

22 December 2020

AUDIT SCRUTINY COMMITTEE

A meeting of the **Audit Scrutiny Committee** will be held on **Thursday, 7th January, 2021** in the **Virtual Meeting - Virtual Meeting** at **10.00 am**

PHIL SHEARS
Managing Director

Membership:

Councillors Clarence, Colclough, H Cox, Goodman-Bradbury, Morgan (Chair), Mullone, Rollason (Vice-Chair) and Thorne

Please Note: Filming is permitted during Committee meeting with the exception where there are confidential or exempt items, which may need to be considered in the absence of the press and public. By entering the Council Chamber you are consenting to being filmed.

A G E N D A

Part I

1. **Apologies for Absence**
2. **Minutes of the previous meeting** (Pages 3 - 4)
To approve and sign the minutes of the meeting held on 17 December 2020.
3. **Declarations of Interest.**
4. **Public Questions (If any)**
5. **Members Questions (if any)**
Members of the Council may ask questions of the Chairman subject to procedural rules.

The deadline for questions is no later than three clear working days before the meeting.

6. **Notice of Motion**

(Pages 5 - 14)

If you would like this information in another format, please telephone 01626 361101 or e-mail info@teignbridge.gov.uk

AUDIT SCRUTINY COMMITTEE

17 DECEMBER 2020

Present:

Councillors Clarence, Goodman-Bradbury, Morgan (Chair) and Thorne

Apologies:

Councillors Colclough, H Cox, Mullone and Rollason

Officers in Attendance:

Sue Heath, Audit Manager

Liz Gingell, Business Improvement Officer

Christopher Morgan, Trainee Democratic Services Officer

Beth Tipton, Administrative Assistant

Rosanna Wilson, Corporate Procurement Officer

53. MINUTES

The minutes of the meeting held on 21 October 2020 were approved as a correct record and will be signed at the earliest convenience.

54. DECLARATIONS OF INTEREST

None.

55. REVIEW OF CONTRACT PROCEDURE RULES

The Procurement Officer presented the report to consider the 2020 review of the Contract Procedure Rules and make a recommendation to full Council for approval.

RECOMMENDED to Full Council that the revision of the Contract Procedure Rules replaced the 2015 Contract Procedure Rules.

56. STRATEGIC & CORPORATE RISK REPORT

The Project Officer presented the report to provide Members with an overview of the current status of the Strategic & Corporate risks.

The Audit Manager informed the Committee that staff had received Dojo cybersecurity training in order to reduce risk, especially whilst working remotely. This training would be provided to members as well.

RESOLVED the report and the actions being taken to reduce risks to the achievement of the council's objectives be noted.

57. INTERNAL AUDIT REPORT

The Audit Manager presented the report to update members on the internal work completed. They informed the committee that they were also in the process of uploading data to the National Fraud Initiative.

RESOLVED that the report be noted.

**58. FINANCIAL INSTRUCTIONS AND CONTRACT PROCEDURE RULES
WAIVER REPORT**

The Audit Manager presented the report to inform Members of the number of times the Financial Instructions and Contract Procedure Rules had been waived and the reasons for this.

In response to a question, the Audit Manager explained to the committee that the £35,000 received contract waiver was used to carry out a review of sustainable travel, and had been funded from a grant.

RESOLVED that the report be noted.

The meeting commenced at 10.00 am and finished at 10.40 am.

Chair
Councillor Sally Morgan

TEIGNBRIDGE DISTRICT COUNCIL

AUDIT SCRUTINY COMMITTEE

7TH JANUARY 2020

Report Title	Notice of Motion
<p>Purpose of Report</p>	<p>To advise Audit Scrutiny Committee on the recommendations of the spotlight group established to consider the Equalities Notice of Motion and propose actions to Executive in order to implement the Notice of Motion</p>
<p>Recommendation(s)</p>	<p>The Committee RECOMMENDS to Executive the following in order to implement the Notice of Motion :</p> <p>Motion No (1) Review the Councils HR and Equalities practice including the provision of Equalities training for members and officers</p> <p>Proposal</p> <ol style="list-style-type: none"> 1. Equalities training for members is arranged through Democratic Services and members are encouraged to attend by Group Leaders 2. That the Committee report template is amended to include “Equalities Considerations” and whether a Business Impact Assessment is required 3. The Council’s Equalities Policy, which expires in 2020, is reviewed and considered by O&S and Executive and included in 2021 Forward Plan

	<p>Motion No (5)</p> <p>A board of representatives from local formally constituted groups representing those with protected characteristics (as defined by the Equality Act) be formed to review the Council Equality Impact assessment on the COVID recovery plan once this has been completed and the Spotlight Group to consider who should be invited to join the board of representatives.</p> <p>Proposal</p> <p>Members of the review group agreed to wait until the Equalities Impact assessment is completed, then review to determine if there are any areas of weakness. Comments could then be sought from external registered groups representing the interests of that group.</p> <p>Motion No (7)</p> <p>Review the criteria for the Councillor's Community Fund and recommendations be made to ensure funding promotes projects which address inequalities;</p> <p>Proposal</p> <p>An additional 2 questions should be included in the Councillors Community Fund form:</p> <ol style="list-style-type: none">1. How does your organisation or project meet the needs of (tick all or any that apply)<ul style="list-style-type: none">• Older people (over 65yrs)• Young people (under 18yrs)• People with disabilities• Members of the LGBT community• Pregnant Women• Black, Asian and Minority Ethnic (BAME) people
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	<p>Please add any further comments here (Text box)</p> <p>2. Do you have an Equalities Policy Yes / No If Yes please upload a copy</p>
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Financial Implications	<p>Will depend on whether Equalities, Diversity and Inclusion training is arranged internally or externally. An internal course (2hrs) could be developed and delivered by HR at nil costs or external training has been identified at a cost of between £1,700 and £2,500 dependent upon the number of sessions delivered. Members would need to identify a budget for the external training</p> <p>Martin Flitcroft Chief Finance Officer & Head of Corporate Services</p> <p>Tel: 01626 215246 Email: Martin.Flitcroft@teignbridge.gov.uk</p>
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<p>Legal Implications</p>	<p>It understood that the review group seeks to make the following key recommendations:</p> <ul style="list-style-type: none"> (i) As part of good practice, a review be undertaken of the Council’s existing equalities policies and practices (including provision for training for Members and Officers), albeit for the avoidance of doubt existing arrangements meeting legal requirements; (ii) The general committee report template include provision for confirmation that equalities issues have been considered, including the outcome of any Equality Impact Assessment for strategic matters; (iii) For a task group to be established including outside representatives with expertise in protected characteristics to assist with the review of the Council’s COVID Recovery Plan; and (iv) For a separate review to be undertaken of the Councillors’ Community Fund to better support projects which promote equality across the district. <p>It should be noted that there is no need for the group’s parent committee (i.e. Audit Scrutiny), to refer this to both Overview and Scrutiny Committees, then the Executive and in turn full Council as the proposed matters concern reviews or administrative matters at this stage. Instead the Audit Scrutiny Committee may simply recommend the matters direct to the Executive or (if it would like all Members to be involved at this preliminary stage), full Council.</p> <p>Consideration should be given to which committee and senior officers will be responsible for project managing the work. In this regard, the Committee may wish to note that all the work falls within its own terms of reference and relevant advice is available from the HR & OD Manager and Community Safety and Safeguarding Manager.</p> <p>Solicitor to the Council and Monitoring Officer Email: karen.trickey@teignbridge.gov.uk</p>
<p>Report Author</p>	<p>Councillor Sally Morgan, Chair of Audit Scrutiny Committee Tel: Email: Sally.Mogan@teignbridge.gov.uk</p>
<p>Portfolio Holder</p>	<p>Cllr Martin Wrigley Executive Member for Communities</p>

