

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

11 September 2019

7.30 - 9.10 pm

PRESENT

Committee Members

Councillor Stefan Mullard (Chair)
Councillor Shannon Jezzard (Vice-Chair)
Councillor Simon Carter
Councillor Jean Clark
Councillor Jodi Dunne
Councillor Michael Hardware
Councillor Eddie Johnson
Councillor Frances Mason
Councillor Chris Vince

Officers

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

Also Present

Councillor Tony Edwards
Lisa Clampin, Engagement Lead, BDO
Francesca Palmer, Audit Manager, BDO

14. **APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

None.

15. **DECLARATIONS OF INTEREST**

Councillors Carter and Vince both declared a pecuniary interest as remunerated Council appointed Directors of HTS (Property and Environment) Ltd.

16. **MINUTES**

RESOLVED that the minutes of the meeting held on 12 June 2019 are agreed as a correct record and signed by the Chair.

17. **MATTERS ARISING**

a) Minute 9 - Internal Audit Annual Report 2018/19

The Chair noted that the Head of Governance had been expected to attend the meeting on 31 July 2019. As this meeting was moved to 11 September, the Head of Governance was unable to attend due to Annual Leave. A note had been sent to the Chair explaining that the course was now being tested by users. The roll out of the training would be timed so it did not clash the ESAB Staff Safeguarding Survey taking place in September. The Committee asked for the date the training would be completed and asked that the Head of Governance attends the next meeting.

Councillor Mason questioned whether the Council had completed its Section 11 audit. It was agreed that Councillors Mullard and Mason would meet with Christine Howard, Youth and Citizenship Manager, to clarify whether the Council had submitted its audit.

18. **WRITTEN QUESTIONS AND PETITIONS**

None.

19. **NON CONTENTIOUS BUSINESS**

None.

20. **COMMITTEE WORK PLAN**

The Committee received its current work plan.

RESOLVED that the work plan is noted.

21. **ANNUAL GOVERNANCE STATEMENT 2018/19**

The Chair said that this item would be considered as part of Item 11 (Audited Annual Accounts 2018/19).

22. **MANAGEMENT LETTER OF REPRESENTATIONS 2018/19**

The Chair said that this item would be considered as part of Item 11 (Audited Annual Accounts 2018/19).

23. **AUDIT RESULTS REPORT 2018/19 (ISA 260)**

The Committee received a report and the external auditor's findings on their audit of the Council's financial statements and arrangements to secure value for money.

RESOLVED that the Committee:

- A Noted the Value for Money assessment of the Council's use of resources as contained within the report (attached as Appendix A to the report) from the Council's appointed Auditor.

24. **AUDITED ANNUAL ACCOUNTS 2018/19**

The Committee received the 2018/19 Statement of Accounts, together with the Annual Governance Statement.

RESOLVED that:

- A Upon consideration of the Auditor's Results Report earlier in the agenda the Committee notes the 2018/19 Statement of Accounts (attached as Appendix A to the report on the supplementary agendas) and delegated final approval of the Statement to the Head of Finance and Deputy to the Chief Executive, in consultation with the Chair of the Audit and Standards Committee.
- B The Committee reviewed and approved the Council's Annual Governance Statement (attached as Appendix A to the report on the supplementary agendas) for 2018/19.
- C The approval of the Management Letter of Representation be delegated to the Head of Finance and Deputy to the Chief Executive, in consultation with the Chair of the Audit and Standards Committee.

25. **INDEPENDENT MEMBER FOR THE AUDIT AND STANDARDS COMMITTEE**

The Committee considered a report on the recommendation of the Audit and Standards Working Party to proceed with the appointment of an independent person to the Committee.

RESOLVED that:

- A The recommendation of the Working Party to appoint an independent person to the Committee is approved.
- B The Independent Member Recruitment Pack (attached as Appendix A to the report), be approved.
- C The interview panel would consist of Councillors Carter, Clark and Mullard.

26. **REFERENCES FROM OTHER COMMITTEES**

None.

27. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE