

Minutes

Audit and Scrutiny Committee Wednesday, 13th March, 2019

Attendance

Cllr Russell (Chair)
Cllr Mrs Hones (Vice-Chair)
Cllr Chilvers
Cllr Haigh

Cllr Keeble
Cllr Nolan
Cllr Mrs Slade

Absent

Cllr Barrell
Cllr Mrs Middlehurst

Also Present

Cllr Hossack
Cllr Naylor

Dean Bardrick (E&Y)
Aaminah Aziz (E&Y)
Angela Mason-Bell (BDO)
Janine Combrinck (BDO)

Officers Present

Phoebe Barnes	-	Interim Financial Controller
Daniel Cannon	-	Community Safety Manager
Zoey Foakes	-	Governance & Member Support Officer
Alistair Greer	-	Principal Accountant (Financial Reporting)
Tracey Lilley	-	Enforcement Manager
Steve Summers	-	Chief Operating Officer
Jacqueline Van Mellaerts	-	Chief Financial Officer

369. Apologies for Absence

No apologies for absence were received.

370. Minutes of the previous meeting

Cllr Chilvers requested that her attendance record for the previous Audit and Scrutiny Committee note that her absence was due to attending Council business.

The minutes of the Audit and Scrutiny Committee meeting held on 30 January 2019 were approved as a true record.

371. Certification of Claims and Returns Annual Report 2017/18

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 2017/18.

A motion was **MOVED** by Cllr Russell and **SECONDED** by Cllr Hones to move the recommendations in the report.

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 2017/18 at Appendix A of the report.

Reasons for Recommendation

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

372. Internal Audit Progress report

The report informed the Audit and Scrutiny Committee of progress made against the approved internal audit plan for 2018/19, which were approved by the Audit Committee in March 2018.

The following reports had been finalised since the last Committee and a summary of Internal Audits findings was included in the progress report:

- Corporate Projects (Moderate/Moderate assurance)
- Local Development Plan (Moderate/Moderate assurance)
- PCI /DSS Compliance (Moderate/Limited assurance)

The full reports were available on request.

A Summary of outstanding recommendations from previous audits were included in Appendix B – Follow up report. There was a total of 67 high and medium recommendations raised in 2017/18 of which 66% had been completed.

A motion was **MOVED** by Cllr Russell and **SECONDED** by Cllr Hones to move the recommendations in the report.

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

1. The Committee receives and notes the contents of the Internal Audit Progress Reports attached in Appendix A.

2. That the Committee receives and notes the contents of the Internal Audit Follow Up Report attached in Appendix B

Reasons for Recommendation

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

373. Internal Audit Plan 2019-20

The report outlined the Internal Audit Plan for 2019/20.

A motion was **MOVED** by Cllr Russell and **SECONDED** by Cllr Hones to move the recommendations in the report.

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

The Committee approves the Internal Audit Operational Plan and Internal Charter for 2019/20 included in Appendix A.

Reasons for Recommendation

To approve the work programme for Internal Audit Plan 2019/20.

374. Community Safety Partnership Annual Report 18 19

The Community Safety Partnership (CSP) is made up of Responsible Authorities as outlined in the Crime & Disorder Act 1988 which included the Council as a key partner.

Each year the partnership had a statutory duty to carry out a Strategic intelligence Assessment which reviewed existing priorities and identified any new or emerging priorities that the partnership should focus on.

All partners agreed the Strategic Priorities and set out in their Partnership Plan (see Appendix A of the report) how the partnership would work together over the next twelve months to tackle crime and disorder and achieve its priorities.

The CSPs Strategic Priorities for 2018/19 were:

- Protecting People
- Protecting Property
- Protecting the Community
- Protecting the Future

A set of action plans were developed which underpinned delivery of the above priorities and set out how the partnership would work together to stimulate activity across the Borough, focusing on those activities that added value because of being delivered in partnership.

Section 19 of the Police and Justice Act 2006 required every Local Authority to have a Crime and Disorder Committee with the power to review, scrutinise, and make reports and recommendations regarding the functioning of the CSP. Under the scrutiny arrangements in place the Committee were asked to consider the work of the CSP as outlined in the annual report attached at Appendix A and refer any comments or concerns to the partnership.

A motion was **MOVED** by Cllr Russell and **SECONDED** by Cllr Hones to move the recommendations in the report.

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

Members to consider the work of the CSP through the Partnership Plan and raise any comments for the partnership consideration.

Reasons for Recommendation

The Committee was asked to consider the work of the CSP as summarised in the attached annual report and to refer any comments or concerns to the partnership. This provided a scrutiny and monitoring function of the Council's partnership role in improving community safety.

375. Members Enquiry System

The report set out the continuing review work with regards to the new Members Enquiry system.

At the previous committee, Members were advised that 6 members cross party were invited to give feedback on the new Member Enquiry System for officers to note the comments and explore any modifications that could be made.

Officers had reviewed the comments made by Members and attached at Appendix A was a table detailing the progress made to date on matters which could be progressed and responses to where action could not be taken.

In addition to the comments/updates attached in Appendix A of the report, officers had suggested that a reminder email was sent to Members to remind them to confirm that a case could be closed. This could be sent every 5 days.

Officers would report back to the next Audit and Scrutiny Committee meeting any further feedback and updates from the comments received, including actions to be taken.

A motion was **MOVED** by Cllr Russell and **SECONDED** by Cllr Hones to move the recommendations in the report.

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

1. The Committee note and agree the progress made to date as set out in Appendix A.

2. That the Committee agree the suggestion as set out in 1.4 of the report.

3. That Officers report back any actions at the next Committee meeting.

Reasons for Recommendation

To ensure the Member Enquiry System was efficient and effective.

376. Formal Complaints and Performance Indicators Working Group Report

The report submitted the report and recommendations of the Formal Complaints and Performance Indicators Working Group for consideration by the Audit & Scrutiny Committee.

Cllr Chilvers remained in the room but did not take part in the discussion or vote as she had been involved in a previous formal complaint.

A motion was **MOVED** by Cllr Russell and **SECONDED** by Cllr Hones to move the recommendations in the report.

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

To note the Formal Complaints and Performance Indicators Working Group report, as attached at Appendix A, and agree the recommendations contained within it.

Reasons for Recommendation

To ensure the Council provided modern and effective customer services.

377. Scrutiny Work Programme 2018/19 Update

The report provided the 2018/19 draft scrutiny work programme for members consideration and was attached at Appendix A of the report.

Members should note that the workplan was a timeline of the latest and proposed working position of the working groups and **not** the actual timeline of the subject matter or project being reviewed. These timelines were subject to change depending on the work and outcomes of the working groups.

The Committee was requested to consider the draft work programme at Appendix A and agree any amendments.

A motion was **MOVED** by Cllr Russell and **SECONDED** by Cllr Hones to move the recommendations in the report.

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

That the Committee considers the Scrutiny work programme 2018/19 attached at Appendix A and agree any amendments for approval.

Reasons for Recommendation

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

378. Urgent Business

There were no items of urgent business to discuss.

The Chair thanked the Vice Chair, officers and committee members for their work and involvement as this was the last Audit and Scrutiny Committee of the municipal year.

The meeting concluded at 7:55pm