

**Minutes of a Meeting of the  
Performance and Audit Scrutiny  
Committee - Scrutiny Meeting held at  
Surrey Heath House on 25 March 2015**

+ Cllr John May (Chairman)  
+ Cllr David Allen (Vice Chairman)

+ Cllr Tim Dodds	+ Cllr Audrey Roxburgh
+ Cllr Alastair Graham	+ Cllr Pat Tedder
+ Cllr Beverley Harding	+ Cllr Alan Whittart
+ Cllr Edward Hawkins	+ Cllr John Winterton
+ Cllr Paul Ilnicki	+ Cllr Rodney Bates
+ Cllr Lexie Kemp	+ Cllr Glyn Carpenter
+ Cllr Chris Pitt	+ Cllr Liane Gibson
+ Cllr Joanne Potter	+ Cllr Ian Sams
+ Cllr Wynne Price	

+ Present  
- Apologies for absence presented

In Attendance: Julia Hutley-Savage, Kelvin Menon, Andrew Crawford, Sarah Groom and Jessica Harris-Hooton

**43/P Minutes**

The minutes of the Scrutiny meeting of the Committee, held on 28 January 2015, were agreed and signed by the Chairman.

**44/P Finance Report to 31 December 2014**

The Executive Head of Finance presented a report which detailed the Council's budget position after the first 9 months of 2014/15, together with information on investments, debts and capital expenditure performance.

Having examined, with Service Managers, actual expenditure to date against profiled budgets for each budget area, he reported that the outcomes, based on the 3<sup>rd</sup> Quarter figures, suggested that the Council would finish the year £98,000 or 1% under budget. However, this could change in the 4<sup>th</sup> Quarter.

The original capital expenditure, proposed by the Executive in September 2014, had been increased from £4.694 million to £4.862 million to accommodate additional items. Since the report had been written the Council had committed to spend a further £18m on property acquisitions – some of which would fall into the next financial year.

Following the recent Council decision to diversify its investments into property and corporate bond funds, the Committee welcomed the markedly improved interest rates which were being achieved through this initiative.

**Resolved, that the Finance Report and the Revenue, Treasury and Capital position, as at 31 December 2014, be noted.**

**45/P Equality Update 2014/15**

The Transformation Team Manager presented an update on work undertaken in 2014/15 to meet the requirements of the Equality Act 2010 and the Council's Equality Strategy. She reported that the Council had continued to meet the legislative requirements of the Public Sector Equality Duty (PSED) through a programme of equality impact assessments and ensuring the widest possible publicity on the actions taken in respect of equality, both internally and externally.

Members noted that since the previous consideration, a number of actions had been completed from the Equality Strategy Action Plan, including Member and Officer dementia training, the opening of the Wellbeing (Dementia) Centre/ Saturday Club, capital works and improvements to gypsy/traveller sites and internal developments to introduce minority ethnic and disability champions onto the Officer working group.

Internal equality impact assessments had been completed on the Council's Family Friendly, Flexible Working, Off-site Working and Drugs and Alcohol policies. The Council had recently been recognised as a disability positive organisation, being awarded the Jobcentre Plus 'Two Ticks' accreditation and there had been a number of developments in services for older Nepalese residents.

There had been significant progress in developing services for people living with dementia and their carers, with the Council working closely with Surrey County Council's Adult Social Care Service and the Surrey Heath Clinical Commissioning Group. Members welcomed the opening of the Wellbeing Centre at Windle Valley and the development of the dementia friendly garden on the same site in Bagshot.

The Saturday Club, for people with dementia and their carers, was growing in popularity and the Council was funding a befriending pilot in Heatherside, providing help and friendship to people who had recently been diagnosed with dementia.

Members referred to new responsibilities through the Care Act, which would come into force in September 2015 and asked if any measures were being considered to address growing concerns in the Borough over Autism. An electronic update was requested on this and how the Council was achieving against the various equalities requirements.

**Resolved, that the update on work in 2014/15 to meet the provisions of the Equality Act 2010 and the Council's Equality Strategy and Action Plan be noted.**

**46/P Certification of Claims and Returns - Annual Report 2013/14**

The Executive Head of Finance presented a report providing an update on the outcome of the certifications of claims and returns for Housing Benefit for 2013/14. He noted that the Council's external auditors, KPMG, were required to certify the

accuracy of the Council's claims for Housing benefit, to ensure that benefit payments were calculated correctly and reclaimed from the Government in line with regulations.

Members were referred to the circulated letter from KPMG, which confirmed that an unqualified report had been submitted and no changes would be recommended to the processes or procedures.

**Resolved, that the report and the submission from KPMG be noted and welcomed.**

**47/P Committee Work Programme 2015/16**

The Democratic Services Officer reported that the Governance Working Group had reviewed the Council's committees and that recommendations on the Scrutiny Function would be considered by the Council at its next meeting, on 15 April 2015. The Council would then appoint committees at the Annual Council on 20 May 2015.

Due to the current review of committees and the upcoming election/Member changes, the Officers had recommended considering a work programme for the planned meeting of the Committee to be held on 17 June 2015 and that the Committee be asked, at that meeting, to consider a work programme for the remainder of the municipal year.

**RESOLVED, that issues for consideration by the Committee on 17 June 2015 be as detailed at Annex A and that the work programme for the remainder of the municipal year be considered at that meeting.**

Chairman

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ANNEX A

ANNEX A

**PERFORMANCE AND AUDIT SCRUTINY COMMITTEE  
WORK PROGRAMME 2014/15**

<b>DATE</b>	<b>TOPIC</b>	<b>REPORT AUTHOR</b>
<b>17 June 2015</b>		
<b>P&amp;A (Scrutiny)</b>		
1	Scrutiny of Portfolios	Kelvin Menon
2	Expenditure on Professional Advisors	Kelvin Menon
3	Committee Work Programme 2015/16	
4	Working Groups/Member Panels	Kelvin Menon

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