

**Minutes of the Meeting of the AUDIT, CRIME & DISORDER AND SCRUTINY
COMMITTEE held on 4 February 2016**

PRESENT -

Councillor Clive Smitheram (Chairman); Councillor David Reeve (Vice-Chairman);
Councillors Steve Bridger, Kate Chinn, Alex Clarke, George Crawford,
Peter O'Donovan, Humphrey Reynolds and David Wood

In Attendance: Karen Williams (Risk Advisory Director) (RSM Risk Assurance Services
LLP)

Absent: Councillor Robert Foote

Officers present: Kathryn Beldon (Director of Finance and Resources), Margaret Jones
(Scrutiny Officer), Gillian McTaggart (Corporate Risk & Governance Manager) and Tim
Richardson (Democratic Services Officer)

32 QUESTION TIME

No questions were asked or had been submitted by members of the public.

33 DECLARATIONS OF INTEREST

No declarations of interest were made by Councillors in items on this agenda.

34 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Audit, Crime & Disorder and Scrutiny
Committee held on 26 November 2015 were agreed as a true record and signed
by the Chairman.

With reference to Minute No.21 of the Meeting of 26 November, it was noted that
the Community Safety Officer had requested further information from Surrey
Police Service relating to increases in incidents of a serious sexual or violence
(with injury) nature, and was still awaiting a response. It was noted that this
information would be provided to the Committee via email once received.

35 INTERNAL AUDIT - MONITORING REPORT

The Committee received a report summarising progress against the Internal
Audit Plan for 2015/16.

The following matters were considered:

- Management Actions for Reviews of Project Management and Procurement Management. The Committee was informed that the Internal Audit Progress Report provided by the Auditor (and attached as Annexe 1 to the report) did not include detailed management actions for the reviews of Project Management or Procurement Management, but that they were summarised on page 11 of the agenda. It was noted that the Auditor would amend their report to include detail of the management actions for these two advisory reviews, and that this would be circulated to the Committee via email. The Chairman requested Committee Members to inform both himself and the Corporate Risk & Governance Manager if they had any concerns regarding the actions for these two reviews upon receipt of the amended report.
- Contract Management Advisory Review. The Auditor informed the Committee that there was no evidence that the Council had entered into any poor value contracts as a result of the issues identified by the Contract Management Advisory Review.
- Project Management Advisory Review. The Committee was informed that officers had produced a project methodology toolkit to assist in ensuring that a consistent approach was taken to all projects, and that this had been rolled-out across the Council.
- Income from Car Parks Review. The Committee noted that this draft review currently had an Amber/Red Opinion, but that it had not yet been finalised as the Council's Parking Manager had raised queries over some of the draft actions recommended. The Committee noted that the finalised review would be reported to the next meeting.
- Property Maintenance Review – corrections to Auditor's Report. It was noted that the Auditor's Opinion for this Review was Amber/Red, and not "Green" as incorrectly stated on page 24 of the Agenda. The Committee also noted that the Implementation Date for Action 2 (page 24 of the Agenda) should read as "31 March 2016" and not "31 March 2015".
- Property Maintenance Review – progress toward implementation of Action 3. The Director of Finance and Resources informed the Committee that the first step in producing a plan for reducing maintenance liabilities was to create a comprehensive list of what liabilities the Council currently held. Work to produce this was currently underway.
- Provision of plastic screen covers to prevent CCTV capture of credit card number entry (page 28). It was noted that the Corporate Risk & Governance Manager would follow this matter up with the Head of Financial Services.

Following this consideration, the Committee:

- (1) Noted the Internal Audit Progress Report, and that an amended copy providing details of Management Actions for the Contract Management Advisory Review and Project Management Advisory Review would be circulated to all Committee Members following the meeting. It was noted that the Management Actions from these reviews would also be included in the papers for the next meeting.
- (2) Agreed to authorise the Chairman to take actions necessary to address any concerns raised by Committee Members with regard to the amended Internal Audit Progress Report, following its receipt.

36 PERFORMANCE MANAGEMENT 2015/16: PROGRESS REPORT TWO

The Committee received a report presenting it with the second performance management progress report for 2015/16.

The following matters were considered:

- Number of actions for Leisure Committee (Page 38 of the Agenda). The Committee identified that the chart for Leisure Committee stated that the Committee had 7 Actions, but only listed the status of 5. It was noted that the Councils Research, Consultation and Information Analyst would be requested to clarify this.
- Briefing for Councillors: Plan E. The Committee considered that a Briefing with regard to Plan E (the Area Action Plan for Epsom Town Centre) would be of interest to Councillors, and requested that officers provide a Members' Briefing Evening on the topic in the future.

Following consideration, the Committee:

- (1) Received Performance Management Progress Report Two 2015/16.
- (2) Did not identify any issues requiring action, other than a request for clarification of the number of actions for Leisure Committee and a briefing for Councillors regarding Plan E, as detailed above.

37 OUTSTANDING REFERENCES AND WORK PROGRAMME 2015/16

The Committee received a report listing references to officers outstanding at 4 February 2016, updating it on the work programme 2015/16, and asking that a new scrutiny review task group be appointed to undertake the review of Venues.

Following consideration, the Committee:

- (1) Noted the one outstanding reference to officers detailed at Annexe 1 to the report and the Committee's updated work programme attached at Annexe 2 to the report.

- (2) Appointed the following Members to a task group to undertake the review of Venues as per the Terms of Reference attached at Annexe 3 to the report:

Councillors: Steve Bridger, David Reeve and Clive Smitheram

- (3) Agreed to co-opt a member of the Strategy and Resources Committee (nominated by that Committee's Chairman) to the appointed task group. It was noted that Councillor Mike Teasdale had been nominated for this role by the Chairman of the Strategy and Resources Committee.

The meeting began at 7.30 pm and ended at 8.11 pm

COUNCILLOR CLIVE SMITHERAM (CHAIRMAN)