

AUDIT AND GOVERNANCE COMMITTEE

19th December 2018

Present: Councillor Alan Amos in the Chair

Councillors Agar, Ditta, S. Hodgson, Laurensen, Roberts, G. Squires (Vice-Chairman) and Udall

Officers: David Blake – Managing Director
Andy Bromage - Head of Internal Audit Shared Service

Apologies: Shane Flynn – Corporate Director, Finance and Resources
Mark Baldwin - Head of Finance

54 Declarations of Interest

None.

55 Public Participation

None.

56 Minutes

As raised in previous meetings, The Head of Internal Audit Shared Services on behalf of the Head of Finance updated the Committee regarding the Mary Portas money awarded to St Johns Traders. The money is available to be spent, however the original brief and terms and conditions need to be examined. The Traders Association in St Johns is no longer operational so wider stakeholder engagement needs to be undertaken. The Managing Director suggested a meeting in January 2019 with Ward Councillors to discover what is feasible.

RESOLVED: That the minutes of the meeting held on 19th September 2018 be approved as a correct record and signed by the Chairman.

57 2018/19 Internal Audit Progress Report To 30th November 2018

The Head of Internal Audit Shared Service presented his report on the progress of Internal Audit. Reviewing the Tourism Strategy he noted that some areas of the system were working well, but found other areas where controls could be strengthened. This included the Tourist Information Centre, but was more about what information is available and what can be used. This service has recently come back under City Council control and there is a need to drill down further.

He went on to highlight the main points in the report, explaining that under the Audit Report Follow Up Programme, Audit Report regarding Debtors made 1 high and 1 medium priority recommendations. This has now been escalated to the Head of Finance who has confirmed that a policy review will take place. There was no financial risk to the Council as provision had already been made.

Officers responded to questions on aspects of the report including Audit Days available and the presentation of the report with further detail needed on the forecast number of days and the actual days.

RESOLVED: That the Committee note the contents of the Report.

58 Draft Internal Audit Plan for 2019-20

The Head of Internal Audit Shared Service presented his report on the Draft Annual Internal Audit Plan and Key Performance Indicators. He explained that the Draft Plan had been discussed with service managers and Corporate Leadership Team. Areas that were considered to be emerging risks or areas of mitigated risk but require a watching brief have been highlighted for transparency purposes but will not be included in the Plan for next year. There is a distinct possibility that they will be included in the 2020/21 Audit Plan.

Due to the continuing changing environment that exists in Local Government the Plan must be seen as a framework for Internal Audit work for the forthcoming year. There is a need for flexibility in the Plan due to a changing risk profile as well as emerging risks. To ensure flexibility there is the possibility that the Plan will be updated during the year in order to address such challenges.

The Head of Internal Audit went on to answer Members' questions regarding the total number of Audit days available and clarify and correct a couple of figures shown in the report. The total number of Audit days available was 320 days.

In the ensuing discussion the Head of Internal Audit Shared Service was able to reassure Members that as the Plan stands, enough resources are available. If anything came forward, the whole Plan would be reviewed in its entirety. He went on to say that depending on the projects we have happening, there is a sound framework regarding project management which is monitored and reported to the relevant Committee. In relation to emerging risks improvements have been made and we are able to react accordingly.

RESOLVED: That the Committee note the Draft Internal Audit Plan and Key Performance Indicators.

59 Any Other Business

The Chairman informed Members that Helen Richards, Democratic Services Administrator, was leaving the Council at the end of this week. He thanked her for her work in the past year and wished her success in the future.

Duration of the meeting: 7 p.m. – 7.50 p.m.

Chairman at the meeting on
20th March 2019