

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

27 November 2019

7.30 - 8.10 pm

**PRESENT**

**Committee Members**

Councillor Shannon Jezzard (Vice-Chair in Chair)  
Councillor Simon Carter  
Councillor Jean Clark  
Councillor Frances Mason  
Councillor Chris Vince

**Officers**

Hannah Criddle, Governance Support Officer  
Karen Gardner, Internal Auditor  
Simon Freeman, Head of Finance and Deputy to the Chief Executive  
Simon Hill, Head of Governance  
Sarah Marsh, Internal Audit Manager

28. **APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies of absence were received from Councillors Jodi Dunne, Michael Hardware, Stefan Mullard and Russell Perrin.

Councillor Eugenie Harvey attended as a substitute for Councillor Stefan Mullard.

29. **DECLARATIONS OF INTEREST**

Councillor Simon Carter declared a pecuniary interest as a remunerated Council appointed Director of HTS (Property and Environment) Ltd. He said he would leave the meeting after the discussion of item 7.

30. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 11 September 2019 are agreed as a correct record and signed by the Chair.

31. **MATTERS ARISING**

a) Minute 17 a) Minute 9 - Internal Audit Annual Report 2018/19

Councillor Frances Mason confirmed she had met with Christine Howard, Youth and Citizenship Manager, and the Section 11 Audit had been completed.

Councillor Simon Carter asked whether the online safeguard training had been delivered. Simon Hill, Head of Governance, confirmed that the electronic training had been completed by most officers and completion statistics were due at the end of December 2019.

- b) Minute 25 - Independent Member for the Audit and Standards Committee

Sarah Marsh, Internal Audit Manager, confirmed that the recruitment pack had been prepared, however, the process was on hold due to the General Election. Sarah confirmed the position would be advertised in January 2020.

32. **WRITTEN QUESTIONS AND PETITIONS**

None.

33. **NON CONTENTIOUS BUSINESS**

None.

34. **COMMITTEE WORK PLAN**

The Committee received its current work plan.

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

35. **INTERNAL AUDIT ACTIVITY REPORT**

Councillor Simon Carter left the meeting before the discussion of the item. Councillor Chris Vince arrived at the meeting during the discussion of the item.

The Committee received a report on the outcomes of the work completed by the Internal Audit service for the period June to November 2019. The Committee also received the revised Code of Corporate Governance, Anti-Fraud and Corruption Strategy and Internal Audit Charter.

**RESOLVED** that the Committee:

- A** Reviewed the outcomes of the work of the Internal Audit service for the period June to November 2019 and identified any issues for further consideration.
- B** Approved the revised Code of Corporate Governance (attached as Appendix B to the report).
- C** Approved the revised Anti-Fraud and Corruption Strategy (attached as Appendix C to the report).

- D Approved the Internal Audit Charter (attached as Appendix E to the report).

36. **REVIEW OF AUDIT AND 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.

The Committee expressed a desire for the skill set for committee members to be looked at. Sarah Marsh agreed to look at this.

**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, discussed the self-assessment checklists and agreed the proposed action plan for improvements.

37. **RISK MANAGEMENT PROGRESS REPORT**

The Committee received a report on the Corporate Risk Register.

**RESOLVED** that the Committee:

**A** Reviewed the Corporate Risk Register as set out in the report.

38. **REFERENCES FROM OTHER COMMITTEES**

None.

39. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE