

FINANCE AND MANAGEMENT COMMITTEE

24th June 2010

PRESENT:-

Conservative Group

Councillor Harrison (Chairman), Councillor Murray (Vice-Chairman) and Councillors Bladen, Mrs. Coyle, Grant, Lemmon, Roberts and Wheeler.

Labour Group

Councillors Richards, Southerd, Taylor and Wilkins.

Independent/Non-Grouped Member

Councillor Pabla.

In attendance

Councillor Atkin (Conservative Group) and Councillor Rhind (Labour Group).

FM/1. **MINUTES**

The Open Minutes of the Meeting held on 29th April 2010 were taken as read, approved as a true record and signed by the Chairman.

FM/2. **DECLARATIONS OF INTEREST**

Councillor Harrison declared a prejudicial interest in respect of the Exempt item on land at Foston, given his Cabinet Member role at Derbyshire County Council and their involvement in this matter. Councillor Murray declared a personal interest in the same item, as a Member of Derbyshire County Council. Councillor Lemmon declared a prejudicial interest in respect of the Exempt item on Weston Hill Chalet Park, due to a family member's involvement.

MATTERS DELEGATED TO COMMITTEE

FM/3. **SERVICE PLANS 2010/11**

It was reported that Service Plans were a key part of the Council's Performance Management Framework, being an important link between high level plans and strategies and personal performance objectives. This year's Service Plans captured a number of cross cutting themes for the Council, such as Value for Money, outcomes and linking priorities to budgets. Detail was provided on the content of each Service Plan, which reflected the current themes and priorities within the Corporate Plan and the South Derbyshire Sustainable Community Strategy. The Plans would cover a one year period and progress reports would

be made on a quarterly basis. A presentation would be made by each Head of Service at a future session, to enable Members to explore each Service Area.

RESOLVED:-

That the Service Plans for the Legal and Democratic Services, Organisational Development, Customer Services, IT and Business Improvement and Finance and Property Services Divisions be approved as the basis for service delivery over the period to March 2011.

FM/4. **COMPLAINTS AND FREEDOM OF INFORMATION REQUESTS – 1ST OCTOBER 2009 TO 31ST MARCH 2010**

An informative report was submitted on the comments, compliments and complaints received during this period. These comprised no comments, 36 compliments and 36 complaints. Tables were included in the detail of the report, showing the Division to which each related. Statistics were then provided on the Freedom of Information requests received. It was questioned whether any vexatious complaints were received and confirmed that there had been none in the previous period, although there was a procedure to deal with such complaints.

RESOLVED:-

That the report be noted.

FM/5. **ANNUAL HEALTH AND SAFETY REPORT 2009/10 AND ACTION PLAN 2010/11**

A report was submitted to give an overview of the Council's health and safety performance, including an analysis of accident data for 2009/10. It reflected the Council's approach to enabling Managers and employees to understand and fulfil their health and safety responsibilities. The Corporate Health and Safety Action Plan had been circulated with the report and it set out a number of targets for the year, along with timescales and responsibilities. The Plan was updated on a monthly basis and progress was reported to the internal Health and Safety Committee, which met on a quarterly basis.

The report set out the main achievements on health and safety in the last financial year and included sections on training, the implementation of IT, risk assessments, professional support and accident analysis. The report concluded by setting out the targets for 2010/11.

A question was submitted on the need for Member involvement in the Health and Safety Committee. It was confirmed that the offer was made to appoint a Member Champion for Health and Safety.

RESOLVED:-

That the Committee receives the review of the key health and safety achievements and performance for the year ending March 2010 and approves the action plan that sets out the priority actions for 2010/11.

FM/6. ANNUAL TRAINING REPORT 2009/10 AND PRIORITIES FOR 2010/11

A report was submitted to propose priority actions for corporate training activities during 2010/11, to support achievement of the Council's Corporate Plan. These were reflected in the Council's Workforce Development Strategy, which provided the framework for effective management of the Council's workforce. The report also provided an overview of corporate training, learning and development activities completed during 2009/10.

In line with previous years, the assessment of priorities came from a number of sources. Organisational Development was responsible for allocating resources from the corporate training budget, to meet identified needs. A variety of learning interventions had been provided. The focus for the previous year had been on leadership and management development, health and safety training, equalities and supporting employees with academic study, relevant to their roles. The in-house management toolkit of training courses had been extended and the Council had continued to provide alternative forms of learning with the development of e-learning resources.

