

MINUTES OF A MEETING OF THE OVERVIEW AND SCRUTINY
(STEWARDSHIP) COMMITTEE HELD IN THE COUNCIL CHAMBER, COUNCIL
OFFICES, CORKS LANE, HADLEIGH ON TUESDAY, 14 JUNE 2011

PRESENT: Mr D M Busby – Chairman

Mr S R Barrett	Mr B Riley
Mr P D Burgoyne	Mr D C Rose
Mr D G Grutchfield	Mr C A Roberts
Miss D L Kendall	

Mr J R B Cave, Mr R E Kemp and Mr J Nunn were unable to be present.

1 SUBSTITUTES

It was noted that, in accordance with Council Procedure Rule No. 5, substitutes were in attendance as follows:

Mr P D Burgoyne (substituting for Mr J R B Cave)
Mr D C Rose (substituting for Mr J Nunn)

2 ELECTION OF VICE CHAIRMAN

RESOLVED

That Mr B Riley be elected Vice-Chairman of the Committee for the ensuing year.

3 DECLARATION OF INTERESTS

None declared.

4 MINUTES

RESOLVED

That the Minutes of the meeting held on 22 March 2011 be confirmed and signed as a correct record subject to, in the preamble to Minute No. 67 the following words being added to the fourth bullet point under the third paragraph:-

“the Committee felt that 7.5 days was an inappropriately high target given the actual level of 6.78 days”.

5 PETITIONS

None received.

6 QUESTIONS FROM MEMBERS

None received.

7 FINANCE, RISK AND PERFORMANCE MANAGEMENT 2010/11 QUARTERLY MONITORING REPORT – QUARTER FOUR (YEAR END) 2010/11

The Director of Corporate Services and the Director of Finance submitted a joint report ([Paper L23](#)) providing the Committee with a comprehensive and strategic assessment of the Council's achievements for the financial year ending 31 March 2011 across a number of areas including finance, risk and a range of elements of performance.

During consideration of this item a lengthy discussion ensued and a number of issues were raised by Members including the following:-

- BV79bi – The maximum weekly amount to be recovered of £13.20 for fraud and £9.90 for ordinary payments to be investigated
- Municipal Waste cost investigations to take place as to whether the target had been hit and Members to be circulated with the information
- Appendix B – Target H11 – The Housing Panel to look to be requested to investigate as to whether the targets are stretching and need to be revised
- Data contained in Appendix C– the presentation of this information to be rearranged so that it is more meaningful
- Procurement Card – Director of Finance to investigate with Audit as to what checks and balances are in place for its use
- Appendix C – Table in paragraph 7.1 should also refer to numbers of dwellings in the future
- Appendix D – Corporate Training – Director of Finance to inform Members of what the budget is to be used for
- Appendix E – Spread of risks with counterparties – the Director of Finance to investigate spreading of risks through ensuring that a maximum of 20% is only ever invested with one counterparty at a particular time.

RESOLVED

- (1) **That the key points relating to performance variances against target for the 2010/11 Babergh Key Performance Indicator (KPI) basket (National Indicators, former Best Value Performance Indicators and Local Performance Indicators) as contained in Paper L23 be noted.**
- (2) **That the key changes in income and expenditure reflected in the 2010/11 revised budget against the original budget and further potential variations referred to in Appendix C to Paper L23 be noted. Further that the summary of all key treasury management activities to date as contained in Appendix E of Paper L23 be noted.**

8 ETHICAL FRAMEWORK AND MANAGING THE RISK OF FRAUD AND CORRUPTION

The Director of Finance submitted a report ([Paper L24](#)) outlining the current arrangements in place in Babergh District Council to ensure there is a proactive corporate approach to preventing fraud and corruption and creating a culture where fraud and corruption will not be tolerated.

The report also provided details of proactive work undertaken by Internal Audit and the Fraud Team to deter, prevent and detect fraud and corruption.

The Director of Finance undertook to ensure that the public were being made aware of any changes to legislation that would have an impact on them.

RESOLVED

- (1) **That the progress made in ensuring there are effective arrangements and measures in place across the council to minimise the risk of fraud and corruption as outlined in Paper L24 be noted.**
- (2) **That the action taken in relation to the Anti Fraud and Corruption Action Plan for 2010/11 as referred to in paragraph 8.7 and set out in Appendix A to Paper L24 be noted.**

9 INTERNAL AUDIT ANNUAL REPORT 2010/11

The Director of Finance submitted a report ([Paper L25](#)) outlining the Head of Audit's opinion on the overall adequacy and effectiveness of the Council's internal control environment and a summary of Audit work undertaken to formulate that opinion.

RESOLVED

- (1) **That the Committee notes the outcomes of internal audit work in 2010/11 and the conclusion of the Head of Audit's opinion that the Council's overall internal control arrangements provide an acceptable level of assurance, as detailed in Appendix A of Paper L25.**
- (2) **That this is reflected in the Annual Governance Statement that is submitted to the Committee for approval at its next meeting in July 2011.**
- (3) **That the changes to the way Members receive future details on the summary of work carried out by Internal Audit, as detailed in paragraph 8.4 of Paper L25 be approved.**

10 WORK PLAN

The Director of Corporate Services submitted a report ([Paper L26](#)) providing details of the Committee's anticipated work for 2011/12 including any items that might be the subject of any call in procedures.

RESOLVED

That the Work Plan submitted as Paper L26 be noted.

Note: The Committee adjourned for refreshments between 11.22 a.m. and 11.42 a.m.

The business of the meeting was concluded at 12.40 p.m.

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Chairman