

AUDIT AND STANDARDS COMMITTEE

Monday, 3rd July, 2017
Time of Commencement: 7.00 pm

Present:- Councillor Ms Sarah Pickup – in the Chair

Councillors Dymond, Waring, Cooper, Wing and Burgess

Officers Executive Director (Resources and Support Services) - Kelvin Turner, Liz Dodd - Head of Audit and Elections (and Monitoring Officer), Annette Vacquier, Nesta Barker - Head of Environmental Health Services, Geoff Durham and Dave Roberts

1. **APOLOGIES**

Apologies were received from Councillor Sandra Hambleton and representatives from Grant Thornton.

2. **MINUTES OF PREVIOUS MEETINGS**

Resolved: That the minutes of the meeting held on 19 April, 2017 be agreed as a correct record.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest stated.

4. **TERMS OF REFERENCE**

A copy of the revised Terms of Reference was presented to Members for information. The new Terms were agreed at Council on 17 May, 2017 following the decision to merge the Audit and Risk Committee and the Standards Committee. Members were advised that training sessions would be arranged for Audit and Standards.

Resolved: That the revised Terms of Reference be noted.

5. **WORK PLAN 2017/18**

A copy of the Work Plan, for this Committee, for 2017/18 was presented to Members for information. The Plan was not exhaustive and could have items added as and when they arose.

Resolved: That the work plan for 2017/18 be received.

6. CORPORATE RISK MANAGEMENT REPORT FOR THE PERIOD JANUARY-MARCH, 2017

Consideration was given to a report informing Members of the progress made in enhancing and embedding risk management for the period January to March, 2017.

Members were advised that there had been seventeen overdue risks but five of those had now been completed.

There had been risk level increase and this was due to the loss of specialist equipment, as a result of moving to the new Civic Hub – Castle House in the near future.

Risks three and four, on Appendix A, would be coming off the list in the next quarter.

Members requested that, as hard copies of agendas were now only printed in monochrome, that any shading could be done in patterned format rather than colour in order to make them more distinguishable.

Resolved: That the report be received and the comments noted.

7. HEALTH AND SAFETY ANNUAL REPORT 2016/17

Consideration was given to a report informing members of issues and trends regarding health and safety at the Council.

A copy of the Annual Report was attached to the agenda.

Members queried whether, in light of the Grenfell tragedy, the materials being used on the new council building had been checked. The Council's Executive Director for Resource and Support Services confirmed that they had and that there were no issues.

Resolved: That the report be noted.

8. TREASURY MANAGEMENT ANNUAL REPORT 2016/17

Consideration was given to a report outlining the Treasury Management Annual Report for 2016/17.

Members were advised that there had been no borrowing at all last year and that no targets had been exceeded.

Resolved: That the Treasury Management Annual Report for 2016/17 received and be reported to Full Council on 7 September, 2017.

9. DRAFT STATEMENT OF ACCOUNTS 2016/17

Consideration was given to a report outlining the draft Statement of Accounts 2016/17 and the financial position at 31 March, 2017.

Members were advised that the full Statement would be available in September when they had been audited.

Resolved: That the information be noted.

10. **INTERNAL AUDIT SECTION ANNUAL REPORT 2016/17**

Consideration was given to a report regarding the annual report for the Internal Audit Section for 2016-17. The report was attached to the agenda.

Resolved: That the Internal Audit Section Annual Report for 2016-17 be received.

11. **REVIEW OF THE EFFECTIVENESS OF THE AUDIT COMMITTEE**

Consideration was given to a report informing Members of an assessment that had been carried out to assess the effectiveness of the Audit Committee between 2016/17.

A copy of the self-assessment checklist was appended to the agenda. Further information and evidence was available upon request.

Resolved: That the report be received.

12. **REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT**

Consideration was given to a report outlining the findings of the annual review of the effectiveness of the system of Internal Audit for 2016/17. A self-assessment had been carried out by the Head of Audit and Elections against a checklist for compliance alongside the Public Sector Internal Audit Standards (PSIAS).

Members attention was draw to the Action plan which was attached as Appendix D.

Members were advised that evidence and information can be provided electronically upon request.

Resolved: That the report outlining the findings from the review of the effectiveness of the system of Internal Audit for 2016/17, together with the action plan, be agreed.

13. **ANNUAL GOVERNANCE STATEMENT 2016/17**

Consideration was given to a report requesting approval of the Annual Governance Statement 2016/17 for inclusion in the financial statements.

All evidence and information could be made available to Members electronically upon request.

Members were advised that the Statement had been signed by the Leader of the Council and the Chief Executive.

Resolved: That the Annual Governance Statement for 2016/17 be approved.

14. **PLANNED AUDIT FEE FOR 2017/18**

Consideration was given to a letter, received from Grant Thornton regarding the Planned Audit Fee for 2017/18. Members were advised that the fee would remain the same as the current fee at £55,002.

Audit and Standards Committee - 03/07/17

Resolved: That the information contained within the letter from Grant Thornton be noted.

15. **URGENT BUSINESS**

There was no Urgent Business.

COUNCILLOR MS SARAH PICKUP
Chair

Meeting concluded at 7.40 pm