

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

FINANCE, AUDIT & PERFORMANCE COMMITTEE

26 MARCH 2012 AT 7.00 PM

PRESENT: Mr PAS Hall - Chairman  
Miss DM Taylor – Vice-Chairman

Mrs R Camamile, Mr JS Moore, Mr JG Bannister, Mr PR Batty and Mrs L Hodgkins

Also in attendance: Rob Barnett and Colin Roxburgh (RSM Tenon)

Officers in attendance: David Bunker, Shaun Curtis, Julie Kenny, Sanjiv Kohli and Louisa Horton and Clive Taylor

440 APOLOGIES AND SUBSTITUTIONS

Apologies were submitted on behalf of Councillors Gould, Hulbert and Morrell with the following substitutions authorised in accordance with Council Procedure Rule 4.1:

Mr Bannister for Mr Gould  
Mrs Hodgkins for Mr Hulbert  
Mr Batty for Mr Morrell

441 DECLARATIONS OF INTEREST

No interests were declared at this stage.

442 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 30 January 2012 be agreed and signed by the Chairman.

443 INTERNAL AUDIT ANNUAL REPORT 2011/12

Rob Barnett of RSM Tenon presented the Annual Report to Members. It was explained that the report was a summary of the progress reports presented to Committee during the last financial year.

444 INTERNAL AUDIT PROGRESS REPORT

The Committee received the internal audit progress report presented by RSM Tenon. Recommendations were made in three areas.

Revenues and Benefits Partnership

An intensive audit was undertaken of the Revenues and Benefits Partnership. All of the recommendations have been included in the Service Improvement Plan for the Partnership. It was agreed that a structure chart and a copy of the Plan be made available to the Committee.

Data Protection Compliance

It was reported that subcontractors are now complying with the Act.

### Sheltered Accommodation (Tenants' Funds)

Guidelines and training will be given to tenants to help them manage their funds effectively and transparently.

The Deputy Chief Executive (Corporate Direction) gave his thanks to RSM Tenon for their help and support during their contract with the Council. The Chairman echoed these remarks.

#### 445 PERFORMANCE MANAGEMENT FRAMEWORK

Members were provided with the Council's third quarter position on Performance Indicators, Service Improvement Plans and Corporate Risks.

Mr Batty queried as to the Council's liability relating to maintenance agreements and the Deputy Chief Executive (Corporate Direction) agreed to check into this and report back.

#### 446 COMMERCIAL ESTATES REVIEW UPDATE

Members were provided with an update on performance of the Council's commercial estates. It was reported that overall occupancy was at 91% and at the Atkins and Greenfield sites there is significant interest for the uptake of units.

Mr Batty asked for a breakdown of usage of the sites between storage and manufacturing. It was agreed that this be brought to the next meeting along with the rental income and debt collection figures.

#### 447 SUNDRY DEBTS POSITION

Members were informed of the sundry debts performance. It was reported that write offs are only undertaken when all avenues have been exhausted. A member asked as to the potential of interest being added to debts and it was stated that this was being looked into. A breakdown of the debts would be shown on the next report.

#### 448 OUTTURN THIRD QUARTER 2011/12

Members were informed of the revenue and capital outturn at the end of the third quarter 2011/12.

#### 449 AUDIT RECOMMENDATION TRACKING

The Committee were informed of the progress in implementing 2011/12 audit recommendations.

#### 450 WORK PROGRAMME 2011/12

Members had no comments on the current work programme.

The Chairman, along with the Committee, expressed their thanks to the Accountancy Manager for all his involvement with the Committee and gave their good wishes for a happy retirement.

(The Meeting closed at 9.05 pm)

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CHAIRMAN