

## MINUTES OF THE AUDIT & STANDARDS COMMITTEE HELD ON

13 June 2018

7.30 - 9.05 pm

### PRESENT

#### Committee Members

Councillor Karen Clempner (Chair)  
Councillor Stefan Mullard (Vice-Chair)  
Councillor Ian Beckett  
Councillor Simon Carter  
Councillor Jean Clark  
Councillor Tony Edwards  
Councillor Michael Hardware  
Councillor Chris Vince

#### Officers

Simon Freeman, Head of Finance  
Natalie Hook, Senior Auditor  
Sarah Marsh, Internal Audit Manager  
Jo Maskell, Governance Support Officer

### 1. DECLARATIONS OF INTEREST

Councillor Carter declared a non-pecuniary interest in agenda items 9 (Internal Audit Annual Report) and 10 (Internal Audit Activity Report) as a Council appointed director of HTS (Property and Environment) Ltd.

Councillor Stefan Mullard declared a non-pecuniary interest in agenda item 10 (Internal Audit Activity Report) as a Council representative of the Harlow Playhouse Trust.

### 2. MINUTES

**RESOLVED** that the minutes of the meeting held on 14 March 2018 are agreed as a correct record and signed by the Chair.

### 3. MATTERS ARISING

- a) Internal Audit Activity Report - Corporate Business Continuity Plan Recommendation Tracker (Minute 50 refers)

The Committee asked for their good wishes to be extended to the Head of Place who was indisposed and so unable to attend the meeting.

It was noted that a testing regime had been introduced for all services' Corporate Business Continuity Plans, thereby completing the recommendation, which would now be deleted from the Recommendation Tracker.

b) Any Other Matters Arising

None.

4. **WRITTEN QUESTIONS AND PETITIONS**

None.

5. **NON CONTENTIOUS BUSINESS**

**RESOLVED** that no items are taken as non-contentious business.

6. **COMMITTEE WORK PLAN**

The Committee received its current work plan.

It was noted that the training session on the Statement of Accounts had been re-arranged for 25 July 2018.

**RESOLVED** that the work plan is noted.

7. **AUDIT & STANDARDS COMMITTEE ANNUAL REPORT**

The Committee received its annual report, which outlined its activities during the last municipal year.

**RESOLVED** that the Audit & Standards Committee's annual report for 2017/18 is noted.

8. **INTERNAL AUDIT ANNUAL REPORT 2017/18**

The Committee received the Internal Audit Team's annual report, which summarised the results of the internal audit work they had undertaken during the year ending 31 March 2018, and included an overall opinion of the Council's governance, risk management and control framework.

**RESOLVED** that for the twelve months ended 31 March 2018, it is agreed that the Council has operated adequate and effective governance and risk management arrangements and control processes.

9. **INTERNAL AUDIT ACTIVITY REPORT**

The Committee received the latest Internal Audit activity report and reviewed the work undertaken by the Internal Audit Team since the last report received by this Committee.

It was noted that, as the Safer Harlow Partnership's governance arrangements had been agreed and were now in place, Recommendation 2a would be removed from the list of outstanding recommendations.

It was also noted that a majority of the Harlow Playhouse recommendations were due to be completed by 30 June 2018.

**RESOLVED** that the work of the Internal Audit service for the period April to June 2018 is noted.

10. **RISK MANAGEMENT PROGRESS REPORT**

The Committee received a progress report on the Council's risk management arrangements.

Having previously identified various corporate risks from the Corporate Risk Register for scrutiny, the Committee considered the outstanding risks for review, namely CR01 and CR08.

**RESOLVED** that the Corporate Risk Register, which included an in-depth review of Corporate Risk CR01 (Financial Resilience) and CR08 (Information Governance and Data Compliance), is noted.

11. **REFERENCES FROM OTHER COMMITTEES**

None.

12. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE