

MEETING AC.07:1112
DATE 26.01.11

South Somerset District Council

Draft Minutes of a meeting of the **Audit Committee** held in the Main Committee Room, Council Offices, Brympton Way, Yeovil on **Thursday, 26th January 2012.**

(10.00 a.m. – 11.25 a.m.)

Present:

Members: Derek Yeomans (in the Chair)

John Dyke	Roy Mills
Marcus Fysh (from 10.05 a.m.)	John Richardson
Ian Martin	Colin Winder

Officers:

Donna Parham	Assistant Director (Finance & Corporate Services)
Steve Joel	Assistant Director (Health and Wellbeing)
Kim Close	Area Development Manager (South)
Gary Russ	Procurement and Risk Manager
Pam Harvey	Civil Contingencies Manager
Andrew Blackburn	Committee Administrator

58. Minutes (Agenda item 1)

The minutes of the meeting held on the 24th November 2011, copies of which had been circulated, were taken as read and, having been approved as a correct record, were signed by the Chairman.

59. Apologies for Absence (Agenda item 2)

Apologies for absence were received from Cllrs. John Calvert and Tony Lock.

60. Declarations of Interest (Agenda item 3)

Cllr. Colin Winder referred to agenda item 9 regarding the update on Wincanton Community Sports Centre Audit Action Plan and declared a personal interest as he had been appointed by the Area East Committee as an observer on the management board of the Centre.

61. Public Question Time (Agenda item 4)

No questions or comments were raised by members of the public.

62. Markets Audit Action Plan - Update (Agenda item 6)

The Area Development Manager (South) summarised the agenda report, which reminded members that all actions in the Markets Audit Action Plan had been completed. It was also noted that work to develop the markets would continue. The report updated members on the performance of markets and highlighted new work processes that were in place to help develop them.

A general discussion ensued during which the Area Development Manager (South) responded to a number of questions and comments on points of detail regarding the operation of the markets and on ways in which they might be developed further. Points mentioned included the following:-

- reference was made to the involvement of the Council in the operation of markets and comment expressed that perhaps this was a service that could be administered by the Town Councils;
- the Area Development Manager (South) clarified details regarding the markets budget, including income and expenditure;
- a reference was made to markets fluctuating at different times of the year, particular reference being made to the Christmas period;
- the Area Development Manager (South) confirmed that the working practices in respect of Crewkerne market had changed because of the low attendance of traders, details of which were set out in the agenda report. It was noted that there was currently only one stall and it was commented that perhaps an alternative would be to issue a street trading licence to the trader. The view was also expressed that the market in Crewkerne had become less popular because of its location. It was noted that the Community Regeneration Officer (West) was working hard to improve the situation in Crewkerne;
- comment was expressed that markets were an important part of the life of a community and could bring distinctiveness and promote local foods. It was suggested that a market could be enhanced perhaps by combining them with other activities or entertainment. The Area Development Manager (South) indicated that occasionally other activities did take place on market days in Yeovil;
- reference was made to the success of the specialist markets that were held in a number of towns;
- a member referred to the need to be careful about the placement of traders to avoid their being positioned nearby a shop selling similar goods.

Following discussion of the report, members indicated that bearing in mind that all the actions had been completed they were content to release the Area Development Manager (South) from further reporting on the Audit Action Plan. The Committee also noted the work being undertaken to develop the markets as set out in the agenda report and comment was expressed that this should be monitored and if there were any major problems regarding the operation of the markets that were within the Committee's remit a further report be submitted to the Committee.

- RESOLVED:** (1) that the actions and progress made in respect of the Markets Audit Action Plan be noted and accepted;
- (2) that the Area Development Manager (South) be released from further reporting in respect of the Audit Action Plan.

(Kim Close, Area Development Manager (South) – 01935 462708)
(kim.close@southsomerset.gov.uk)

63. Risk Management Update including Partnering (Suppliers, Other Agencies etc.) (Agenda Item 5)

The Procurement and Risk Manager referred to the agenda report, which gave a summary of the latest position regarding risk management activities, particularly the transfer of data in the risk register from the previous system to the TEN system. It was noted that a detailed report on this matter had not been possible now because of ongoing changes and updates to the new system. He informed the Committee that the Chairman had asked that a brief update be given at this meeting with a fuller report being made at the March meeting.

In addition to the summary of the position shown in the agenda report, the Procurement and Risk Manager further reported that some issues had arisen in developing the record of partnering risks in the register. He explained that where some risks had been categorised by officers as a partnering risk, which in itself was not incorrect, it had shown as a corporate partnering risk rather than an as operational partnering risk, which in a lot of the cases would be the more proper categorisation. In response to a question, the Procurement and Risk Manager explained the differences and inter-relationship between corporate partnering risks and operational partnering risks including the ownership of those risks between managers and other officers. The acceptance by officers that the monitoring of risk was important was referred to by a member.

Members indicated that they were content to note the current position and agreed that a further update report be submitted to the Committee's meeting in March.

RESOLVED: that the current position be noted and a further report on risk management including partnering be submitted to the March 2012 meeting of the Committee.

(Gary Russ, Procurement and Risk Manager – 01935 462076)
(gary.russ@southsomerset.gov.uk)

64. Health, Safety and Welfare – Annual Report (Agenda item 7)

The Civil Contingencies Manager summarised her report on the agenda, which informed members of health, safety and welfare issues relevant to the Council's activities and undertakings covering the period from December 2010 to November 2011. She indicated that her annual report to the Committee contained an overview of health and safety matters and/or concerns, details of any new or impending health and safety legislation and comments on other health, safety or welfare matters that may have some impact on Council activities.

In addition to the information contained in the agenda report, the Civil Contingencies Manager reported that she had been looking at health and safety within the Council's offices and informed the Committee that different signs would be being displayed, particularly in respect of fire safety.

The Civil Contingencies Manager then gave a demonstration and overview of the health and safety module within the TEN system, which was now live and to which services were in the process of transferring their operational risk assessments. It was also noted that the module, in addition to facilitating the recording of the required risk assessments, also

included an incident management system, incorporating violence to staff, accidents to a member of the public or staff, personal accident forms and accident/incident investigation.

In referring to risk assessments, the Civil Contingencies Manager indicated that the system highlighted when a risk assessment was due for renewal or out of date and also when any actions were incomplete. She further reported that work was in progress to review and transfer all current risk assessments to the health and safety module and although it was anticipated that this would be completed by the end of August this year those services with a higher number of complex risk assessments for specific areas of work would require additional time to complete this transfer. Training on the health and safety module has been provided to most services, and most generic risk assessments such as slips and trips have been entered onto the system. She also confirmed that there were trained health and safety representatives within the various departments of the Council.

The Civil Contingencies Manager responded to members' questions on specific points of detail and the Chairman thanked the officer for her report and demonstration of the health and safety module within the TEN system with which the Committee indicated that they were content.

RESOLVED: that the report of the Civil Contingencies Manager giving an update on health, safety and welfare issues be noted and accepted.

*(Pam Harvey, Civil Contingencies Manager – 01935 462303)
(pam.harvey@southsomerset.gov.uk)*

65. Date of Next Meeting (Agenda item 8)

Members noted that the next meeting would be held on Thursday, 23rd February 2012 at 10.00 a.m. in the Main Committee Room, Council Offices, Brympton Way, Yeovil.

NOTED

*(Andrew Blackburn, Committee Administrator – 01460 260441)
(andrew.blackburn@southsomerset.gov.uk)*

66. Exclusion of the Public and Press

RESOLVED: that the following item (Minute 66) be considered in closed session by virtue of paragraph 3 of Schedule 12A to the Local Government Act 1972, i.e. information relating to the financial or business affairs of any particular person (including the authority holding that information) as it is considered that the public interest in maintaining the exemption from the Access to Information rules outweighs the public interest in disclosing the information.

67. Update on Wincanton Community Sports Centre Audit Action Plan (Confidential Agenda item 9)

The Assistant Director (Health and Wellbeing) summarised the agenda report, which, as requested by the Audit Committee at its November 2011 meeting, provided an update on the actions taken by the Board of Wincanton Community Sports Centre to improve processes and internal controls at the Centre following the internal audit of this service.

RESOLVED: (1) that the actions and progress made in respect of the Wincanton Community Sports Centre Audit Action Plan be noted and accepted;

- (2) that a further update report be submitted to the Committee's meeting in September 2012 but if the follow-up audit has been undertaken by that time and results in a satisfactory outcome, a further detailed update will not be necessary.

(Steve Joel, Assistant Director (Health and Wellbeing) – 01935 462278)
(steve.joel@southsomerset.gov.uk)

At the conclusion of the meeting, the Assistant Director (Finance and Corporate Services) updated members informally on the latest position regarding the Council's current investments.

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Chairman