruption of services a contract to provide payroll services for ex-County Council staff had subsequently been awarded to CSL Managed Services, with the in-house Team providing the service for ex-Borough Council staff and for new employees joining since vesting day. As part of the overall strategy a tendering exercise for the provision of the whole service, incorporating the Council's internal payroll functions, had been planned to take effect when the initial CSL contract expired on 31 March 1999.

**RESOLVED** that

- (i) the shortlist of tenders for Payroll Services be approved as listed below:
  - (a) Cumbria County Council
  - (b) CAPITA Business Services
  - (c) CSL Managed Services
  - (d) IT Services Ltd
  - (e) Midland Software
  
- (ii) the Director of Corporate Services, in consultation with the Chairman, be authorised to accept the most economically advantageous tender for this service.

The meeting commenced at 7.30 p.m.  
and concluded at 8.20 p.m.

**CHAIRMAN**