

# Crawley Borough Council

## Minutes of General Purposes Committee

1 October 2007 at 7.30pm

### Present:

Councillor R D Burrett (Chair)  
Councillor C R Eade (Vice-Chair)  
Councillors B K Blake, C A Cheshire, D G Crow, M T Head, J Mortimer,  
D W Murdoch and L A Walker

### Also in Attendance:

Councillors A C W Crane and G K Seekings

### Officers Present:

Mez Matthews Democratic Services Officer  
Andrew Oakley Electoral Services Manager  
Pat Tinsley Head of Democratic Services

### Apologies for Absence:

Councillor R A Lanzer

## 8. Minutes

The minutes of the meeting of the Committee held on 2 July 2007 were approved as a correct record and signed by the Chair.

## 9. Members' Disclosure of Interests

No disclosures of interest were made.

## 10. Audit and Governance Sub Committee

**RESOLVED**

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That the minutes of the meeting of the Audit and Governance Sub Committee held on 26 June 2007 set out in Appendix 1 to these minutes be received.

## 11. Changes to the Constitution

The Committee considered the changes to the Constitution.

The Committee noted that the Executive had been able to approve the Disability and Gender Equality Schemes at its meeting on 12 September 2007 as those documents had not been Policy Framework Documents at that time. The fact that those types of document had been approved by the Executive had brought to officers' attention that their status should be changed to Policy Framework Documents for the future.

Members discussed the proposed change to the Procurement Code competition requirements and concern was raised that £10,000 was too high a value to received only one quotation. It was agreed that the guidance to officers would state that alternative quotations should be obtained if possible. Members noted that the change in the competition requirements had been proposed to bring the various thresholds in line with the requirements of other West Sussex Authorities. Officers felt that the changes would 'tighten-up' the procedure.

### RECOMMENDATION

That the Council be recommended to agree the changes to the Constitution as proposed in Appendix 2 to these minutes

## 12. Appointment of Members to Serve on the Members' Allowances Independent Remuneration Panel

Members were informed that there were two vacancies to be filled on the Panel. Mr Peter Mansfield Clarke had completed his four year term of office on the Panel in 2006/07 and had decided not to seek to serve for a further four year period. Ms Janet Haynes had one more year to run, but had recently had to withdraw from the Panel for health reasons.

The Committee was informed that the remaining members of the panel were Alison Skinner, Roy Rose and Nick Whitley, each of whom had 3 appointed years remaining.

In previous years, the Director of the Crawley Council for Voluntary Service had served as a representative of the voluntary sector on the Panel. The present Director, Liz Lamport, had been approached and had indicated that she would be willing to serve as a voluntary sector representative should she be appointed.

The Chamber of Commerce had also been approached and had nominated Mr Jan Lensen from the Arora Hotel.

### RECOMMENDATION

That the Council be recommended to agree:

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1. That Ms Liz Lamport, Director of Crawley Council for Voluntary Service, be appointed to serve on the Members' Allowances Independent Remuneration Panel from 2007/08 to 2010/11.
2. That Mr Jan Lensen, Crawley Chamber of Commerce, be appointed to serve on the Members' Allowances Independent Remuneration Panel from 2007/08 to 2010/11.
3. That Mr Peter Mansfield Clarke and Ms Janet Haynes be thanked for their contribution to the work of the Panel and wished well for the future.

### 13. Review of Polling Districts and Polling Places

The Committee considered report DS/78 of the Head of Democratic Services. Members were reminded that at its meeting held on 2 July 2007 (minute 6) the Committee had agreed to complete a review of the polling places and polling districts as part of the Polling District Review required by the Electoral Administration Act 2006. Report DS/78 informed the Committee of the comments received via the consultation and also detailed the Returning Officer's response. Members were informed that the changes to the polling district letters and any amendments made by the Committee and Council would not take effect until the publication of the register on 1 December 2007. Members were reminded therefore that if a General Election was called before that date, the current polling districts and polling district numbers would be used.

Members discussed the changes which were proposed for Ifield Ward. For the past two years Ifield Ward had been divided into three polling districts served by the Masonic Hall, The Mill Primary School and Wybourne Community Centre. The report proposed that the ward continue to be served by three polling places but that the Ifield Community Centre should replace the Masonic Hall. Various Members were of the view that the Ifield Ward was not large enough to warrant three polling districts and that the Mill Primary School should not be used. Some Members were concerned that schools should not be used as polling places as elections generally took place during vital periods when staff within schools were preparing children for examinations. Other Members felt that the Ifield Ward should continue to operate three polling places as large housing developments had been proposed for the area which would significantly increase the size of the electorate.

