

Minutes

Audit and Scrutiny Committee Wednesday, 17th October, 2018

Attendance

Cllr Russell (Chair)	Cllr Keeble
Cllr Mrs Hones (Vice-Chair)	Cllr Mrs Middlehurst
Cllr Barrell	
Cllr Haigh	

Apologies

Cllr Nolan

Substitute Present

Cllr Cloke (substituting for Cllr Nolan)

Present

Cllr Naylor

Officers Present

Kim Anderson	-	Partnership, Leisure and Funding Manager
Zoey Foakes	-	Governance & Member Support Officer
Jacqueline Mellaerts	Van -	Chief Financial Officer
Greg Campbell	-	Director of Operations
Greg Rubins	-	BDO Audit
Neil Harries	-	E&Y Audit

168. Apologies for Absence

Apologies were received from Cllr Nolan and substituted by Cllr Cloke.

169. Minutes of the previous meeting

The minutes of the Audit and Scrutiny Committee meeting held on 25 July 2018 were approved as a true record.

170 Annual Audit Letter 2017/18

The report presented the Committee with the Annual Audit Letter issued by the external auditors, Ernst & Young, following the completion of the audit of the 2017/18 accounts.

Neil Harries introduced himself to the committee as the new representative from Ernst & Young. Auditors would change portfolios after a 3 year cycle and so Neil Harries took over from Debbie Hanson.

A motion was **MOVED** by Cllr Russell and **SECONDED** by Cllr Hones to move the recommendations in the report.

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

It is recommended that the contents of the report and the Annual Audit Letter attached in Appendix A (of the report) be noted.

Reasons for Recommendation

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

171. Internal Audit Progress Report

The report was intended to inform the Audit and Scrutiny Committee of progress made against the approved internal audit plan for 2018/19, which was approved by the Audit Committee in March 2018.

The following reports had been finalised since the last Committee and a summary of the findings was included in the progress report:

- Building Control (Substantial/Substantial assurance)
- Commercial Activities (Substantial/Substantial assurance)
- Planning (Substantial/Substantial assurance)

The full reports were available on request.

A Summary of outstanding Recommendations from previous audits were included in Appendix B of the report. There was a total of 80 high and medium recommendations to be completed, of which 42 have been completed and 5 were not yet due.

A motion was **MOVED** by Cllr Russell and **SECONDED** by Cllr Middlehurst to approve the recommendation in the report.

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 Internal Audit Progress Reports attached in Appendix A of the report.

2. That the Committee received and notes the contents of the Internal Audit Follow Up Report attached in Appendix B of the report.

Reasons for Recommendation

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

172. Formal Complaints and Performance Indicators Working Group Report

The report submitted the findings and recommendations of the Formal Complaints and Performance Indicators Working Group for consideration by the Audit & Scrutiny Committee.

A motion was **MOVED** by Cllr Russell and **SECONDED** by Cllr Barrell to approve the recommendation in the report.

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

To note the Formal Complaints and Performance Indicators Working Group report, as attached at Appendix A, and agree the recommendations contained within it.

Reasons for Recommendation

To ensure the Council provides modern and effective customer services.

173. Scrutiny Work Programme 2018/19 Update

The report provided the 2018/19 draft scrutiny work programme for members consideration and was attached at Appendix A of the report.

Members took note that the workplan was a timeline of the latest and proposed working position of the working groups and **not** the actual timeline of the subject matter or project being reviewed. These timelines were subject to change depending on the work and outcomes of the working groups.

The Committee was requested to consider the draft work programme at Appendix A of the report and agree any amendments.

A motion was **MOVED** by Cllr Russell and **SECONDED** by Cllr Barrell to approve the recommendation in the report.

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

That the Committee considers the Scrutiny work programme 2018/19 attached at Appendix A of the report and agree any amendments for approval.

Reasons for Recommendations

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

174. Urgent Business

There were no items of urgent business. The meeting concluded at 7.21pm.