

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

12 June 2019

7.30 - 8.50 pm

**PRESENT**

**Committee Members**

Councillor Stefan Mullard (Chair)  
Councillor Shannon Jezzard (Vice-Chair)  
Councillor Simon Carter  
Councillor Jean Clark  
Councillor Tony Edward (substitute for Councillor Chris Vince)  
Councillor Michael Hardware  
Councillor Eddie Johnson  
Councillor Frances Mason  
Councillor Russell Perrin

**Officers**

Simon Freeman, Head of Finance and Deputy to the Managing Director  
Sue Linsley, Senior Auditor  
Sarah Marsh, Internal Audit Manager  
Adam Rees, Governance Support Officer

**Also Present**

Lisa Clampin, BDO

1. **APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence were received from Councillor Jodi Dunne and Chris Vince. Councillor Tony Edwards attended as a substitute for Councillor Vince.

2. **DECLARATIONS OF INTEREST**

Councillor Stefan Mullard declared a non-pecuniary interest in items 9 and 10 as a member of the Playhouse Trust.

Councillor Simon Carter declared a pecuniary interest as a remunerated Council appointed Director of HTS (Property and Environment) Ltd. He said that he would leave the meeting in the event financial matters relating to HTS were discussed.

3. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 13 March 2019 are agreed as a correct record and signed by the Chair.

4. **MATTERS ARISING**

a) Minute 46 - Matters Arising

In response to Councillor Carter, Councillor Mullard said that a list of potential dates would be circulated to Councillors Carter and Clark so that the first meeting could be arranged in order to discuss the potential appointment of an independent person to the Committee.

5. **WRITTEN QUESTIONS AND PETITIONS**

None.

6. **NON CONTENTIOUS BUSINESS**

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

7. **COMMITTEE WORK PLAN**

The Committee received its current work plan.

**RESOLVED** that:

**A** Reports on the Risk Maturity Assessment and Risk Appetite Framework are brought to the November Committee meeting.

**B** The work plan is noted.

8. **AUDIT AND STANDARDS COMMITTEE ANNUAL REPORT 2018/19**

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 Audit and Standards Committee's annual report for 2018/19 is noted.

9. **INTERNAL AUDIT ANNUAL REPORT 2018/19**

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 2019, and included an overall opinion of the Council's governance, risk management and control framework.

The Committee expressed concerns that online safeguarding training had not been delivered following the limited assurance report. Although it was noted that the safeguarding training would be available shortly it was agreed that the Head of Governance would be asked to attend the next meeting to provide assurances about the training's implementation.

The Committee considered the risks surrounding regeneration and the Enterprise Zone and the need for action plans to be developed in order to support the Council's vision for economic development. It was agreed that an update would be provided in the next progress report.

**RESOLVED** that:

- A** For the 12 months ended 31 March 2019, it is agreed that the Council has operated adequate and effective governance, risk management and control processes.
- B** The Head of Governance will attend the meeting on 31 July 2019 to provide assurances about the implementation of safeguarding training.
- C** An update on the risks surrounding regeneration and the Enterprise Zone be included in the next Internal Audit progress report.

10. **INTERNAL AUDIT ACTIVITY REPORT 2019/20**

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.

The Committee considered the delays in implementing the recommendations on external data transfers, ensuring adequate data sharing protocols and information sharing agreements with HTS. The Committee agreed that the Shareholder Sub Committee was the appropriate body to seek assurances about progress implementing the recommendation and asked that the Sub Committee raised the matter at its next meeting.

11. **RISK MANAGEMENT REPORT**

The Committee reviewed the current Corporate Risk Register.

**RESOLVED** that the current Corporate Risk Register be noted.

12. **REFERENCES FROM OTHER COMMITTEES**

None.

13. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE