

COMMITTEE MINUTES

MINUTES OF THE SCRUTINY COMMITTEE held on Monday 23 November 2015 at 8.00pm in the Astley Room at the Village Hall, Station Road, Broughton Astley

PRESENT: Councillors J Bateman, G Brown, C Golding, S Oliver, L R Patrick, M Swinfen and R Tomlin

CLERK: Mrs A Wood

MINUTE NO.

432.15 **1. APOLOGIES**
Councillor M Graves

433.15 **2. DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS**
None were received.

COUNCIL MANAGEMENT

3. SECTION 17 CRIME AND DISORDER ACT 1998

Members examined a spread sheet detailing new resolutions and policies from the 20 August, 17 and 24 September and 15 and 26 October 2015 Parish Council meetings in order to assess their impact on crime and anti-social behaviour. They assessed whether any actions were required to prevent or limit any negative impact created by these resolutions. They also considered whether any new resolutions and policies would have a positive effect on the reduction of crime and disorder within the Parish. They considered that PC1682 & PC1709 would have a positive effect on the prevention of crime and disorder within the Parish, due to the replacement height barrier and improvements in gated access.

The Deputy Clerk confirmed that the height barrier and gates had been ordered and that the barrier would be fitted by the supplier and the gates by the Property and Maintenance Supervisor within the next three weeks.

434.15 **NOTED:**
Members examined a spread sheet detailing new resolutions and policies from the 20 August, 17 and 24 September and 15 and 26 October 2015 Parish Council meetings in order to assess their impact on crime and anti-social behaviour and whether any actions were required to prevent or limit any negative impact created by these resolutions. They considered that PC1682 & PC1709 would have a positive effect on the prevention of crime and disorder within the Parish, due to the replacement height barrier and improvements in gated access.

4. TO REVIEW THE RESULTS FROM THE MINI INTERNAL AUDIT OF FINANCIAL TRANSACTIONS

The members reviewed the results of the Mini Internal Audit of Financial Transactions undertaken by Councillors Brown and Swinfen on 27 October 2015, which were accepted unanimously.

Members commented that it was useful to review the supporting documents of the Mini Financial Audit, aside from the summary report.

- 435.15 **RECOMMENDED:**
That the report on the Mini Internal Audit of Financial Transactions undertaken on 27 October 2015 by Councillors Brown and Swinfen be accepted.

5. TO ARRANGE THE NEXT MINI INTERNAL AUDIT OF FINANCIAL TRANSACTIONS

Councillors Oliver and Patrick have agreed to undertake the next mini audit scheduled for a date in February 2016, which is to be confirmed.

- 436.15 **RECOMMENDED:**
That Councillors Oliver and Patrick undertake the next Mini Internal Audit of Financial Transactions on a date in February 2016, which is to be confirmed.

6. TO REVIEW THE BROUGHTON ASTLEY PARISH COUNCIL RISK REGISTER

Members were reminded that at the previous meeting of the Scrutiny Committee, held on 1 September 2015, Councillor Golding commented that in his view the Risk Register was out of date as it was last reviewed in November 2014; Councillor Golding also requested that the risks were numbered for ease of reference.

It was highlighted that the Parish Council had received an unqualified audit report, adhering to the requirements of audit and following best practice guidelines, which included an annual review of the Risk Register.

Councillor Golding had requested confirmation of the guidelines for the review of the Risk Register and that this item should be deferred until the next meeting of the Scrutiny Committee.

The Deputy Clerk advised that she had sort Health and Safety advice from a local provider on the annual review of the Risk Register and it had been determined that the Risk Register was a live document that should include the current date and the date of the last annual review. The Scrutiny Committee should review the Risk Register if an incident has occurred during the year, a new risk has been identified or if a risk becomes out of date and needs to be removed. If no such occurrences have taken place since the last review, then an annual review should be undertaken.

Members noted that the Risk Register had been amended to include the current date and the date of the latest annual review and that a numbering system had now been introduced.

Councillor Oliver queried risk 1.2, assault while depositing petty cash funds; Members were advised that a project to introduce a card reader for electronic payments was ongoing after additional running costs were identified and subject to the results of a pilot by another local Council.

Members queried what steps were in place if there was a power cut or catastrophic incident; however; the Parish Council has a Business Continuity Plan and insurance cover to mitigate the impact, which is incorporated within the Risk Register.

Councillor Bateman referred to risk 1.3, sickness/other long term absence and whether this continued to be monitored. The Deputy Clerk confirmed the recording of sickness/annual leave and confirmed that a report can be provided for the next meeting and prior to yearend.

Councillor Oliver requested that at risk 13.6, unauthorised access to data via the internet, the anti-virus trade names and versions are removed from the register as this will ensure

that any future software updates do not result in the Risk Register becoming instantly out of date.

437.15 **RECOMMENDED:**

1. That the Scrutiny Committee should review the Risk Register if an incident has occurred during the year, a new risk has been identified or if a risk becomes out of date and needs to be removed. If no such occurrences have taken place since the last review, then an annual review should be undertaken;
2. That the amendments to the Risk Register to include the current date, the date of the latest annual review and a numbering system are accepted; and
3. That at risk 13.6, unauthorised access to data via the internet, the anti-virus trade names and versions are removed from the register as this will ensure that any future software updates do not result in the Risk Register becoming instantly out of date.

7. TO REVIEW THE CLIENT CHECKLIST FOLLOWING THE HEALTH AND SAFETY AUDIT UNDERTAKEN BY BROWNS HEALTH AND SAFETY ON 6 AUGUST 2015

Members recommended at the previous Scrutiny Committee meeting that an update was provided on all items noted on the Client's Checklist, following the Health and Safety Audit undertaken by Browns Health and Safety on 6 August 2015.

Members received an updated report on all items addressed and a small number of remaining actions.

438.15 **RECOMMENDED:**

That an update is given at the next Scrutiny meeting with an expectation that all items will be actioned.

8. TO CONSIDER A QUOTATION FOR AN EXTERNAL CONTRACTOR TO UNDERTAKE THE FIRE RISK ASSESSMENT

Further to the Health and Safety Audit, undertaken by Browns Health and Safety on 6 August 2015, it was highlighted that a fire risk assessment was required at the Village Hall, which needed to be carried out by a competent person.

Members of the Scrutiny Committee requested at the previous meeting that a quotation was sought for an external consultant to carry out the assessment. The cost of training the Parish Manager was also obtained to establish if this would be a more cost effective option.

A quotation for each option was considered by members, as follows:

- i. External Consultant to undertake a comprehensive Fire Risk Assessment, which can be reviewed each year as part of the Health and Safety Audit, £350 plus VAT; or
- ii. NEBOSH General Certificate Training for the Parish Manager and a further fire related six week course, £2,100 plus VAT.

439.15 **RECOMMENDED:**

That the quotation from Browns Health and Safety of £350 plus VAT is accepted, for a competent person to undertake the Fire Risk Assessment at the Village Hall.

The meeting closed at 8.25pm

440.15 **Date of next meeting is Monday 29 February 2016**