

A G E N D A

FINANCE & GOVERNANCE CABINET ADVISORY BOARD

Tuesday 29 May 2018 at 6.30 pm
Committee Room A, Town Hall, Royal Tunbridge Wells, TN1 1RS

Members: The membership to be agreed at the Annual Meeting of the Council on 23 May.

Quorum: 3 Members

1 Apologies for Absence

2 Declarations of Interests

To receive any declarations of interest by members in items on the agenda. For any advice on declarations of interest, please contact the Monitoring Officer.

3 Notification of Visiting Members Wishing to Speak

Members of the Council should indicate which item(s) they wish to speak on and the nature of their concern/question/request for clarification (in accordance with Council Meeting Procedure Rule 18).

4 Minutes of the Previous Meeting

(Pages 5 - 6)

The Chairman will move that the minutes of the previous meeting, dated 20 March 2018, be signed as a correct record. The only issue relating to the minutes that can be discussed is their accuracy.

In accordance with Council Meetings Procedure Rule 16.1, the Chairman will sign the minutes of today's proceedings at the next scheduled meeting.

5 Finance and Governance Cabinet Advisory Board - Work Programme

(Pages 7 - 14)

6 Annual Report on the Use of RIPA

(Pages 15 - 18)

- 7 **Performance Summary: Quarter 4 and End of Year** (Pages 19 - 52)
- 8 **Complaints Summary: Quarters 3 and 4** (Pages 53 - 64)
- 9 **Strategic Risk Register** (Pages 65 - 82)
- 10 **Quarterly Financial Reports - Quarter 4 (to 31 March 2018)**
The Director of Finance, Policy and Development will provide a verbal 'exception' report, explaining any significant variances in the final quarter of 2017/18 from the agreed revenue and capital budgets. He will also report on the final quarter position in respect of treasury and prudential indicator management.
- 11 **Urgent Business**
The Democratic Services Officer will advise if there have been any urgent items of business which have arisen for the Board's consideration since publication of the agenda.
- 12 **Date of the Next Meeting and Scheduled Items**
The date of the next meeting is Tuesday 10 July 2018, at 6.30pm in Committee Room A, at the Town Hall, Tunbridge Wells.

The following items are scheduled on the Forward Plan (which is subject to change) to be discussed:

- Property Transaction Report: January - June 2018
- Draft Council Tax Reduction Scheme 2019/20
- Budget Projection and Strategy 2019/20

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Options that the Cabinet Advisory Board Can Consider

The Cabinet Advisory Board is asked to consider each report and in each case come to a consensus and advise the Cabinet which one of the three options identified below it supports:

- 1) The Cabinet Advisory Board supports the recommendation(s) in the report.

or

- 2) The Cabinet Advisory Board supports the recommendation(s) subject to the issues it has identified being taken into account by the Cabinet (any issues identified should be stated and recorded).

or

- 3) The Cabinet Advisory Board does not support the recommendation(s) on at least one of the following grounds

- 3.1 Inadequate consultation with stakeholders; and/or
- 3.2 Inadequate evidence on which to base the decision; and/or
- 3.3 Insufficient consideration of legal and financial information; and/or
- 3.4 Another reason, as decided by the meeting of the Cabinet Advisory Board.

In each case the final Cabinet report will be amended to outline the option selected by the Cabinet Advisory Board and explain why this option was selected.

All visitors wishing to attend a public meeting at the Town Hall between the hours of **9.00am and 5.00pm** should report to reception via the side entrance in Monson Way. **After 5pm**, access will be via the front door on the corner of Crescent Road and Mount Pleasant Road, except for disabled access which will continue by use of an 'out of hours' button at the entrance in Monson Way

Notes on Procedure

- (1) A list of background papers appears at the end of each report, where appropriate, pursuant to the Local Government Act 1972, section 100D(i).
- (2) Items marked * will be the subject of recommendations by Cabinet to full Council; in the case of other items, Cabinet may make the decision, subject to call-in (Overview and Scrutiny Procedure Rule 12).
- (3) Members seeking factual information about agenda items are requested to contact the appropriate Service Manager prior to the meeting.
- (4) Members of the public and other stakeholders are required to register with the Democratic Services Officer if they wish to speak on an agenda item at a meeting. Places are limited to a maximum of four speakers per item. The deadline for registering to speak is 4.00 pm the last working day before the meeting. Each speaker will be given a maximum of 3 minutes to address the Committee.
- (5) Please note that this meeting may be recorded or filmed by the Council for administrative purposes. Any other third party may also record or film meetings, unless exempt or confidential information is being considered, but are requested as a courtesy to others to give notice of this to the Democratic Services Officer before the meeting. The Council is not liable for any third party recordings.

Further details are available on the website (www.tunbridgewells.gov.uk) or from Democratic Services.

- ◇ If you require this information in another format, please contact us on 01892 526121
- ◇ **Accessibility into and within the Town Hall - In response to the requirements of the Disability Discrimination Act 1995, the Council has provided the following features to overcome physical barriers to access.**

There is a wheelchair accessible lift by the main staircase, giving access to the first floor where the committee rooms are situated. There are a few steps leading to the Council Chamber itself but there is a platform chairlift in the foyer.
- ◇ **Hearing Loop System - The Council Chamber and all the Committee Rooms have been equipped with hearing induction loop systems. The Council Chamber also has a fully equipped audio-visual system.**