

**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