

MINUTES OF A MEETING OF THE OVERVIEW AND SCRUTINY
(STEWARDSHIP) COMMITTEE HELD IN THE COUNCIL CHAMBER, COUNCIL
OFFICES, CORKS LANE, HADLEIGH ON TUESDAY, 19 MARCH 2013

PRESENT: Mr D M Busby – Chairman

Mr P D Burgoyne	Mr J M Nunn
Mr J R B Cave	Mr B Riley
Mr D G Grutchfield	Mr C A Roberts
Mr R E Kemp	

Miss D L Kendall was unable to be present.

49 MINUTES

RESOLVED

That the Minutes of the meeting held on [22 January 2013](#) be confirmed and signed as a correct record.

50 PETITIONS

None received.

51 QUESTIONS FROM MEMBERS

None received.

52 EXTERNAL AUDIT REPORTS

The external auditor's (PKF) Planning Letter for 2012/13 ([Paper M171](#)) and the Grant Claims and Returns Certification for the year ended March 2012 ([Paper M172](#)) were submitted for consideration by the Committee.

Ms Zoe Thompson and Mr Richard Bint from PKF were in attendance at the meeting to present the reports and to answer questions from Members.

Members noted that, in relation to the Planning Letter, there is a reduction in audit fees for 2012/13 of £42,788 (40%).

During the course of the discussion the Committee requested that their concerns regarding the performance of the Shared Revenue Partnership be passed to the Joint Scrutiny Committee.

RESOLVED

That the external auditor's Planning Letter for 2012/13 (Paper M171) and the Grant Claims and Returns Certification for the year ended March 2012 (Paper M172) be noted.

53 MANAGING THE RISK OF FRAUD AND CORRUPTION – ANNUAL REPORT FOR 2012/13

The Head of Corporate Organisation submitted a report ([Paper M173](#)) explaining the current arrangements in place within Babergh District Council to ensure there is a pro-active corporate approach to preventing fraud and corruption and creating a culture where fraud and corruption will not be tolerated. Also providing details of proactive work undertaken by Audit Services to deter, prevent and detect fraud and corruption.

David Whitmore, Counter Fraud Manager at Ipswich Borough Council was present at the meeting to answer Members' questions which included the following:-

- Are there sufficient resources in this area?
- Performance in comparison with other Local Authorities?

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 be noted.

(2) That the contents of the Corporate Counter Fraud Business Plan 2013/14 as set out in Appendix A to Paper M173 be noted.

54 AUDIT SERVICES' CHARTER AND STRATEGY – 2013/14

The Head of Corporate Organisation submitted a report ([Paper M174](#)) providing Members with a revised and updated version of the Audit Services' Charter and Strategy 2013/14 which reflects the current working arrangements of the services across both Councils and adherence with the new Public Sector Internal Audit Standards (PSIAS).

RESOLVED

That the Audit Services' Charter and Strategy represents an effective means of describing the audit function and that the delivery of the Strategy will support the assurances the Committee receive from Audit Services.

55 JOINT INTERNAL AUDIT PLAN 2013/14

The Head of Corporate Organisation submitted a report ([Paper M175](#)) detailing the proposed Joint Internal Audit Plan for the next financial year.

RESOLVED

That the Joint Internal Audit Plan 2013/14 as detailed in Appendix A to Paper M175 be approved.

56 BUDGET MONITORING REPORT – QUARTER THREE 2012/13

The Head of Corporate Resources submitted a report ([Paper M176](#)) informing Members of key variations that are anticipated in relation to the current year's Revenue Budgets and Capital Programme.

During consideration of this matter the following were among the issues raised:-

- Planning Appeals costs – information requested about where these are funded from.
- Planning Resources – request an update on the additional resources for the recovery plan in quarter 4 report.
- HRA capital expenditure – more information requested about the reason for the low level of expenditure as at the end of December.

RESOLVED

That the anticipated or likely budget variations on the current year's Revenue Budgets and Capital Programmes be noted.

57 COMMISSIONING

The Head of Corporate Resources submitted a report ([Paper M177](#)) providing an update on the approach that will be used to develop the Council's competence in Commissioning.

During consideration of this matter the following were among the issues raised:-

- What are the costs, savings and benefits of implementing this new ODT?
- The Committee requested that a report be brought back on progress/performance.
- Local Contractors should be used as much as possible.

RESOLVED

That the different approach that the implementation of the Commissioning ODT will bring about be noted and supported.

Mr B Riley voted against the above decision and requested that this be recorded in the minutes.

58 RECOMMENDATIONS ON CONSTITUTIONAL CHANGE

The Head of Corporate Organisation submitted a report ([Paper M178](#)) setting out proposals for Constitutional Change arising from the deliberations of the Joint Constitutional Review Working Group and input from Member Workshops. The Overview and Scrutiny (Stewardship) Committee was asked to recommend the proposals to Full Council for approval. Members were aware that implementation of the proposals would be subject to the recommendations being approved by both Babergh and Mid Suffolk District Councils.

Members of the Committee also had before them an Addendum to Paper M178 together with:

- Appendix 3A (replacing Appendix 3 to Paper M178)
- version 11 of the proposed and existing Structure Charts
- Appendix 5 – Leader of the Council Role Description

The above documents, containing minor changes and providing further explanation to Paper M178, had been circulated to Members prior to commencement of the meeting.

Councillors Rex Thake and Kathy Pollard, members of the Joint Constitutional Review Working Group were present at the meeting and together with the Interim Governance Executive answered various questions from Members.

During the course of the discussion, a small number of minor errors were identified and noted, and Members asked for the wording of recommendation 2.2 in Paper M178 to be clarified. In this connection it was noted that the proposed delegation would apply only to any alterations of the proposals contained in this report needed prior to Council.

RECOMMENDED TO COUNCIL

That the changes to the Constitution as set out in Paper M178 and supplemented by the Addendum together with Appendices be adopted subject to the proposals being agreed by Mid Suffolk District Council.

RESOLVED

That authority be given to the Chief Executive in consultation with the Group Leaders to agree any minor alterations to the proposals arising as recommendations from the Joint Constitutional Review Working Group prior to the Council meeting.

59 ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY (STEWARDSHIP) COMMITTEE

The Head of Corporate Organisation submitted a report ([Paper M179](#)) advising that in accordance with the Constitution, the Committee must report annually to Council on its work during the last year and make recommendations for future work programmes and if appropriate, amended working methods.

RESOLVED

That the Head of Corporate Organisation, in consultation with the Committee Chairman, complete the Committee's Annual Report for submission to the next meeting of the Council based upon Paper M179 and the Committee's views.

The business of the meeting was concluded at 1.05pm.

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Chairman

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