

Minutes

Audit and Scrutiny Committee Tuesday, 7th March, 2023

Attendance

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| Cllr Heard (Chair) | Cllr Haigh |
| Cllr Barrett | Cllr Sankey |
| Cllr Bridge | Cllr Slade |
| Cllr Mrs Fulcher | |

Apologies

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| Cllr Hirst (Vice-Chair) | Cllr Wagland |
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Substitute Present

Cllr Jakobsson
Cllr Reed

Also Present

Cllr Aspinell

Officers Present

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|---------------------|------------------------------------------------------------|
| Emily Yule | - Strategic Director |
| Steve Summers | - Strategic Director |
| Tim Willis | - Interim Director - Resources |
| Sarah Bennett | - Director - Digital & Customer Engagement |
| Marcus Hotten | - Director - Environment |
| Zoe Borman | - Governance and Member Support Officer |
| Angela Abbott | - Corporate Manager - Housing Needs and Independent Living |
| Stuart Anderson | - Facilities Manager |
| Alistair Greer | - Principal Accountant (Financial Reporting) |
| Paulette McAllister | - Programme Lead - Strategic Housing Development Programme |
| Janine Combrinck | - Internal Audit, BDO |
| Elizabeth Jackson | - Partner, Ernst & Young LLP |

LIVE BROADCAST

[Live broadcast to start at 7pm and available for repeat viewing.](#)

368. Apologies for Absence

Apologies had been received from Cllrs Hirst and Wagland. Cllrs Jakobsson and Reed were substitutes.

Cllr Heard **MOVED** and Cllr Bridge **SECONDED** a motion that Cllr Slade act as Vice Chair for this meeting. Members agreed.

369. Minutes of the previous meeting

The Minutes of the last meeting held on 24th January were agreed as a true record.

370. Auditor's Annual Report Year ended 31 March 2021

This report presented the Committee with the Annual Audit Report issued by the external auditors, Ernst & Young, following the completion of the audit of the 2020/21 accounts.

Ms Elizabeth Jackson, Partner at Ernst & Young, presented the report.

Following a full discussion Members were asked to:

Notes the contents of the report and the Annual Audit Report.

371. Internal Audit Progress Report 2022/23

This report was intended to inform the Audit and Scrutiny Committee of progress made against the 2022/23 internal audit plan. It summarised the work internal audit have done, together with their assessment of the systems reviewed and the recommendations they have raised.

Ms Janine Combrinck was present at the meeting and summarised the report.

Following a full discussion, Members noted the report.

372. Internal Audit Plan 2023/24

The Internal Audit Plan sets out the proposed work to be undertaken in 2023/24 and is attached as Appendix A to the report.

Ms Combrinck summarised the report.

Cllr Heard **MOVED** and Cllr Slade **SECONDED** the recommendations in the report.

Following discussion Members voted and it was **RESOLVED UNANIMOUSLY** to:

1. **Approve the Internal Audit Plan 2023/24 attached in Appendix A**
2. **Delegated authority be given to the Section 151 Officer to amend the plan in year as necessary to deliver the contract.**

Reasons for Recommendation

To approve the work programme for the Internal Audit Plan 2023/24.

373. Risk Management

This report updated members of the Audit & Scrutiny Committee on the status of the Council's 2022/2023 Strategic Risk Register and high-level operational risks.

Mr Willis summarised the report.

Following discussion the report was noted by Members.

374. S106 Financial Obligations

This report provided a summary and detail of the current financial contributions the Council has secured through section 106 agreements from new developments for affordable housing and public open space works. In addition, the report sets out the proposed future plans for s106 Agreement processes and procedures.

Steve Summers presented the report.

Members thanked officers for this report, and requested that an updated report be presented on a quarterly basis.

Following a full discussion:

Members were asked to note the current s106 financial contributions as attached at Appendices A and B and proposed future plans for processes and procedures as set out in the report.

375. Ordinary Council Motions

At a previous meeting of Audit & Scrutiny held on 6th July 2021, Cllr Dr Barrett, requested a report to be presented on the progress of Ordinary Council Motions (Min 77 refers) under the Scrutiny Work Programme.

This report forms part of the Scrutiny Work Programme and an annual report was presented at last Audit and Scrutiny of the Municipal year to ensure transparent governance and open to scrutiny.

Following a full discussion the report was noted.

376. Review of Outside Organisations

An annual Outside Organisation review has been undertaken to ensure effective partnership working wherever appropriate to help deliver the Council's objectives and to ensure that the Council's time is spent productively and effectively.

This forms part of the Scrutiny Work Programme.

Following discussion Cllr Heard **MOVED** and Cllr Slade **SECONDED** the recommendations in the report. A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** that:

- 1. Following the review of Outside Organisations, it is recommended that the Council appoints representatives to the bodies listed in the Appendix B.**

Reasons for Recommendation

To ensure effective partnership working and safeguard productive and effective use of Council time.

377. Formal Complaints & Performance Indicator Working Group

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

Following discussion Cllr Heard **MOVED** and Cllr Slade **SECONDED** the recommendations in the report. A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** that Members:

1. **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 quality customer services.

378. Scrutiny Work Programme 2022/23

The Constitution requires that the Audit & Scrutiny Committee agrees its Scrutiny work programme at each meeting of the Committee. This report provides an update of the current scrutiny work programme and is set out in Appendix A.

Following discussion Cllr Heard **MOVED** and Cllr Slade **SECONDED** the recommendations in the report. A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** that Members:

1. **That the Committee considers and agrees the 2022/23 Scrutiny work programme as set out in Appendix A with any additions agreed by the committee at the meeting.**

Reasons for Recommendation

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

379. Urgent Business

There were no items of urgent business.

The meeting concluded at 20.07