

# Minutes

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## **Audit and Scrutiny Committee Tuesday, 26th January, 2021**

### **Attendance**

Cllr Nolan (Chair)	Cllr Lewis
Cllr Tanner (Vice-Chair)	Cllr Mrs McKinlay
Cllr Dr Barrett	Cllr Naylor
Cllr Mrs Fulcher	Cllr Ms Sanders
Cllr Hirst	

### **Apologies**

### **Substitute Present**

### **Also Present**

### **Officers Present**

Steve Summers	-	Strategic Director (Deputy Chief Executive)
Jacqueline Mellaerts	Van	- Corporate Director (Finance & Resources)
Zoe Borman	-	Governance and Member Support Officer
Greg Campbell	-	Corporate Director (Environment & Communities)
Janine Combrinck	-	Internal Audit, BDO
Amanda Julian	-	Corporate Director (Law and Governance) and Monitoring Officer
Tracey Lilley	-	Corporate Director (Housing & Community Safety)

### **665. Apologies for Absence**

No apologies had been received.

### **666. Minutes of the previous meeting**

The Minutes of the Audit & Scrutiny meeting held on 24<sup>th</sup> November 2020 were approved as a true record.

#### **667. Internal Audit Progress Report**

This report was intended to inform the Audit and Scrutiny Committee of progress made against the 2020/21 internal audit plan.

The following report had been finalised since the last Committee:

- Disaster Recovery and Business Continuity (Moderate/Substantial)

Ms Janine Combrinck was present at the meeting and summarised the report.

Members requested additional information in relation to overdue recommendation 17/18; rec 3, concerning partnerships. Mr Summers assured Members that the information would be made available and advised there had been a resource issue in relation to Covid-19 which had delayed the completion of the recommendation.

Following a full discussion Members were asked to note the following recommendations:

**R1. That the Committee receives and notes the contents of the Internal Audit Progress Report attached in Appendix A.**

**R2. That the Committee receives and notes the contents of the Internal Audit Follow Up Report attached in Appendix B.**

#### **Reason for Recommendations**

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

#### **668. Formal Complaints & Performance Indicator Working Group**

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

A motion was **MOVED** by Cllr Nolan and **SECONDED** by Cllr Tanner to approve the recommendations in the report.

Following discussion, a vote was taken and it was **RESOLVED UNANIMOUSLY** that Members:

- 1. 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 provides quality customer services.

#### **669. Local Development Plan Member Working Group Update**

The Local Development Plan (LDP) Member Working Group is an established engagement between Officers and Councillors focussed on delivery of the Council's Local Plan and related work. Its purpose was approved by Policy, Projects and Resources Committee in September 2017.

The work of the working group is monitored by the Audit and Scrutiny Committee as part of the committee's work programme. The report provided an update on the most recent meetings of the working group.

Following discussion Members were asked to note the following recommendation:

- 1. Note the update provided in the report and the appendices enclosed.**

#### **Reasons for Recommendation**

As part of the Audit and Scrutiny Committee work programme, an update on the work of the LDP Member Working Group was provided.

#### **670. Scrutiny Work Programme**

The Constitution requires that the Audit & Scrutiny Committee agrees its Scrutiny work programme at each meeting of the Committee. The report provided an update of the current scrutiny work programme as set out in Appendix A.

In addition, legislation requires that an Annual report is made to the Committee on the work of the Community Safety Partnership. This report is normally made at the March committee each year.

At the last meeting of the Audit & Scrutiny Committee a presentation was made to Members on the Council's Housing Repairs and Maintenance contractor, Axis and it was agreed that a Members' Working Group be convened. A date for the working group is currently being arranged.

In addition, at the 24<sup>th</sup> November committee Cllr Barrett forwarded a recommendation for the work programme to include a review of the historic relationship between Brentwood Borough Council and the Brentwood Leisure Trust. The completed form was attached as Appendix B.

A motion was **MOVED** by Cllr Nolan and **SECONDED** by Cllr Tanner to approve the recommendations in the report.

Members agreed in setting up a cross-party working group to review the historic partnership between Brentwood Borough Council and Brentwood Leisure Trust.

Following discussion, a vote was taken and it was **RESOLVED** that:

- 1. That the Committee considers and agrees the 2020/21 Scrutiny work programme as set out in Appendix A with the addition of a cross party working group to review the historic partnership between Brentwood Borough Council and Brentwood Leisure Trust.**

#### **Reasons for Recommendation**

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

#### **671. Urgent Business**

There were no items of urgent business.

The meeting concluded at 19.38

