AUDIT AND RESOURCES COMMITTEE

Tuesday, 17 January 2017 (6:15 pm – 8:52 pm)

PRESENT:

Councillor Holes (Chair); Councillors Atkinson, Tennent, Balaam, Van Niekerk, Irish and Rushton

Also in attendance: Councillor Grajewski

Apologies for absence were received from Councillor Thomas

RESOLVED ITEMS (SUBJECT TO QUESTIONS ONLY)

1. **PUBLIC PARTICIPATION**

There was no public participation on this occasion.

2. **MINUTES**

RESOLVED –

That the Minutes of the meeting held on 6 December 2016 be confirmed and signed by the Chairman as a correct record subject to the attendance being amended to read:

Councillor Van Niekerk (Vice-Chair in the Chair); Councillors Atkinson, Tennent, and Irish

Apologies for absence were received from Councillors Holes, Thomas, Balaam and Rushton.

3. **HEALTH AND SAFETY REVIEW 2016**

Consideration was given to the Corporate Health and Safety Officer on behalf of the Chief Executive which updated the Committee on the progress of health and safety items raised throughout the year and highlighted at the Management Team quarterly meetings.

Philippa Banner reported that the Corporate Health and Safety Policy would be updated as the Council progresses through the service re-design phases and made changes to posts and staff.

There were many more staff now that may require lone working devices with the increase of agile working and it was suggested that Members consider similar devices for themselves.
An intern was now in place in Transportation and Engineering, working with Asset Management and Digital Solutions to carry out a number of tasks listed in the report to map all Eastleigh Borough Council land onto the GIS system. Members asked that this be put on the action list so that the Committee could ensure that it was resourced sufficiently to complete the project.

As new positions developed through the service re-design and staff were required to diversify with their roles, it was important that the Senior Leadership Teams identified training to ensure the safety of employees. Philippa was concerned that very few Members had attended a Health and Safety training course in January 2016. Member training was being looked at as part of the service re-design by Performance and Strategy leads.

Members requested that copies of Risk Assessments be sent to all Members and it was agreed that in future, there would be an annual reminder to review their own risk assessments. This would also form part of the new Member’s induction packs.

Members enquired about liability insurance and asked that this also be sent to all Members so they were fully informed. It was also suggested that a ‘tick’ box be added to the Members’ Register of Interest form which Members could tick to advised that they had read and understood the liability insurance policy when on Council business. The Register of Interest forms were soon to be accessed via the intranet and then Members would be obliged to complete it themselves on an annual basis.

RESOLVED –

(1) That the lone working devices in the present climate be noted; and

(2) That the importance of Member Health and Safety Development be noted as decisions made without this competence could leave the Council vulnerable.

4. VERBAL UPDATES FROM MEMBERS REPRESENTING SENIOR RISK MANAGEMENT GROUP (SRMG) / PROCUREMENT EXECUTIVE GROUP (PEG)

Senior Risk Management Group (SRMG)

The Chair reported that Councillor Van Niekerk had been unable to attend the last meeting due to work pressures and had advised that she could no longer continue to be a representative.

The Chairman thanked Councillor Irish who kindly volunteered to attend the next meeting, the date of which was yet to be confirmed, and thanked Councillor Van Niekerk for all her work on the Group.
There was no update to be given as the Minutes had not yet been approved due to the Chair of the Group being off sick.

**Procurement Executive Group (PEG)**

Councillor Atkinson reported that David Taylor, Procurement Officer, had retired and would be sorely missed. The Corporate Directors of both Support Services and Strategy would be discussing with their teams about the new approach to Procurement. They would report back to the next PEG meeting.

The Group had seen a very useful demonstration of the new eProcurement system, ProContract. The Group was able to view the system as if they were a contractor and from the backend which Eastleigh staff would be using.

Accounts payable – This was still on-going and the Chief Internal Auditor would report back.

Councillor Tennent added that the Procurement Strategy was being reviewed by Diccon Bright, Strategic Planning Manager, and Jason Light, Business Planning Specialist Lead.

He reported that with the re-design and effective disappearance of Units and Unit Heads the Unit Reviews had not got any further. The Corporate Director - Support Services (CFO) advised that the processes were being looked at and streamlining databases. The Chief Internal Auditor added that she had signed up to all the email alerts.

Jason Light, Business Planning Specialist Lead, had advised that the Council was trying to have good guidance around life cycle; the guides were on the Intranet for staff to read. He had been working with Solent University business teams and SME’s to develop further guidance literature.

5. **SERVICE REDESIGN UPDATE**

The Corporate Director – Support Services (CFO) reported that two strands of Future Eastleigh programme had gone live on 5 December 2016, with Strategy and Support Services.

Strategy was bedding in well; and the Performance and Governance Manager was leading on performance monitoring and looking at all the different programme and project boards that currently took place, to see if they fitted within the strands of the Corporate Plan.

Support Services had gone live in case management with Salesforce as the new back office system. This was a work in progress and further work was required. There had been some issues with staffing, where some had left, been promoted or changed to new roles. A lot of training and
workshops had taken place to ensure that the knowledge from those that were in the transition stage of leaving at a future date was not lost. All processes had been mapped so that things were not missed. There was a new HR system linked to Payroll that would go live at the end of March 2017.

The next stage was Phase 2a which incorporated Civil Enforcement Officers and the link to local areas. The consultation on the structure had just concluded.

On the commercial side, Itchen Valley Country Park; Lakeside Country Park; Direct Services; The Point; and The Berry had been asked to submit business cases linked to the Corporate Strategy. This stage would go live at the end of March 2017.

In response to a question on budget, the Corporate Director – Support Services (CFO) advised that as of 17 Jan 2017, everything was on budget, with redundancy costs coming in a little under the predicted, and it was on time. Members then asked that a report be presented to this Committee in March with the current figures.

Members also stated that they had experienced difficulty in contacting officers by phone and email. They felt that the Outlook contacts list should be kept constantly up to date and that someone needed to take ownership of this, especially with regards to updating job titles. Phones were not being picked up and in one instance the phone had been put down on a Member just as she was getting connected. Email signatures did not appear to be standardised to include contact numbers and this had caused frustration. In response, the Corporate Director – Support Services (CFO) thought that it was standard practice to include contact details on all email signatures and would raise this and all the other issues with the Corporate Director – Strategy.

It was AGREED –

That a report be brought back to the next meeting of this Committee to identify the processes established to resolve the contact issues.

6. ACTION LIST

The Committee considered the Action List, which set out the recent decisions and subsequent actions arising from the Committee.

The Corporate Director – Support Services (CFO) would look to arrange a Members’ briefing on Asset Management in the next few months; and the Chief Internal Auditor reported that she hoped to recruit a new auditor for twelve months.
It was AGREED -
That the Action List be noted.

7. **FORWARD PLAN**

The Committee considered the current Forward Plan of Key Decisions.

It was AGREED -
That the current Forward Plan be noted.

8. **WORK PROGRAMME**

The Committee considered its current Work Programme.

It was AGREED -
That the Work Programme be noted.

9. **EXEMPT BUSINESS**

**RESOLVED -**

(1) That, in pursuance of Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it was likely to involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act; and

(2) That, in pursuance of the public interest test, the public interest in disclosing the information contained in the following item of business was outweighed by the public interest in maintaining the exemption.

10. **AGEAS BOWL RE-FINANCING PROPOSALS**

Consideration was given to the report of the Report of the Chief Executive and Corporate Director (CFO)

Members were advised that the recommendation to Cabinet should read ‘…as shown in para 23.’ of the report.

Members were concerned that they had not been given sufficient time to consider the proposals as there was insufficient detail in the report to make an informed decision. The majority of Members agreed to support the recommendation.

**RESOLVED –**
That the concerns raised by the Audit and Resources Committee be taken into consideration by Cabinet before it makes its decision.

(NOTE: A recorded vote was requested, the result of which was as follows:

FOR: Councillors Holes, Irish, Rushton and Tennent

AGAINST: Councillors Atkinson, Balaam and Van Niekerk,

FOR: 4; AGAINST: 3)