

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

27 August 2020

7.30 - 8.11 pm

**PRESENT**

**Committee Members**

Councillor Stefan Mullard (Chair)

Councillor Simon Carter

Councillor Jean Clark

Councillor Jodi Dunne

Councillor Tony Edwards (substitute for Councillor Frances Mason)

Councillor Maggie Hulcoop

Councillor Eddie Johnson

**Officers**

Hannah Criddle, Governance Support Officer

Natalie Hook, Senior Auditor

Simon Freeman, Head of Finance and Deputy to the Chief Executive

Sarah Marsh, Internal Audit Manager

Karen Gardner, Internal Auditor

Adam Rees, Governance Support Officer

14. **APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence were received from Councillors Michael Hardware, Shannon Jezzard, Frances Mason and Russell Perrin.

Councillor Tony Edwards attended as a substitute for Councillor Frances Mason.

15. **DECLARATIONS OF INTEREST**

Councillor Simon Carter declared a pecuniary interest in agenda item 8 as a remunerated Council appointed director of HTS (Property and Environment) Ltd.

16. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 10 June 2020 are agreed as a correct record and signed by the Chair.

17. **MATTERS ARISING**

None.

18. **WRITTEN QUESTIONS AND PETITIONS**

None.

19. **NON CONTENTIOUS BUSINESS**

None.

20. **COMMITTEE WORK PLAN**

The Committee received its current work plan. Sarah Marsh, Internal Audit Manager, advised the Committee that the Progress Report had been omitted from the work plan by mistake and would be considered at the November committee.

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

21. **PERIOD 8 INTERNAL AUDIT ACTIVITY REPORT 2020/21**

The Committee received a report on the activity of the Internal Audit service. The Committee also received the revised Code of Corporate Governance, Anti-Fraud and Corruption Strategy and Internal Audit Charter.

**RESOLVED that** the Committee:

- A** Approved the revised Code of Corporate Governance (attached as Appendix B to the report)
- B** Approved the revised Anti-Fraud and Corruption Strategy (attached as Appendix C to the report)
- C** Approved the Internal Audit Charter (attached as Appendix D to the report).

22. **REVIEW OF AUDIT & STANDARDS COMMITTEE EFFECTIVENESS AND TERMS OF REFERENCE**

The Committee received a report on the review of the effectiveness of the Committee and its terms of reference.

**RESOLVED** that the Committee:

- A** Agreed no changes are required to its Terms of Reference.
- B** Considered the results of the review of effectiveness of the Audit Committee and note progress against last year's action.

23. **ANNUAL GOVERNANCE STATEMENT 2019/20**

The Committee received the Annual Governance Statement for 2019/20.

**RESOLVED that** the Committee:

- A** Reviewed and approved the Council's Annual Governance Statement for 2019/20 (attached as Appendix A to the report).

24. **REFERENCES FROM OTHER COMMITTEES**

None.

25. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE