

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

FINANCE, AUDIT & PERFORMANCE COMMITTEE

23 JUNE 2014 AT 6.30 PM

PRESENT: Miss DM Taylor - Chairman  
Mr JS Moore – Vice-Chairman

Mr PR Batty, Mrs R Camamile, Mr PAS Hall, Mr R Mayne and Mr K Morrell

Also in attendance: Tim Ridout, CW Audit

Officers in attendance: Cal Bellavia, Rebecca Owen, Katherine Plummer and Sharon Stacey

39 MINUTES OF PREVIOUS MEETING

On the motion of Councillor Camamile, seconded by Councillor Moore, it was

RESOLVED – the minutes of the meeting held on 12 May 2014 be confirmed and signed by the Chairman.

40 DECLARATIONS OF INTEREST

No interests were declared at this stage.

41 INTERNAL AUDIT BLOCK REPORT

Tim Ridout of CW Audit presented the progress report, drawing attention to security of card payments being good and the Community Safety function working well. Security of the Sentinel system was discussed and it was confirmed that individuals took this seriously. With regard to training it was reported that there were a few very experienced users in the authority who provided training and support for less confident users.

With regard to fees and charges, it was requested that a full report on the matters recommended be brought back to a future meeting.

RESOLVED –

- (i) a report on fees & charges be brought to a future meeting;
- (ii) the report be noted.

42 DRAFT ANNUAL GOVERNANCE STATEMENT

The Committee received the Draft Annual Governance Statement and was informed that no significant control issues had been identified.

RESOLVED – the Draft Annual Governance Statement be endorsed.

43 DRAFT OUTTURN 2013/14

Members received the draft financial outturn for 2013/14. Members queried the provisional outturn for planning against the original estimate, and in response it was noted that this was due to the additional income. With regard to the Revenues & Benefits

partnership, a member asked why disproportionate contributions were being paid by each partner, and in response it was noted that the figures at the beginning of the partnership had been based on numbers of council tax payers, benefits claimants etc. It had been agreed that the contributions would be reviewed after five years, and that review was now commencing.

RESOLVED – the report be noted.

#### 44 PERFORMANCE & RISK MANAGEMENT FRAMEWORK

Members received the end of year position on performance indicators, service improvement plans, corporate risks and service risks. It was noted that 68% of targets had been met, a new benchmarking group was being set up, and that work was being undertaken in community safety to look at how performance was measured and reported. During discussion, the following points were raised:

- It was suggested that reports would be easier to read at a glance if charts were in colour
- The resurrection of benchmarking was welcomed
- The reasons for the increase in sickness absence were queried – in response it was reported that this was due to a small number of employees on long term sickness absence, but that the figure was now reducing and that senior managers were committed to reducing sickness absence again. An update from the Chief Executive was requested
- Concern was expressed regarding increased use of temporary accommodation and B+B's and a report on this to a future meeting was requested
- With regard to numbers of disabled and ethnic minority employees, the method of monitoring this was questioned and it was agreed that a response from Human Resources would be sought
- The definition of 'serious acquisitive crime' was requested
- Concern was expressed regarding the stricter rules for recycling plastics and some members said they had had several queries and complaints from members of the public who didn't understand the rules or the reasons for them and felt it would be easier to put all recyclable materials together in the same container. In response it was agreed that a report to a future meeting would be requested.

RESOLVED –

- (i) reports be requested on:
  - (a) use of temporary accommodation
  - (b) recycling
- (ii) information be sent to members regarding:
  - (a) progress towards reducing sickness absence
  - (b) methods of monitoring recruitment of disabled and ethnic minority employees
  - (c) the definition of serious acquisitive crime.

#### 45 ANNUAL REPORT & WORK PROGRAMME

Members discussed the draft Annual Report and their performance over the previous year. A member suggested that more emphasis be placed on a whole financial review of each service area, rather than a high level view of the finances of the whole authority, by reviewing a service area at each meeting. Tim Ridout of CW Audit suggested that the Committee may also wish to look at corporate risks.

Members also requested more committee-related training for members, for example prior to the meeting. Members were reminded of the low attendance when this had been done previously. However, they asked that a training programme be put together, with one session planned each quarter.

(The Meeting closed at 7.40 pm)

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CHAIRMAN