

## **Handover Note for Incoming Chair of Finance and Governance Committee**

In addition to matters on the agenda, the following will require continued attention and direction by the Committee:

### **BUSES**

One vehicle has been reported stolen. The return of the second is under negotiation. A potential lease or sale is being discussed with interested parties. An officer's report will be submitted once a recommendation is available.

### **HEALTH & SAFETY RECORD KEEPING**

The Health and Safety Officer is responsible for the completion of overdue records. She is currently on leave and the matter is considered urgent.

A diary of regular inspections and compliance events including weekly fire alarm tests, daily site checks, quarterly water testing (e.g. legionella) and annual fire risk assessments must be drafted. This will support ongoing safety compliance and audit requirements.

Access to the Worknest portal is being confirmed. A visit from the Worknest H&S account manager is being arranged once portal access is in place.

### **CEMETERY FORECAST REVENUE**

The RFO is working on this. Item 12 (Audit Recommendations) is expected to assist in moving it forward. The Registrar has been tasked with drafting a letter to 2019/20 renewal holders and with compiling memorial and rights renewal procedures.

### **CEMETERY MANAGEMENT SYSTEM**

Potential data management issues have been identified. These present a risk which must be assessed. Item 12 (Audit Recommendations) is expected to assist in moving it forward.

### **STATION GREEN LEASE**

Photographs and an officer report are to be submitted to CSAC with a supporting recommendation.

### **GRANT APPLICATIONS**

Youth Unity's grant application has been returned to them with a recommendation for review and a request for full details of previous grant expenditure. Once this is received, the item will return to F&G.

### **FALSE REPRESENTATION**

Allegations have been received that a member of the public falsely claimed to be a Council employee when dealing with a contractor and has behaved aggressively towards Councillors. The matter is being monitored and escalated as necessary.

### **FINANCE AND GOVERNANCE INCIDENT LOG**

To be brought before the Committee at the next F&G meeting.