
**MINUTES OF THE MEETING OF THE CORPORATE MANAGEMENT
SCRUTINY COMMITTEE HELD ON MONDAY 14 DECEMBER 2015 AT 7.30 P.M. IN THE
COUNCIL CHAMBER, COUNCIL OFFICES, WEELEY**

Present: Councillors Steady (Chairman), Baker, Chittock, Massey, Scott and Stephenson.

In Attendance: Democratic Services Manager (Colin Sweeney), Finance and Procurement Manager (Richard Barrett), Human Resources and Business Manager (Anastasia Simpson), Human Resources Operations Manager (Katie Wilkins), Senior Democratic Services Officer (Ian Ford) and Administration Officer (Sam Harding).

27. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Councillor Platt.

28. MINUTES OF THE SPECIAL MEETING OF THE COMMITTEE HELD ON 3 DECEMBER 2015

The Minutes of the special meeting of the Committee, held on 3 December 2015, were approved as a correct record and signed by the Chairman.

29. DECLARATIONS OF INTEREST

There were no declarations of interest received from Members.

30. PERFORMANCE REPORT – QUARTER TWO (JULY – SEPTEMBER 2015)

The Committee had before it a report of the Corporate Director (Corporate Services) which presented the Performance Report for Quarter Two (July to September 2015). Appendix A to that report contained details of 18 key project areas, as well as 12 performance indicators, detailing business critical areas of the Council's work. The report also contained details of levels of staff sickness, complaints handling and the number of approved surveillances.

Members were made aware that, of the 30 indicators and projects reported, 26 (87%) were on, or above, their expected target. There were four (13%) that were currently not in line with the expected performance. Explanations of the performance and the supporting data were included under each topic.

Officers responded to questions raised by Members on various topics and where an answer was not immediately available, the Officers undertook to respond to Members as soon as possible after the meeting.

Members also raised several questions that it was agreed would be noted and then put to the relevant Portfolio Holder and senior Officer(s) on 6 January 2016 when the Committee would be scrutinising the Cabinet's initial Budget proposals.

At the suggestion of Members, the Human Resources and Business Manager undertook to consider, when formulating performance targets for 2016/2017, introducing a performance indicator for Planning Services that focused more on its performance in approving or refusing planning applications rather than New Homes Completions, which the Council had far less control over.

At the further suggestion of a Member, the Human Resources and Business Manager also undertook to remove a long-standing note from the Financial Self-Sufficiency (Leisure Services) indicator.

After discussion of the report it was:

RESOLVED that the contents of the report be noted.

31. CORPORATE BUDGET MONITORING REPORT FOR THE SECOND QUARTER OF 2015/16

The Committee had before it a report of the Corporate Director (Corporate Services), which presented it with an overview of the Council's actual financial position against the budget as at the end of September 2015.

The Committee was aware that, at its meeting held on 20 November 2015, Cabinet had considered the Corporate Budget Monitoring Report for the second quarter of 2015/16 and had resolved (minute 102 referred) that:

- (a) *The financial position as at the end of September 2015 be noted.*
- (b) *That in respect of the 2015/16 budget it be agreed that:*
- *£0.074m to fund additional capacity and training within the Planning Department is included in the budget and met from a corresponding increase in the Planning fee income budget.*
- (c) *That subject to (b) above, the 2015/16 budget be amended to reflect net favourable variances emerging so far to date as follows:*
- *Reduction in the budget of £0.075m from reduced salary costs;*
 - *Reduction in the budget of £0.050m from increased planning fee income over and above the adjustment set out in (b) above;*
 - *Increase in the budget of £0.079m to reflect reduced crematorium fee income as a result of reduced capacity during the major cremator replacement works;*
 - *£0.046m – Contribution to Reserves (being the net total of the above transferred to the Austerity Reserve).*

The Cabinet report referred to above was attached, as Appendix A to the report of the Corporate Director (Corporate Services), for the Committee's consideration.

Councillor Stephenson expressed his concern at the ongoing level of staff vacancies consciously left unfilled within the Council especially as one section within the Council had had to employ the use of Agency staff.

At the request of Members, the Finance and Procurement Manager undertook to include a comment box in respect of Unallocated/Uncommitted Section 106 monies where the 'spend by' date was less than one year due to Members' concerns that such monies could be 'lost' to the Council.

Following discussion, it was **RESOLVED** that the contents of the report be noted.

32. FORWARD PLAN

The Committee reviewed, and noted, the new items relevant to the terms of reference of the Committee, contained in the Forward Plan 170, in accordance with Overview and Scrutiny Procedure Rule 13.

The meeting was declared closed at 8.57 p.m.

Chairman