

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 5th DECEMBER, 2017**

PRESENT: D. Langton, P. Mousdale, N. Watson, V. Green, D. Walker, J. Whittaker, P. Atkinson and L. Ritchie

ALSO ATTENDING: T. Quigley, F. Khaliq and K. McInery

ACTION BY

104. TIMETABLE FOR FUTURE MEETINGS AND FORWARD PLAN

The timetable for future meetings was submitted for consideration in conjunction with the Forward Plan and amended.

AGREED

That items for all future meetings be forwarded to Jane Watson

All Service Managers

105. COUNTER FRAUD POLICIES UPDATE

The Financial Services Manager submitted a report on revised policies for anti-fraud activity. This included slight amendments to the following policies:

Anti-Fraud, Theft and Corruption Policy and Strategy
Whistle Blowing Policy
Bribery Policy
Anti-Money Laundering Policy

Reference was made to CIPFA's new counter fraud and corruption strategy. In that there was reference to the development of a specific register for fraud and corruption risks. It was suggested that such a register be compiled which would help Service Areas assess and focus on their fraud risks on a more formal basis. This would also allow continuous assessment of risks particularly in new and emerging areas such as cyber-crime/cyber-fraud and evaluation of the controls. It was felt this would also help strengthen the Council's overall governance arrangements.

AGREED

(1) That the revised policies be agreed and referred to the Accounts and Audit Committee on 25th January, 2018.

Farhan Khaliq

(2) That links to the revised policies be included in the

Farhan Khaliq

next Director's Blog.

- (3) That Internal Audit lead on the development of a register of fraud risks within each service area.

Farhan Khaliq

106. HOUSING BENEFIT OVERPAYMENT POLICY

The Financial Services Manager submitted a revised Housing Benefit Overpayment Policy to Management Team for consideration.

It was explained that the Policy had not been updated for some time but it was essential that the Council could demonstrate that it carried out administration and recovery of Housing Benefit overpayments efficiently and effectively.

Management Team discussed the process and it was felt some slight changes were needed to the policy.

AGREED

That subject to further discussions with the Strategic Director, the policy be agreed.

**Dean Langton/
Vince Green/
Tom Quigley**

107. HOUSING BENEFIT – DISCRETIONARY HOUSING PAYMENTS POLICY

Management Team considered the Housing Benefit – Discretionary Housing Payments (DHP) Policy.

The scheme allowed Local Authorities to provide discretionary financial assistance to customers claiming Housing Benefit when they considered that additional help with housing costs was needed.

It was explained that if the funding was not spent it was lost. Management Team discussed ways to ensure the funding could be spent. Reference was made to finding out what other providers did, recovery of overpayment and the bond guarantee scheme.

AGREED

That, subject to further discussions, the policy be agreed.

**Vince Green/
Tom Quigley**

108. COUNCIL TAX SECTION 13A RELIEF POLICY STATEMENT

Management Team discussed at length the proposed

Council Tax Section 13A Relief Policy Statement. It was reported that people were being signposted to Section 13A more than they had been in the past. Currently each request was being dealt with on its own merits.

Management Team asked what policies other Council's had in place for dealing with these request. It was acknowledged that the requests were becoming more prominent.

AGREED

That the proposed Council Tax Section 13A Relief Policy Statement be agreed in principle, subject to further discussion.

**Philip Mousdale/
Vince Green/
Tom Quigley**

109. INCOME GENERATION

The Financial Services Manager submitted a report on income generation ideas which would help to bridge the funding gap. These also included options for generating additional income which would take a more commercial approach in reviewing free services provided which could attract a charge.

Details of the ideas were attached to the report at Appendix A.

AGREED

That this item be deferred pending further discussion.

**Dean Langton/
Vince Green/
Kim McInery**

110. BROWNFIELD LAND REGISTER

The Planning, Building Control and Licensing Services Manager submitted a report on the Brownfield Land Register and sought approval to publish the register in line with the requirements of the Town and Country Planning (Brownfield Land Register) Regulations 2017.

It was noted that the regulations stated that the register must be published by 31st December, 2017.

AGREED

(1) That the sites listed in the report be agreed and they be included in Part 1 of the Brownfield Land Register.

**Neil Watson/
Jonathan Dicken**

(2) That the Brownfield Land Register be approved for publication.

**Neil Watson/
Jonathan Dicken**

111. EXECUTIVE

Management Team considered a report for consideration at the next Executive meeting on 14th December, 2017:

(a) Planning Authority's Monitoring Report 2016/17

A verbal update on the Outcome of the Consultation of Refuse, Recycling and Street Cleansing Proposals was given at the meeting.

AGREED

That, subject to slight amendments, the reports be submitted to the Executive on 14th December, 2017.

**Neil Watson/
Philip Mousdale/
Jane Watson**