

Minutes

Audit & Scrutiny Committee Monday, 13th June, 2016

Attendance

Cllr Mrs Pound (Chair)
Cllr Reed (Vice-Chair)
Cllr Bridge
Cllr Chilvers

Cllr Mrs Fulcher
Cllr Hirst
Cllr Keeble
Cllr Mrs Murphy

Apologies

Cllr Mrs Hones

Substitute Present

Cllr Poppy

Also Present

Cllr Tumbridge
Cllr Ms Rowlands

Officers Present

Chris Leslie	- Finance Director
Helen Gregory	- Interim Head of Housing
Sue White	- Risk and Insurance Officer
Alistair Greer	- Principal Accountant
Steve Summers	- Group Manager In-House Services
Greg Rubins	- BDO, Internal Audit
Andrew Barnes	- BDO, Internal Audit
Debbie Hanson	- Ernst & Young, External Audit

36. Apologies for absence

Apologies were received from Cllr Mrs Hones who was substituted by Cllr Poppy.

37. Minutes from previous meeting

The Minutes of the 7 March 2016 Audit, Scrutiny and Transformation Committee were approved as a true record.

38. Statement of Accounts (including AGS)

This report present the Councils Statement of Accounts for 2015/16. These accounts were presented to the External Auditors (Ernst & Young) on 6 June 2016.

The Committee formally approved the financial statements after the completion of the external audit.

Councillor Mrs Pound **MOVED** and Councillor Reed **SECONDED** the recommendations in the report subject to an amendment to recommendation 2.1 to state 'That the Statement of Accounts for 2015/16 and Annual Governance Statement are received and will be presented to a future Committee for approval.

A vote was taken by a show of hands and was **RESOLVED UNANIMOUSLY**.

1. That the Statement of Accounts for 2015/16 and Annual Governance Statement are received and will be presented to a future Committee for approval.

REASON FOR RECOMMENDATION

A system of sound financial control and governance arrangements underpins all of the services and priorities of the Council.

For clarity the Statement of Accounts is appended to these minutes.

39. Internal Audit Annual Report

This report was the Internal Audit Annual Report for 2015/16. The report gave a summary of the work performed for the 2015/16 Annual Audit Plan.

A motion was **MOVED** by Councillor Reed and **SECONDED** by Councillor Bridge.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY**.

1. That the Committee approve the Internal Audit Report for 2015/16

REASON FOR RECOMMENDATION

To approve the Internal Audit Annual Report for 2015/16

(Cllr Bridge declared a non-pecuniary interest under the Council's Code of Conduct by virtue of him working for a cloud supplier).

40. Internal Audit Progress Report

This report detailed the progress to date against the 2015/16 internal audit plan that was agreed with the Audit and Scrutiny Committee in March 2015.

The reported also included an update on the progress of the implementation of the recommendations raised in 2014/15.

Reports had been completed since the last Committee on Human Resources (limited assurance), Risk Management (limited assurance), Disaster Recovery and Business Continuity (limited assurance) Payroll (moderate assurance), Housing Systems (moderate assurance), Revenues and Benefits (moderate assurance) and a summary of the findings were also included in the report.

A motion was **MOVED** by Councillor Mrs Pound and **SECONDED** by Councillor Mrs Murphy.

A vote was taken by a show of hands and it was RESOLVED.

1. That the committee received and notes the contents of the reports.

REASON FOR RECOMMENDATION

To monitor the progress of work against the internal audit plan.

41. Strategic & Operational Risk Review

This report updated members of the Audit and Scrutiny Committee on new, closed or changes to strategic risks. During the course of the debate it was requested that Mr Drane attend the next meeting of the committee to advise on the risk rating of the Local Development Plan.

A motion was **MOVED** by Councillor Reed and **SECONDED** by Councillor Mrs Murphy.

A vote was taken by a show of hands and it was RESOLVED.

1. To agree the Strategic Risk register and that the risk scores recorded for each risk accurately represents the current status of each risk.
2. To agree the risk exposure changes to the Operational Risks

REASON FOR RECOMMENDATION

Risk Management continues to be embedded quarterly within the Senior Management Team reports, where Service Heads discuss the top level risks

for their service areas to ensure that the risks are updated to reflect the ongoing changes.

In addition, the Risk and Insurance Officer will continually work with the risk managers to ensure that any new or emerging risks are identified, assessed and managed appropriately.

42. Corporate Complaints Monitoring and Freedom of Information Requests

This report was put before Members to monitor and review the complaints received through the Council's formal complaints process and provide information on the number of Freedom of Information requests received during the period April 2015 to March 2016.

A motion was **MOVED** by Councillor Hirst and **SECONDED** by Councillor Poppy.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY**.

1. That the Committee notes the complaints received through the Council's formal complaints process and the number of Freedom of Information Requests received during the period April 2015 to March 2016.

REASON FOR RECOMMENDATION

To ensure complaints are dealt with within a satisfactory manner and ensure processes and service delivery are regularly reviewed.

43. Work Programme and Annual Report

The work of the Audit and Scrutiny Committee will be delivered both by Members working in groups and through formal committee reports. The Audit and Scrutiny Committee will make recommendations to decision making committees and Council as necessary. Audit and Scrutiny Committee were invited to consider its 2016/17 work programme.

A motion was **MOVED** by Councillor Mrs Pound and **SECONDED** by Councillor Poppy subject to an amendment to the recommendations as set out below.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY**.

1. That the Audit and Scrutiny work programme 2016/17 at Appendix A as amended be approved.
2. That a working group be created to review the arrangements for members' appointed to outside organisations in consultation with leaders of the opposition parties and the Independent member.

3. That members of the agreed working groups as amended at Appendix A be agreed following a request for volunteers.

REASON FOR RECOMMENDATIONS

The Constitution required that the Audit and Scrutiny committee agreed its work programme at each meeting of the Committee.

For clarity the an amended work programme is appended to these minutes.

44. Urgent business

There was no urgent business and the meeting concluded at 8.30pm.