

## AUDIT AND STANDARDS COMMITTEE

29 January 2019

7.00 pm – 8.35 pm

Council Chamber, Ebley Mill, Stroud

# 3

### Minutes

#### Membership

Councillor Nigel Studdert-Kennedy (Chair)	P	Councillor Simon Pickering	P
Councillor Skeena Rathor (Vice-Chair)	A	Councillor Mark Reeves	P
Councillor Rachel Curley	P	Councillor Tom Williams	P
Councillor Stephen Davies	A	1 vacancy	
Councillor Keith Pearson	P		

A = Absent P = Present

#### Officers in attendance

Head of Finance and Section 151 Officer	Head of Community Services
Group Manager - Audit Risk Assurance	Head of IT
Shared Service	Principal Accountant
Interim Head of Legal Services and	Democratic Services Officer
Monitoring Officer	
Chief Executive Officer	Community Services Manager

#### Other Member present

Councillor Nigel Cooper

#### Also present

Ian Howse and Clare Skivens from Deloitte the Council's external auditors

Councillor Studdert-Kennedy announced a change in the running order of the Agenda bringing Agenda Item 5 forward, Members agreed to the change.

#### **AC.032**

#### **APOLOGIES**

Apologies for absence have been received from Councillors Rathor and Davies.

#### **AC.033**

#### **DECLARATIONS OF INTEREST**

There were none.

#### **AC.034**

#### **MINUTES**

#### **RESOLVED**

**That the Minutes of the meeting held on 20 November 2018, are approved as a correct record, with no amendments.**

**AC.035**                      **PUBLIC QUESTION TIME**

There were none.

**AC.036**                      **EXTERNAL AUDIT PLANNING REPORT**

Ian Howse from Deloitte gave a verbal report and confirmed that the audit was independent and that there were no conflicts of interest.

Questions were taken from Councillor Reeves on standards and Councillor Pickering on expenses.

**RESOLVED**                      **To note the report.**

**AC.037**                      **STANDING ITEMS**

(a) Work Programme – the following items were added to the work programme for the next meeting:

- The Annual Report
- The Internal Activity Progress Report
- Work Program and Risk Management
- Update on the Ethical Report

The Head of Finance commented that the meeting on the 16 July will probably need to be pushed back for at least a week to allow the External Audit work to be completed.

He further commented that Internal Audit will assist on the work for the Annual Governance Statement and will come to the meeting in July.

The Monitoring Officer commented that the cycle of meetings was agreed at Council and that the date for the next meeting should remain as 16 July. The Head of Finance agreed to contact Deloitte to determine whether postponing the meeting until later in the following week was preferable.

(b) Risk Management – Councillor Curley reported that the Corporate Risk Register was up to date.

(c) Task and Finish Group (Ethical Audit) – Councillor Studdert-Kennedy complimented the officer working on the audit on the work completed and stated that there was more work to be done in this area. Councillor Studdert-Kennedy proposed that the findings of the audit be either seconded or rejected. Councillor Pearson seconded the motion.

**RESOLVED**                      **To accept the report's findings when complete.**

**AC.038**                      **UPDATE ON THE ACTIONS TAKEN IN RELATION TO THE RECOMMENDATIONS MADE IN THE LEGACY (ICT) SYSTEMS AND THE MULTI SERVICES CONTRACT FOLLOW UP REPORT**

The Head of IT presented an update referring to the report circulated prior to the meeting. He stated that all three strands of the strategy were on track.

Questions were taken from Councillors Curley, Pearson and Reeves. In response to those questions, the Head of IT stated that the timeline depended on Committee approval, the costs were less than the allocated budget but that this could be affected by BREXIT. The IT strategy is being developed independently and this specifically addresses some of the GDPR risks and it will take into account external factors.

The Committee discussed the replacement of hardware and the effect on customer service.

**RESOLVED**            **To note the above reports.**

**AC.039**                    **INTERNAL AUDIT ACTIVITY PROGRESS REPORT 2018/19**

The Head of Audit Risk Assurance updated the Committee, referring to a report circulated prior to the meeting.

Councillor Studdert-Kennedy asked whether the report conformed to the Freedom of Information Act. The Head of Audit Risk Stated that the publication of the report concluded all activity in this area. Councillor Studdert-Kennedy stated that there may be more discussion on this item in the future but it could be closed for the present time.

**RESOLVED**            **1. To accept the progress against the Internal Audit Plan 2018/19; and close the Agenda item.**  
**2. To accept the assurance opinions provided in relation to the effectiveness of the Council's control environment comprising risk management, control and governance arrangements as a result of the Internal Audit activity completed to date.**

**AC.040**                    **ANNUAL SUMMARY OF CERTIFICATION OF GRANT CLAIMS AND RETURNS 2017/18**

The Principal Accountant updated the Committee referring to a report that had been circulated prior to the meeting.

**RESOLVED**            **To note the report.**

**AC.041**                    **ANNUAL GOVERNANCE STATEMENT 2017/18 IMPROVEMENT PLAN – PROGRESS REPORT**

The Principal Accountant updated the Committee referring to a report that had been circulated prior to the meeting.

**RESOLVED**            **That it has reviewed and considered the actions taken to address the governance improvement areas identified.**

**AC.042**                    **3<sup>RD</sup> QUARTER TREASURY MANAGEMENT ACTIVITY REPORT 2018/19**

The Principal Accountant updated the Committee referring to a report that had been circulated prior to the meeting.

**RESOLVED**            **To approve the Treasury Management Activity as third quarter report for 2018/19.**

**AC.043**

**TREASURY MANAGEMENT STRATEGY, ANNUAL INVESTMENT STRATEGY AND MINIMUM REVENUE PROVISION POLICY STATEMENT 2019/20**

The Principal Accountant outlined the above report.

**RECOMMENDED TO COUNCIL**

1. To adopt the prudential indicators and limits for 2019/20 to 2021/22;
2. To approve the treasury management strategy 2019/20, and the treasury prudential indicators;
3. To approve the investment strategy 2019/20, and the detailed criteria for specified and non-specified investments; and
4. To approve the MRP Statement 2019/20.

**AC.044**

**MEMBERS' QUESTIONS**

There were none.

The meeting closed at 8.35 pm.

Chair