

**LEADERSHIP PANEL.**

Minutes of meeting in County Buildings, Wellington Square, Ayr,  
on 12th January 2010 at 10.00 a.m.

Present: Councillors Hugh Hunter (Chair), Douglas Campbell, Peter Convery, Hywel Davies, Nan McFarlane, Bill McIntosh and Margaret Toner.

Attending: D. Anderson, Chief Executive; J.G. Peterkin, Depute Chief Executive and Executive Director – Development and Environment; E. Howat, Executive Director – Corporate Services; H. Garland, Executive Director – Children and Community; H. Carswell, Head of Children’s Services; K. Leinster, Head of Community Care and Housing; W. Gray, Property and Asset Manager; W. Phillips, Revenue and Benefits Manager; S. Macdonald, Group Leader Waste Strategy; Neighbourhood Services Manager; C. Boyd, Corporate Safety Manager; V. Andrews, Legal Manager; K. Briggs, Principal Solicitor; W. Carlaw, Principal Solicitor; D. Robertson, Public Communications Manager; C. Downie, Public Communications Officer; D. Knight, Committee Services Officer; and E. Wyllie, Committee Administrative Officer.

**Chair’s Remarks.**

The Chair, on behalf of the Panel,

- (1) wished everyone a Happy New Year; and
- (2) conveyed his thanks to all staff for their efforts in providing services during the past few weeks of severe weather conditions and in particular thanked:-
  - the Roads’ Gritting teams;
  - the Refuse Collections teams;
  - Housing staff;
  - Home Care staff;
  - Janitors;
  - Plumbers;
  - Heating Engineers; and
  - Teachers.

**Community Services – Social Services.****1. Kinship Care.**

Reference was made to the Minutes of 24th June 2008 (Page 426, paragraph 11) and there was submitted a report (issued) of 16th December 2009 by the Executive Director – Children and Community

- (1) advising
  - (a) that local guidance to staff had been produced, relating to the national guidance, covering the issues regarding assessment and support, including financial support, addressing statutory responsibilities towards Looked After Children in kinship placements;

- (b) that the monies allocated as part of the budget process for 2009/10 addressed the requirement to make payments to kinship carers of Looked After Children;
  - (c) that at present forty eight Looked After Children were with kinship carers and a system was in place to make payments in accordance with the guidance;
  - (d) that some of the carers were paid for using discretionary payments due to tax implications related to Kinship allowances; and
  - (e) that additionally, discretionary payments were made to carers who did not meet the requirements of the concordat which was a long-established practice, based on supporting children in need to remain in their extended family and community, without the need for statutory involvement; and
- (2) reporting
- (a) that the funding to pay the full rate had been approved within the 2009/10 budget process; and
  - (b) that the staffing resource would be met from within the existing staff complement.

A question was raised by a Member of the Panel in relation to how children's educational needs fitted within the Child's Plan and the Head of Children's Services responded accordingly.

**Decided:** having recorded their appreciation of the work undertaken by the Head of Children's Services and his staff, to approve the Kinship Care Policy as detailed in the Appendix of the report.

## **2. Adoption and Support Allowances.**

There was submitted a report (issued) of 6th December 2009 by the Executive Director – Children and Community

- (1) outlining the new arrangements for adoption support and allowances as contained in the Adoption and Children Scotland Act 2007 enacted on 28th September 2009 and which clarified and extended the scope of adoption support and was expected to place additional demand on the service;
- (2) intimating that South Ayrshire Council's Adoption Allowances scheme was last approved by the Council in 2004 and had been revised to meet the requirements of the new legislation;
- (3) indicating that the Act extended the list of persons who were eligible for adoption support services and where there was more than one Council involved (for example a child from another area being adopted by a family from South Ayrshire), established responsibilities for each authority for three years after the placement;

(4) highlighting

- (a) that the criteria for the payment of an adoption allowance were outlined in Appendix 1 of the report and identified the circumstances in which an allowance could be paid and the factors to be considered and that the existing care planning and approval processes could be utilised to progress these situations;
- (b) that the existing processes for assessing, paying and monitoring allowances, with some limited adjustments, would continue and that allowances would continue to be based on the ex-Cosla fostering rate;
- (c) that the main change would be to include in the process a specific opportunity for an adoptive parent to make direct representations as to the appropriateness of paying an allowance and, if unsatisfied with the outcome, to have the decision reviewed; and
- (d) that as with the present scheme, there would be discretion to make specific payments as well as periodic payments; and

(5) reporting

- (a) that the budget for adoption allowances was £146,269 and at period 7 this was projected to overspend by £22,000 due to inter agency placement fees and that the period 7 budget monitoring report, to be considered later on the agenda, would request permanent virement from custody payments and enhanced fostering payments to bring this budget on-line; and
- (b) that it was not possible to estimate accurately the future demand for allowances nor for adoption support, however it was recognised there would be an increased need for adoption support in its widest sense and that as any child placed for adoption was likely to be already in a fostering placement, any adoption allowances paid would be offset by a reduction in the fostering payments.

Questions were raised by Members of the Panel in relation to the implications for the Council of the additional safeguards for inter-country adoption, whether there were any different adoption arrangements for countries who were members of the European Union and the new grounds for dispensing with parental consent to adoption and the Head of Children's Services responded accordingly.

**Decided:**

- (i) to note the main changes arising from the new legislation; and
- (ii) to agree the revised arrangements for adoption allowances as part of overall adoption support.

### **Community Services – Housing and Customer First.**

#### **3. Housing Capital Investment Programme 2009/10: Monitoring Report at Period 7 – 31st October 2009.**

There was submitted a joint report (issued) of 22nd December 2009 by the Depute Chief Executive and Executive Director – Development and Environment and the Executive Director – Corporate Services

- (1) informing of the progress being made with the Housing Capital Investment Programme for 2009/10 at 31st October 2009 (Budget Monitoring Period 7);
- (2) advising that South Ayrshire Council's Housing Capital Investment Programme for 2009/10 had been approved at a special meeting of the Council on 4th February 2009 with the total funding being £9,195,000 and that the Council at its meeting on 9th July 2009 had agreed that £948,155 be bought forward from 2008/09 to fund the completion of projects;
- (3) intimating that a number of adjustments were being proposed to the current programme as highlighted in the report; and
- (4) reporting that as outlined in Appendix 1 of the report, at the end of Period 7, £2,981,308 had been spent.

The Property and Asset Manager advised that, in relation to the consultation with the tenants of the Elba Gardens Sheltered Housing Complex regarding its future, he would report his findings on the consultation to a future meeting of this Panel.

#### **Decided:**

- (a) to note the progress being made on projects to 31st October 2009 as highlighted in Appendix 1 to this report;
- (b) to approve the adjustments requested in Section 4 of the report;
- (c) to commence consultation with the tenants of the Elba Gardens Sheltered Housing complex regarding its future as detailed in Section 5 of the report; and
- (d) to authorise the Depute Chief Executive and Executive Director – Development and Environment to enter into negotiations with a construction company currently employed on Council Modernisation Work, to extend their current contract to include work to a further forty houses, in accordance with the provisions of the Standing Orders Relating to Contracts, as proposed in Section 6 of the report.

**Development and the Environment - Sustainability and the Environment.**

**4. Ayrshire Joint Strategic Waste Management Project.**

There was submitted a report (issued) of 5th January 2010 by the Depute Chief Executive and Executive Director – Development and Environment

(1) advising

- (a) that the most recent meeting of the Ayrshire Joint Strategic Waste Management Project Group (AJSWMPG) held on 23rd October 2009 required that each of the three Councils report back to their respective Committees seeking a firm commitment to continue with the project and that each Council was requested to report back on this issue to the next meeting of the AJSWMPG on 14th January 2010;
- (b) that the requirement to reaffirm the commitment of each Council at this stage was necessary as the project was now entering a critical phase of the competitive dialogue procedure and that selected bidders would shortly be asked to submit detailed waste management solutions which would incur costs for the three Councils and the companies submitting proposals;
- (c) that five bidders had now been shortlisted to the next stage of the competitive dialogue procedure and had been assessed in terms of financial status and good-standing, previous experience, and their technical ability to carry out the project in question; and
- (d) that South Ayrshire Council had to meet some very challenging landfill diversion targets in future years, with the potential for significant landfill fines to be imposed and outlining the merits of joint working with East Ayrshire and North Ayrshire Councils;

(2) indicating

- (a) that consideration required to be given to the efficacy of the existing AJSWMPG Memorandum of Understanding which had been prepared at the time when the Strategic Outline Case (SOC) was being prepared for submission to the Scottish Executive and now that the Councils had embarked upon a competitive dialogue process, it was questionable whether the Memorandum of Understanding remained fit for purpose;
- (b) that to this end, the joint Project Board had recently appointed Brodies LLP to provide specialist legal advice and Ernst & Young to provide specialist financial advice and that a key initial task for these companies would be scrutinising the current Memorandum of Understanding and reporting back to the joint waste group on its suitability;
- (c) that the AJSWMPG at its meeting on 23rd October 2009 had appointed Councillor Peter Convery as Chair of the Group, and Councillor Robert McDill of East Ayrshire Council as Vice-Chair; and
- (d) that the Project Board had also recommended that Alastair Young of the Scottish Futures Trust be appointed to the Board as an advisor to the joint Ayrshire project; and

- (3) reporting
- (a) that the provision of residual waste treatment infrastructure which diverted waste from landfill was aimed at minimising the Council's exposure and liability to landfill charges, landfill tax and landfill fines;
  - (b) that the Zero Waste Fund had funded initial budgetary provision for the implementation of the joint waste project which over a three year period totalled £180,000 for consultancy costs and £78,000 for the employment of a Project Manager and supporting costs and that this level of commitment was consistent with the other Ayrshire authorities; and
  - (c) that it was not possible at this stage of the competitive dialogue procedure to be clear about the longer term funding implications of the Project which would become clearer once the details of the waste infrastructure, technology and contract arrangements became available.

**Decided:**

- (i) to continue to participate in and support the joint Ayrshire residual waste management project; and
- (ii) to request Officers to seek the approval of the Joint Ayrshire Waste Group to amend the terms of the existing Memorandum of Understanding to ensure that it remained fit for purpose throughout the critical phase of the competitive dialogue process.

**Corporate and Community Planning - Resources and Performance.**

**5. Council Tax Collection Statistics – Cash at 30th November 2009.**

There was submitted a report (issued) of 23rd December 2009 by the Head of Corporate Resources advising

- (1) of the collection levels which had been achieved in respect of Council Tax to 30th November 2009 and the action which had been taken to achieve Best Value in the collection thereof;
- (2) that the collection rate had been 66.14 per cent against the target collection of 66.02 per cent which equated to a positive variation of £77,669, as detailed in Appendix 1 of the report; and
- (3) that in order to address increased customer demand due to the economic recession, Corporate Services staff were working controlled periods of overtime to ensure accurate benefit awards together with the prompt rebilling and recovery of Council Tax and that, in the event of non-payment, Council Tax arrears were now being passed earlier to Stirling Park Sheriff Officers to maximise recovery and minimise the impact of the economic downturn upon collections.

A question was raised by a Member of the Panel in relation to whether the revised opening hours had had an impact in helping to meet increasing levels of customer demand and the Revenues and Benefits Manager responded accordingly.

**Decided:** having recorded their appreciation of the work undertaken by the Revenue and Benefits Manager and his staff

- (a) to approve the contents of the report; and
- (b) to request the Head of Corporate Resources to provide updated figures to the next meeting of this Panel.

**6. Write-off of Sundry Debtors' Balances.**

There was submitted a report (issued) of 23rd December 2009 by the Executive Director – Corporate Services

- (1) outlining procedures for the write-off of sundry debtors' balances once all attempts to recover such debts had been exhausted (and without prejudice to future recovery);
- (2) seeking approval to write-off sundry debtors' balances totalling £5,253.45 in accordance with the Council's policy; and
- (3) advising that the accounts submitted for write-off had been provided for in earlier years and that a charge in respect of these accounts would be made against the relevant Directorate.

**Decided:** to approve the write-off of sundry debtors' balances totalling £5,253.45 as detailed in the Appendix of the report.

**7. Write-off of Housing Benefits Overpayments.**

There was submitted a report (issued) of 23rd December 2009 by the Head of Corporate Resources

- (1) outlining procedures for the write-off of housing benefit overpayments once all attempts to recover such debts had been exhausted (and without prejudice to future recovery);
- (2) seeking approval to write-off housing benefit overpayments of £1,019.82 in accordance with the Council's policy; and
- (3) advising that the accounts submitted for write-off would be contained within the existing bad debt provision.

**Decided:** to approve the write-off of housing benefit overpayments totalling £1,019.82 as detailed in the Appendix of the report.

**8. Common Good Funds - Revenue and Capital Budgetary Control – Position Statement to 31st October 2009.**

There was submitted a report (issued) of 23rd December 2009 by the Executive Director – Corporate Services in relation to the revenue and capital accounts of Ayr, Prestwick, Troon, Maybole and Girvan Common Good Funds for the period to 31st October 2009

- (1) detailing
  - (a) the Revenue position at 31st October 2009, taking into account the Leadership Panel's decisions, as detailed in section 3 of the report, against the approved full year budget and projected balances; and
  - (b) the accumulated revenue position at 31st October 2009 and the projected accumulated revenue surpluses at 31st March 2010;
- (2) advising that the accumulated capital reserves balance on the Ayr Common Good Fund at 31st October 2009 was £2,550,317 with the projected accumulated capital position at 31st March 2010, taking into account the capital issues highlighted in Appendix 3 of the report, anticipated to be £2,560,317, an increase of £10,000 since 1st April 2009; and
- (3) intimating that the accumulated capital reserves balance on the Prestwick Common Good Fund at 31st October 2009 was £50,000 and that this position was likely to remain unchanged at 31st March 2010.

Questions were raised by Members of the Panel in relation to the future use and maintenance of Darlington Parish Church, Ayr, the review of the Common Good Funds and the additional contribution up to a maximum of £13,500 possibly required as a guarantee against loss of the Homecoming Concerts and the Depute Chief Executive and Executive Director – Development and Environment responded accordingly and the Executive Director – Corporate Services advised that she would inform the Panel at its next meeting of the current position with regard to the Homecoming Concerts.

**Decided:**

- (i) to approve the earmarking of the Townscape Heritage Initiative funding underspend to be drawn from accumulated reserves in 2010/11 as detailed in paragraph 4.2 of the report; and
- (ii) otherwise, to approve the contents of the report.



9. **Housing Revenue Account - Revenue Budgetary Control 2009/10 – Position Statement at 31st October 2009.**

There was submitted a joint report (issued) of 23rd December 2009 by the Executive Director – Children and Community and the Executive Director – Corporate Services on the performance of the Housing Revenue Account's expenditure against its profiled budget for the period to 31st October 2009 and reporting

- (1) that in 2008/09 the HRA had achieved a surplus for the year of £0.829m which had been added to the surplus brought forward of £19.691m to give an accumulated surplus at 31st March 2009 of £20.520m;
- (2) that part of this surplus (£7.375m) was committed and that the balance of £13.145m would be considered as part of the 2010/11 business plan update and that it was likely that it would be needed for future capital investment to avoid the need for long term borrowing;
- (3) that the final out-turn report for 2008/09 had recommended that the HRA should revisit its reserves policy as part of the 2010/11 Business Plan; and
- (4) that the HRA was £0.824m underspent for the period to 31st October 2009 and that the projected surplus for the year to 31st March 2010 was £0.827m.

Questions were raised by Members of the Panel in relation to vacant housing maintenance, the underspend of £250,000 in programmed maintenance and the increased cost of voids and the relevant Officers responded accordingly.

**Decided:**

- (a) to approve the virement requested in paragraph 4.2 of the report relating to property costs; and
- (b) otherwise, to approve the contents of the report.

10. **Budget Management - Revenue Budgetary Control 2009/10 – Position Statement at 31st October 2009.**

There was submitted a report (issued) of 23rd December 2009 by the Executive Director – Corporate Services

- (1) presenting an overview of the General Services Revenue Account for 2009/10 as at 31st October 2009;
- (2) advising
  - (a) that the final audited accumulated surplus to 31st March 2009 was £7.453m;

- (b) that of the accumulated surplus of £7.453m, £1.064m would require to be set aside to assist with the financing of the Council's Schools PPP project and £1.195m had been allocated to be spent on specific Council projects during 2009/10 with a further £0.895m being earmarked to be used in delivering the Council's affordable housing strategy in future years, leaving an uncommitted balance of £4.299m at 31st March 2009; and
- (c) that South Ayrshire Council at its meeting on 7th October 2009 had approved the use of £0.750m from the additional VAT monies received to fund severance costs resulting from the latest phase of organisational change, in addition to the £1.000m set aside for this purpose in the 2009/10 Revenue Budget;
- (3) intimating that the Revenue Budget for 2009/10 had been approved by the Council at its meeting on 11th February 2009 and that the approved budget had been based on the former management structures, with further work required by Directorates and Finance to restate the budgets to reflect the new management arrangements;
- (4) reporting that the budget reorganisation exercise was ongoing and that the Period 7 budgetary control reports reflected the majority of the reconfiguration, with the remainder expected to be resolved in the forthcoming months;
- (5) summarising the re-organised 2009/10 budgets of the new Directorates at this stage;
- (6) detailing revenue monitoring reports for each Directorate for the period to 31st October 2009 as provided in Appendix 1 of the report; and
- (7) indicating that a number of service and budget issues were being raised in these reports and that Executive Directors have committed to management action to ensure that there was a break-even position at 31st March 2010 as follows:-
- **Chief Executive's Strategic Office** – showed a current overspend of £0.008m which was mainly due to minor overspends in employee costs, supplies, transport and administrative costs compared to approved budgets, with a break-even position currently being projected at 31st March 2010;
  - **Children and Community** –
    - \* showed a current underspend of £0.653m which was mainly due to savings in employee costs, school running costs, employee transport costs and out-with authority placements for children and that these underspends would be offset by increased expenditure on homecare and residential care packages with a year-end underspend of £1.044m currently being projected; and
    - \* virement as detailed in Appendix 2 of the report had been requested;
  - **Corporate Services** – showed a current underspend of £0.060m which was mainly due to minor underspends in supplies and transport costs and increased legal income, with a break-even position currently being projected at 31st March 2010;

- **Development and Environment** – showed a current overspend of £0.198m which was mainly due to current overspends in Facilities Management employee costs and Departmental administration costs, and an under-recovery in Property and Design contract income and that these overspends were partly offset by an underspend in Property and Design sub-contractors costs and that in order to offset the current adverse position and ensure that the Directorate's net expenditure was in line with budget at the year-end, management have limited expenditure to essential items only and that subject to the management action outlined above, a break-even position was currently being projected at 31st March 2010; and
- **Miscellaneous** – showed an underspend of £0.115m which was mainly due to an underspend in utilities costs and that the Corporate Management Team had agreed that the projected underspend of £0.150m be utilised to temporarily offset the under achievement of corporate efficiency measures for asset rationalisation in 2009/10, with a year-end underspend of £0.259m currently being projected due to anticipated savings on debt management costs.

Questions were raised by Members of the Panel in relation to the under-recovery in income for the Citadel Pantomime, potential repairs to roads and footpaths because of the adverse weather conditions and the use of temporary and permanent virements and the relevant Officers responded accordingly and the Chief Executive advised that the CMT would examine the processes and procedures for virement.

**Decided:**

- (i) to approve the management action being taken by Executive Directors to ensure a break-even budget at 31st March 2010 as outlined in Appendix 1 of the report;
- (ii) to approve the request for virement as outlined in the Directorate budgetary control reports at Appendix 1 and as summarised in Appendix 2 of the report; and
- (iii) otherwise, to note the contents of the report.

**11. General Services Capital Programme 2009/10: Monitoring Report at Period 7 – 31st October 2009.**

There was submitted a joint report (issued) of 22nd December 2009 by the Depute Chief Executive and Executive Director – Development and Environment and Executive Director – Corporate Services

- (1) outlining the General Services Capital Programme for 2009/10 at 31st October 2009 and detailing that at the end of Period 7, actual expenditure and income stood at £4,825,121 (24.70% of total budget), against a full year approved budget of £19,642,976;
- (2) indicating that a number of adjustments were required to the Programme as follows:-
  - projects where reductions in budgets were required;
  - 2009/10 projects where an increased budget was required;

- adjustments which had no effect on the budget;
  - a proposal to slip funding into 2010/11; and
  - proposals to advance funding from 2010/11 to fund projects in 2009/10;
- (3) reporting that Appendix 2 of the report summarised these adjustments and resulted in a net reduction in expenditure of £379,220; and
- (4) recommending that this amount be used to reduce the current over-programming figure from £919,222 to £540,002.

Questions were raised by Members of the Panel in relation to whether a library could form part of the Symington Primary School Complex and whether community consultation could take place with residents regarding this matter and the renewal of street lighting in Troon and the relevant Officers responded accordingly and the Property and Asset Manager advised that he would inform the members of the Panel of where street lighting had been renewed with South Ayrshire.

**Decided:** having recorded their appreciation of the work undertaken by the Property and Asset Manager and his team

- (a) to note the progress made on projects to 31st October 2009 as outlined in Appendix 1 of the report; and
- (b) to approve the proposed adjustments to the programme as outlined in Section 4 of the report.

## 12. **COSLA Representation.**

There was submitted a report (issued) of 23rd December 2009 by the Executive Director – Corporate Services

- (1) advising
- (a) that the COSLA Convention was hosted by Councils throughout the country and attendance might require overnight accommodation;
  - (b) that the Conference/ Convention was held annually, and it was essential that the Council's representatives had the opportunity to fully participate in this event; and
  - (c) that members' attendance at Conferences was within the remit of the General Purposes Panel and that attendance at the COSLA Conference/ Convention be addressed as part of the Council's commitment to participating in COSLA; and
- (2) recommending that a budget of £5,000 be established for COSLA representation costs to be vired from the Chief Executive's Strategic Office and that this Budget would be held within Legal and Administration.

**Decided:** to establish a Revenue Budget of £5,000 for COSLA representation at various meetings, conventions and conferences throughout the year.

**13. Exclusion of press and public.**

The Panel resolved, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, that the press and public be excluded during consideration of items 14 to 16 of business on the agenda, on the grounds that they involved the likely disclosure of exempt information in terms of paragraphs 6 and 9 of Part 1 of Schedule 7A of the Act.

**14. Outcome of the Complaints Review Committee.**

There was submitted a report (issued to members only) of 7th December 2009 by the Complaints Review Committee advising of the outcome of the Hearing which had been held on 25th November 2009 and

- (1) detailing how the Complaints Review Committee had reached its conclusions;
- (2) indicating that on the basis of these conclusions, the Committee was satisfied that the decisions of the investigation report, as detailed in paragraph 6 the report, were correct, and therefore the complaint was partially upheld, in line with the findings of the investigation report;
- (3) noting from paragraph 3.4 of the report by the Head of Children's Services to the Complaints Review Committee, that the Children and Community Directorate was currently implementing three reviews, namely –
  - (a) a review of information available on the High Risk Pregnancy Protocol including leaflets and initial contact letters to help ensure that service users have a clear understanding of the process;
  - (b) a review of process for handling operational enquiries to ensure that the Social Work Complaints Procedure was clearly communicated to service users from initial contact; and
  - (c) a review of the process for accessing case file information to ensure that it was clearly articulated to service users and included information on timescales and how delays could be experienced due to inclusion of multi-agency information; and
- (4) recommending
  - (a) that these reviews be completed as quickly as possible; and
  - (b) that in addition, the Head of Children's Services should implement his suggested review of the High Risk Pregnancy Protocol with the relevant agencies, to allow for a pre-discussion with professionals in appropriate cases, which could remove the need for a Pre-Birth Assessment under the Protocol in certain cases.

**Decided:** to accept the decision of the Complaints Review Committee that the Complaint was partially upheld and the recommendations agreed by the Committee.

**15. Outcome of the Complaints Review Committee.**

There was submitted a report (issued to members only) of 7th December 2009 by the Complaints Review Committee advising of the outcome of the Hearing which had been held on 4th December 2009 and

- (1) detailing how the Complaints Review Committee had reached its conclusions; and
- (2) recommending that on the basis of these conclusions, the Complaint was not upheld.

**Decided:** to accept the decision of the Complaints Review Committee that the Complaint was not upheld.

**Corporate and Community Planning - Corporate, Strategic and Community Planning.**

**16. Insurance Renewal and Contract Extension.**

There was submitted a report (issued to members only) of 23rd December 2009 by the Head of Corporate Resources advising of the Council's Insurance Brokers' recommendation to exercise the option to extend current insurance contract provision through terms offered by Insurers 'Chartis' for renewal of Liability, Property, Engineering and Motor Policies for the period from April 2010 to March 2012.

A question was raised by a Member of the Panel in relation to whether there would be any reduction in cover and the relevant Officers responded accordingly.

**Decided:**

- (1) to agree to exercise the option to extend the current insurance portfolio of policies for a further two years in line with proposals outlined in the 2007 retender report; and
- (2) to note the reduction in premium rates being offered for acceptance of terms in 2010/11 which would be incorporated into the 2010/11 Revenue Budget.

The meeting ended at 10.50 p.m.