The following amendment to the Retuning Officer's recommendations was moved by Councillor John Mortimer, seconded and, upon being put to the vote was agreed (by five votes to four):-

That the Council be RECOMMENDED to agree that the current polling districts LEA and LEB in Ifield Ward be combined into one polling district with Ifield Community College being designated as the polling place instead of the Masonic Hall and ~~The Mill~~ Primary School.

#### RECOMMENDATION

That the Council be recommended to agree the polling arrangements set out in Appendix 3 to these minutes.

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**14. Closure of Meeting**

With the business of the Committee concluded, the Chair declared the meeting closed at 8.25pm.

R D BURRETT  
Chair

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## *Crawley Borough Council*

### **Minutes of Audit and Governance Sub-Committee**

**26 June 2007 at 7.30 p.m.**

**Present:**

Councillor L A Walker (Chair)

Councillors R D Burrett, C A Cheshire, C R Eade and M T Head

**Also in Attendance:**

Councillors: B J Burgess, R G Burgess (arrived during discussion of item 13 of the agenda), R A Lanzer and G K Seekings

**Officers Present:**

R Asirwatham	(Technical Accountant)
J Burke	(Head of Finance)
C Burton	(Head of Policy)
P Buxton	(Policy Officer)
D Covill	(Director of Resources)
M Gaston	(Senior Technical Assistant)
K Hayes	(Deputy Head of Finance)
J Hills	(Interim Audit Manager)
K Pullen	(Auditor)
P Rogers	(Interim Head of Crawley Homes)
M Shopland	(Democratic Services Officer)
P Windust	(Technical Project Manager)

**1. Minutes**

The minutes of the meeting of the Sub-Committee held on 9 May 2007 were approved as a correct record and signed by the Chair.

**2. Apologies for Absence**

There were no apologies for absence.

**3. Members' Disclosure of Interests**

No disclosures of interests were made.

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#### 4. **Statement of Accounts 2006/07**

*The Head of Finance presented the Statement of Accounts 2006/07 to the Sub Committee.*

*In response to a question from Councillor Cheshire as to why the total capital expenditure for Leisure Services had been £12,685 million in 2005/06 and £2,096 million in 2006/07, the Head of Finance confirmed that much of the expenditure in 2005/06 had related to K2 leisure centre. He went on to clarify that Tilgate golf course had been outsourced but the list of Cultural, Environmental and Planning Services (p19) included all such services whether they generated income for the Council or not.*

*Members were of the opinion that £202,000 on recruitment advertising costs in 2006/07 was overly high, even taking into account the fact that three Heads of Service were appointed during this period. In response to a suggestion by Councillor Eade that this issue be subject to a scrutiny review, the Director of Resources emphasised that it could be considered as part of the media scrutiny review.*

*The Sub Committee were notified that the General Fund balance had increased by £1.8 million as a result of an underspending on the Council's revenue activities in 2006/07. Underspends had occurred in areas such as the filling of vacant posts when it had been agreed not to fill certain posts.*

*The Chair emphasised that whilst it was pleasing that the Council was prudent he was disappointed that the underspend was so significant. He went on to question whether more could have been delivered using a proportion of the underspend. The Head of Finance stated that a crucial part of financial management involved close monitoring of the budget throughout the year. It is planned to provide monthly budgetary updates to CMT so that projected under and overspending can be identified to Members as soon as possible.*

#### **RESOLVED**

*(1) That the Statement of Accounts for the financial year ended 31<sup>st</sup> March 2007 be approved by the Sub Committee and signed by the Chair.*

#### 5. **Audit Commission 2007/08 Audit and Inspection Plan**

*The Head of Finance presented the Audit Commission 2007/08 Audit and Inspection Plan to the Sub Committee. The plan detailed the work that the Audit Commission proposed to undertake for the 2007/08 financial year.*

*The Sub Committee were reminded that data quality, Crawley Homes, value for money and financial statements were areas that had been identified as requiring improvement.*

*The Head of Finance informed Members that the total indicative fee for audit and inspection work included in the 2007/08 audit and inspection was £185,000 in comparison to the planned fee of £120,000 for 2006/07. The reasoning regarding this increase was outlined in Appendix 2 to the Audit and Inspection Plan. In response to Members' queries, he indicated that there was a possibility that this fee level would be reduced should it become clear that less work was required. However, it was unlikely that there would be a significant reduction, if any.*

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The Head of Finance clarified that the Council was required by the Audit Commission to promote external accountability. He stated that the statement of accounts would be placed on the Council website and that consultation with the public was due to take place later in the year on a summary version of the accounts.

## 6. Internal Audit Progress report as at 25th May 2007

The Sub-Committee considered report FIN/114 of the Head of Finance on the Internal Audit Progress Report as at 25 May 2007.

The Interim Audit Manager reported on the progress made by Internal Audit towards the completion of the 2006-07 Internal Audit Plan and the implementation of previous recommendations. Those reviews under the 2007/08 Plan which had already commenced were also discussed.

Reviews of Sundry Debtors, Financial Ledger and Reconciliations, Creditors, Budgetary Control and Compliance with Taxation (VAT/CITD) have been completed since the last progress report as at 15<sup>th</sup> March 2007. Reviews concerning Cashiers, Procurement, Payroll, Data Protection, Capital Expenditure and Data Quality have also begun.

Members were informed that Sundry Debtors had received a Poor rating as there had been reconciliation of data problems relating to the CedAR system. However, it was hoped that the upgrade of the FMS system carried out in March 2007 would resolve many of these problems. It was noted that write offs should be completed on a quarterly basis. The Interim Audit Manager stated that she was confident that improvements were being made in this area and emphasised that the IT review of the debtors module had been satisfactory overall.

The Financial Ledger and Reconciliations had received a poor rating as a loss of key staff had caused problems with the year-end process and the operation. However, a new finance team was in place and managers had responded quickly to the problems identified.

Creditors had also been considered as poor. However, improvements had been made as the Treasury Services Manager had addressed problems such as the segregation of duties not being maintained between key functions, immediately as the problem was identified.

The Council's budgetary control process had been scored as adequate. Members expressed concern that virements under £50,000 are authorised by the Budget Holder and are not routinely reported to the Performance Monitoring Scrutiny Panel or CMT. In response to Members' enquiries, the Interim Audit Manager indicated that Internal Audit had considered £5-10,000 a more suitable threshold. The Director of Resources commented that the threshold needed to be reasonably high to allow managers in big budget services areas to move resources when required. The Head of Finance stated that they would be experimenting with the form of the budget monitoring reports to ensure that the number of virements could be reported to Members in an appropriate format. The Sub Committee were also disappointed that the majority of orders were not being processed using the Purchase Order system and that departments did not always process invoices in accordance with appropriate internal procedures. Members were concerned that this brought the Adequate rating close to a Poor rating. The Interim Audit Manager reported that the e-procurement project team had carried out an exercise. She stressed that further work was due to be carried out to address this matter.

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*The Head of Finance emphasised that the audits referred to in the report had been carried out during 2005/06, a period when there had been many changes in staff. Most of the issues identified in the reports had already been addressed and there were plans to ensure that any outstanding recommendations were resolved during 2007/08.*

*The Interim Audit Manager indicated that areas could be scored good, adequate, poor or unsatisfactory.*

*Members were pleased that a joint exercise with the Revenues Team to data match those residents on the Council Tax database claiming a single persons discount to the Electoral Register to establish if potentially more than one adult may be residing at the address had resulted in additional income of £86,856 for 2006/07 (based on Band C). It was hoped that this would be an annual exercise. It was noted that Langley Green and Gossops Green had not been included in the tabular information.*

*The Sub Committee were pleased that the Council was developing a formal debt recovery policy. Implementation was likely to occur in August 2008. Councillor Cheshire emphasised that any such policy needed to support those trying to get out of debt and not be overly prescriptive. Councillor Burrett questioned whether the Council had established a debt charter several years previously and if so if it had expired. It was agreed that this would be further investigated.*

*The Director of Resources reported that the one hundred largest non-commercial debts had been analysed. He advised Members that IT procedures would be put in place to flag up potential problem areas. Additional training would be given to staff so that they would be able to recognise individuals who might potentially have debt problems in more than one area.*

*Some Members asked that they receive the minutes of the Corporate Debt Group to gain an insight into the work that they carried out.*

*Councillor Eade questioned whether Members could receive a high level summary of debt recovery figures on a monthly basis. The Head of Finance informed the Sub Committee that these figures were presented to the Performance Monitoring Scrutiny panel on a quarterly basis.*

*The Sub Committee queried why it was that the recommendation regarding journal authorisation had been rejected and the risk accepted. The Head of Finance stated that the finance team were examining ways in which material values for journals could be completed online. This would avoid having to store large quantities of journals on paper.*

## **RESOLVED**

- (1) That report FIN/114 be received and that the progress to date be noted.

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## 7. **Internal Audit Annual Report 2006/07**

*The Sub Committee considered report FIN/115 of the Head of Finance. The report outlined the work and findings of Internal Audit between 1<sup>st</sup> April 2006 and 31<sup>st</sup> March 2007.*

*The Interim Audit Manger stated that this was the first time that the Sub Committee had received such a report. The report supported the Statement on Internal Control. A summary of the Internal Audit Coverage 2006/07 was included as Appendix B to the report. The information would be used as a benchmark so that the Sub Committee could track progress made in the future.*

*She emphasised that whilst there had been a number of significant events that had taken place within the finance department during the period in question, such as great changes to the finance team, this had not heavily affected internal audit's ability to complete its work.*

*The Sub Committee were informed that ongoing problems with the 2005/06 accounts and considerable staff changes had effected the divisions' ability to operate the necessary level of internal control. The resulting slip in performance had led to the internal audit opinion for Sundry Debtors, Creditors and Financial Ledgers and Reconciliations being given as Poor. Nevertheless, in light of the fact that managers had quickly addressed problems once identified, the Interim Audit Manager indicated that the Council had had an adequate system of internal control between 1<sup>st</sup> April 2006 and 31<sup>st</sup> March 2007.*

*Members were pleased at the increased level of visibility and praised officers for the way issues were being increasingly brought forward before the Sub Committee.*

### **RESOLVED**

(1) That report FIN/115 be noted.

## 8. **Review of Internal Audit**

*The Sub Committee considered report FIN/116 of the Head of Finance.*

*Members were notified that the Council's Internal Audit was required to follow a Code of Practice established by CIPFA. A self-assessment checklist (Appendix B) which allowed Internal Audit to asses how the service was complying with the Code of Practice had been completed. Areas requiring further action were identified and set out in an action plan. (Appendix A)*

*It was noted that action point 2.2.1 on page E12 should read 2.2.2.*

*Councillor Burrett questioned whether internal audit staff were precluded from reviewing and making comments during routine or future audits if they had been consulted during policy, system or procedure development. The Interim Audit Manager clarified that they were not.*

*Members agreed that the Sub Committee would receive periodic updates on the progress of the Internal Audit Service, the first update being given at the meeting of the Sub Committee in September. Members would then decide how often updates were required.*

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**RESOLVED**

- (1) That the content of the review and the corresponding Action Plan be noted.
- (2) That the Sub Committee should receive periodic updates on progress.

**9. Statement on Internal Control 2006/07**

The Sub-Committee had before it report FIN/117 of the Head of Finance.

The Statement on Internal Control reviewed the effectiveness of the Council's risk management and internal control arrangements. Appendix A to the report provided an update on the status of the previous year's recommendations. Recommended improvements and how these could be made were detailed in an action plan (Appendix B to the report).

The Sub Committee were advised that good progress had been made with regards to the recommendations raised through the production of the Statement of Internal Control for 2005/06.

An additional significant weakness, the standard of data quality, had been identified by the review of the Statement of Internal Control questionnaire for 2006/07. Members were assured that the Corporate Policy Team were working to an action plan that had been produced to address how this issue could be resolved.

It was noted that a clerical error had been made on page F8 and that September 2007 should read September 2006.

**RESOLVED**

- (1) That the current status of prior year recommendations and the recommendations arising from the 2006/07 review (Appendices A and B) be noted.
- (2) That the wording for the 2006/07 Statement of Internal Control to be included within the Financial Accounts (Appendix C) be noted, subject to the following amendment. That 'It is made up of a Leader and seven councillors appointed by the Council' be amended so that it read 'It is made up of a Leader who is appointed by Council and seven councillors who are appointed by the Leader.'

**10. Audit Commission Reports: - Performance Management and Data Quality**

The Sub Committee considered report FIN/118 of the Head of Finance.

The Head of Policy reminded Members that the Audit Commission had identified the Councils management arrangements for data quality as being below minimum standard. Action Plans detailing how the Council should tackle issues relating to performance management and data quality were included as Appendices A and B to the report. She went on to state that these areas had been under the remit of the Policy team since April 2007.

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*The Policy Officer emphasised that previously the Council had collated a lot of data, some of which had been found not to be wholly accurate. He indicated that much was being done to address the Audit Commission's recommendations regarding improving data quality. A draft data quality strategy has been produced. Written consultation with front line officers has been carried out and a consultation event had taken place.*

*The Sub Committee was informed that CMT had recently approved a further one hundred licences for the Covalent system. These would come into effect over the next three or four months. The Policy Officer confirmed that Heads of Services had been consulted over which officers would receive access and workshops on potential training needs would be given. It was noted that audit trails would be improved as links could be placed on the Covalent system. The new Corporate Plan action plan would also be placed on the Covalent system.*

*The Sub Committee were advised that the Council had completed a self-assessment regarding its data quality and scored it 2-3. A meeting had taken place with an Audit Commission representative who had indicated that they pleased with the progress being made.*

*Members were informed that work was being undertaken to establish formal protocols with other agencies to ensure that the quality of externally provided data is as reliable as possible. A list was being compiled all agencies that supplied the Council with data. However, this was a long process.*

*In response to Members' queries as to why the report was being presented to the Sub Committee when some of the information was out of date, the Interim Audit Manager stated that it was firstly a question of timing, having missed deadlines for previous meetings. Secondly, it tied in with the Statement of Internal Control.*

*A list of key high risk PIs had been circulated. It was noted that currently there were approximately six hundred PIs. It was hoped that this number would be reduced to approximately twenty. Members were informed that the Policy team were preparing for the forthcoming BVPI review. Councillor Burrett commented that once the Council had finalised what PI's needed to be monitored (including statutory PIs) it was important that these remained unchanged for some time so that any progress and change could be monitored on a year by year basis.*

*The Chair queried why it was that no comments had been made in the comments section in Appendix 1, (the Action Plan) of Appendices A and B to the report. The Head of Policy explained that the Audit Commission had produced the report before the issue of data quality had fallen under the remit of the Policy team, offering little opportunity to do so.*

## **RESOLVED**

- (1) *That the reports attached as Appendices A and B to report FIN/118, the contents of the Action Plan and the agreed implementation timescales are noted.*

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**11. Exclusion of the Public**

**RESOLVED**

*That in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.*

**12. Housing Revenue Account Overspend – Follow Up Review  
(Exempt Paragraph 3 - Financial and Business Affairs)**

*The Sub Committee considered report FIN/119 of the Head of Finance.*

*The Director of Resources reported that in June 2005, at the request of CMT, the Audit Commission had conducted an independent review of the Housing Revenue Account Overspend. Report FIN/119 of the Head of Finance outlined where progress had been made against the resulting seventeen recommendations made. A review of the June 2005 HRA Overspend Action Plan and a summary of the position at March 2007 was included as Appendix 1 to the report. A further Action Plan was included as Appendix 2 to the report.*

*Members agreed that progress had been made and praised the Interim Head of Crawley Homes for his role in this process.*

**RESOLVED**

- (1) *That report FIN/119, the contents of the Action Plan (attached as Appendix 1) and the agreed implementation timescales be noted.*

**13. Housing Maintenance Update  
(Exempt Paragraph 3 - Financial and Business Affairs)**

*The Sub Committee considered the briefing note prepared by the Interim Head of Crawley Homes concerning the customer access, invoicing and contract management of the repairs and maintenance service, in detail.*

*The Interim Head of Crawley Homes outlined the service issues and associated risks relating to the Crawley Homes repairs and maintenance function, as identified by the external and internal audits. He went on to detail the strategy that had been put in place to help to resolve these weaknesses. Members discussed these matters in detail.*

*The Sub Committee requested details of the samples of the invoices (with figures) submitted by Mears, which are being reviewed under the independent audit requested by the Sub Committee. Members also wished to be informed of what measures have been taken, the outcomes and actions. The Chair expressed disappointment at the lack of urgency in carrying out retrospective checks from September 2005 to September 2006 since the review had been requested in September 2006. Members requested that the results of these retrospective checks be reported back to the Sub Committee.*

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**14. Whistleblower Procedure – Monitoring Officer's Annual Summary  
(Exempt Paragraph 2 – Information which is likely to reveal the identity of  
an individual)**

*The Sub Committee considered report DS/74 of the Head of Democratic Services.  
Members were pleased that the Whistleblowing Service was being used.*

**RESOLVED**

(1) *That report DS/74 be noted.*

**15. Closure of Meeting**

*With the business of the Sub-Committee concluded, the Chair declared the meeting  
closed at 10:15pm.*

L A WALKER  
**Chair**

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AMENDMENTS TO THE CONSTITUTION

APPENDIX 2

Function	Proposed amendment	
Article 4 – The full Council – Page 17	Add 'Equality policies and schemes' to the list of policy framework documents	
Article 4 – The full Council – Page 17 Exceptions to Executive functions – Page 125 Policy Framework Procedure Rules – Page 227	<p>Revise wording relating to the Local Development Plan in the Policy Framework to read as follows:-</p> <p>Adopting, approving, amending, modifying, revising, varying, withdrawing or revoking alterations and development plan documents (under Section 15 of the Planning and Compulsory Purchase Act 2004) which together form the Local Development Plan (including</p> <p>(i) the approval for the purposes of public consultation in accordance with regulations 26 and 28 of the Town and Country Planning (Local Development) (England) Regulations 2004 draft proposals associated with the preparation of alteration or the replacement of, a development plan; and</p> <p>(ii) the approval, for the purpose of its submission to the Secretary of State for independent examination under Section 15(1)(b) of the Planning and Compulsory Purchase Act 2004, of a development plan document)</p>	

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Function	Proposed amendment	
<p>Article 4 – The full Council – Page 17  Exceptions to Executive functions – Page 125  Policy Framework Procedure Rules – Page 227</p>	<p>Replace the words in the second set of brackets at the end of the list of policy framework documents with the following:-  (In respect of policy framework documents, and matters relating to the control of the authority's borrowing, investments or capital expenditure, or to housing land transfer, the Executive will be responsible for putting draft documents to the Council and will be responsible for any consultation required or necessary in the course of preparing those documents. The Council will be responsible for the approval for the purposes of its submission to the Secretary of State of any plan or strategy (whether or not in the form of a draft) of which any part is required to be so submitted)</p>	
<p>Article 4 – The full Council – Page 17  Exceptions to Executive functions – Page 125  Policy Framework Procedure Rules – Page 227</p>	<p>Add the following wording at the end of the list of policy framework documents:-</p> <p>'The function of amending, modifying, revising, varying, withdrawing or revoking a plan or strategy relating to the policy framework, to the control of the authority's borrowing, investments or capital expenditure, or to housing land transfer shall be the responsibility of the Executive where such action</p> <p>(i) Is required to give effect to requirements of the Secretary of State in relation to a strategy or plan (or part of a strategy or plan) submitted for his/her approval; or</p> <p>(ii) Is recommended by the person carrying out, under Section 20 of the Planning and Compulsory Purchase Act 2004, an independent examination of a development plan document;</p> <p>(iii) Is authorised by the Council when approving or adopting a plan or strategy</p> <p>but shall not be the responsibility of the Executive in any other case.'</p>	

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Function	Proposed amendment	
<p>Article 4 – The full Council – Page 17  Exceptions to Executive functions – Page 125  Policy Framework Procedure Rules – Page 227</p>	<p>Add the following wording at the end of the list of policy framework documents:-</p> <p>'In connection with the discharge of functions under Section –31 of the Planning and Compulsory Purchase Act 2004 (jc local development documents and joint committees), the following actions shall not be the responsibility of the Execu</p> <p>(i) The making of an agreement to prepare one or more joint development plan documents;</p> <p>(ii) The making of an agreement to establish a joint committee, for the purposes of Part 2 (local development) of the 20 Act, the local planning authority;</p> <p>(iii) Where the authority is a constituent authority to a joint committee, the making of an agreement that the joint committee is to be, for the purposes of Part 2 of the Act, the local planning authority for any area or matter which is not the subject of a Order under Section 29 of the 2004 Act or an earlier agreement under Section 30 of the 2004 Act;</p> <p>(iv) The making of a request to the Secretary of State for the revocation of an order constituting a joint committee as the planning authority for any area or in respect of any matter.</p> <p>Any other function under Sections 28 – 31 of the Planning and Compulsory Purchase Act 2004 shall be the responsibility of the Executive'</p>	
<p>Functions of the Development Control Committee – Page 83</p>	<p>Add the following function:-</p> <p>Power to authorise the stopping up or diversion of a highway under Section 247 of the Town and Country Planning Act 1</p>	

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Function	Proposed amendment	
Functions of the Licensing Committee – Page 97a	Add the following delegation:-  ‘ Power to grant permission for the provision , etc. of service amenities, recreation and refreshment facilities on highway related powers under Sections 115E, F and K of the Highw. Act 1980’	
Functions of the Licensing Committee – Page 97a	Add the following delegation:-  ‘ Duty to publish notice in respect of proposal to grant perm under Section 115E of the Highways Act 1980’	
Functions of the Licensing Committee – Page 86	Amend delegation 86 to read as follows:-  <u>The following function is delegated to the Head of Legal Se jointly with the Head of Environmental Services:-</u>  Power to institute legal proceedings under the Gambling Ac 2005	
Functions of the Licensing Committee – Page 105	<u>The following function is delegated through the Licensing Committee to the Head of Environmental Services:-</u>  Power to designate an officer as an authorised officer unde 3 Section 13(2) of the Licensing Act 2003	
Functions of the Licensing Committee – Page 109A	Add the following:  <u>“The following function is delegated through the Licensing Committee to the Head of Environmental Services:-</u>	

