

## MINUTES OF THE AUDIT & STANDARDS COMMITTEE HELD ON

10 June 2020

7.30 - 8.30 pm

### PRESENT

#### Committee Members

Councillor Stefan Mullard (Chair)  
Councillor Shannon Jezzard (Vice-Chair)  
Councillor Simon Carter  
Councillor Jean Clark  
Councillor Jodi Dunne  
Councillor Maggie Hulcoop  
Councillor Eddie Johnson  
Councillor Frances Mason  
Councillor Russell Perrin

#### Officers

Natalie Hook, Senior Auditor  
Simon Freeman, Head of Finance and Deputy to the Chief Executive  
Sarah Marsh, Internal Audit Manager  
Adam Rees, Governance Support Officer

#### Also Present

Lisa Clampin, BDO  
Francesca Palmer, BDO

### 1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Councillor Michael Hardware.

### 2. DECLARATIONS OF INTEREST

Councillor Simon Carter declared a pecuniary interest in Item 10 as Council appointed Director of HTS (Property and Environment) Ltd. He would leave the meeting if matters related to HTS were discussed.

### 3. MINUTES

**RESOLVED** that the minutes of the meeting held on 4 March 2020 are agreed as a correct record and signed by the Chair.

4. **MATTERS ARISING**

a) Minute 47 - Annual Audit Letter

Francesca Palmer, BDO, gave an update on the finalisation of the Council's accounts for 2018/19. She explained that a number of outstanding issues had been resolved and the accounts were close to being in a position where they could be signed off.

5. **WRITTEN QUESTIONS AND PETITIONS**

None.

6. **NON CONTENTIOUS BUSINESS**

None.

7. **COMMITTEE WORK PLAN**

The Committee received its current work plan. It noted that the Audited Annual Accounts 2019/20, Management Letter of Representation, and External Auditors Audit Results Report 2019/20 (ISA 260) would be considered at the November meeting. The Annual Audit Letter 2019/20 would be considered at the March meeting. It was also noted that the Review of Internal Audit Charter, Review of Audit & Standards Committee Effectiveness and Terms of Reference, Review of Code of Corporate Governance and Review of Anti-Fraud and Corruption Strategy would be considered at the August meeting in light of the other changes agreed.

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

8. **AUDIT AND STANDARDS COMMITTEE ANNUAL REPORT 2019/20**

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

**RESOLVED** that it is recommended to Full Council that the Annual Report for the Audit and Standards Committee for 2019/20 be agreed.

9. **INTERNAL AUDIT ANNUAL REPORT 2019/20**

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 2020, and included an overall opinion of the Council's governance, risk management and control framework.

10. **PERIOD 2 INTERNAL AUDIT ACTIVITY REPORT 2020/21**

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.

**RESOLVED** that the report is noted.

11. **REVISED 2020/21 INTERNAL AUDIT PLAN**

The Committee considered the revised Internal Audit Plan for 2020/21. The Committee discussed a number of further revisions and it was agreed that the following changes would be made:

- i) The Equalities Act and Impact Assessments audit is carried out in 202/21;
- ii) Work on the Performance Management Framework be deferred; and
- iii) Service/business planning and risk management be deferred.

**RESOLVED** that the Committee approved the revised Internal Audit Plan for 2020/21 subject to the following changes:

- A** The Equalities Act and Impact Assessments audit is carried out in 202/21;
- B** Work on the Performance Management Framework be deferred; and
- C** Service/business planning and risk management be deferred.

12. **REFERENCES FROM OTHER COMMITTEES**

None.

13. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE