



**MINUTES of  
PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE  
13 JANUARY 2022**

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**PRESENT**

Chairman	Councillor Mrs J C Stilts
Councillors	M R Edwards, Mrs J L Fleming, CC, M S Heard and A L Hull
In attendance	Councillor C Morris

**392. CHAIRMAN'S NOTICES**

The Chairman welcomed all present and took the Committee through some housekeeping arrangements for the meeting.

**393. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors R G Boyce, J V Keyes and E L Stephens.

**394. MINUTES**

**RESOLVED** by assent that the Minutes of the meeting of the Committee held on 18 November 2021 be approved and confirmed.

**395. DISCLOSURE OF INTEREST**

Councillor Mrs J L Fleming declared a non-pecuniary interest as a Member of Essex County Council on any agenda items pertaining to that organisation.

**396. PUBLIC PARTICIPATION**

The Chairman reported that detailed questions regarding agenda item 7 Review of Corporate Risk (Q2) had been received from a member of the public, Mr Fittock. She advised the Committee that these were currently with officers and a detailed response would be circulated to both Mr Fittock and the Committee in due course.

**397. REVIEW OF CORPORATE PERFORMANCE - QUARTER 2**

The Committee considered the report of the Director of Strategy, Performance and Governance that required the committee to undertake a quarterly review of the Thematic Strategies performance, as assurance that performance was being managed effectively to achieve the corporate outcomes as set out in the Council's Corporate

Plan 2021 - 2023. Appendix 1 to this report provided an overview of performance as of the end of Quarter 2 (July – September 2021).

The Chairman introduced the report and deferred to the Programmes, Performance and Governance Manager to present the detail. She took the Committee through the report that dealt with targets that were on track; those under review to determine if they were the right measures and some that were at risk.

As shown in section 3.3 of the report, strategic delivery was broadly on track. There was a review of the environment champions Key Performance Indicators (KPIs) in light of the climate action strategy being approved, and a new target would be aligned to this strategy which would be reflected in Quarter 3 (Q3) reporting.

At 3.4 there was one indicator at risk which was the Five Year Housing Land Supply (5YHLS) Statement updated and Published. The next data update was due in April 2022 when a clearer picture would be available.

In response to a question from Councillor Fleming, the Director of Strategy, Performance and Governance said that the risk highlighted at section 3.4 in respect of the Neighbourhood Plans and the 5YHLS was based on the potential for the housing land supply to slip below three years, resulting in policies within the Local Development Plan, including the Neighbourhood Plans, to become out-of-date and therefore not carry any weight in decision-making. He added that he would not like to speculate on the likelihood of this occurrence until all the review work, particularly delivery in the current year, was completed.

There being no further discussion the Chairman put the duly seconded recommendations to the Committee, and they were agreed by assent.

## **RESOLVED**

- (i) That Members reviewed the information as set out in the report and appendix 1 with priority focus given to the Strategic Outcome level performance;
- (ii) That Members confirmed they were assured through this review that corporate performance was being managed effectively.

## **398. REVIEW OF CORPORATE RISK - QUARTER 2**

The Committee considered the report of the Director of Strategy, Performance and Governance that required the committee to undertake a quarterly review of the Corporate Risk Register as assurance that the corporate risks were being managed effectively. Appendix 1 was attached to the report for this purpose.

The Chairman introduced the report and deferred to the Programmes, Performance and Governance Manager to present the detail. She reported that section 3.2.1 covered risks that had changed direction between Quarter 1 (Q1) and Quarter 2 (Q2).

- R11 - failure to protect commercial or personally sensitive data had seen an increase due to councillors sharing information of this nature publicly;
- R25 – failure to deliver finances of the transformation programme was recommended for closure as this had been addressed through Medium Term Financial Forecasts and budgets revised to account for this, therefore the risk had already been realised and managed through wider processes.

Section 3.2.2 also set out emerging risk areas, this was where scoring had not changed between the quarters reported, but they had been identified as areas that could change due to wider pandemic response. Overall, there were no significant changes to Corporate risk for Q2 as outlined in appendix 1. There being no further discussion the Chairman put the duly seconded recommendations to the Committee and they were agreed by assent.

