



Agenda

Corporate Projects Scrutiny Committee

Monday, 3 July 2017 at 7.00 pm

Membership (Quorum – 3)

Cllrs Mrs Pound (Chair), Reed (Vice-Chair), Aspinell, Barrett, Mrs Coe, Kendall, McCheyne, Trump and Tumbridge

Agenda Item	Item	Wards(s) Affected	Page No
1.	Apologies for Absence		
2.	Minutes of the Previous Meeting		5 - 10
3.	Work Programme 2017/18	All Wards	11 - 16
4.	Leisure Strategy presentation on options		
5.	Urgent Business		

Head of Paid Service

Town Hall
Brentwood, Essex
23.06.2017

Information for Members

Substitutes

The names of substitutes shall be announced at the start of the meeting by the Chair and the substitution shall cease at the end of the meeting.

Where substitution is permitted, substitutes for quasi judicial/regulatory committees must be drawn from Members who have received training in quasi- judicial/regulatory decision making. If a casual vacancy occurs on a quasi judicial/regulatory committee it will not be filled until the nominated member has been trained.

Rights to Attend and Speak

Any Members may attend any Committee to which these procedure rules apply.

A Member who is not a member of the Committee may speak at the meeting. The Member may speak at the Chair's discretion, it being the expectation that a Member will be allowed to speak on a ward matter.

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting.

Point of Order/ Personal explanation/ Point of Information

Point of Order

A member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Procedure Rules or the law. The Member must indicate the rule or law and the way in which they consider it has been broken. The ruling of the Mayor on the point of order will be final.

Personal Explanation

A member may make a personal explanation at any time. A personal explanation must relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate, or outside of the meeting. The ruling of the Mayor on the admissibility of a personal explanation will be final.

Point of Information or clarification

A point of information or clarification must relate to the matter being debated. If a Member wishes to raise a point of information, he/she must first seek the permission of the Mayor. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate, If the Mayor gives his/her permission, the Member will give the additional information succinctly. Points of Information or clarification should be used in exceptional circumstances and should not be used to interrupt other speakers or to make a further speech when he/she has already spoken during the debate. The ruling of the Mayor on the admissibility of a point of information or clarification will be final.

Information for Members of the Public

Access to Information and Meetings

You have the right to attend all meetings of the Council and Committees. You also have the right to see the agenda, which will be published no later than 5 working days before the meeting, and minutes once they are published.

Dates of the meetings are available at www.brentwood.gov.uk.

Guidelines on filming, photography, recording and use of social media at council and committee meetings

The council welcomes the filming, photography, recording and use of social media at council and committee meetings as a means of reporting on its proceedings because it helps to make the council more transparent and accountable to its local communities.

Where members of the public use a laptop, tablet device, smart phone or similar devices to make recordings, these devices must be set to 'silent' mode to avoid interrupting proceedings of the council or committee.

If you wish to record the proceedings of a meeting and have any special requirements or are intending to bring in large equipment then please contact the Communications Team before the meeting.

The use of flash photography or additional lighting may be allowed provided it has been discussed prior to the meeting and agreement reached to ensure that it will not disrupt proceedings.

The Chair of the meeting may terminate or suspend filming, photography, recording and use of social media if any of these activities, in their opinion, are disrupting proceedings at the meeting.

Private Session

Occasionally meetings will need to discuss some of its business in private. This can only happen on a limited range of issues, which are set by law. When a Committee does so, you will be asked to leave the meeting.

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Access

There is wheelchair access to the Town Hall from the Main Entrance. There is an induction loop in the Council Chamber.

Evacuation Procedures

Evacuate the building using the nearest available exit and congregate at the assembly point in the North Front Car Park.



