

## MINUTES OF THE AUDIT & STANDARDS COMMITTEE HELD ON

25 November 2020

7.30 - 9.30 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 Maggie Hulcoop  
Councillor Eddie Johnson  
Councillor Russell Perrin

#### Officers

Emma Crouch, Corporate Support Officer  
Simon Freeman, Head of Finance and Property and Deputy to the Chief Executive  
Natalie Hook, Senior Auditor  
Sarah Marsh, Internal Audit Manager  
Adam Rees, Governance Support Officer

#### Also Present

Steve Bladen, BDO  
Francesca Palmer, BDO

#### 26. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Councillor Frances Mason.

#### 27. DECLARATIONS OF INTEREST

Councillor Simon Carter declared a pecuniary interest as a remunerated Council appointed Director of HTS (Property and Environment) Ltd.

#### 28. MINUTES

**RESOLVED** that the minutes of the meeting held on 27 August 2020 are agreed as a correct record and signed by the Chair.

#### 29. MATTERS ARISING

None.

30. **WRITTEN QUESTIONS AND PETITIONS**

None.

31. **NON CONTENTIOUS BUSINESS**

None.

32. **COMMITTEE WORK PLAN**

The Committee received its current work plan.

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

*It was agreed that items 8-11 on the agenda would be taken en-bloc.*

33. **ANNUAL AUDIT LETTER 2018/19**

This item was considered as part of item 11, External Auditors Audit Results Report 2018/19 (ISA 260).

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

The Committee considered a report on the audited annual accounts for 2018/19, which recommended that final sign off of the accounts was delegated to the Deputy to the Chief Executive and Head of Finance and Property Services in consultation with the Chair of the Audit and Standards Committee.

Councillor Simon Carter proposed that the matter was deferred for two months to ensure that the correct numbers were included in the returns, that a summary of the changes to CIES could be provided to the Committee, clarification on the outstanding issues could be given, and a timetable of the improvements could be provided. This was seconded by Councillor Russell Perrin.

Upon being put to the vote, the motion for deferral was lost.

**RESOLVED that:**

**A** Upon consideration of the Auditor's Results Report earlier in the agenda, the Committee approved the latest 2018/19 Statement of Accounts presented as Appendix 1 to this report.

**B** The Committee delegated the approval of the final 2018/19 Statement of Accounts, should the latest accounts need amendment following the completion of audit work, to the Deputy to the Chief Executive and Head of Finance and Property Services in consultation with the Chair of the Audit and Standards Committee.

35. **MANAGEMENT LETTER OF REPRESENTATION**

This item was considered as part of item 11, External Auditors Audit Results Report 2018/19 (ISA 260).

36. **EXTERNAL AUDITORS AUDIT RESULTS REPORT 2018/19 (ISA 260)**

The Committee received a report which set out the External Auditor's draft opinion on their audit of the Council's financial statements.

It was noted that a number of material errors remained, along with three immaterial errors that combined to make a material error. There were also some deficiencies with the Council's internal control processes. These errors were of a technical nature.

The Committee expressed their disappointment with the late provision of papers for this item, as well as the Audited Annual Accounts 2018/19, as well as the difficulty in reading the appendix due its font size.

**RESOLVED** that:

**A** Reviewed the Audit Results Report alongside the approval of the Statement of Accounts reported to this meeting.

**B** Notes the Value for Money assessment of the Council's use of resources as contained within the attached report from the Council's appointed Auditor.

37. **EXTERNAL AUDITOR - AUDIT PLAN 2019/20**

The Committee received the External Auditor's audit plan for the 2019/20 accounts.

**RESOLVED that** the Audit Plan for 2019/20 was noted.

38. **PERIOD 8 INTERNAL AUDIT ACTIVITY REPORT**

The Committee received a report on the activity of the Internal Audit service.

**RESOLVED that** the Committee reviewed the outcomes of the work of the Internal Audit service for the period September to November 2020.

39. **RISK MANAGEMENT PROGRESS REPORT**

The Committee received a report which set out revisions to the Council's strategic risk register.

**RESOLVED** that:

- A** The Committee noted Senior Management Board revisions to Strategic Risks and risk scores as at 30 September 2020 as set out in Appendix 1 to the report.
- B** The Committee noted variations between residual risk scores and agreed risk appetite threshold levels together with current and future risk controls.

40. **REFERENCES FROM OTHER COMMITTEES**

None.

41. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE