



Minutes

Audit & Scrutiny Committee Monday, 19th September, 2016

Attendance

Cllr Mrs Pound (Chair)	Cllr Hirst
Cllr Reed (Vice-Chair)	Cllr Mrs Hones
Cllr Bridge	Cllr Keeble
Cllr Mrs Fulcher	

Apologies

Cllr Chilvers

Also Present

Cllr Kerlake
Cllr Mynott

Officers Present

Andrew Barnes	- BDO, Internal Audit
Phil Drane	- Planning Policy Team Leader
Ramesh Prashar	- Interim S151 Officer
Phil Ruck	- Chief Executive
Steve Summers	- Group Manager In-House Services
Jacqueline Van Mallaerts	- Principal Accountant
Sue White	- Risk and Insurance Officer

154. Apologies for absence

Apologies were received by Councillor Chilvers.

155. Minutes from previous meeting

The minutes of the meeting held on 27th July 2016 were approved and signed as true record.

156. Internal Audit Progress Report

The report detailed the progress to date against the 2015/16 and 2016/17 internal audit plans that were agreed by the Audit and Scrutiny Committee in March 2015 and March 2016 respectively.

The following reports had been completed since the last Committee and a summary of our findings are included in the progress report:

- IT security and governance (limited assurance)
- Localism (moderate assurance)
- Policy review (moderate assurance)
- Licensing (moderate assurance)

A motion was **MOVED** by Cllr Mrs Pound.

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

- 1. That the Committee receives and notes the contents of the reports.**

REASON FOR RECOMMENDATION

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

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

157. Strategic and Operational Risks

The report updated members of the Audit & Scrutiny Committee on new, closed or changes to strategic risks.

A motion was **MOVED** by Cllr Mrs Pound.

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

- 1. To agree the revised Insurance & Risk Management Strategy**
- 2. To agree the Strategic Risk Register and that the risk scores recorded for each risk accurately represents the current status of each risk.**

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

158. Work Programme

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 are invited to consider its 2016/17 work programme.

A motion was **MOVED** by Cllr Mrs Pound.

A vote was taken by a show of hand and it was **RESOLVED UNANIMOUSLY:**

- 1. That the Audit and Scrutiny amended work programme 2016/17 at appendix A be approved.**

REASON FOR RECOMMENDATION

The Constitution requires that the Audit and Scrutiny Committee agrees its work programme at each meeting of the Committee.

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

159. Urgent business

There were no items of urgent business.

The meeting concluded at 7.40pm.

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(As amended following A&S Committee 19.09.16)

Topic	Committee Date	Lead Members	Commentary (19.09.16)
Member/Officer Communications / Members Casework Cross Party Working Group	TBC	Councillors Reed Mynott Morrissey	Agreed: Cllrs Reed, Mynott and Morrissey to meet as appropriate on the new Members Casework software and report to the relevant Audit & Scrutiny Committee.
Working group to Review of the arrangements for Members' appointed to outside organisations	12 December 2016	Councillors Bridge Murphy Wiles Aspinell Keeble	A first meeting date of the working group has been set for the 27 th September 2016. An update from the working group will be provided to the Audit & Scrutiny Committee on the 12 th December 2016.
Budget Scrutiny	23 January 2017	Councillors Reed Bridge Tumbridge Keeble Fulcher	Meeting held on 23 rd August and agreed that the Council's budget breakdown will be circulated to all members of the working group.
Hackney Carriage Fare Setting Process	TBC	Councillors Chilvers, McCheyne, Newbury, Reed & Russell	<p>The Licensing Committee of 13 January 2015 recommended that a cross party Task and Finish Group be established in order to review the process for setting of tariffs in respect of Hackney Carriage fares. Once proposals from the taxi trade are received the review can commence.</p> <p>To date no firm proposals have been received.</p>

Topic	Committee Date	Lead Members	Commentary (19.09.16)
Formal Complaints received in 2015/16.	12 December 2016	Councillors Pound Farragher Poppy Chilvers Barrett	<p>A first meeting date of the working group was held on the 6th September 2016. A future meeting will be held to review in more detail the Formal Complaints received from April to September 2016.</p> <p>An update from the working group will be provided to the Audit & Scrutiny Committee on the 12th December 2016.</p>
Review of outstanding Internal Audit Recommendations.	12 December 2016	Councillors Pound Middlehurst Wiles Keeble Mynott	<p>Meeting held on 23rd August 2016 and it was agreed that an update on the outstanding Internal Audit Recommendations will be given at the next meeting arranged for 27th October 2016.</p> <p>An update from the working group will be provided to the Audit & Scrutiny Committee on the 12th December 2016.</p>