

FINANCE AND MANAGEMENT COMMITTEE

16<sup>h</sup> June 2016

**PRESENT:-**

**Conservative Group**

Councillor Harrison (Chairman), Councillor Mrs Plenderleith (Vice-Chairman) and Councillors Atkin, Mrs Coe, Mrs Coyle, Mrs Hall (substituting for Councillor Smith), Hewlett and Wheeler.

**Labour Group**

Councillors Rhind, Richards, Taylor (substituting for Councillor Southerd) and Wilkins.

FM/1 **APOLOGIES**

Apologies for absence from the Meeting were received on behalf of Councillors Smith, Watson (Conservative Group) and Southerd (Labour Group).

FM/2 **MINUTES**

The Open Minutes of the Meeting held on 28<sup>th</sup> April 2016 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 **MINUTES**

The Minutes of the Audit Sub-Committee Meeting held on 30<sup>th</sup> March 2016 were submitted.

**RESOLVED:-**

***That the Minutes of the above Audit Sub-Committee Meeting be received and any recommendations contained therein approved.***

FM/8 **CORPORATE SERVICES PERFORMANCE MONITORING QUARTER 4 AND FINAL OUT-TURN 2015/16**

The Director of Finance and Corporate Services presented the report to Committee, drawing the Committee's attention to the latest situation regarding Benefits processing, Customer Services and the reduced sickness levels, also stating an aim to gain comparisons for the latter from other authorities.

Councillor Richards queried the trips and falls figures, the Director responding that most related to incidents at play schemes.

**RESOLVED:-**

***Members approved the performance of Corporate Services for 2015/16.***

FM/9 **CONSULTATION ANNUAL REPORT 2015/16**

**RESOLVED:**

- 1) Members noted the key consultation achievements for 2015/16 as detailed in Appendix 1 to the report.***
- 2) Members agreed the refreshed Consultation Action Plan 2016/17, as detailed in Appendix 2 to the report.***

FM/10 **COMMUNICATIONS ANNUAL REPORT 2015/16**

Councillor Wheeler referred to the cessation of the *Better* staff newsletter and queried if a summary of such information could be made available to Members, a request agreed to by the Chief Executive.

Councillor Taylor made reference to the apparent lack of knowledge of the red sack recycling scheme, suggesting that its promotion be improved.

**RESOLVED:**

- 1) Members noted the Communications Annual Report 2015/16 in Appendix 1 to the report.***

- 2) Members approved the performance against the Communications Action Plan 2015/16, as detailed in Appendix 2 to the report.**
- 3) Members agreed the Council's revised Communications Action Plan for 2016/17, as outlined in Appendix 3 to the report.**
- 4) Members approved the proposed publicity/communication campaigns 2016/17, as shown in Appendix 4 to the report.**

FM/11 **DATA QUALITY STRATEGY ANNUAL REPORT 2015/16 AND ACTION PLAN 2016/17**

**RESOLVED:**

- 1) Members noted progress made against the Data Quality Strategy Action Plan 2015/16 in Appendix 1 to the report.**
- 2) Members approved the Action Plan 2016/17 in Appendix 2 to the report.**

FM/12 **CORPORATE EQUALITIES AND SAFEGUARDING ANNUAL REPORT 2015/16**

Councillor Wilkins stated that whilst he was aware that Council maintenance staff were trained in these issues, he queried the position in relation to contractors employed by the Council. The Director of Finance and Corporate Services confirmed that contractors were made aware of the Council's policies in this area and do occasionally submit reports.

**RESOLVED:**

- 1) Members approved the Corporate Equalities and Safeguarding Annual Report for 2015/16 for publication.**
- 2) Members noted progress made against the 2015/16 Corporate Equalities & Safeguarding Action Plan in Appendix 2 to the report.**
- 3) Members approved the Corporate Equalities and Safeguarding Action Plan for 2016/17, as detailed in Appendix 3 to the report.**

FM/13 **TRAINING AND DEVELOPMENT ANNUAL REPORT 2015/16**

The Director of Finance and Corporate Services presented the report to Committee, highlighting the issue of mandatory training, a matter being reviewed to address the attendance rates, including the methods of training delivery. The Chairman queried training provision when the current external contract terminates in 2017. The Director stated that this service will most likely transfer back in-house. Councillor Wheeler commented on the omission of Member training from the report. The Chief Executive confirmed that this information was available and could be reported to Council if required.