All corporate learning interventions were assessed through the completion of individual evaluation forms. These were reviewed and considered when further learning activities were planned. Following the continued success of the leadership and management development programme, this had continued across the different management levels. A significant amount of health and safety training had also been provided. The Council had achieved the Investor in People Silver Status, which illustrated it was placed very highly amongst other Investor in People organisations.

The detail of the report summarised the training provided in a graph. It then gave a review of training activity for front-line staff, the skills pledge and National Vocational Qualifications. Detail was provided on e-learning, modern apprenticeships, succession planning and work experience. The key outcomes were reported, with sections on Investors in People, leadership and management development, health and safety, e-learning and vocational/professional training. The priorities for 2010/11 were reported, with the continuation of leadership and management development, training on equality and fairness and health and safety. Other issues covered were employment policy, e-learning resources, the skills pledge and Elected Member training.

The Chairman made reference to the achievement of Investor in People Silver Status. A Member commented on modern apprenticeships and his attendance at the awards ceremony, at which a District Council employee had been a finalist.

Reference was also made to Members' Personal Development Plans. An update was provided on how this would be refreshed as part of the induction process for Members following the District Council Elections in 2011.

RESOLVED:-

- (1) That the Committee approves the priority areas for training and development during 2010/11, which are linked to the delivery of the key priorities of the Council's Corporate Plan 2009/14.***
- (2) That Members note the range of training activities and actions provided during 2009/10.***

FM/7. **ANTI-MONEY LAUNDERING POLICY AND FRAMEWORK**

It was reported that there had recently been significant changes in regulations concerning money laundering. The most recent regulations broadened the definition of money laundering and increased the range of activities caught by the statutory framework. The obligations impacted on various areas of local authority business and required the establishment of internal procedures to prevent money laundering. The Chartered Institute of Public Finance and Accountancy (CIPFA) produced guidance in 2009 on how to combat financial crime. CIPFA recommended that authorities should take all reasonable steps, putting in place proper policies and procedures. The consequences for the Council, its Members and staff might be very serious, including the possibility of criminal prosecutions. Therefore CIPFA recommended that it was prudent to put in place appropriate, but proportionate safeguards. A proposed Anti-Money Laundering Policy and Framework was appended to the report for Members' consideration.

RESOLVED:-

- (1) That the proposed Anti Money Laundering Policy and Framework is adopted under the Council's Financial Procedure Rules (Part 4 of the Constitution).***
- (2) That the Policy and Framework is communicated to all staff and Members and that specific training is provided to staff in areas more likely to encounter potential money laundering activities.***

FM/8. **PERFORMANCE MANAGEMENT REPORT – 1ST APRIL 2009 TO 31ST MARCH 2010**

A report was submitted detailing achievements for the quarter ending 31st March 2010, in relation to the Council's Corporate Plan 2009-14. The Corporate Plan Action Plan consisted of 4 main themes, of which this Committee was responsible for actions within the "Value for Money" theme. Details were provided in the report and related appendices on the Corporate Plan actions and performance indicators.

RESOLVED:-

- (1) That the Committee notes the key achievements and performance for the year ending 31st March 2010.***
- (2) That where performance has failed to achieve the specified target, the Committee accepts the adequacy of the responses submitted.***

FM/9. **WORK PROGRAMME**

The Committee was asked to review its Work Programme.

RESOLVED:-

That the Committee receives the updated Work Programme.

FM/10. **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 29th April 2010 were received.

LAND AT ROSLISTON (Paragraph 3)

The Committee granted a new lease for an area of Council-owned land.

PREMISES AT NEWHALL (Paragraph 3)

The Committee agreed to transfer the freehold interest of a property in Newhall to the sitting tenants.

WESTON HILL CHALET PARK, BRIDGE LANE, WESTON-ON-TRENT (Paragraph 2)

The Committee received an update on this matter and agreed a way forward.

APPOINTMENT OF PREFERRED SUPPLIER FOR AGENCY WORKERS
(Paragraph 3)

The Committee appointed a preferred supplier for agency workers following the completion of a tendering exercise.

LAND AT MIDWAY *(Paragraph 3)*

The Committee approved the demolition of the remaining structure of a property, together with rectification works.

LAND AT FOSTON *(Paragraph 2)*

The Committee was informed of a change in management of a site.

J. HARRISON

CHAIRMAN