

**OVERVIEW AND SCRUTINY COMMITTEE**  
**PERFORMANCE AND RESOURCES**

**MINUTES OF MEETING HELD ON 9<sup>TH</sup> JUNE 2005**

Present: Cllrs Mrs Y Clarkson; Mrs C Giel; Mrs A Bradshaw;  
F Gleaves (Items 6-13); Mrs J Hully; A Norwood; G  
Sunderland; Mrs C Watson

Apologies for absence were received from Cllrs F Heathcote; M  
McVeigh; P Tyson

Also present: Cllr Miss E Woodburn (Leader), Cllr M Ashbrook (Deputy  
Leader)

Officers: M Jepson, Head of Legal and Democratic Services; Mrs  
Sue Borwick, Head of Finance and Business Development; Ms Hilary  
Mitchell, Head of Policy and Performance; Mrs M Robinson, Audit and  
Benefits Fraud Manager (Items 8-10 only); Ms J Murray, Scrutiny  
Support Officer

**Minutes**

Minutes of the meeting held on 8<sup>th</sup> March 2005 were agreed and  
signed by the Chair as a correct record.

**OSC-PR68**     **Arrangement of Agenda**

It was agreed that owing to the call-in added as an urgent item to the  
agenda that items 6 and 7 would be deferred to the next meeting.

**OSC-PR69**     **Exclusion of Press and Public**

**RESOLVED** – That pursuant to Section 100(A) of the Local  
Government Act 1972, as amended, the press and public be  
excluded from the meeting for the following items of business on  
the grounds of likely disclosure of exempt information as defined  
by paragraph 1 of Part 1 of Schedule 12A to the Act.

**OSC-PR70**     **Call-in of Item 14 of the Executive of 240505**

**RESOLVED:**

- That members were content that the financial irregularity which had occurred was a misunderstanding and that minor changes to procedures had been introduced to minimise risk in the future
- that the Executive did have powers to make payments from the contingency fund.
- That two members of the Executive be invited to join the OSC PR sub group reviewing the Dignity at Work policy.

**IN PUBLIC**  
**OSC-PR71**

**Structure for Audit Reporting**

Members received and noted a report with respect to future reporting of audit and accountancy arrangements, following the District Auditor's advice that some issues required to be reported to a decision-making body, and

**RESOLVED:**

- a. To agree the interim way forward set out at 3.2 in the report.
- b. That the Chairs and Vice Chairs of the Overview and Scrutiny Committees examine the issue, given the wider scrutiny implications, reporting back to this Committee
- c. That members agree the need for flexibility to accommodate accountancy and audit timetables in the coming year.
- d. That the terms of reference for the OSC PR Audit Sub-group be formalised as:

“That an audit sub-group of the Overview and Scrutiny Committee for Performance and Resources be delegated to carry out the following responsibilities on behalf of the full Committee:

- to carry out audit monitoring on a quarterly basis, reporting back for information to the full OSC PR Committee.
- to scrutinise recommendations to Council with respect to audit decision-making issues, agreeing views arising from their scrutiny to be included in a cover report the recommendations to full Council.”

- e. That Cllrs Mrs A Bradshaw; Mrs Y Clarkson; A Norwood; G Sunderland; Mrs C Watson be appointed to the sub-group.
- f. That Cllr A Norwood be elected as Chair of the sub group.

**OSC-PR72 Report from the Audit Sub-Group**

Members received and noted a report from the Audit Sub-group on their quarterly audit monitoring..

**OSC-PR73 Performance Monitoring**

Having been raised as part of audit monitoring, the Head of Policy and Performance explained the challenges in gathering performance monitoring information. A software system to aid managers in gathering data was being investigated, some data still being collected by paper systems. There was a very tight turnaround in collating and publishing end of year information. A further post was being recruited for the department as part of the restructure. All these factors should contribute to improved performance monitoring.

**RESOLVED:** To note the briefing

**OSC-PR74 Forward Plan**

Members received and noted the forward plan of key decisions to be taken by the Executive.

**OSC-PR75 Work Plan**

The work plan of the Overview and Scrutiny Committees was received and noted.

**OSC-PR76 IT Sub-group**

Nominations were requested for a Member to sit on the IT Sub group, following Cllr Hewitson’s appointment to the Executive.

**RESOLVED:** To reconsider the membership of the sub-group, there being no further Member of this Committee with the expertise of IT to make a full contribution.

The meeting closed at 4.35 pm

CHAIR: .....

DATE:.....