

TORRIDGE DISTRICT COUNCIL

AUDIT & GOVERNANCE MEETING

Town Hall - Bridge Street, Bideford, EX39 2HS

Tuesday, 22 August 2017 - 2.00 pm

PRESENT Councillor P Hackett (Chair)
 Councillors B Boundy, J Himan, R Julian, S Robinson and
 P Christie
 A Ashworth – Non Elected Member

ALSO PRESENT S Hearse - Strategic Manager (Resources)
 D Heyes - Finance Manager
 M Bartlett - Grant Thornton Audit Manager
 G Daly - Grant Thornton
 T Vanstone - Democratic Services Officer
 C Dobbs - Service Improvement Officer
 C Moodie - Devon Audit Partnership

APOLOGIES D Brenton

The Chair welcomed everyone to the meeting.

90. MINUTES

The minutes of the meeting held on the 11 July 2017 were presented.

It was proposed by Councillor Himan, seconded by Councillor Julian and –

Resolved:

That the minutes be confirmed as a correct record and signed by the Chair.

(Vote: For 3, Abstentions 4)

91. ACTION LIST

Minute 56: The Strategic Manager (Resources) has spoken to the Senior Solicitor who has confirmed that the Standards Committee intention is to take an annual report to last Full Council meeting before the AGM.

Minute 85: The Committee agreed that Councillor Hackett (Chair) and Councillor Boundy (Vice Chair) will sit on the board for the DAP Partnership.

92. DECLARATION OF INTERESTS

There were no declarations of interest.

93. AGREEMENT OF AGENDA ITEMS PART I AND II

The agenda as circulated was agreed.

94. URGENT MATTERS BROUGHT FORWARD WITH THE PERMISSION OF THE CHAIR

The Chair raised that there are two DAP/SWAP Members Training events; one on Wednesday 18th October at Buckfast Abbey and the other on Tuesday 24th October at Sparkford. An email will be circulated following the meeting by Democratic Services and if anyone is interested then please let Tom Vanstone know.

The Strategic Manager (Resources) raised that the public sector audit board had appointed Grant Thornton. There is a consultation period up to 22 September and a report will go to Full Council on 18 September for approval. It was confirmed that the contract if approved will commence in 2018/19 for a 5 year period.

95. ISA260 AUDIT FINDINGS REPORT 2016/17

Geraldine Daly from Grant Thornton presented the Audit Findings report 2016/2017. Geraldine thanked the Finance team for there assistance during the recent audit.

It was stated that Grant Thornton was in a position to issue an unqualified opinion on the Council's Financial Statements 2016/17 and Value for Money conclusion.

The report was duly noted.

96. PRESENTATION OF THE FINANCIAL STATEMENTS

The Strategic Manager (Resources) presented the Financial Statements. He confirmed that any changes Grant Thornton had requested from the draft statement had been made.

Members duly noted the report.

97. APPROVAL OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2017

It was proposed by Councillor Julian, seconded by Councillor Boundy and –

Resolved:

That the Committee approve the Financial Statements for the year ending 31 March 2017 and authorise the signing of:

- The Letter of Representation
- The Financial Statements by the Chair of the meeting

- The Annual Governance Statement by the Chair of Audit & Governance Committee, the Statutory Finance Officer, Leader of the Council and Head of Paid Service

(Vote: For unanimous)

Geraldine Daly and Mark Bartlett left the meeting.

98. ANNUAL GOVERNANCE STATEMENT - REVIEW OF EVIDENCE

The Service Improvement Officer presented the evidence to support the Annual Governance Statement. The evidence in section B3 of the supporting database was discussed.

Alastair Ashworth commented that having reviewed the evidence it is clear to see that there are processes and they are reviewed which is good.

Members duly noted the report.

99. EFFECTIVENESS OF AUDIT COMMITTEE

The Service Improvement Officer presented the report and the CIPFA Self-Assessment Checklist. The completed checklist confirmed that the Audit Committee does comply with the good practice guidance provided by CIPFA requirements for Audit committee purpose and governance, functions of the committee and membership and support.

Members raised that the Chair of Audit & Governance should present an A&G committee update at the last Full Council before the AGM.

The report was duly noted.

100. WORKING IN PARTNERSHIP WITH DAP

The Strategic Manager (Resources) confirmed that there was no update on the working Partnership with DAP.

101. FORWARD PLAN

The Forward Plan was duly noted.

102. CORPORATE ASSURANCE RISK REGISTER - AUGUST 2017

The Strategic Manager (Resources) gave a verbal update on the Corporate Assurance Risk Register. The Strategic Manager (Resources) discussed the actions that are required to reduce the target risk.

Members duly noted the report.

It was proposed by Councillor Julian, seconded by Councillor Robinson and –

Resolved:

That under Section 100(a)(4) of the Local Government Act (as amended) the public be excluded from the meeting for the following items of business because of the likely disclosure of exempt information by virtue of Paragraph 3 of Part 1 and Paragraph 10 of Part 2 of Schedule 12A of the Local Government Act 1972.

(Vote: For – unanimous)

103. PART II (CLOSED SESSION)

104. CORPORATE ASSURANCE RISK REGISTER - PART 2 ITEMS - AUGUST 2017

The Strategic Manager (Resources) presented the report. He confirmed that all actions are on going and that an update would be given at the next Audit & Governance Committee Meeting on 5 December 2017.

Members duly noted the report.

105. AUDIT REPORTS ISSUED TO DATE

The DAP IT Auditor gave an update on ICT Cyber Security. The DAP IT Auditor discussed the key controls of Boundary Firewalls and Internet Gateways, Secure Configuration, Access Control, Malware protection, Patch Management and Backup & Business Continuity.

The DAP IT Auditor confirmed that the overall level of control was good however the level of risk will not go away.

Members discussed the report and duly noted the item.

It was proposed by Councillor Julian, seconded by Councillor Robinson and –

Resolved: That the press and public be readmitted.

(Vote: For unanimous)

The meeting commenced at 2.00 pm and closed at 3.55 pm

Chair:

Date: