

# Minutes

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## **Audit, Scrutiny and Transformation Committee Monday, 7th December, 2015**

### **Attendance**

Cllr Faragher (Chair)	Cllr Mrs Hones
Cllr Mrs Murphy (Vice-Chair)	Cllr Mynott
Cllr Barrett	Cllr Trump
Cllr Clark	Cllr Pound

### **Apologies**

### **Substitute Present**

### **Also Present**

Cllr Cloke

### **Officers Present**

Steve Summers	-	Head of Customer Services
Chris Leslie	-	Finance Director
Sue White	-	Risk and Insurance Officer
Claire Hayden	-	Governance and Member Support Officer
Alistair Greer	-	Principal Accountant

### **253. Apologies for Absence**

There were no apologies received for this meeting.

### **254. Minutes of the Previous Meeting**

The minutes of the Audit , Scrutiny & Transformation Committee meeting held on 29<sup>th</sup> September 2015 were approved and signed by the Chair as a correct record.

A member of the committee remarked that Cllr Kendall name needed to be remove from the Committee membership, this was noted by the clerk.

## **255. Strategic Risk Review**

The report updated members of the Audit, Scrutiny and Transformation Committee on new, closed or changes to strategic risks.

After a discussion, members requested a couple of updates to the appendix which was noted by the Lead Officer.

A motion was **MOVED** by Cllr Faragher and **SECONDED** by Cllr Mrs Murphy to agree the recommendation set out in the report.

A vote was taken by a show of hands and it was **RESOLVED**:

1. To agree the Strategic & Operational Risk Registers and that the risk scores recorded for each risk accurately represents the current status of each risk.

### **REASON FOR DECISION**

Risk Management continues to be embedded quarterly within the Senior Management Team reports, where Heads of Service discuss the top level risks for their service areas to ensure that the risks are updated to reflect the ongoing changes.

In addition the Risk & Insurance Officer will work with managers to ensure that any new or emerging risks are identified, assessed and managed appropriately.

## **256. Corporate Complaints Monitor and Freedom of Information Requests**

This report is before Members to monitor and review the complaints received through the Council's formal complaints process and provide information on the number of Freedom of Information requests received during the period April to September 2015.

A motion was **MOVED** by Cllr Faragher and **SECONDED** by Cllr Mrs Murphy to agree the recommendation set out in the report.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY**:

1. That the Committee notes the complaints received through the Council's formal complaints process and the number of Freedom of Information Requests received.

### **REASON FOR DECISION**

Formal complaints and Freedom of Information requests are monitored by both members and the Corporate Leadership Team to ensure efficient

response times and identify any process failure or service delivery breakdown in service areas.

In addition the Head of Customer Services will work with managers to ensure that any process failure or service delivery breakdown are identified, assessed and managed appropriately.

## **257. Scrutiny Work Programme**

The work of the Audit, Scrutiny and Transformation Committee will be delivered both by Members working in groups and through formal Committee reports. The Audit, Scrutiny and Transformation Committee will make recommendations to decision making committees and Council as necessary. The Audit, Scrutiny and Transformation Committee is invited to consider its 2015/16 work programme.

After a brief discussion it was suggested by a member of the committee that the Member/Officer Communications/Members Casework task and finish group become a cross party working group.

It was also suggested that the Hackney Carriage Fare Setting Process was be discussed at the next meeting Audit, Scrutiny & Transformation Committee to be held on 25<sup>th</sup> January 2016.

A motion was **MOVED** by Cllr Faragher and **SECONDED** by Cllr Murphy to agree the recommendation set out in the report.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY:**

1. That the Audit, Scrutiny and Transformation work programme 2015/16 at appendix A be approved.

### **REASON FOR DECISION**

To enact the provisions of Part 4.4 of the Constitution that the Audit and Scrutiny Committee agrees its work programme at each meeting of the Committee.

## **258. Urgent Business**

There were no items of urgent business.

The meeting concluded at 20:00.