

# Minutes

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## **Audit and Scrutiny Committee Tuesday, 8th March, 2022**

### **Membership/Attendance**

Cllr Nolan (Chair)	Cllr Hirst
Cllr Tanner (Vice-Chair)	Cllr Jakobsson
Cllr Mrs Fulcher	Cllr Mrs Pound
Cllr Haigh	

### **Substitute Present**

Cllr Cuthbert  
Cllr White

### **Also Present**

Cllr Barber  
Cllr Mrs Pearson

### **Officers Present**

Steve Summers	-	Strategic Director (Deputy Chief Executive)
Jacqueline Van Mellaerts	-	Corporate Director (Finance & Resources)
Amanda Julian	-	Corporate Director (Law and Governance) and Monitoring Officer
Greg Rubins	-	BDO, Internal Audit
Zoe Borman	-	Governance and Member Support Officer

### **LIVE BROADCAST**

[Live stream to start at 7pm and available for repeat viewing.](#)

### **322. Apologies for Absence**

Apologies had been received from Cllrs McLaren and Naylor and Cllrs White and Cuthbert were substitutes respectively.

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

The Minutes of the last Audit & Scrutiny meeting held on 12<sup>th</sup> January 2022 were agreed as a true record.

Cllr Haigh thanked Mrs Van Mellaerts for the information provided relating to the pension deficit requested at a previous meeting.

### **324. Internal Audit Progress Report 2021/22**

This report was intended to inform the Audit and Scrutiny Committee of progress made against the 2021/22 internal audit plan.

The following reports have been finalised since the last Committee:

- Homelessness (Moderate/Moderate)
- Building control (Moderate/Moderate)

Mr Greg Rubins, Internal Auditor, was present at the meeting and summarised the report.

Following a full discussion Members noted the report.

### **325. Risk Management**

The report updated members of the Audit & Scrutiny Committee on the status of the Council's 2021/22 Strategic Risk Register and high-level operational risks.

As a result of the current risk review one Strategic risk had reduced and one amended. The other risk scores remained the same from the recent Committee in December.

Of the high-level operational risks, five risk scores had been reduced, and the other risks scores had remained the same.

Following a full discussion, Members noted the report.

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

This report submits 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 a full discussion a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY**:

**Member 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 provides quality customer services.

### **327. 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. This report provides an update on the most recent meetings of the working group.

Members noted the report.

### **328. Ordinary Council Motions 2021/2022**

At a previous meeting of Audit & Scrutiny held on 6<sup>th</sup> July 2021, Cllr Dr Barrett requested a report to be presented on the progress of Ordinary Council Motions (Min 77 refers) under the Scrutiny Work Programme.

This report will form part of the Scrutiny Working Programme and an annual report will be presented at the last Audit and Scrutiny of the Municipal year to ensure transparent governance and open to scrutiny.

The Chair requested a change in the rating system to enhance transparency and enable monitoring over time. He suggested the use of standard industry Red, Amber and Green (RAG) for scoring. Green being on track and complete, Amber being off track but on plan to complete, and red being off track and no plan.

Members noted the report.

### **329. Review of Member Representation on Outside Bodies**

An annual Outside Organisation review had been undertaken to ensure effective partnership working wherever appropriate to help deliver the Council's goals and overcome constraints, and to ensure that the Council's time is spent productively and effectively. This forms part of the Scrutiny Work Programme.

Mr Summers summarised the report.

Members raised concerns regarding the report and agreed that the content should expand on the purpose and achievement of each committee.

Cllr White requested that Mr Summers investigate why the Health and Safety Committee has not met and whether this would resume in March.

Members also raised concerns about organisations potentially being removed from the list and suggested a Working Group be formed to undertake the necessary work required to bring the recommendations of any removals before Ordinary Council.

Members requested a slight change to the recommendation to ensure this Committee would not be removing any organisations from the list.

**That Members review Appendix B and recommend the removal of any Outside Organisations to Ordinary Council for the new municipal year 2022/2023.**

To read:

**That Members review Appendix B and recommend "NO" removal of any Outside Organisations to Ordinary Council for the new municipal year 2022/2023.**

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

**That Members review Appendix B and recommend no removal of any Outside Organisations to Ordinary Council for the new municipal year 2022/2023.**

#### **Reasons for Recommendation**

The Council needs to be satisfied, and remain satisfied throughout the year, that the list of outside bodies only contains bodies upon which the Council could properly or would wish to nominate representatives and to be represented or where a councillor could be an appropriate point of contact.

### **330. Scrutiny Work Programme 2021/22**

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

Members requested that a Working Group to review outside bodies be added to the Work Programme.

Cllr White **MOVED** and Cllr Fulcher **SECONDED** an amendment that a Working Group be formed for the purpose of evaluating the Outside Organisations Review and recommend the removal of any Outside Organisations to Ordinary Council for the new municipal year 2022/2023.

This amendment was accepted by the Chair.

Cllr Tanner advised Members that the Brentwood Leisure Trust report did not come to this Committee because further work was in abeyance and needed to be completed before reported.

Following a full discussion a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY:**

**That the Committee considers and agrees the 2021/22 Scrutiny work programme as set out in Appendix A and that Members form a Working Group to review the outside organisations to be added to the programme.**

### **Reasons for Recommendation**

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

### **331. Urgent Business**

There were no items of urgent business.

The meeting concluded at 19.55.

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