

**MINUTES OF THE AUDIT & STANDARDS COMMITTEE  
HELD ON**

14 March 2018

7.30 - 8.37 pm

**PRESENT**

**Committee Members**

Councillor Karen Clempner (Chair)  
Councillor Ian Beckett (Vice-Chair)  
Councillor Jean Clark  
Councillor Russell Perrin

**Officers**

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

**Also Present**

Suresh Patel, Ernst & Young

**APOLOGIES**

Councillor Andrew Johnson  
Councillor Eddie Johnson  
Councillor Stefan Mullard  
Councillor Edna Stevens

41. **DECLARATIONS OF INTEREST**

None.

42. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 29 November 2017 are agreed as a correct record and signed by the Chair subject to recording Councillor Russell Perrin's apologies.

43. **MATTERS ARISING**

- a) Annual Audit Letter 2016/17 - Update on Standardisation of Auditing of Management of Pension Funds (Minute 36 Refers)

The external auditor reported that the auditing of pension fund management was being reviewed, in order to reach a common standard for these audits. In the meantime, no current problems had been identified.

- b) Annual Audit Letter 2016/17 - Housing Subsidies Grant Variances (Minute 36 Refers)

The external auditor reported that the no variances had arisen from the Housing Benefit Subsidies Grant and the subsidy claim would be concluded by the end of March 2018.

44. **WRITTEN QUESTIONS AND PETITIONS**

None.

45. **NON CONTENTIOUS BUSINESS**

**RESOLVED** that agenda item 9 (Local Government Audit Committee Briefing Document) is taken as non-contentious.

46. **AUDIT & STANDARDS COMMITTEE 2018/19 WORK PLAN AND TRAINING PROGRAMME**

The Committee received its proposed 2018/19 work plan and proposed training programme for Councillors.

It was agreed that the September meeting of this Committee should be deleted from the committee schedule, since the auditing of the final accounts (which was normally done in September), would be completed much earlier this time.

**RESOLVED** that

- (a) the work plan and training programme for the 2018/19 municipal year, as set out in Appendix A of the report, are agreed;
- (b) the proposed September 2018 meeting of this Committee is cancelled.

47. **EXTERNAL AUDITOR - AUDIT PLAN 2018**

The Committee received a report which outlined the rationale behind the proposed annual audit plan, which was set out in the appendix to the report and had been planned by Ernst & Young, the external auditor.

**RESOLVED** that the report and planned audit work to be undertaken by Ernst & Young are noted.

48. **LOCAL GOVERNMENT AUDIT COMMITTEE BRIEFING DOCUMENT**

The Committee received a report on the briefing paper from the external auditor, which highlighted current government and economic issues which might impact on the Council.

**RESOLVED** that the briefing paper is noted.

49. **INTERNAL AUDIT STRATEGY AND PLAN 2018/19**

The Committee received a report proposing the Internal Audit Strategy and Plan for the 2018/19 municipal year.

Members of the Committee considered that the effectiveness and contribution that the Strategy and Plan made, met the criteria within the Council's assurance framework.

**RESOLVED** that the Internal Audit Strategy and Plan for 2018/19 is approved.

50. **INTERNAL AUDIT ACTIVITY REPORT**

The Committee received the Internal Audit Activity Report, which showed the progress being made against the Audit Plan since the last meeting of this Committee.

It was noted that there was a proposal to defer three audits and remove one from the Plan. Members of the Committee were also asked to approve revisions to the Anti-Fraud and Corruption Strategy.

Members of the Committee emphasised the need for Councillors to be fully conversant with the new General Data Protection Regulations (GDPR), which would come into effect from 25 May 2018. It was agreed that mandatory training should be provided for all Councillors.

The Committee highlighted the Corporate Business Continuity Plan from the list of overdue recommendations on the Tracker (at Appendix B of the report), as requiring further information. Whilst they noted that the issue was due to be finalised before the next meeting of this Committee, they acknowledged that the implementation of the original decision in May 2015 had been problematic; and requested that the relevant Head of Service attend the next meeting of this Committee to give them an insight into the problems encountered in implementing the recommendations.

**RESOLVED** that

- (a) Three audits be deferred and one removed from the 2017/18 Audit Plan as detailed in the report;
- (b) The Anti-Fraud and Corruption Strategy be revised as detailed in Appendix C of the report;
- (c) It be recommended that mandatory training be provided for all Councillors regarding the new General Data Protection Regulations;

(d) The Head of Place be invited to the next meeting of this Committee to explain the reasons for the delay in implementing the recommendations regarding the Business Continuity Plan.

51. **REFERENCES FROM OTHER COMMITTEES**

None.

52. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE