

## **AUDIT AND PERFORMANCE SCRUTINY COMMITTEE**

### **Minutes of the meeting held on Thursday, 28<sup>th</sup> July 2011 at Retford Town Hall**

Present: Councillor R B Carrington-Wilde (Chair)  
Councillors J W Anderton, B A Bowles, Mrs V A Bowles, H Burton, I J Campbell, D Challinor, P Douglas, G Freeman, M T Gray, P Offer, C Palmer, D Potts, Mrs A Simpson and Mrs C Troop

Officers: G Blenkinsop, S Brown, A Burton, P Clark, C Crossland, M Hill, L Hull, M Ladyman, R Theakstone, T Winfield and R Wilkinson

Standards Committee Members: None

Also present: Councillors J Evans and S Greaves

#### **18. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors C Entwistle, B Jones, A A D Tromans and Mrs V Wanless .

#### **19. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS**

##### **(a) Members**

There were no declarations of interest by Members.

##### **(b) Officers**

There were no declarations of interest by officers.

#### **20. MINUTES OF THE MEETING HELD ON 23<sup>rd</sup> JUNE 2011**

**RESOLVED** that the Minutes of the meeting held on 23<sup>rd</sup> June 2011 be approved.

#### **21. MINUTES FOR ACTION AND IMPLEMENTATION**

**RESOLVED** that the Minutes for Action be received.

#### **22. OUTSTANDING MINUTES LIST**

**RESOLVED** that the Outstanding Minutes List be received.

#### **Key Decisions**

None

#### **Other Decisions**

#### **23. REPORT(S) OF THE DIRECTOR OF COMMUNITY SERVICES**

##### **(a) Bassetlaw Enterprise Board Performance Review**

Robert Wilkinson, Economic Development Manager, presented an overview of the performance of the Bassetlaw Enterprise Board scheme to the Committee.

The budget for grants for 2011/12 is £24,100 and the pot for loans is £50,000. The scheme awards grants of up to £1500 which must be match funded on a 50:50 basis by the applicant. The scheme operates a loan fund, which awards business development loans of up to £5,000, repayable over 3 years, after a 6 month repayment holiday and at 0% interest.

During 2010/11 63 grants were awarded, creating 79 full time jobs and 48 part time jobs, 4 loans were also awarded creating 8 full time and 3 part time jobs.

Members were informed regarding: the application process; the board composition; survival rates and benefits of the scheme.

Elected Members asked questions/raised issues on: the audit trail; repayment of loans and what support will be offered when Business Link closes.

**RESOLVED** that:

1. A report be presented to a future Committee regarding the support in place after the closure of Business Link.
2. The report be noted.

(b) BPL Performance Update

Peter Clark, Leisure & Cultural Services Manager, gave a slideshow presentation to the Committee and circulated a briefing note to Members. The presentation provided information on the background to the BPL contract; tendering; length of the BPL contract; savings made through BPL managing the leisure facilities; risk management; BPL's performance during the first year; monitoring arrangements and the financial model.

Elected Members asked questions/raised issues on: the ownership of Kilton Forest Golf Course; BPL managing the Town Hall Bars; health and safety issues at the leisure centres; bonuses; customer satisfaction and customer engagement.

**RESOLVED** that:

1. Details of the bonus procedure be provided for Members.
2. Thanks be recorded to Peter Clark for his presentation.
3. The presentation be received.

#### 24. REPORT(S) OF THE DIRECTOR OF CORPORATE SERVICES

(a) Local Government Ombudsman Complaints Annual Report 2010/11

The Committee were presented with an annual summary of complaints dealt with by the Local Government Ombudsman for 2010/11.

**RESOLVED** that the progress be noted and uploaded onto the Councils Website.

(b) Performance Management Framework

Members were presented with the draft Performance Management Framework which was appended to the report for consideration. The Performance Management Framework provides guidance and direction following changes made by the collation government to the former performance regime.

Elected Members asked questions/raised issues on: comparing benchmarking data with other councils; the appraisal scheme and job evaluation.

**RESOLVED** that the Performance Management Framework be approved.

(c) Corporate Plan Scorecard – 1st Quarter 2011/12

Members were presented with a report which provided an update regarding the performance of the Councils Corporate Plan 2010-2013. The Scorecard covers the 4 priorities of the Corporate Plan: Customer Satisfaction; Environment; Economy and Housing.

Elected Members asked questions/raised issues on: CCTV tender process; the Banana Warehouse; 73 Bridge Street and the landlord accreditation scheme.

**RESOLVED** that:

1. A Housing Representative attend a future meeting of the Committee to inform Members regarding the Landlord Accreditation Scheme.
2. The Corporate Plan Scorecard be received and performance noted for Quarter 1 of 2011/12

(d) Service Scorecards – 1<sup>st</sup> Quarter 2011/12

Members were presented with a report which provided an update regarding individual Service performance. The scorecards covered four key areas: Customer, People, Process, and Financial. The information used to populate the report is held on Covalent which all Members can access.

Each Head of Service or their representative presented their scorecard report, copies of which were appended to the report.

Elected Members asked questions/raised issues on: brand management costs; crime figures; affordable homes; 106 funding; homelessness; investors in people award and occupational health.

An Elected Member congratulated the Council on the award of a certificate for being a Supportive Employer of the Armed Forces Reservists which was presented to the Chairman at a recent event.

An Elected Member congratulated the Council on the positive press it has received.

**RESOLVED** that:

1. A briefing note regarding Community Safety Performance Indicators be circulated to Members.
2. Information regarding how much is spent on occupational health per employee be provided for Members
3. The Service Scorecards be received and performance noted for Quarter 1 of 2011/12

(e) Organisation Scorecard Report

Members were presented with a draft Organisational Scorecard. It is proposed that the Organisation Scorecard will replace the Corporate Plan Scorecard in the future. Members were welcomed to make comments on the proposal.

**RESOLVED** that:

1. Members pass on any comments/suggestions regarding the Organisational Scorecard to Trevor Winfield.
2. The report be presented back to the Committee at the next performance meeting.

**25. REPORT(S) OF THE DIRECTOR OF RESOURCES**

(a) **Budget Monitoring and Capital Programme Update Report to 30<sup>th</sup> June 2011**

Members were presented with the Budget Monitoring and Capital Programme Update to June 2011 which will be reported to Cabinet on the 6<sup>th</sup> September 2011.

Members were informed of: the spending position for the period 1<sup>st</sup> April to 30<sup>th</sup> June 2011 for the council's General Fund, Housing Revenue and Capital Programme; any significant variances from the approved budgets; the requested approval for variations and additions to the existing Capital Programme; proposed resourcing of the Capital Programme and the level of Council capital resources available, including capital receipts; updates on regeneration projects and sites that are not monitored through the Council's Capital Programme; updates on Treasury Management Budget issues; and the regular quarterly update on performance against the approved Treasury Management Prudential Indicators for the period ending 30<sup>th</sup> June 2011.

Elected Members asked questions/raised issues on: the general fund overspend; unfunded posts; building control and performance monitoring.

Cabinet Members Councillors J Evans and S Greaves were invited to the meeting by the Chairman and commented on the item.

**RESOLVED** that:

1. The Report be noted.
2. Thanks be recorded to Cabinet Members Councillors J Evans and S Greaves for attending the meeting.

**SECTION B – ITEMS FOR DISCUSSION IN PRIVATE**

**Key Decisions**

None.

**Other Decisions**

None.

**26. ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS TO BE URGENT**

As there was no other urgent business to consider, the Chairman closed the meeting.