

Cabinet

Monday, 25 February 2019

7:30pm

Present:

Cllr David Turner (Chair)

Cllr John Knight (Vice-Chair)

Councillors: Harold Craske
Sandra Garside
Derek Shelbrooke

Note: Cllrs John Burden, Lenny Rolles, Shane Mochrie-Cox and Narinder Thandi were in attendance.

David Hughes Chief Executive
Stuart Bobby Director (Corporate Services)
Nick Brown Director (Environment & Operations)
Kevin Burbidge Director (Housing & Regeneration)
Melanie Norris Director (Communities)
Sarah Parfitt Assistant Director (Corporate Services)
Ben Clarke Committee & Scrutiny Assistant (Minutes)

164. Apologies for absence

An apology of absence was received from Cllr Julia Burgoyne.

165. To sign the minutes of the previous meeting

The minutes of the meeting held on Monday, 04 February 2019 were signed by the Chair.

166. To declare any interest members may have in the items contained on this agenda. When declaring an interest a member must state what their interest is.

No declarations of interest were made.

167. Delegated Decisions - Cabinet Members

There were no decisions to report.

168. Scrutiny Topic Review Report - Grass Cutting & Horticulture

The Cabinet were presented with the Topic Review Report of Grass Cutting & Horticulture approved by Members of the Overview Scrutiny Committee.

The Director (Environment & Operations) informed Cabinet of the details within the report.

The Overview Scrutiny Committee identified the subject of Grass Cutting & Horticulture as an area for review at its meeting in June 2018.

The membership of the Grass Cutting & Horticulture sub-group for the review was agreed as follows:

- Cllr John Burden (Chair), Cllr Lyn Milner, Cllr Gary Harding, Cllr Sara Langdale

Two comprehensive meetings of the sub-group were held (October and November 2018) in order to progress the review and identify possible recommendations or options for consideration by Cabinet.

The report for the Grass Cutting & Horticulture review had been attached at appendix two to the report and set out five recommendations for consideration by Cabinet, as summarised below:

- Improved training for all horticultural operatives on machinery usage techniques
- Review current tree operating procedure
- Planning guidance on appropriate trees and shrubs
- Explore additional sites where the practices of 'set-aside' areas or wildflower meadows can be adopted and to ensure clear explanatory signage is used to detail why an area has been set aside or a wildflower meadow has been established
- A new two person grounds maintenance team should be set up to carry out increased levels of grounds maintenance on Housing owned sites especially sheltered housing communal areas to improve the local environment for residents

The Director (Environment & Operations) advised that further detailed information to support those recommendations was contained within the main body of the topic review report.

The Director (Environment & Operations) explained that the five recommendations had been discussed and approved with Cllr John Knight (as Lead Member) and the officers within the teams. The Cabinet were asked to approve the five recommendations and a report would be brought back to the Overview Scrutiny Committee in six months to discuss the progress of the recommendations.

Resolved that Members:

- Considered the report at Appendix Two
Approved the five recommendations in the report (page 14) made by the Overview Scrutiny Committee

169. Risk Management Strategy and Corporate Risk Register for 2019-2020

Cabinet were advised that the report informed them of the outcomes from Gravesham Borough Council's annual risk identification and analysis exercise and they were presented with a draft copy of the Corporate Risk Register for 2019-2020. The report also advised that the review of the Corporate Risk Management Strategy resulted in updates being made to the strategy to reflect recommendations made by Members and Internal Audit. The updated strategy was also presented for approval.

The Risk Management Strategy was reviewed and the following amendments made:

- The term 'Marginal' used in the Risk Matrix adopted by the council was changed to 'Significant' and the definition of the risk revised as a consequence to clarify terms used, as proposed by a Member of the Finance and Audit Committee in April 2018
- The role of Service Managers in risk management as set out in the table at Appendix III of the Strategy was updated to reflect that those officers will identify both corporate and operational risks. That update was in response to an Internal Audit recommendation

The Assistant Director (Corporate Services) informed the Cabinet that the amended Risk Management Strategy was attached at appendix 2.

The Assistant Director (Corporate Services) advised Members that the existing Corporate Risk Register had seven risks recorded from 2018/19; at appendix 3 an exercise was carried out that analysed these risks to the Council and identified five of the original seven which still posed a significant risk. Those five have been carried forward to the draft 2019/20 Corporate Risk Register.

The two risks that were removed were:

- Business Rates Retention Scheme – The Council considered it prudent to include the risk within Risk 1 '*Ongoing financial viability of the Council*'
- General Data Protection Regulations (GDPR) – The risk was assessed and it has been concluded that the risk is now below the council's risk tolerance level and therefore this should be managed as a service level risk

Two additional risks that were identified by Members at the Finance & Audit Committee meeting in November 2018 for inclusion on the Corporate Risk Register 2019/20 were:

- Withdrawal of the United Kingdom from the European Union
- Cyberattack resulting in data breach or corruption of data

These risks had also been assessed and were considered to be above the council's risk tolerance threshold, and consequently have been included in the draft 2019/20 Corporate Risk Register.

The Assistant Director (Corporate Services) added that a minute from the meeting of Finance & Audit Committee (18/02/2019) regarding the same item had been published as a supplementary to the report. The Finance & Audit Committee considered the item in question and proposed that no additional changes be made to the 2019/20 draft Corporate Risk Register. The minute was approved by the Chair before it was submitted to Cabinet.

Resolved that Members approved the Risk Management Strategy and the Corporate Risk Register 2019-2020 prior to presentation to Council.

170. Minutes of the meeting of the Gravesham Joint Transportation Board held on Wednesday, 16 January 2019

The Cabinet were presented with the minutes of the Gravesham Joint Transportation Board meeting held on Wednesday, 16 January 2019.

Resolved that Members noted the minutes.

Close of meeting

The meeting ended at 7:44pm.