
MINUTES

Meeting:	Audit Resources & Performance Committee
Date:	Friday 18 May 2018 at 10.00 am
Venue:	The Board Room, Aldern House, Baslow Road, Bakewell
Chair:	Cllr A McCloy
Present:	Mrs P Anderson, Cllr J Atkin, Mr J W Berresford, Cllr A R Favell, Cllr C Furness, Mr Z Hamid, Cllr C McLaren, Cllr J Perkins, Cllr Mrs L C Roberts and Cllr D Chapman
Apologies for absence:	Cllr F J Walton, Cllr Mrs G Heath, Cllr Mrs N Turner, Cllr B Woods, Mr P Ancell and Cllr D Birkinshaw

24/18 CHAIRS ANNOUNCEMENTS

The Chair informed Members of the committee that Cllr Nicola Turner had lost her seat in the local elections on 3 May 2018 and would cease to be a Member of the Authority once Kirklees Metropolitan Borough Council nominated a new member. Cllr Turner had sent her apologies for today's meeting.

Members were reminded to complete their related party disclosure forms which is a requirement for audit purposes.

25/18 MINUTES OF PREVIOUS MEETING OF 16 MARCH 2018

It was noted that amendments to the minutes of the previous meeting was required.

Minute number 18/18 will be amended to read:

'Derbyshire County Council had had notice served on them to carry out the repairs on Minninglow Lane but details were **not** available regarding when these repairs would take place'.

Minute 21/18 will be amended to include a note that Phase 2 of the plans for Millers Dale Station will be presented to this committee in due course.

The minutes of the last meeting of the Audit, Resources and Performance Committee held on 16 March 2018 were approved as a correct record subject to the changes above.

26/18 URGENT BUSINESS

There were no items of urgent business for the Committee to consider.

27/18 PUBLIC PARTICIPATION

There were no members of the public present to make representations to the Committee.

28/18 MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interest from the Members.

29/18 2017/18 QUARTER 4 AND YEAR END CORPORATE PERFORMANCE REPORT (A91941/HW)

Cllr Tony Favell joined the meeting at 10.10.

The Senior Strategy Officer introduced the item.

The Chair of the Committee went through each Cornerstone and Directional Shift in turn .

Cornerstone 1 - Members asked if all of the Authority's estates with Sites of Special Scientific Interest (SSSI) were in a favourable condition based on the Natural England standard and if there is a opportunity to use social media in a positive way rather than just defending the Authority's position.

The Director of Conservation and Planning confirmed he would obtain the data regarding the condition of the Authority's estates and circulate to Members. Officers highlighted the issues relating to social media of limitation of characters that can be used in certain forms of social media and the resource implications of engaging in exchanges with those who's views are already entrenched and difficult to change.

Members requested clarification of the Health & Safety risk to members of the public relating to the Service Plan Actions linked to 'Our Focus' 2 & 3 - maintenance work of the trails structure. High priority repairs were being identified and the work was in hand. There was a capacity issue and a wider conversation regarding support for the work was underway. The Director of Corporate Strategy & Development will provide confirmation of the position regarding insurance cover for any incidents which may occur. Trees along the trails were not included in the maintenance of the trails, only the physical infrastructure.

Cornerstone 2 - The Director of Conservation & Planning clarified the performance figure for planning applications and stated that the quality of planning decisions was given priority and that it was important to keep applicants up to date regarding response times. He also clarified the current risk of Special Measures by the Planning Inspectorate because of the percentage of major appeals lost. The percentage was high because of the low number of major planning applications received. If placed in Special Measures applicants could go straight to the Planning Inspectorate for decisions on planning. Satisfaction rates were measured by the Customer and Business Support Team from a random sample of applicants.

All enforcement enquires received by the Enforcement Team, even those which are anonymous, are investigated by the team. Some authorities do not investigate anonymous enquires.

Directional Shift 1 – Traditional Building Restoration Grant Scheme did not include boundary walls, however there was another scheme to fund work on boundaries.

Members noted that the South West Peak celebration had been `brilliant` and a large number of volunteers were now involved in the project.

Directional Shift 2 – Members suggested a change to priority action q) with the removal of the word `will` from the statement.

Members requested better measures of success regarding engagement with young people.

Members raised concerns regarding the reduction in volunteer days and Officers explained that this was due to a number of factors including the bad weather during the early part of 2018 and a new management system which provided more robust data reporting. The current demographic of volunteers is older with many long serving volunteers, there was a need to recruit more young people but this was an issue that the organisation as a whole needed to look at. The Director of Commercial Development & Outreach agreed to share documentation regarding engagement numbers with young people.

