



## **MINUTES OF A MEETING OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 10th AUGUST 2022**

**PRESENT:** Councillor , Councillors R Ford (Vice-Chair), D Cook, A Cooper and P Thurgood

**Officers** Stefan Garner (Executive Director Finance), Joanne Goodfellow (Assistant Director Finance), Andrew Wood (Audit Manager) and Tracey Pinton (Legal Admin & Democratic Services Manager)

**Visitors** Laurelin Griffiths (Grant Thornton)

### **19 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor P Turner and S Daniels

The meeting was chaired by Vice Chair Councillor R Ford

### **20 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 8<sup>th</sup> June 2022 were approved and signed as a correct record.

*(Moved by Councillor A Cooper and seconded by Councillor D Cook)*

### **21 DECLARATIONS OF INTEREST**

There were no declarations of Interest.

### **22 UPDATE FROM EXTERNAL AUDITORS**

Committee received an update. Work is continuing and is on track.

The Committee thanked the Auditors for the update.

*(Moved by Councillor D Cook and seconded by Councillor P Thurgood)*

### **23 RISK MANAGEMENT QUARTERLY UPDATE**

Report of the Assistant Director Finance on the Risk Management process and progress for Quarter 1 of the 2022/23 financial year

The Committee commented on and sought clarifications in the following areas:

Could climate change and the immediate impact of extreme weather events be highlighted as a risk in the Health & Safety part of the risk register?

Councillors highlighted that at the moment there is not a shortage of HGV drivers but there is a potential to be so in the future.

Corporate vision no corporate objectives included. Community Focus, what actions are being put in place to improve this objective? Officers confirmed that the priorities are included and in the next Quarter these will be aligned next to the risks and will be included in the next Quarterly report.

RESOLVED: That the Committee

endorsed the Corporate Risk Register

*(Moved by Councillor D Cook and seconded by Councillor A Cooper)*

## **24 QUARTERLY INTERNAL AUDIT PROGRESS REPORT - Q1**

Report of the Audit Manager to provide the Audit & Governance Committee with internal audit's progress report for period to 30 June 2022.

The Chair thanked Andrew Wood for the work on the report.

The Committee commented on and sought clarifications in the following areas:

Are any of the findings repeat findings? There were no repeat findings that were identified from previous reviews. However, some areas are reviewed on a regular basis i.e. Payment Card Industry Standards are reviewed when any changes take place. Also checked any outstanding recommendations. Any repeat findings will be included on the report. The Audit Manager also confirmed that future Quarterly Progress reports would show graphical rather than tabular information relating to outstanding audit recommendations.

Progress during Q1 2022/3 is detailed in this report the performance against target is low currently 6% completion of the audit plan, what does this mean are the targets correct. It was clarified that at the end of Q 1 2021/22 it was at a similar percentage and by the end of 31<sup>st</sup> March 2022, 80% of the Audit plan had been achieved. Part of the issue is resource and Q1 is a relatively low completion period as it includes the planned work that rolled forward from 2021/22. Looking at the raw figures the completion of one audit is approx. 6% of the audit plan so once more audits are completed the percentage goes up significantly.

Plan will be kept under review to make sure targets are being completed. There are discussions ongoing regarding the timings of audits. The Audit Manager agreed to provide information relating to the completion of the profiled audit plan in future Quarterly Progress reports.

Assets and inventory (pg. 40) no ref to asset management plans are these in place as does each asset have its own plan and were they part of the audit? Asset management plan was reviewed in 2021 and work is ongoing to get a plan for each Asset.

The report was noted by the Committee.

## **25 INDEPENDENT MEMBER UPDATE**

Report of the Audit Manager to provide an update to Committee in relation to the potential appointment of an Independent Member(s) to Committee.

RESOLVED: That the Committee considered and agreed the approach to be taken in respect of appointing an Independent Member to the Committee following resolution of questions raised by Committee; and

recommend that the Council seek one independent member, and this is reviewed at the end of the three-year period

*(Moved by Councillor R Ford and seconded by Councillor D Cook)*

## **26 AUDIT AND GOVERNANCE COMMITTEE TIMETABLE**

The Committee reviewed the timetable and no changes were made.

## **27 EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: That Members of the press and public be excluded from the meeting during consideration of the following item on the grounds that the business involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

*(Moved by Councillor R Ford and seconded by Councillor A Cooper)*

## **28 MINUTES OF ANY SUB-COMMITTEE MEETING**

The Committee received the minutes of the 28<sup>th</sup> June 2022 Audit & Governance Sub-Committee meeting.

Chair