

# Minutes

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## **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 27<sup>th</sup> 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.