
MINUTES

Meeting: **Audit Resources & Performance Committee**

Date: Friday 17 May 2019 at 10.00 am

Venue: The Board Room, Aldern House, Baslow Road, Bakewell

Chair: Mr Z Hamid

Present: Mr J W Berresford, Cllr A R Favell, Cllr C Furness, Cllr Mrs G Heath,
Cllr B Lewis, Cllr A McCloy, Cllr C McLaren and Cllr R Walker

Mr P Ancell and Cllr D Chapman
attended to observe and speak but not vote.

Apologies for absence: Cllr J Perkins, Cllr Mrs L C Roberts and Cllr B Woods.

17/19 CHAIR'S ANNOUNCEMENTS

The Chair stated that Cllr Tony Favell was attending his last meeting of the Committee as a Member of the Authority and thanked him for all his good work. The Chair also expressed his thanks to Committee members Cllr Lesley Roberts and Cllr John Walton who were not present but were also ceasing to be Members of the Authority.

18/19 MINUTES OF PREVIOUS MEETING OF 1 MARCH 2019

The minutes of the last meeting of the Audit, Resources and Performance Committee held on 1 March 2019 were approved as a correct record.

19/19 URGENT BUSINESS

There were no items of urgent business.

20/19 PUBLIC PARTICIPATION

There was no public participation.

21/19 MEMBERS DECLARATIONS OF INTEREST

There were no Member declarations of interest.

**22/19 2018-19 QUARTER 4 AND YEAR END CORPORATE PERFORMANCE REPORT
(A91941/HW)**

The Senior Strategy Officer Research introduced the report which provided monitoring information for the end of Quarter 4 2018/19, the final year of the Corporate Strategy 2016-19. This included:

- Quarter 4 and year end performance against 2018/19 indicator targets
- Quarter 4 and year end performance against each of the cornerstones and directional shifts, including achievement of priority actions
- Quarter 4 and year end analysis for complaints and Freedom of Information/Environmental Information Requests.

A correction was made to the report on page 16 in Corporate Indicator 8, Proportion of planning applications determined in a timely way, a) 13 weeks – major. The status at Q4 was amended to 72% instead of 100% as stated.

It was noted that of the priority actions 15 were assessed as green and 8 were red, the new Corporate Strategy for 2019/24 included the outstanding priority actions. Of the corporate indicators 24 had been met or exceeded whilst 10 had not been met.

In response to Members comments regarding the presentation of the information in the report the officer stated that a new template would be being used for the next quarterly report and the new layout would be easier to follow. Also it was noted that the structure of the actions and indicators had been changed for the new Corporate Strategy so the progress on them would be clearer and not conflicting.

The following points were noted in response to Members' queries:

- Cornerstone 2, Corporate Indicator 10, Customer Satisfaction with Planning service – a survey of applicants, agents and Parish Councils had last been completed approximately 18 months ago and would be conducted again in the near future.
- Directional Shift 1 – Moors for the Future Project Team were working on mitigating fire risk measures and meeting with stakeholders during the following week. Although the Dark Peak was shown as green for progress it was acknowledged that there was still work to do and this was reflected in the new Corporate Strategy.
- Directional Shift 2 – a new Volunteer co-ordinator had recently been recruited and the contributions of and the development of volunteers was being considered.
- Directional Shift 3 – there would be more clarity of the corporate indications for this section in the new Corporate Strategy. The draft Supplementary Planning Document referred to in priority action 10 would be progressed during 2019/20 with a broader focus than just planning.

The recommendation as set out in the report was moved, seconded, put to the vote and carried.

RESOLVED:

- 1. That the 2018/19 Quarter 4 Corporate Performance Report, given in Appendix 1 of the report, which includes performance against indicator targets and priority actions, is reviewed and agreed.**
- 2. That the 2018/19 Quarter 4 and year end status and analysis of complaints and Freedom of Information/Environmental Information Requests, given in Appendix 3 of the report, is considered and received.**

23/19 CORPORATE RISK REGISTER 2018-19 YEAR END AND 2019-20 PROPOSED (A91941/HW)

The Senior Strategy Officer Research introduced the report on the year end position for the 2018/19 Corporate Risk Register and requested the Committee to approve the proposed Corporate Risk Register for 2019/20. It was noted that the remaining risks from 2018/19 had been reassessed, refocussed and redefined in the proposed register for 2019/20. Four new risks had been added and were detailed in the report.

A Member query was raised regarding the inclusion of the adverse exchange rate for Moorlife 2020 European funding in the red significant focus and attention section of the 2019/20 register. It was noted that this was to ensure mitigation measures were in place as the exchange rate was outside of the Authority's control and was not a reflection on the work of the Moors for the Future Project Team.

Officers noted Members' comments on other sections of the proposed Corporate Risk Register.

The recommendation as set out in the report was moved, seconded, put to the vote and carried.

RESOLVED:

- 1. That the Corporate Risk Register 2019/20, as given in Appendix 1 of the report, be reviewed and approved, taking account of the year end position on the 2018/19 Corporate Risk Register given in Appendix 2 of the report.**

24/19 2018-2019 OUTTURN (A.137/22/PN)

The Chief Finance Officer introduced the report which explained the outturn for 2018/19 and sought approval of the necessary appropriations to or from reserves, together with approval of unspent funds and overspends to be carried forward into the 2019/20 financial year.

In response to a Member query regarding Bakewell Visitor Centre it was noted that the main focus recently had been on Millersdale Station and Castleton Visitor Centre. However focus would now be returning to Bakewell and Edale although no specific dates or details of proposed actions were available at present. The Director of Commercial Development and Engagement will consult with the Head of Visitor Experience Development and respond direct to the Member who raised the query with any further information available.

It was noted that the new enforcement process at Authority owned car parks had started and feedback would be included in the next quarterly report.

The recommendation as set out in the report was moved, seconded, put to the vote and carried.

RESOLVED:

1. **That the outturn be noted, and the slippage requests and specific reserve appropriations shown in Appendix C of the report be approved.**

The meeting adjourned for a short break at 11.15 and reconvened at 11.25.

25/19 INTERNAL AUDIT REPORT BLOCK 2 2018-19 (A1362/7/PN)

Ian Morton, Audit Manager, Veritau, was present to introduce the report on the internal auditors' recommendations and actions for the second block of the 2018/19 audit and answer any questions. Five areas had been covered and graded:

- Budget Management – graded substantial assurance
- Volunteers – graded reasonable assurance
- Vehicles and Equipment – graded reasonable assurance
- GDPR – graded substantial assurance
- Information Security – graded substantial assurance

Members considered and commented on the issues raised in the report.

The recommendation as set out in the report was moved, seconded, put to the vote and carried.

RESOLVED:

1. **That the internal audit reports for the five areas covered under Block 2 for 2018/19 be received (in Appendices 1 – 5 of the report) and the agreed actions considered.**

26/19 INTERNAL AUDIT 2018-19 ANNUAL REPORT (DH)

Ian Morton, Audit Manager, Veritau, introduced the Internal Audit 2018/19 Annual Report confirming that the opinion of the Head of Internal Audit on the framework of governance, risk management and control operating in the Authority is that it provides Substantial Assurance and that there are no qualifications to this opinion and no significant control weaknesses which need to be considered for inclusion in the Annual Governance Statement. He thanked all staff they had dealt with for their cooperation. He also stated that Veritau had recently been audited and they had received a result of generally conforming with Local Authority standards, which was the highest award.

The recommendation as set out in the report was moved, seconded, put to the vote and carried.

RESOLVED:

1. **To note and accept the 2018/19 annual report from the internal auditors as set out in Appendix 1 of the report.**

27/19 LOCAL GOVERNMENT PENSION SCHEME DISCRETIONS POLICY (NC)

The HR and Performance Officer introduced the report, which sought approval to adopt a new Local Government Pension Scheme (LGPS) Discretions Policy and Flexible Retirement Policy.

An amendment was made to recommendation 3 of the report to state the approval of the final policies be delegated to the Director of Corporate Strategy and Development in consultation with the Chair and Vice Chair of Audit, Resources and Performance Committee. This was agreed.

The recommendation as set out in the report and subject to the amendment detailed above was moved and seconded. The motion was put to the vote and carried.

RESOLVED:

- 1. Members adopt the LGPS Discretions Policy (Appendix 1 of the report).**
- 2. Members adopt the Flexible Retirement Policy (Appendix 2 of the report).**
- 3. The content of the policies will be revised to take account of the discussions at this meeting. Approval of the final policies, with changes from the meeting, will be delegated to the Director of Corporate Strategy and Development in consultation with the Chair and Vice Chair of the Audit, Resources and Performance Committee.**

28/19 LOCAL GOVERNMENT ETHICAL STANDARDS - REVIEW BY COMMITTEE ON STANDARDS IN PUBLIC LIFE (JS)

The Head of Law and the Democratic Services Manager introduced the report on how the Authority's ethical standards framework compared with the best practice recommendations included in a recent report from the Committee on Standards in Public Life. It was noted that the Authority already complied with the majority of the best practice recommendations however four areas were included in the report which had been identified for changes.

In response to Members' queries it was noted that Members are made aware of the Code of Conduct when they are appointed and have to sign an undertaking to the Code before they can take part in any meetings. Reminders are included in the annual Planning training sessions. Also Officers have their own Code of Conduct and a Register of Gifts and Hospitality which is available for public inspection. Details of the Members' Gifts and Hospitality Register are available on the Authority's website and investigations will be undertaken to establish if the Officer Gifts and Hospitality Register may also be made available on the website in the future.

The recommendation as set out in the report was moved, seconded, put to the vote and carried.

RESOLVED:

- 1. To note the report.**
- 2. To amend paragraph 3 of the Member Code of Conduct to include definitions of bullying and harassment and provide examples of unacceptable behaviours.**

- 3. To amend paragraph 8 of the Member Code of Conduct to clarify the expectations for Members to participate in the complaints process and identify the issues around making trivial or malicious allegations.**
- 4. To note that in future Members will be asked to review their entries in the Gifts and Hospitality Register as part of the annual review of the Members' Register of Interests.**
- 5. To note that a checklist used as the basis for the meeting between the Monitoring Officer and the Independent Person when carrying out an initial assessment on allegations will be updated to reflect best practice.**

The meeting ended at 11.58 am