Directional Shift 3 & 4 had red boxes which reflect the development work that was ongoing to develop income streams and visitor experiences.

The recommendations as set out in the report were moved, seconded, voted on and carried.

RESOLVED:

- 1. That the 2017/18 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 2017/18 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.**

30/18 CORPORATE RISK REGISTERS: 2017/18 YEAR END AND 2018/19 PROPOSED (A91941/HW)

The items were introduced by Senior Strategy Officer. New for 2018/19 are three categories which are:

- Outcome/Delivery Risks
- Reputational Risks
- Financial Risks

Risks can span more than one of the three above categories.

Members considered the report on the year end position of the 2017/18 Corporate Risk Register and the proposed Corporate Risk Register for 2018/19.

Members requested clarification on inclusion of the 25 Year Environment Plan, it seemed premature to include this at such an early stage of the Plan. Officers considered that it was important to highlight the Plan because of its importance to future plans.

Members raised concerns regarding the influence of the changes of legislation caused by withdrawal from the EU. Officers explained that EU legislation would become British Legislation over the coming years and would then be reviewed by Defra.

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

RESOLVED:

That the Corporate Risk Register 2018/19, as given in Appendix 1 of the report, be reviewed and approved, taking account of the year end position on the 2017/18 Corporate Risk Register 2017/18 as given in Appendix 2 of the report.

31/18 2017-2018 OUTTURN (A.137/22/PN)

The report was introduced by the Head of Finance who explained that higher level of property reserves were to allow catch up on property maintenance issues and that the slippage is higher than usual due to changes to personnel and reorganisations.

Members considered the report of the outturn for 2017/18, which sought approval of the necessary appropriations, to or from reserves, together with approval of unspent funds and overspends to be carried forward into the 2018/19 financial year.

Some good news stories were noted specifically that North Lees Estate has exceeded its full-cost recovery target and the Cycle Hire Service continues to perform really well.

The recommendation as set out in the report was moved, seconded, voted on and carried.

RESOLVED:

That the Outturn be noted and the slippage requests and specific reserve appropriations shown in Appendix C of the report be approved.

32/18 INTERNAL AUDIT REPORT BLOCK 2, 2017/18 (A1362/7/PN)

Ian Morton, Audit Manager, Veritau Internal Auditors was present at the meeting and introduced the report.

These were the concluding reports for 2017/18. The Creditors Report had been conducted differently as analysis of all creditor payments for the year had been carried out rather than a sample. Nothing had been found that required reporting which was very unusual and very good.

In the Income and Debtors & Creditors reports the overall audit opinion was rated at a High Assurance and the Chair congratulated Officers for achieving this standard.

The Audit Manager explained that the Information & Asset Security Compliance Check is an audit that is carried out in many organisations and the overall standard is universally poor. Members of the Audit Team had surveyed Aldern House at the end of the working day and the report is based on their findings. They concluded that the procedures and policies in place were good and passed onto Officers but were not necessarily being followed and the message regarding these procedures needed to be reinforced as often as possible.

The recommendation as set out in the report was moved, seconded, voted on and carried.

RESOVLED:

That the internal audit reports for the five areas covered under Block 2 of 2017/18 be received (in Appendices 1 – 5) and the agreed actions were considered.

33/18 INTERNAL AUDIT 2017/18 ANNUAL REPORT (DH)

Ian Morton, Audit Manager, Veritau Internal Auditors was present at the meeting and introduced the report.

All scheduled Internal Audit work for 17/18 had been completed and the overall 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.

The Audit Manager and the staff at Veritau thanked the Authority staff as they had always found them to be very helpful and friendly.

Members requested that consideration be given to the presentation of future reports to reduce the amount of paper and printing required. Officers noted the request.

The recommendation as set out in the report was moved, seconded, voted on and carried.

RESOLVED:

To note and accept the 2017/18 annual report from the Internal Auditors as set out in Appendix 1 of the report.

The Chair announced that this would be his last meeting as Chair of Audit, Resources and Performance Committee as he was stepping down after four years in the role. He thanked all those Members who have been part of the Committee over the last four years. He highlighted the importance of the Committee in scrutinising what the Authority does, measuring performance, holding Officers to account and also celebrating the Authority's successes.

The meeting ended at 11.30 am