Appendices	None
Background Papers	None

1. PURPOSE

1.1 On 28 July 2020, following a Notice of Motion put forward by Councillor Jeffries, Full Council unanimously resolved that:-

- 1) There was a review of Teignbridge District Council's Human Resources and Equalities practices and the inclusion of regular training for members and officers, to ensure the needs of underrepresented groups are met through addressing poverty and encouraging economic and social mobility:-
- 2) [The Council to] Work with Devon County Council (DCC) to explore the prospect of making changes to the education curriculum to include BAME experiences, contributions, and the FACTs of History, throughout the year:-
- 3) [The Council to] Explore the possibility of an education transformation project in conjunction with schools that creates a suite of curriculum resources specific to Teignbridge's History:-
- 4) [The Council to] Lobby Government to invest and resource changes to the curriculum across the UK through the support of organisations such as The Black Curriculum and via associated campaigns:-
- 5) An advisory board [to be] put in place linked to the Equality Impact Assessment for the Covid -19 recovery plan, to connect the experiences of BAME individuals within the community with the aim of driving forward positive change:-
- 6) -[The Council to] In partnership with DCC, [to] conduct a review of street names and monuments within Teignbridge to assess where information plaques relevant to uncovering the history of Imperialism and links to slavery can be put in place as soon as possible: [and]
- 7) [The Council to] Encourage Teignbridge organisations to contribute to diversity and social mobility through revising the Cllr Community Fund grants criteria to

include (but not exclusively); *projects that contribute to addressing inequalities and raising educational attainment within underrepresented groups.*

1.2 It was agreed by Full Council that the issues raised by the Notice of Motion should be referred to Audit Scrutiny Committee, Overview and Scrutiny Committee and Executive before coming back to Full Council. Audit Scrutiny Committee created a spotlight review group comprising of the Chair of Audit Scrutiny, Cllr Jeffries, Cllr L Petherick, Cllr Malone and Cllr Thorne to consider points 1, 5 and 7. This group was chaired by Cllr Morgan.

2. REPORT DETAIL

2.1 The Audit Scrutiny Spotlight group proposes to Executive that the following actions are agreed by Executive in order to implement the Notice of Motion:-

Motion No (1)

Review the Councils HR and Equalities practice including the provision of Equalities training for members and officers

Proposal

- Equalities training for members is arranged through Democratic Services and members are encouraged to attend by Group Leaders
- That the Committee report template is amended to include “Equalities Considerations” and whether a Business Impact Assessment is required
- The Councils Equalities Policy, which expires in 2020, is reviewed and considered by O&S and Executive and included in 2021 Forward Plan

2.2 Motion No (5)

A board of representatives from local formally constituted groups representing those with protected characteristics (as defined by the Equality Act) be formed to review the Council Equality Impact assessment on the COVID recovery plan once this has been completed and the Spotlight Group to consider who should be invited to join the board of representatives.

Proposal

Members of the review group agreed to wait until the Equalities Impact assessment is completed, then review and determine if there are any areas of weakness. Comments could then be sought from external registered groups representing the interests of that group.

2.3 Motion No (7)

Review the criteria for the Councillors community fund and recommendations be made to ensure funding promotes projects which address inequalities;

Proposal

An additional 2 questions should be included in the Councillors Community Fund form:

3. How does your organisation or project meet the needs of (tick all or any that apply)
 - Older people (over 65yrs)
 - Young people (under 18yrs)
 - People with disabilities
 - Members of the LGBT community
 - Pregnant Women
 - Black, Asian and Minority Ethnic (BAME) peoplePlease add any further comments here (Text box)

4. Do you have an Equalities Policy Yes / No
If Yes please upload a copy

3. CONCLUSION

Following the Notice of Motion members of the Audit Scrutiny Committee spotlight group met and agreed a number of proposed actions to address each of the points put forward. It is recommended Audit Scrutiny support these recommendations and they are put forward to Executive for agreement.

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