

Minutes of the Meeting of the **FINANCE AND PERFORMANCE MANAGEMENT WORKING GROUP** held at the Town Hall, Swanage on **WEDNESDAY, 20th SEPTEMBER 2006** at 9.30 a.m.

PRESENT:-

Councillor G.M. Suttle (Town Mayor) – Chairman.

Councillor Mrs. C.A. Bartlett (Until 11.00 a.m.)

Councillor C.R. Bright

Councillor M.W. Pratt

Councillor Mrs. A. Turner

1. **APOLOGIES**

There were no apologies to report for inability to attend the Meeting.

2. **2005/06 ANNUAL INTERNAL AUDIT REPORT**

Before consideration of the 2005/06 Internal Audit Report, the Town Mayor reported on a recent discussion held with the Financial Services Manager of Purbeck District Council, who intimated that it was likely that the internal audit service currently provided by that authority would be withdrawn with effect from 31st March 2007 due to limited staffing resources.

Copies of the 2005/06 Internal Audit Report had been circulated to all Members of the Working Group prior to the Meeting, and detailed consideration was given to the document.

During the debate, Members requested that periodical Reports be submitted to the Working Group on a regular three-monthly basis so that implementation of the recommendations and action points could be monitored. It was also requested that the Internal Auditor be invited to attend these quarterly meetings to address any pertinent issues that may arise.

The following matters were highlighted from the Report:-

- a) The date when the recommendation is implemented should be included in the “Client Response” box.
- b) Job titles/post numbers should be used – not personal initials.
- c) Back log of work relating to each service should be identified when considering implementation of recommendations.
- d) An “Action Plan” should be drawn up and reviewed on a regular basis.

It was also agreed that a review of the Council decisions should be included as a regular Agenda item to be considered by the Working Group.

3. **2006/07 BEST VALUE PERFORMANCE PLAN INDICATORS**

The Clerk submitted a sample document of Best Value Performance Plan Indicators, and sought the views of the Working Group regarding the information to be submitted to future meetings for the monitoring process.

Following detailed consideration and discussion, it was recommended that the following information be included/ deleted from the document for future reference:-

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| a) No. of staff days lost to sickness absence. | Casual/long-term sickness to be identified, together with No. of staff affected. |
| b) No. of Planning applications discussed. | Delete – Not relevant. |
| c) Caravan Sites. | Include estimate of No. of pitches that may become available during year. |
| d) Usage of Car Parks. | This information to be considered when setting fees. |
| e) Beach – No. of recorded incidents. | Clarification of recorded incidents to be obtained. |
| f) % of incidents requiring first aid treatment. | More information to be included. (Possible Health & Safety implications). |
| g) Occupancy of beach huts and bungalows. | Occupancy of huts/bungalows should be linked to price. Consideration to be given to marketing and “special offers”. Notices re daily hut hire to be displayed on huts, when available. |

4. **ACTION PLAN – MONITORING AND REVIEW**

The Clerk submitted an “Action Plan”, detailing works in progress/proposed works, together with original target dates and revised or completed dates for specific projects.

It was AGREED:-

That the Action Plan be reviewed at the next meeting of the Finance and Performance Management Working Group.

5. **CONTRACTURAL MATTERS**

(a) **Public Conveniences**

Having regard to the recent decision of the Council to set up a Public Conveniences Working Group, it was AGREED:-

That contractual matters relating to the cleaning services be referred for consideration by the Public Conveniences Working Group.

(b) **Market and Other Contracts**

It was AGREED:-

That contractual matters relating to the market and other operations be deferred for consideration at the next meeting of the Finance and Performance Management Working Group.

6. **DATE OF NEXT MEETING**

It was AGREED:-

That meetings of the Finance and Performance Management Working Group be held initially on a regular six weekly basis – the specific date of the next meeting was to be determined.
