



CenSus Revenues and Benefits Task and Finish Group

Tuesday, 6th February, 2018 at 4.00 pm
Wallis Room, Parkside, Chart Way, Horsham

Councillors: Nigel Jupp (Chairman)

Tim Lloyd
Brian O'Connell
David Coldwell (ex-Officio)
Leonard Crosbie (ex-Officio)

Michael Willett

You are summoned to the meeting to transact the following business

Tom Crowley
Chief Executive

Agenda

	Page No.
1. Apologies for absence	
2. Minutes	3 - 4
To approve as correct the notes of the meeting held 18 th September 2017.	
3. Declarations of Members' Interests	
4. Announcements	
5. Questions for the Chief Internal Auditor	

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CenSus Revenues and Benefits Task and Finish Group
18 SEPTEMBER 2017

Present: Councillors: Nigel Jupp (Chairman) and Tim Lloyd

Apologies: Councillors: Brian O'Connell and Michael Willett

Also Present: Councillor : Leonard Crosbie (Ex-officio)

1 **CONFIRMATION OF CHAIRMAN**

Councillor Nigel Jupp was confirmed as Chairman of the Task and Finish Group, after previously being nominated at Overview and Scrutiny Committee on 24th July 2017.

Councillor Tim Lloyd was nominated as Vice Chairman.

2 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

3 **ANNOUNCEMENTS**

There were no announcements.

4 **TO AGREE THE TERMS OF REFERENCE**

The Members of the Task and Finish Group agreed the following Terms of Reference for the review:

1. To continue the work of the Finance and Performance Sub Committee on CenSus Revenues and Benefits from March 2017 on the Housing Subsidy Audit
2. Review the working practices of CenSus following on from the officers measures to mitigate the situation

5 **TO SCOPE THE REVIEW**

The Members discussed the review and agreed to invite the Chief Internal Auditor to the next meeting of the Group to provide an impartial opinion of the situation. The Members would provide the officer with questions in advance of the meeting to ensure that he is suitably prepared.

Members also discussed inviting CenSus Management to a future meeting to provide an update on the situation.

6 **CENSUS JOINT COMMITTEE MINUTES 23RD JUNE 2017**

The CenSus Joint Committee minutes from 23rd June 2017 were noted as background information.

7 **TO AGREE A PROGRAMME OF MEETINGS AND TIMESCALE FOR THE REVIEW**

The Members agreed that the next meeting of the Task and Finish Group would be held on 9th November 2017 at 6.30pm, following on after the meeting of the S106 Task and Finish Group.

The Chief Internal Auditor would be invited to this meeting.

The Members of the Group would seek to meet informally with Members from the CenSus Joint Committee before the next meeting.

The meeting closed at 6.04 pm having commenced at 5.30 pm

CHAIRMAN