**RESOLVED:**

- 1) Members noted the training activity across the Council in 2015/16.***
- 2) Members approved the training and development priorities for 2016/17.***

**FM/14 HEALTH AND SAFETY ANNUAL REPORT 2015/16**

The Director of Finance and Corporate Services delivered the report to Committee, confirming that the Council had again achieved the ROSPA Gold Award standard. The Chairman noted the Committee's appreciation of the work of those officers involved in gaining this recognition.

Councillor Atkin queried the evacuation procedures for the residents of the Oaklands facility. The Chief Executive confirmed that the Oaklands emergency plan had been drafted in accordance with Fire Authority instruction.

**RESOLVED:**

***Members noted the key health and safety achievements and performance for the year ending March 2016 and endorsed the health and safety action plan that sets down the priority actions for 2016/17.***

**FM/15 COMPLIMENTS, COMPLAINTS AND FREEDOM OF INFORMATION (FOI) REQUESTS OCTOBER 2015 TO MARCH 2016**

The Chairman queried the situation relating to out of time FOI's. The Director of Finance and Corporate Services responded, stating that these referred to instances where the requested information was either complex and/or there were discussions regarding the ability to provide such information, for example, over conflicts with the Data Protection Act. The Chairman requested that future reports contain a comments column, in which such update information could be included.

**RESOLVED:**

***Members considered and noted the complaints and FOI requests, as detailed in the report.***

**FM/16 CORPORATE SERVICES DIRECTORATE – SERVICE PLAN 2016/17****RESOLVED:**

***Members approved the Service Plan for the Corporate Services Directorate as the basis for service delivery for 2016/17.***

**FM/17 CHIEF EXECUTIVE'S DIRECTORATE – SERVICE PLAN 2016/17**

The Chief Executive presented the report to Committee.

Councillor Wheeler noted, in particular, the Economic Development Team and their excellent work on behalf of the Council.

**RESOLVED:**

***Members approved the Service Plan for the Chief Executive's Directorate as the basis for service delivery over the period 1 April 2016 to 31 March 2017.***

FM/18 **STAFFING AMENDMENTS – COMMUNITY AND PLANNING DIRECTORATE**

The Director of Community and Planning Services presented the report to Committee, undertaking to regularly report back to the Committee with updates on progress.

**RESOLVED:**

***Members approved the following staffing amendments:***

- a) Appoint a Rosliston Forestry Centre Project Officer on a two year contract in partnership with the Forestry Commission.***
- b) Appoint a Business Improvement Assistant on an 18 month contract.***
- c) Appoint a Cultural Services Modern Apprentice on a 2 year contract.***
- d) Increase the contract of a Service Assistant role by one day per week for 18 months.***
- e) Appoint a replacement Planning Services Modern Apprentice on a 2 year contract, a 12 month extension to that previously approved.***

FM/19 **COMMITTEE WORK PROGRAMME 2016/17**

**RESOLVED:**

***Members considered and approved the updated work programme.***

FM/20 **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 28<sup>th</sup> April 2016 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.*

**DEBTS SUBMITTED FOR WRITE-OFF: FORMER TENANTS ARREARS  
(Paragraph 3)**

*The Committee approved the recommendations made in the Report.*

**LAND IN SWADLINCOTE (Paragraph 3)**

*The Committee approved the recommendations made in the Report.*

**LAND IN MELBOURNE (Paragraph 3)**

*The Committee approved the recommendations made in the Report.*

The meeting terminated at 6.50pm.

COUNCILLOR J HARRISON

CHAIRMAN