

FINANCE AND MANAGEMENT COMMITTEE

18th June 2015

PRESENT:-

Conservative Group

Councillor Harrison (Chairman), Councillor Mrs Plenderleith (Vice-Chairman) and Councillors Atkin (substituting for Councillor MacPherson), Billings, Mrs Coyle, Smith, Watson and Wheeler.

Labour Group

Councillors Rhind, Richards, Southerd and Wilkins

In Attendance

Councillor Mrs Farrington.

FM/1 **APOLOGIES**

Apologies for absence from the Meeting were received from Councillors Hewlett and MacPherson (Conservative Group).

FM/2 **MINUTES**

The Open minutes of the Meeting held on 23rd April 2015 were taken as read, approved as a true record and signed by the Chairman.

FM/3 **DECLARATIONS OF INTEREST**

The Committee was informed that no declarations of interest had been received.

FM/4 **QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO 10**

The Committee was informed that no questions from members of the public had been received.

FM/5 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

The Committee was informed that no questions from Members of the Council had been received.

FM/6 **REPORTS OF THE OVERVIEW AND SCRUTINY COMMITTEE**

There were no reports of the Overview & Scrutiny Committee to consider.

MATTERS DELEGATED TO COMMITTEE

FM/7 **CORPORATE PLAN 2014/15 PERFORMANCE MANAGEMENT**

The Director of Finance and Corporate Services presented the report to Committee.

RESOLVED:

That Members considered the progress against performance targets and approved the final out-turn for the financial year 2014/15.

FM/8 **CONSULTATION ANNUAL REPORT 2014/15**

The Director of Finance and Corporate Services delivered the report to Committee.

RESOLVED:

That Members noted the key consultation achievements for 2014/15.

FM/9 **COMMUNICATION ANNUAL REPORT 2014/15 AND ACTION PLAN 2015/16**

The Director of Finance and Corporate Services presented the report to Committee, drawing particular attention to plans for a major overhaul of the Council's website. Queries and comments raised by Members relating to access to Planning services and comparisons to other local authority websites were noted and responded to.

RESOLVED:

1.1 That Members considered the Corporate Communications Annual Report and key achievements for 2014/15.

1.2 That performance against the Communications Action Plan for 2014/15 be noted.

1.3 That the Council's revised Communications Action Plan for 2015/16 be agreed.

1.4 That the proposed publicity/communication campaigns 2015/16 be approved.

FM/10 **DATA QUALITY STRATEGY ANNUAL REPORT 2014/15 AND ACTION PLAN 2015/16**

The Director of Finance and Corporate Services presented the report to Committee.

RESOLVED:

1.1 That Members noted the progress made against the Data Quality Strategy Action Plan 2014/15.

1.2 That Members approved the Action Plan for 2015/16.

FM/11 **CORPORATE EQUALITIES AND SAFEGUARDING ANNUAL REPORT 2014/15 AND ACTION PLAN 2015/16**

The Director of Finance and Corporate Services delivered the report to Committee, making reference to the advances achieved in safeguarding training and awareness. Councillor Atkin requested that Members be kept up to date with developments.

RESOLVED:

- 1.1 That Members approved the Corporate Equalities & Safeguarding Annual Report for 2014/15 for publication.***
- 1.2 That progress made against the 2014/15 Corporate Equalities & Safeguarding Action Plan be noted.***
- 1.3 That the Corporate Equalities & Safeguarding Action Plan for 2015/16 be approved.***

FM/12 **ANNUAL HEALTH AND SAFETY REPORT 2014/15 AND ACTION PLAN 2015/16**

The Director of Finance and Corporate Services presented the report to Committee, drawing particular attention to the low accident rate requiring referral to the Health and Safety Executive. A decline in health and safety course attendance was reported, an issue that is being addressed.

RESOLVED:

That Members reviewed the key health and safety achievements and performance for the year ending March 2015 and endorsed the health and safety action plan for 2015/16.

FM/13 **COMPLAINTS, COMPLIMENTS AND FREEDOM OF INFORMATION REQUESTS 1ST OCTOBER 2014 TO 31ST MARCH 2015**

The Director of Finance and Corporate Services presented the report to Committee.

RESOLVED:

That Members considered and noted the report detailing complaints and Freedom of Information requests.

FM/14 **ANNUAL TRAINING REPORT 2014/15 AND PRIORITIES FOR 2015/16**

The Director of Finance and Corporate Services presented the report to Committee. The Chief Executive referred to the reduced Council establishment and the need to train and develop employees, not only to maintain / improve the services provided to the public, but also to aid retention.

Queries raised by Members relating to the training outcomes, the take up of mandatory training courses for employees and Members alike, as well as training timescales were noted and responded to, the Chief Executive

reassuring the Committee that all mandatory training for employees had been accommodated within the given timeframes, with no effect on operational undertakings. Councillor Richards proposed that a Register of Member Training be created and maintained, an amendment agreed by all Members.

RESOLVED:

- 1.1 That Members approved the priority areas for training and development during 2015/16.***
- 1.2 That the range of training activities and actions provided during 2014/15 be noted.***
- 1.3 That a register of Member Training be created and maintained.***

FM/15

LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)

RESOLVED:-

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

MINUTES

The Exempt Minutes of the Meeting held on 23rd April were received.

TO RECEIVE QUESTIONS FROM MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO. 11

The Committee was informed that no questions had been received.

REVIEW OF THE LAND CHARGES FUNCTION (Paragraph 1)

The Committee agreed proposals for changes in the Land Charges Function.

REVIEW OF ELECTORAL SERVICES (Paragraph 1)

The Committee approved the recommendations relating to changes in the structure of the Electoral Services section.

The meeting terminated at 6.50pm.

COUNCILLOR J HARRISON

CHAIRMAN