



# Sevenoaks

DISTRICT COUNCIL

Despatched: 05.11.12

## **PERFORMANCE AND GOVERNANCE COMMITTEE**

**13 November 2012 at 7.00 pm**  
**Conference Room - Council Office**

### **AGENDA**

#### **Membership:**

Chairman: Cllr. Fittock Vice-Chairman: Cllr. Walshe  
Cllrs. Mrs. Bayley, Clark, Mrs. Cook, Davison, Dickins, Firth, Gaywood, Grint, London,  
McGarvey and Piper and one vacancy

	<u>Pages</u>	<u>Contact</u>
Apologies for Absence.		
1. <b>Minutes</b> Minutes of the meeting held on 18 September 2012.	(Pages 1 - 6)	
2. <b>Declarations of interest</b> Any interests not already registered.		
3. <b>Audit Manager Questions (with no management present)</b>		
4. <b>Formal Response or Consultation Requests from the Cabinet and/or Select Committees following matters referred by the Committee:</b>	(Pages 7 - 8)	
a) Performance Management End of Year Results <i>(Response from Services Select Committee – 25 September 2012)</i>		
b) Argyle Road Offices, Accommodation for Outside Organisations <i>(Cabinet 11.10.12)</i>		
c) Annual Treasury Management Report 2011/12 <i>(Cabinet 11.10.12)</i>		
d) Performance Monitoring (LPI CD 007 number of domestic burglaries per 1,000 households) (Response from Social Affairs Select Committee 30.10.12)	To follow	

- |     |  |                 |   |
|-----|--|-----------------|---|
| 5.  | <b>To receive the Minutes of the Finance Advisory Group for information.</b>   | To follow       |   |
|     | Minutes of the meeting held on 24 October 2012.  |                 |   |
| 6.  | <b>Actions from the last meeting of the Committee (attached)</b>   | (Pages 9 - 10)  |   |
| 7.  | <b>Future Business, the Work Plan 2011/12 (attached) and the Forward Plan.</b>   | (Pages 11 - 12) |   |
|     | Members will develop a schedule of work over the year to reflect the terms of reference of the Committee focussing on the Council's priorities for policy development. This includes opportunities to invite other organisations who provide services in the District to provide information to the Committee and discuss issues of importance to the Community. |                 |   |
| 8.  | <b>Annual Complaints Monitoring Report</b>   | (Pages 13 - 22) | Jim Carrington-<br>West<br>Tel: 01732<br>227286 |
| 9.  | <b>Performance Report</b>  | (Pages 23 - 34) | Lee Banks<br>Tel: 01732<br>227161               |
| 10. | <b>Property Review - Cobden Road Centre, Cobden Road, Sevenoaks</b>  | (Pages 35 - 42) | Jim Latheron<br>Tel: 01732<br>227209            |
| 11. | <b>Treasury Management Update</b>  | (Pages 43 - 64) | Adrian Rowbotham<br>Tel: 01732<br>227153        |
| 12. | <b>Budget Monitoring September 2012</b>  | (Pages 65 - 72) | Adrian Rowbotham<br>Tel: 01732<br>227153        |

#### EXEMPT ITEMS

(At the time of preparing this agenda, there were no exempt items. During any such items which may arise, the meeting is likely NOT to be open to the public.)

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate Director or Contact Officer named on a report prior to the day of the meeting.

Should you require a copy of this agenda or any of the reports listed on it in another format please do not hesitate to contact the Democratic Services Team as set out below.

For any other queries concerning this agenda or the meeting please contact:

**The Democratic Services Team (01732 227241)**