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## Governance & Resources Committee

**Minutes of a Governance & Resources Committee meeting held at 6.00 pm on Tuesday, 22nd November, 2022 in the Council Chamber, Town Hall, Matlock, DE4 3NN.**

### PRESENT

Councillor Tom Donnelly - In the Chair

Councillors: David Chapman, Helen Froggatt, Susan Hobson, Stuart Lees, Dermot Murphy, Garry Purdy, Robert Archer, Paul Cruise, Steve Flitter, Neil Buttle and Mike Ratcliffe

Present as substitute – Councillor(s): Mark Wakeman

Paul Wilson (Chief Executive), Karen Henriksen (Director of Resources), James McLaughlin (Director of Corporate and Customer Services (Monitoring Officer)), Jim Fearn (Communications & Marketing Manager), Jenny Williams (Head of the Internal Audit Consortium) and Tommy Shaw (Democratic Services Team Leader)

### Note:

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### APOLOGIES

Apologies for absence were received from Councillor(s): Sue Bull, Alyson Hill, Alasdair Sutton, Claire Raw and Colin Swindell

### 201/22 - APPROVAL OF MINUTES OF PREVIOUS MEETING

It was moved by Councillor Susan Hobson, Seconded by Councillor Stuart Lees and

**RESOLVED** (unanimously)

That the minutes of the meeting of the Governance and Resources Committee held on 22 September 2022 be approved as a correct record.

The Chairman declared the motion **CARRIED**.

### **202/22 - PUBLIC PARTICIPATION**

There was no public participation.

### **203/22 - INTERESTS**

There were no declarations of interest.

### **204/22 - COMMUNICATIONS AND MARKETING STRATEGY - ANNUAL REPORT 2022**

The Communications and Marketing Manager introduced the annual report regarding the Communication and Marketing Strategy, a strategy which sets out how residents, employees and service users are kept informed about what the District Council is doing, how it is spending public money, and the services they can access. The report gave a review of the 2022 Action Plan and sought approval of the Action Plan for 2023. The report also presented information to Members regarding the strategic framework of the current Communications and Marketing Strategy to be noted.

The report detailed the history of the current Communications and Marketing Strategy since its adoption in 2014, and outlined the ambitious yet realistic targets going forward, to support the Council's Corporate Objectives and core values.

It was moved by Councillor Mark Wakeman, Seconded by Councillor Garry Purdy and

**RESOLVED** (unanimously)

1. That the strategic framework of the current Communications and Marketing Strategy be noted.
2. That the Action Plan for 2023 be approved.

The Chairman declared the motion **CARRIED**.

### **205/22 - REVIEW OF INTERNAL AUDIT CHARTER**

The Head of the Internal Audit Consortium introduced a report which informed Members of the results of a review of the Internal Audit Charter. The report explained the requirement of the Public Sector Internal Audit Standards (PSIAS) that the purpose, authority and responsibility of internal audit must be formally defined in an Internal Audit Charter. The requirement for this to be periodically reviewed by the Head of Internal audit and presented to the relevant Committee for approval was also noted.

It was moved by Councillor Steve Flitter, Seconded by Councillor Mike Ratcliffe and

**RESOLVED** (unanimously)

1. That Members note the outcome of the review of the Internal Audit Charter.
2. That the Internal Audit Charter be agreed.

3. That the agreed Internal Audit Charter be reviewed in three years' time or sooner in the event of any significant changes being made to the Public Sector Internal Audit Standards.

The Chairman declared the motion **CARRIED**.

### **206/22 - PROGRESS UPDATE ON THE 2022/23 INTERNAL AUDIT PLAN**

The Head of the Internal Audit Consortium presented a report which presented Members with a progress update in respect of the 2022/23 Internal Audit Plan. The report also included a summary of internal audit reports issued since the last meeting of this committee.

The plan provides a framework by which service functions are reviewed to test and report on the adequacy and effectiveness of the governance, risk and control arrangements in place. Completion of the plan enables the Head of Internal Audit to provide an annual opinion on the governance, risk and control arrangements in place.

The report also detailed the key internal audit related issues being faced by the authority, including difficulties in recruitment and resources along with the reports already issued for the current municipal year and the assurance levels provided.

It was moved by Councillor Garry Purdy, Seconded by Councillor Steve Flitter and

**RESOLVED** (unanimously)

1. That the report be noted.

The Chairman declared the motion **CARRIED**.

### **207/22 - ASSET MANAGEMENT PLAN - LAND HOLDINGS REVIEW PHASE 4**

The Chief Executive introduced a report which represented the fourth phase of an ongoing review of the Council's land and property assets in accordance with the Asset Management Plan. The report informed Members that the current phase of the Land Holdings Review covers four sites across the District in which expressions of interest had been received for Community Asset Transfers.

The report detailed the intention of the Asset Management Plan 2019-2023 to set out the Council's strategic approach to the management of its land and property, and how the plan provides a framework within which property asset decisions can be made in support of the Council's corporate aims and objectives. The report also detailed the key issues relating to the fourth phase of the Land Holdings Review.

It was moved by Councillor Garry Purdy, Seconded by Councillor Steve Flitter and

**RESOLVED** (unanimously)

1. That site no. 1, Grey Ditch Bradwell be transferred to Bradwell Parish Council on the terms outlined in Appendix 1 of the report as a Community Asset Transfer of the freehold title.

2. That site no. 2, Knabhall Lane, Tansley be transferred to Tansley Parish Council on the terms outlined in Appendix 1 of the report as a Community Asset Transfer of the freehold title.
3. That site no. 3, Allotments and adjoining land at Church Road, Darley Dale be transferred to Darley Dale Town Council on the terms outlined in Appendix 1 of the report as a Community Asset Transfer of the freehold title.
4. That site no. 4, Tennis Court and Bowling Green, Matlock Bath be transferred to Matlock Bath Parish Council on the terms outlined in Appendix 1 of the report as a Community Asset Transfer by way of long lease.
5. That it be noted that the disposal of sites 1, 2, 3 and 4 (either by lease or freehold title transfer) comprise an undervalue transaction permitted under the General Disposal Consent 2003.
6. That each party will bear their own legal costs in respect of sites 1, 2, 3 and 4.

The Chairman declared the motion **CARRIED**.

**Meeting Closed: 6.45 pm**

**Chairman**