

PERFORMANCE AND GOVERNANCE COMMITTEE

Minutes of a meeting of the Performance and Governance Committee held on
19 April 2011 commencing at 7 pm

Present: Cllr. Bruce (Chairman)
Cllr. McGarvey (Vice-Chairman)
Cllrs. Arnold, Mrs Cook, Davison, Gaywood, Harrod, London and Piper.
Apologies for absence were received from Cllrs. Fodor and Mrs Lowe.
Cllrs. Mrs Davison and Ramsay were also present.

59. MINUTES OF PREVIOUS MEETING

Resolved: That the minutes of the meeting of the Performance and Governance Committee held on 15 February 2011 be approved and signed by the Chairman as a correct record.

60. DECLARATIONS OF INTEREST

There were no declarations of interest.

61. ACTIONS FROM THE LAST MEETING OF THE COMMITTEE (Report No. 3)

To ensure that actions requiring attention in the future were not missed, the Chairman requested that they remain on the actions list until they were completed.

The Policy and Performance Officer explained that Officers were still working with Sencio to provide the data in Action 1.

62. FUTURE BUSINESS, THE WORK PLAN 2011/12 AND THE FORWARD PLAN (Report No. 4)

The Chairman noted that the Monitoring Officers Report was due to come to the Committee in March 2012. However, he suggested that it be reported to the January 2012 meeting if possible.

The Chairman felt that the Performance Management Quarter 3 Report should be reported to Committee as soon as the figures were ready and he encouraged Members to review the figures through the Council's performance monitoring software.

Resolved: That the Performance and Governance Committee's Work Plan for 2011/12 be noted.

63. ANNUAL REVIEW OF TERMS OF REFERENCE (Report No. 5)

The Democratic Services Manager advised that the report had been produced in accordance with the Committee's Work Plan for the year and reminded Members that a review of the Terms of Reference had been undertaken in April 2010 and subsequently agreed by the Modern Local Government Group and the Council. There had been no further changes to the Terms of reference since that time

Performance and Governance Committee – 19 April 2011

although they might be subject to a further review arising from the review of the democratic decision making processes to be undertaken in the next Municipal Year.

A Member expressed the importance of scrutiny and was concerned that scrutiny might potentially be limited through a review of the democratic process. She suggested that Members receive training to undertake scrutiny more effectively. The Chairman concurred.

Resolved: That the report be noted.

64. REVIEW OF PERFORMANCE INDICATOR BASKET (Report No. 6)

The Policy and Performance Officer explained that the basket of indicators presented in the report were those proposed by Officers to be monitored during 2011/12. The single data list had recently been published by Government and was expected to be reported to Committee in June 2011.

In response to some concern, it was noted that when the Performance and Governance Committee was created it was given authority to review all Performance Indicators either through the basket of indicators or through exception reporting of indicators not meeting their target. Should the Committee be concerned about any indicator they then had the ability to refer it to the relevant Committee and/or Cabinet for more in-depth consideration.

Action: That Select Committee Chairmen be encouraged to review relevant indicators using performance monitoring software.

Members discussed the basket of indicators in detail and suggested that, following the elections, the Committee consider whether:

- xNI 156 in respect of Social Housing be included in the basket of indicators in order to monitor the number of households living in temporary accommodation;
- LPI HR 001 be included in the basket of indicators as a Member felt it was important to Member understanding of the day to day operation of the Council;
- an additional indicator or commentary be included to monitor the Benefits caseload; or
- whether the Committee cease to monitor a basket of indicators and receive only exception reports when an indicator was not meeting its' target by 10%.

Action: That the basket be annotated to indicate those items that were considered by the Finance Advisory Group.

The Chairman noted that the definitions of LPIs CS 003, 009 and 010 had been clarified and that a new indicator had been added to Direct Services in order to ensure rural cleaning schedules were adhered to.

Performance and Governance Committee – 19 April 2011

Action: The Vice-Chairman suggested that LPI Clean 002 be re-worded to clarify that the incidents of fly tipping referred to were those that the District Council was responsible for clearing.

Resolved: That a) the Committee accept the basket of performance indicators to be monitored during 2011/12; and

b) it be recommended that during the next municipal year, the new Committee consider whether to monitor performance indicators only on an exception reporting basis or to continue to maintain its own basket.

65. ANNUAL INTERNAL AUDIT PLAN 2011/12 (Report No. 7)

The Audit Risk and Anti Fraud Manager explained that the report incorporated the Annual Internal Audit programme for 2011/12. He noted that despite the disruption of an office move, the Team had delivered the Annual Plans for 2010/11 and benefited from the shared experience of working for two authorities.

In order for the Committee to have a clear understanding of who was consulted during the audit process the Audit Manager was asked to implement the following;

Action: the Audit Risk and Anti Fraud Manager undertook to note in the Plan the involvement of the relevant Portfolio Holder in the audit process.

In response to a query, the Chief Executive noted that each partnership arrangement undertaken by the Council was subject to review should circumstances at either authority change.

Resolved: That the draft Internal Audit Plan for 2011/12 be approved.

66. BUDGET MONITORING – FEBRUARY 2011 (Report No. 8)

The Head of Finance and Human Resources advised that the report outlined the budget monitoring results to the end of February 2011. Officers were currently collating the end of year results and a small under-spend was forecast.

In response to a query, the Chief Executive noted that the pay negotiations for 2010 had not been formally accepted by Unison. However, they had also not been challenged.

Resolved: That the report be noted.

67. ANNUAL SELF ASSESSMENT REVIEW OF THE PERFORMANCE AND GOVERNANCE COMMITTEE 2010/11 (Report No. 9)

The Chairman explained that current governance arrangements for local councils issued by CIPFA required the performance of the committee assuming responsibility for audit and internal control matters to be assessed annually in order to determine its effectiveness and identify areas for further development.

A Member was concerned regarding Member training and suggested Issue 4.4 in the Appendix of the report be strengthened. The Chairman felt that there was a danger

Performance and Governance Committee – 19 April 2011

in trying to make councillors too “professional” and that the Council benefited from the varied experiences and opinions of Members not professionally trained.

Resolved: That the Annual Self Assessment Review of the Effectiveness of the Performance and Governance Committee 2010/11 be approved.

68. OTHER BUSINESS

The Chairman thanked Officers and Members for their hard work and support on the Committee over the past four years.

Members thanked the Chairman for all his work on the Committee.

THE MEETING WAS CONCLUDED AT 8:02 P.M.

Chairman