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Function	Proposed amendment	
	Duty to comply with requirement to provide information to Gambling Commission in accordance with Section 29 of the Gambling Act Order"	
Functions of the Licensing Committee – Page 190a	Add the following: <u>"The following function is delegated through the Licensing Committee to the Head of Environmental Services:-</u> Functions relating to exchange of information in accordance Section 30 of the Gambling Act 2005"	
Functions of the Licensing Committee – Page 109a	Add the following: <u>"The following function is delegated through the Licensing Committee to the Head of Environmental Services:-</u> Functions relating to occasional use notices in accordance Section 39 of the Gambling Act 2005"	
Functions of the Licensing Committee – Page 109a	Add the following: <u>"The following function is delegated to the Licensing Comm</u> To make order disapplying section 279 or 282(1) of the Gambling Act 2005 in relation to specified premises in accordance with Section 284 of the Gambling Act 2005"	

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Function	Proposed amendment	
Functions of the Licensing Committee – Page 109a	<p>Add the following:</p> <p><u>“The following function is delegated through the Licensing Committee to the Head of Environmental Services:-</u></p> <p>Functions relating to the registration and regulation of small society lotteries in accordance with Part 5 of Schedule 11 to the Gambling Act 2005”</p>	
Functions of the Appointments and Investigating Committee – Page 113	<p>Add the following function:-</p> <p>“Duty to provide staff, etc to person nominated by the Monitoring Officer under Section 82A(4) of the Local Government Act 2000.”</p>	
Functions of the General Purposes Committee – Page 117	<p>Add the following function:-</p> <p>‘2(h) Powers relating to Overview and Scrutiny committees (voting rights of co-opted members) under Paragraphs 12 &amp; 14 of Schedule 1 to the Local Government Act 2000.</p>	
Responsibility for Executive Functions – Page 125	<p>Add ‘Equality policies and schemes’ to the list of policy framework documents</p>	
General Matters Delegated to Executive Members and Officers – Page 162	<p>Amend G32 to read as follows:</p> <p><u>“The following function is delegated to the Director of Community Services in consultation with the Executive Member for Community Engagement:-</u></p> <p>The award of one year grants not exceeding £750 to voluntary organisations, in accordance with the policy and priorities developed for this fund and subject to a total annual fund as determined by the Executive.”</p>	

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Function	Proposed amendment	
Policy Framework Procedure Rules – Page 229	Add 'Equality policies and schemes' to the list of policy framework documents	
Procurement Code – Scope of the Procurement Code – Exemptions – Page 308	Amend paragraph 3.2 to read:  "All exemptions, and the reasons for them, must be recorded using the appropriate form in the Procurement Toolkit. All exemptions approved must be reported to the Corporate Management Team and the Portfolio Holder for information	
Procurement Code – Scope of the Procurement Code – Exemptions – Page 308	Amend paragraph 3.3 to read:  "If it is proposed to seek exemption for any reasons other than those which follow then authority must be obtained, in advance from the relevant Director who may refer the matter to the appropriate Portfolio Holder and Opposition Leaders, Corporate Management Team or the Executive if they consider it appropriate. "	
Procurement Code – Competition Requirements – Page 310	Amend the table in paragraph 6.1 to read as Appendix 1 to enclosure.	
Procurement Code – Page 313	Delete reference to £100,000 and replace with £50,000 in paragraphs 11.2 and 11.3.	

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**Appendix 2(a)**

**6.1 Procurement - competition requirements**

Where the *Total Value* for a purchase is within the values in column A below, the *Award Procedure* in column B must be followed. Shortlisting shall be undertaken by the person or persons specified in column C.

<b>A</b> <b>Estimated Total Value</b>	<b>B</b> <b>Award Procedure</b>	<b>C</b> <b>Shortlisting - see the Procurement Code Paragraph 10)</b>
Under £10,000	Before a purchase order is issued the relevant Head of Service shall either obtain competitive quotations or be satisfied that the Council is obtaining value for money.	<i>Officer</i>
£10,001-£50,000	Three written quotations to be reviewed by at least two Officers.	<i>Officer and Line Manager</i>
£50,000.01- <i>EC Threshold</i> (see Procurement Toolkit for current threshold values)	<i>Invitation to Tender</i> by advertisement on the Councils website and by advertisement or other media which achieves a similar penetration of potential <i>Tenderers</i> to at least five <i>Tenderers</i>	<i>Officer, Line Manager and Head of Finance</i>
<i>Above EC Threshold</i> (see <a href="#">Procurement Toolkit</a> for current threshold)	<i>EC Procedures</i> or, where this does not apply, <i>Invitation to Tender</i> by advertisement on the Councils website and by advertisement or other media which achieves similar penetration of potential <i>Tenderers</i> to at least five <i>Tenderers</i>	<i>Officer, Line Manager, Head of Finance and Head of Legal Services - see the Procurement Code Paragraph 10.1.</i>

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**Appendix 3**

**PROPOSALS OF THE RETURNING OFFICER FOR CRAWLEY CONSTITUENCY**

<b>Bewbush Ward</b>			
<b>PD Letters</b>	<b>Polling Place</b>	<b>Address</b>	<b>Electorate</b>
LA	Bewbush Community Centre	Dorsten Square	6125
<b>Broadfield North Ward</b>			
<b>PD Letters</b>	<b>Polling Place</b>	<b>Address</b>	<b>Electorate</b>
LB (LBA)	Broadfield Youth and Community Centre	Broadfield Barton	4305
<b>Broadfield South Ward</b>			
<b>PD Letters</b>	<b>Polling Place</b>	<b>Address</b>	<b>Electorate</b>
LC (LBB)	Broadfield Youth and Community Centre	Broadfield Barton	4105
<b>Furnace Green Ward</b>			
<b>PD Letters</b>	<b>Polling Place</b>	<b>Address</b>	<b>Electorate</b>
LD (LCA)	Furnace Green Community Centre	Ashburnham Road	4416
<b>Gossops Green Ward</b>			
<b>PD Letters</b>	<b>Polling Place</b>	<b>Address</b>	<b>Electorate</b>
LE (LD)	Gossops Green Community Centre	Capel Lane	3838
<b>Ifield</b>			
<b>PD Letters</b>	<b>Polling Place</b>	<b>Address</b>	<b>Electorate</b>
LFA (LEA & LEB)	Ifield Community Centre	Ifield Drive	4233
LFB (LF)	Wybourne Community Centre	Hyde Drive	2248
<b>Langley Green Ward</b>			
<b>PD Letters</b>	<b>Polling Place</b>	<b>Address</b>	<b>Electorate</b>
LG	Langley Green Community Centre	Stagelands	5377
<b>Maidenbower</b>			
<b>PD Letters</b>	<b>Polling Place</b>	<b>Address</b>	<b>Electorate</b>
LHA(LCB)	Maidenbower Community Centre	Harvest Road	2652
LHB(LCC)	The Brook School	Salterns Road	3193
<b>Northgate Ward</b>			
<b>PD Letters</b>	<b>Polling Place</b>	<b>Address</b>	<b>Electorate</b>
LI	Northgate Primary School	Green Lane	3578

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**Pound Hill North Ward**

<b>PD Letters</b>	<b>Polling Place</b>	<b>Address</b>	<b>Electorate</b>
LJA	Milton Mount Primary School	Grattons Drive	2948
LJB	Wakehams Green Community Centre	Wakehams Green Drive	2097

**Pound Hill South and Worth Ward**

<b>PD Letters</b>	<b>Polling Place</b>	<b>Address</b>	<b>Electorate</b>
LKA (LK)	Pound Hill Community Centre	Worth Road	2621
LKB (LL)	Crawley Pupil Referral Unit	Turners Hill Road	3341

**Southgate Ward**

<b>PD Letters</b>	<b>Polling Place</b>	<b>Address</b>	<b>Electorate</b>
LLA (LM)	St Mary's Church Hall	Wakehurst Drive	2859
LLB (LN)	Southgate West Community Centre	Ditchling Hill	3322

**Three Bridges Ward**

<b>PD Letters</b>	<b>Polling Place</b>	<b>Address</b>	<b>Electorate</b>
LMA(LO)	Montefiore Institute	Hazelwick Road	2571
LMB (LP)	Three Bridges Junior School	Gales Drive	1668

**Tilgate Ward**

<b>PD Letters</b>	<b>Polling Place</b>	<b>Address</b>	<b>Electorate</b>
LNA (LQ)	Tilgate Community Centre	Shackleton Road	2162
LNB (LR)	Holy Trinity Church Hall	Titmus Drive	2310

**West Green Ward**

<b>PD Letters</b>	<b>Polling Place</b>	<b>Address</b>	<b>Electorate</b>
LO (LS)	West Green Primary School	West Green Drive	3467

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