#### **RESOLVED**

- (i) That Members reviewed the Corporate Risk Register in appendix 1 and provided comment and feedback for consideration;
- (ii) That Members were assured through this review that corporate risk was being managed effectively;
- (iii) That Members challenged risk where the Committee felt that the Council's corporate goals may not be achieved.

### **399. REVIEW OF HEALTH AND SAFETY - QUARTER 2**

The Committee considered the report of the Director of Service Delivery that provided an update on Health and Safety statistics and activity during quarter 2 (1 July 2021 to 30 September 2021).

The Chairman introduced the report and deferred to the Director of Service Delivery to present the detail. He took the Committee through the report highlighting the new format that provided more information around outcomes of reported accidents and incidents of unacceptable behavior. It was noted that once the Health and Safety Consultant's remit on the Health and Safety Action Plan concluded circa April, the role would be replaced with a permanent Health and Safety Officer.

The new Operations Manager for Parks then addressed the Committee outlining the work the consultant had recently undertaken. He advised that in liaison with the Health & Safety Consultant and Human Resources work was underway to implement new Health and Safety procedures for all staff, backed up by individual meetings to embed the Health and Safety brief and documented to provide an audit trail. A training matrix had been introduced to monitor progress and highlight refresher training needs. The Health and Safety Working Group was now meeting on a regular basis, monitoring and updating best working practices, safeguarding the health and safety of both staff and members of the public.

In response to a question from Councillor Edwards regarding staff training, the Director of Service Delivery assured the Committee that the Community Engagement Team was included in the training programme together with teams across the Council.

There being no further discussion the Chairman put the duly seconded recommendations to the Committee, and they were agreed by assent.

#### **RESOLVED**

- (i) That Members considered the accident and incident statistics;
- (ii) That Members considered the progress with the health and safety action plan;
- (iii) That Members considered health and safety improvements not identified in the action plan.

**RECOMMENDED** that the council adopt the new Hand Arm Vibration Policy attached at appendix 2 to the report.

#### **400. ANNUAL GOVERNANCE STATEMENT ACTIONS UPDATE**

The Committee considered the report of the Director of Strategy, Performance and Governance that provided an update on the actions identified in the 2020/21 Annual Governance Statement.

The Chairman introduced the report and deferred to the Programmes, Performance and Governance Manager to present the detail. She informed the Committee that the annual governance statement actions were set out as ways the Council might improve its governance arrangements in the Annual Governance Statement. The progress on these actions were tracked and reported back to the Performance, Governance and Audit Committee (PGA).

It was noted that section 3.5 of the report outlined the actions identified and their current status, together with commentary for member review.

In response to a question from Councillor Edwards regarding the work of the Corporate Governance Working Group (CGWG) in relation to this report it was noted that these were separate processes. The CGWG reviewed constitutional matters whilst the Annual Governance Statement (AGS) was a statutory document reported directly to PGA. The activity of the CGWG would be incorporated at year end in the statement.

In response to a query from Councillor Fleming regarding the location of the AGS the Programmes Performance and Governance Manager said she would circulate the website link following the meeting. There being no further discussion the Chairman put the duly seconded recommendation to the Committee and it was agreed by assent.

**RESOLVED** that the Committee reviewed the Annual Governance Statements table updates and challenged where necessary.

#### **401. ANY OTHER ITEMS OF BUSINESS THAT THE CHAIRMAN OF THE COMMITTEE DECIDES ARE URGENT**

The Chairman, addressing the Vice-Chairman vacancy, thanked former Councillor Jarvis for his work and support as Vice-Chairman of the Performance, Governance and Audit Committee. She then nominated Councillor Fleming as Vice-Chairman, this was duly seconded and agreed by assent.

Subsequent to the meeting and due to unforeseen circumstances, the acceptance was retracted therefore this will now be dealt with at the Performance Governance and Audit Committee on 10 February 2022.

The meeting closed at 7.52 pm.

MRS J C STILTS  
CHAIRMAN