Minutes

Audit & Scrutiny Committee Monday, 13th March, 2017

Attendance

Cllr Mrs Pound (Chair)	Cllr Hirst
Cllr Reed (Vice-Chair)	Cllr Mrs Hones
Cllr Bridge	Cllr Keeble
Cllr Chilvers	Cllr Mrs Murphy
Cllr Mrs Fulcher	Cllr Kerlake

Officers Present

John Chance	-	Finance Director (Section 151 Officer)
Steve Summers	-	Group Manager In House Services
Andrew Barnes	-	BDO, Internal Audit
Debbie Hanson	-	Ernst & Young, External Audit
Pamela Hillie	-	Ernst & Young, External Audit
Ramesh Prashar	-	Financial Services Manager
Greg Rubins	-	BDO, Internal Audit
Sue White	-	Risk and Insurance Officer

316. Apologies for absence

There were no Members absent.

317. Minutes from previous meeting

The minutes of the previous meeting held on 23 January 2017 were approved.

318. Strategic Risk Review

The report updated Members of the Audit & Scrutiny Committee on new, closed or changes to strategic risks.

A motion was **MOVED** by Cllr Murphy and **SECONDED** by Cllr Bridge.

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

To agree amendments to the Strategic Risk Register and that the risk scored recorded for each risk accurately represents the current status of each risk.

Reasons for recommendation

Risk Management continued to be embedded quarterly within the Senior Management Teams reports, where Service Heads discussed the top level risks for their service area to ensure that the risks were updated to reflect the ongoing changes.

In addition the Risk & Insurance Officer would continue to work with risk managers to maintain the good progress to date and further develop a consistent application of risk management considerations across all operations of the Council.

319. Annual Certification Report

The report presented the External Auditor's annual report in respect of the Certification of Claims and Returns; specifically the Housing Benefit Subsidy Claim for the financial year 2015/16.

A motion was **MOVED** by Cllr Pound and **SECONDED** by Cllr Reed.

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

That Members note the contents of the Certification of Claims and Returns Annual Report 2015/16 at Appendix A.

Reason for recommendation

For Members to review the findings of the external audit's certification work.

320. External Audit Plan

The Audit Plan sets out how Ernst & Young intended to carry out their responsibilities as the Council's External Auditor in auditing the final accounts for the financial year 2016/17.

The plan summarises our initial assessment of the key risks driving the development of an effective audit for the Council, and outlined the planned audit strategy in response to the risks.

A motion was **MOVED** by Cllr Pound and **SECONDED** by Cllr Reed.

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

Members are requested to note the External Audit Plan 2016/17.

Reason for recommendation

The Audit Plan would confirm the statutory audit opinion.

321. Internal Audit Progress Report

The report detailed the progress to date against the 2016/17 internal audit plan that was agreed with in the Audit and Scrutiny Committee in March 2016.

The full reports were available on request.

A motion was **MOVED** by Cllr Pound and **SECONDED** by Cllr Murphy.

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

To receive and note the contents of the reports.

Reason for recommendations

To monitor the progress of work against the internal audit plan.

322. Internal Audit Plan and Operation Plan

The report outlines the Internal Audit Operational Plan for 2017/18.

A motion was **MOVED** by Cllr Hones and **SECONDED** by Cllr Reed.

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

That the Committee approves the Internal Audit Operational Plan for 2017/18.

Reason for recommendations

To approve the work programme for Internal Audit Operational Plan for 2017/18.

323. Internal Audit Charter

The Charter was a requirement of Public Sector Internal Audit Standards (PSIAS). It formally defined internal audit's purpose, authority and responsibility. It also established internal audit's position within Brentwood Borough Council and defined the scope of internal audit activities.

The Charter was presented to the Committee in March 2016 and had been updated for 2017/18.

A motion was **MOVED** by Cllr Pound and **SECONDED** by Cllr Reed.

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

That the Committee note and approve the Internal Audit Charter for 2017/18.

Reason for recommendation

The Charter was a requirement of Public Sector Internal Audit Standards (PSIAS). It formally defined internal audit's purpose, authority and responsibility.

324. Corporate Complaints Monitoring and Freedom of Information Requests

The report 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 of April 2016 to September 2016.

As agreed by the Audit and Scrutiny Committee a Members Working Group had been formed to consider and review Formal Complaints received under the Council's Formal Complaints Policy.

The Members Working Group met on 16th February 2017 and consisted of the following Councillors Pound, Poppy, Barrett and Chilvers. The Group agreed its Terms of reference as set out below:

1. To consider in detail Formal Complaints received by the Council in 2016/17.
2. To consider how Formal Complaints were reported to the Audit and Scrutiny Committee in the future.
3. To make recommendations to the appropriate Audit and Scrutiny Committee.

At its first meeting the Working Group went through each of the 29 formal complaints that had been received in the period April to September 2016 and identified the following:

1. Noted that the Council had introduced a new Formal Complaints Policy and that it was not necessarily a negative matter to receive complaints as this could assist in reviewing services that were provided by the Council.
2. That complaints were reported to the Council Leadership Board both for performance management and also for learning and improvement in service delivery.
3. That there had been a reduction in the number of complaints received in the period April to September 2016 (29) as opposed to the overall total in 2015/16 (76).
4. Recognised that Housing and Planning received the most complaints due to the nature of the service they deliver to residents.
5. That the majority of Planning complaints in this period related to the processing of pre-applications, however this had now significantly improved.

6. The Housing complaints were mainly for voids and for repairs. The Working Group noted that the Housing Services were currently undertaking reviews of service delivery in both of these areas.
7. The Working Group also made suggestions as to how they would like the information presented in the future and would also consider how such complaints information could be presented at future Audit and Scrutiny Committee meetings.

A motion was **MOVED** by Cllr Chilvers and **SECONDED** by Cllr Reed.

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

1. **That the Committee agrees the complaints received and outcomes through the Council's formal complaints process during the period April 2016 to September 2016.**
2. **That the Committee agrees the number of Freedom of Information requests received during the period April 2016 to September 2016.**

Reason for recommendations

To ensure complaints were dealt with in a satisfactory manner and ensure processes and service delivery were regularly reviewed.

325. Work Programme 2016/17

The work of the Audit and Scrutiny Committee would be delivered both by Members working in groups and through formal committee reports. The Audit and Scrutiny Committee would make recommendations to decision making committees and Council as necessary. Audit and Scrutiny Committee were invited to consider its 2016/17 work programme.

A motion was **MOVED** by Cllr Bridge and **SECONDED** by Cllr Hirst.

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

That the Audit and Scrutiny amended work programme 2016/17 at appendix A of the report be approved.

Reason for recommendation

The Constitution required that the Audit and Scrutiny Committee agreed its work programme at each meeting of the Committee.

326. Urgent business

The Chair advised the committee that Mr Prashar was leaving the authority at the end of April and on behalf of the committee would like to thank him for all his hard work and support he had provided to members.

The meeting ended at 20:10.

3 July 2017

Corporate Projects Scrutiny Committee

Work Programme 2017/18

Report of: *Phil Ruck, Chief Executive*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 Members will be aware that the Councils Annual Council approved the committee structure which included the introduction of a Corporate Projects Scrutiny Committee.
- 1.2 At the Policy, Projects and Resources Committee on the 20th June 2017 it was agreed that the following Corporate Projects be considered by the Corporate Projects Scrutiny Committee in 2017/18:
 - Town Hall Redevelopment – Customer Services/Member Portal
 - Leisure Strategy
 - Local Development Plan
 - Town Centre Redevelopment
- 1.3 The Corporate Projects Committee will also have responsibility to review decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions. In addition it has responsibility for the monitoring of Council service performance, including Performance Indicators, Formal Complaints and Freedom of Information requests.
- 1.4 The work of the Corporate Projects Scrutiny Committee will be delivered both by Members working in groups and through formal committee reports. The committee will be required to identify members to serve on each of the working groups. The working groups will be made up as follows:
 - 3 Conservatives
 - 1 Liberal Democrat (Or Independent)
 - 1 Labour (Or Independent)
- 1.5 The Corporate Projects Scrutiny Committee will make recommendations to the appropriate decision making committees and Council as necessary.

- 1.6 The Corporate Projects Scrutiny Committee are invited to consider its 2017/18 work programme.

2. Recommendation

- 2.1 That the Corporate Projects Scrutiny work programme 2017/18 at appendix A be approved.**

3. Introduction and Background

- 3.1 At the Councils Annual Council it was agreed that the committee structure would include the introduction of a Corporate Projects Scrutiny Committee.

- 3.2 At the Policy, Projects and Resources Committee on the 20th June 2017 it was agreed that the following Corporate Projects be considered by the Corporate Projects Scrutiny Committee in 2017/18:

- Town Hall Redevelopment – Customer Services/Member Portal
- Leisure Strategy
- Local Development Plan
- Town Centre Redevelopment

- 3.3 The Corporate Projects Committee will also have responsibility to review decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions. In addition it has responsibility for the monitoring of Council service performance, including Performance Indicators, Formal Complaints and Freedom of Information requests.

- 3.4 The work programme of the Audit and Scrutiny Committee should not include management or staffing issues which are the responsibility of the Head of Paid Service.

4. Issue, Options and Analysis of Options

- 4.1 The Scrutiny function works best when the committee undertakes its work both in member groups and by receiving formal committee reports. It is proposed that in 2017/18, where possible, member working groups be set up as Task and Finish Groups under the terms of reference of the Corporate Projects Scrutiny Committee.

4.2 The advantages of this approach include:

- Task and Finish groups would provide a structure to make recommendations to the relevant committee.
- They would provide Scrutiny with a clear purpose, a robust work plan and appropriate officer support for its pre-scrutiny role; reports and information would be prepared by Officers.
- Consultation would be built into the policy making process ensuring robust policy development and would avoid delays at the end of the process from last minute call ins.
- A wider group of members would be included in any corporate projects.
- Membership for any task and finish group may be from across the whole Council, not just the Corporate Projects Scrutiny Committee.

5. Reasons for Recommendation

5.1 The Constitution requires that the Corporate Projects Scrutiny Committee agrees its work programme at each meeting of the Committee.

6. Consultation

6.1 None.

7. References to Corporate Plan

7.1 The vision of Transformation includes an action to improve the Council's governance arrangements, leading to faster, more effective decision-making. An effective scrutiny function is an essential element of that priority.

8. Implications

Financial Implications

Name & Title: John Chance, Finance Director

Tel & Email: 01277 312542 / john.chance@brentwood.gov.uk

8.1 There are no direct financial implications arising from this report.

Legal Implications

Name & Title: Daniel Toohey, Monitoring Officer & Head of Legal Services

Tel & Email: 01277 312 860 / daniel.toohey@brentwood.gov.uk

8.2 There are no legal implications arising directly from this report.

9. Background Papers

9.1 None

10. Appendices to this report

Appendix A – Amended Work Programme 2017/18

Report Author Contact Details:

Name: Phil Ruck, Chief Executive
Telephone: 01277 312500
E-mail: phil.ruck@brentwood.gov.uk

Corporate Projects Scrutiny Committee (CPS)									
2017-18 Work programme									
Subject Matter	July	August	September	October	November	December	January	February	March
Leisure Strategy	Phase 1 - Review and Options work and report to Community, Health & Housing Committee. Update report to CPS Committee.			Phase 2 - Review and Options work and report to Community, Health & Housing Committee. Update report to CPS Committee.					
Scope									
Town Hall	Review and Options work. Report to Policy, Projects and Resources Committee. Update report to CPS Committee.								
Scope									
Town Centre	To be agreed at a further Policy, Projects and Resources Committee								
Scope	To be confirmed								
Local Development Plan	To be agreed at a further Policy, Projects and Resources Committee								
Scope	To be confirmed								
Subject Matter	July	August	September	October	November	December	January	February	March
Performance and Formal Complaints	Review work		Report to Committee	Review work		Report to Committee	Review work		Report to Committee
CRDP									Report to Committee

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Members Interests

Members of the Council must declare any pecuniary or non-pecuniary interests and the nature of the interest at the beginning of an agenda item and that, on declaring a pecuniary interest, they are required to leave the Chamber.

- **What are pecuniary interests?**

A person's pecuniary interests are their business interests (for example their employment trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and asset including land and property).

- **Do I have any disclosable pecuniary interests?**

You have a disclosable pecuniary interest if you, your spouse or civil partner, or a person you are living with as a spouse or civil partner have a disclosable pecuniary interest set out in the Council's Members' Code of Conduct.

- **What does having a disclosable pecuniary interest stop me doing?**

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not :

- participate in any discussion of the business at the meeting, of if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business or,
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

- **Other Pecuniary Interests**

Other Pecuniary Interests are also set out in the Members' Code of Conduct and apply only to you as a Member.

If you have an Other Pecuniary Interest in an item of business on the agenda then you must disclose that interest and withdraw from the room while that business is being considered

- **Non-Pecuniary Interests**

Non –pecuniary interests are set out in the Council's Code of Conduct and apply to you as a Member and also to relevant persons where the decision might reasonably be regarded as affecting their wellbeing.

A 'relevant person' is your spouse or civil partner, or a person you are living with as a spouse or civil partner

If you have a non-pecuniary interest in any business of the Authority and you are present at a meeting of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification.

Terms of Reference

Corporate Scrutiny Projects Committee

The Corporate projects and Scrutiny Committee acts as the Council's Overview and Scrutiny Committee with all the powers under Part 3 of the Local Authorities (Committee System) (England) regulations 2012, and discharges the functions under section 19 of the Police and Justice Act 2006 (local authority of crime and disorder matters). Without prejudice to the generality of the above, the terms of reference include those matters set out below.

1. To prepare the annual overview and scrutiny work programme taking into account items put forward by members and the Corporate Leadership Board ensuring that such items relate to the Council's functions and corporate priorities.
2. To propose "place based" or local scrutiny for issues where local investigative approach with a range of people or organisations is an appropriate way forward.
3. To manage scrutiny resources efficiently and effectively so that the outcomes of scrutiny are likely to lead to real improvements for the people of Brentwood.
4. To establish working groups (in line with agreed protocols) to undertake the work programme, including setting their terms of reference, the reporting arrangements, and to co-ordinate and review the work of the working groups.
5. To receive reports and other evidence from organisations, individuals and partnerships which the committee or working groups considers relevant to their work.
6. To review and/or scrutinise decisions made, or other action taken, in connection with the discharge of any functions of the Local Authority.
7. To deal with those issues raised through the "Councillor Call for Action" scheme in line with agreed protocols and procedures.
8. To make reports or recommendations to the Local Authority, any committee or sub-committee of the Local Authority, any officer of the Local Authority, or any joint committee on which the Local Authority is represented or any sub-committee of such a committee, with respect to the discharge of any functions of the Local Authority.
9. To review matters of local community concern including partnerships and services provided by "other" organisations such as the National Health Service and Essex County Council.
10. To make reports or recommendations to the Local Authority, any committee or sub-committee of the Local Authority, any officer of the Local Authority, or any joint committee on which the Local Authority is represented or any sub-committee of such a committee, on matters which affect the Borough of Brentwood or the inhabitants of the Borough of Brentwood.
11. To review and/or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions,
12. To make reports or recommendation to the Local Authority with respect to the discharge by the responsible authorities of their crime and disorder functions.

13.To report annually to Council on the progress of the work programme and to make relevant recommendations.

14.Responsibility for monitoring Council service performance.