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GOVERNANCE AND RESOURCES COMMITTEE

Minutes of a Meeting held on Thursday 11 July 2019 in the Council Chamber, Town Hall, Matlock at 6.00pm

PRESENT

Councillor Sue Bull - In the Chair

Councillors Jacqueline Allison, David Chapman, Paul Cruise, Tom Donnelly, Clare Gamble, Alyson Hill, David Hughes, Michele Morley, Garry Purdy, Mike Ratcliffe, Claire Raw, Mark Salt, Peter Slack, Colin Swindell and Mark Wakeman,

Paul Wilson (Chief Executive), Lee Gardner (Legal Services Manager), Karen Henriksen (Head of Resources), Steve Capes (Head of Regeneration and Policy), Ashley Watts (Head of Community and Environmental Services), Rob Cogings (Head of Housing), Caroline Leatherday (Business Support Manager), Chris Laver (Democratic Services Team Leader) and Jackie Cullen (Committee Assistant).

1 member of the Press.

APOLOGIES

Apologies for absence were received from Councillors Steve Flitter and Susan Hobson. Councillor Clare Gamble attended as Substitute Member.

53/19 – MINUTES

It was moved by Councillor Garry Purdy, seconded by Councillor Mike Ratcliffe and

RESOLVED (unanimously)

That the minutes of the meeting of the Governance and Resources Committee held on 28 February 2019 be approved as a correct record.

The Minutes were signed by the Chairman.

54/19 – EQUALITY, CONSULTATION AND ENGAGEMENT PLAN 2019/20

The Committee considered a report on the District Council's annual Equality, Consultation and Engagement Plan in line with its comprehensive Equality and Diversity policy, as set out in the report. The plan set out how the Council would meet its public sector equality duties and what consultation and engagement activities were proposed each year. The

report gave an update on progress against the actions set out in the Equality, Consultation and Engagement Plan 2018-19; and sought approval for the 2019 -20 Plan.

Updated equality information was published on the District Council's website as required by legislation on 31 January 2019.

It was noted that of the four identified targets, two had been fully achieved and two had not been fully achieved, as detailed in paragraphs 2.3 and 2.4 of the report.

The District Council's equality objectives for 2019-20 were listed in the report, together with the key areas for consultation that the plan set out for 2019-20.

It was moved by Councillor Garry Purdy, seconded by Councillor Mike Ratcliffe and

- RESOLVED** (unanimously)
1. That progress against the actions in the Equality, Consultation and Engagement Plan 2018/19 (Appendix 1 to the report) is noted.
 2. That the Equality, Consultation and Engagement Plan 2019/20 as set out in Appendix 2 to the report is approved.

55/19 – DERBYSHIRE DALES DISTRICT COUNCIL: ELECTORAL REVIEW

The Committee considered a report on the timetable for a review of the District Council's Electoral arrangements by the Local Government Boundary Commission due to electoral imbalances, as tabled in paragraph 1.4 of the report.

An initial meeting with the Chairman of the Commission on 7 March 2019 ascertained that the review would take place in 2019 with revised electoral arrangements being in place for the next all-out election scheduled for 2023. In readiness for the review an internal working group had been established to co-ordinate the District Council's contributions, as shown in the report.

The stages and key dates of the review process were summarised in paragraph 2.1 of the report. The Corporate Director advised that the Parish & Town Council briefing referred to in the report should read as a 6pm start on 25 July, not 7pm as show in the report.

The Commission would ask for the Council's views at the information gathering stage and when consulting on draft recommendations. It was recommended that the Committee receive reports at all key stages of the Review and that Council make any formal responses on behalf of the District Council.

It was moved by Councillor Garry Purdy, seconded by Councillor Michele Morley and

- RESOLVED**
1. That the review of the District Council's Electoral arrangements by the Local Government Boundary Commission is welcomed.
 2. That reports at key stages of the review are presented to the Committee in due course with all proposals requiring a formal response from the District Council being formulated by Council itself.

Voting:

For	14
Against	2
Abstentions	0

The Chairman declared the motion CARRIED.

56/19 – REVIEW OF POLLING PLACES

The Committee was asked to consider a report that set out the requirements to undertake a review of polling districts, polling places and polling station in the Derbyshire Dales Voting Area, in line with The Electoral Registration and Administration Act 2013.

The considerations for the 2019 review were listed in the report, and it was noted that a lot of the 'ground work' in accessing the suitability of the district's 92 existing polling stations had been carried out during the 2019 District and Parish Council Elections.

The Terms of Reference for the Review and the proposed timetable for the Review were appended to the report

It was moved by Councillor Garry Purdy, seconded by Councillor Tom Donnelly and

RESOLVED
(unanimously)

1. That a detailed review of all polling districts and polling places in the Derbyshire Dales Voting Area be commenced on 1 August 2019.
2. That the Review be progressed in accordance with the timetable at Appendix 2 to the report
3. That recommendations arising from the Review be reported to Council in September 2019 and final proposals be reported in November 2019.

57/19 – CCTV SYSTEM – REVISED CODE OF PRACTICE

The Committee considered a report that presented an overview of the Council's current CCTV System and that sought adoption of the revised CCTV Code of Practice.

A report was presented to the Council's Community and Environment Committee in January 2018 which provided an update on the progress made in the development of a single CCTV System for Ashbourne, Bakewell, Matlock, Matlock Bath and Wirksworth. At that meeting, the CCTV Manager was authorised to review all CCTV systems used by the District Council and make recommendations to ensure that they complied with all relevant legislation. It was also reported that the General Data Protection Regulation would impact significantly on any recommendations for the future management and use of the CCTV system. The resultant Code of Practice aimed to address those issues and formed the basis on which the System would be managed and further developed.

It was reported that from April 2018 to March 2019 the system had been used to review 143 reported incidents; resulting footage being downloaded and passed to Police in 37 instances. Furthermore, a total of 36 hours of dedicated live monitoring had taken place during the same 12 month period.

Now that the System was fully established, its continuing operation would be routinely reviewed with updates regularly presented to Members in the form of an Annual Report to the Community & Environment Committee in June of each successive year of operation.

It was moved by Councillor David Chapman, seconded by Councillor Mark Wakeman and

RESOLVED That the CCTV Code of Practice (Revised 2019) and supporting
(unanimously) Procedural Manual be adopted, to form Council Policy on the future management of the Council's CCTV System.

58/19 – CAPITAL PROGRAMME BID FOR MICROSOFT EXCHANGE SOFTWARE

The Committee considered a report that sought approval for a business case relating to Microsoft Exchange software. The 4 options were detailed in the report, together with Officer comment, with a cost comparison tabled in paragraph 2.5 of the report.

It was proposed that Option 1, Exchange Server Standard 2019, together with the associated Client Access Licenses (CALs), be procured as it would meet the Council's requirements and was the lowest cost option over 5 years; and that the existing Exchange 2010 instance be migrated to the new platform on premise.

The key stages of the proposed project, to be run by the Joint ICT Service, were tabled in the report, and the proposed business case had been approved by the Corporate Leadership Team and given a score of 75 for the purposes of capital prioritisation.

It was moved by Councillor Mike Ratcliffe, seconded by Councillor David Hughes and

- RESOLVED** 1. That the business case for Microsoft Exchange software is
(unanimously) approved.
2. That, subject to the approval of Recommendation 1, Council be requested to approve the inclusion of this project, estimated at £17,000, within the capital programme for 2019/20.

59/19 – REVIEW OF THE REVENUE AND BENEFITS SERVICE

The Committee considered a report on the Revenues and Benefits service for Derbyshire Dales DC, currently provided by Arvato, who also provide the Chesterfield Borough Council (CBC) service. However, the current contract between Arvato and Derbyshire Dales DC would expire on the 16 October 2020, and CBC had signalled their intention not to renew their contract with Arvato. The District Council therefore needed to ensure the delivery of the Revenues and Benefits service beyond the end of the contract, and the report set out the work undertaken to date in order to achieve this.

In a correction to the report the Head of Resources advised that the second bullet point at paragraph 1.1 should read as follows:

- Processing claims for Housing Benefit, Local Housing Allowance and Council Tax Support and Discretionary Hardship Reliefs.

The Committee and the public were asked to note that claims for Universal Credit were processed at the Job Centre+.

5 distinct services provided by Arvato were listed in the report.

The option of continuing the contract with Arvato had been disregarded on the basis that CBC had indicated they intended to take their service back in house. For reasons set out in

the report, it was therefore considered that any remaining contract would be unviable and would lead to service disruption due to loss of experience and loss of accommodation.

Appendix 3 to the report set out the option appraisal undertaken for 4 main delivery options for a future service, from which the following option was recommended:

- Hybrid in house and partnering, with part of the service returning to DDDC and the remainder continue through a partnering arrangement with CBC

A summary of the key risks associated with the project were set out in Appendix 4 to the report, and an analysis of the above option was set out in the report, together with the key milestones.

It was moved by Councillor Garry Purdy, seconded by Councillor Mike Ratcliffe and

RESOLVED That the proposal to pursue a new hybrid model of delivery with
(unanimously) Chesterfield Borough Council is approved.

60/19 – DERBYSHIRE DALES SAFEGUARDING POLICY

The Committee considered a report that sought the approval of an updated Safeguarding policy that covered children and vulnerable adults who were affected by the services delivered by or on behalf of the Council.

The District Council's first Child Protection Policy was introduced in January 2003 as an authority-wide policy to ensure as far as possible the protection and safety of children taking part in activities under the District Council's control. Since that time the policy had been reviewed and developed to include wider safeguarding issues, with this submission being the latest edition.

The aims of the policy were listed in the report, and it provided Council employees and elected members with advice on recognising risks and responding to allegations.

Should the policy be approved, it would be implemented by 1st September 2019, following a programme of training and raising awareness of safeguarding issues and the policy itself.

It was moved by Councillor Garry Purdy, seconded by Councillor Tom Donnelly and

- RESOLVED**
(unanimously)
1. That the new Safeguarding Policy is approved and implemented by 1 September 2019, subject to prior amendment where necessary to ensure compliance with safeguarding legislation, for which delegated authority was given to the Head of Community & Environmental Services following consultation with Cllr Clare Raw.
 2. That any amendments to the noted policy be brought back to the next meeting of this Committee;
 3. That the Head of Community & Environmental Services be given delegated authority as Safeguarding Officer
 4. That training in safeguarding is classified as mandatory training for all Councillors.

61/19 – PROCUREMENT STRATEGY UPDATE 2018-2021

The committee considered an update on the procurement strategy action plan, adopted in October 2018, which aimed to reflect the Council's initiatives to remove unnecessary complexity from processes and procedures and to retain only those that added value to the service it delivered. An annual review of the procurement strategy action plan was integral to ensuring the council's commitment to £20,000 savings per annum was achieved, with the continued support of the procurement hub, as outlined in the report. Examples of savings achieved by the procurement hub 2018/19 were tabled in paragraph 2.4 of the report, indicating total savings for 2018/19 of £24,228.00.

It was moved by Councillor Garry Purdy, seconded by Councillor Mike Ratcliffe and

RESOLVED The achievements and £24,228 contribution to the Council's overall
(unanimously) savings targets are noted.

62/19 – INTERNAL AUDIT REPORT 2018/19

In line with The Public Sector Internal Audit Standards (PSIAS), the Committee considered a report that:

- Presented a summary of the internal work undertaken during 2018/19 from which the opinion on the internal control environment was derived;
- Provided an opinion on the overall adequacy and effectiveness of the Council's control environment including any qualifications to that opinion;
- Drew attention to any issues that required inclusion in the Annual Governance Statement;
- Compared work actually undertaken with that which was planned and summarised performance;
- Commented on compliance with the Public Sector Internal Audit Standards (PSIAS);
- Commented on the results of the internal quality assurance programme;
- Confirmed the organisational independence of internal audit;
- Reviewed the performance of the Internal Audit Section against the current Internal Audit Charter.

Appendix 1 to the report detailed the audit reports issued in respect of audits included in the 2018/19 internal audit plan, showing for each report the assurance level on the reliability of the internal controls. A summary of the report opinions was tabled in the report, with the definition of the assurance levels shown at the end of Appendix 1 to the report.

It was reported that there were no issues relating to fraud arising from the reports detailed in Appendix 1 to the report.

A summary of the performance indicators for the Internal Audit Section was tabled in paragraph 2.3 of the report, and it was noted that 31/32 recommendations made in 2018/19 had been implemented and 22 recommendations from 2018/19 had not passed their due date yet and were in the process of being implemented.

The Internal Audit Consortium Manager's annual audit opinion was as follows:

“In my opinion reasonable assurance can be provided on the overall adequacy and effectiveness of the council’s framework for governance, risk management and control for the year ended 2018/19”.

However, assurance could never be absolute, and as such in this context “reasonable assurance” meant that arrangements were in place to manage key risks and to meet good governance principles, but there were some areas where improvements were required, as set out in the report.

The internal control issues arising from audits completed in the year had been considered by the Head of Resources during the preparation of the Annual Governance Statement; subsequently, procurement and inventory (especially at the depot) and the management of the leisure services contract had been included as significant governance issues In the AGS Action Plan, approved at full Council on 30 May 2019.

The Internal Audit Plan for 2018/19 was approved by the Governance and Resources Committee on the 23th February 2018. Overall, 100% of planned audits were completed during the year.

During 2018/19 a self-assessment had been undertaken to review compliance with the Public Sector Internal Audit Standards. The results confirmed that there were no significant areas of non-compliance.

Quality control procedures within the internal audit section were set out in the report, and had ensured conformance with the PSIAS.

Based on the information provided in this report on the completion of the 2018/19 internal audit plan, it was considered that the requirements of the Internal Audit Charter had been met during the year.

It was moved by Councillor David Hughes, seconded by Councillor David Chapman and

RESOLVED That the Internal Audit Annual Report for 2018/19 is approved.
(unanimously)

63/19 – EXCLUSION OF PUBLIC AND PRESS

It was moved by Councillor Colin Swindell, seconded by Councillor Tom Donnelly and

RESOLVED That in accordance with Section 100(a) of the Local Government Act 1972 the public and press be excluded because it is likely that the nature of the business to be transacted would result in exempt information being disclosed
(unanimously)

MEETING CLOSED – 8.05PM

CHAIRMAN