

HAVANT BOROUGH COUNCIL

At a meeting of the Governance & Audit Committee held on 14 March 2018

Present

Councillor Smith K (Chairman)

Councillors Davis, Rees and Sceal

9 Apologies

Apologies for absence were received from Councillors D Smith and Lenaghan.

10 Minutes

RESOLVED that the minutes of the Governance and Audit Committee held on 10 January 2018 be approved as a correct record.

11 Declarations of Interest

There were no declarations of interest.

12 Chairman's Report

There were no matters that the Chairman wished to report.

13 External Audit - Audit Plan 2017/18

The Committee considered the Audit Plan 2017/18 as presented by Ernst and Young LLP. Andrew Brittain and Jason Jones of Ernst and Young LLP joined the meeting for the debate on this item and answered members' questions in connection with the report.

The Audit Plan 2017/18 set out the external auditor's proposed approach and scope for the 2017/18 audit. The Plan also highlighted the key risks identified and outlined the planned audit strategy in response to these risks.

RESOLVED that;

- a) The Audit Plan 2017/18 be noted; and
- b) The Committee confirm its understanding of, and agreement to, the materiality and reporting levels as set out on page 23 of the agenda pack.

14 External Audit - Certification of Claims and Returns Annual Report 2016/17

The Committee considered the Certification of Claims and Returns Annual Report 2016/17 as presented by Ernst and Young LLP. Andrew Brittain and Jason Jones of Ernst and Young LLP joined the meeting for the debate on this item and answered member's questions in connection with the report.

The report summarised the results of the external auditor's work on Havant Borough Council's 2016-17 claims and returns. The errors reported had not resulted in adjustments to the Council's 2016-17 claim.

The Chief Finance Officer passed on her thanks to Revenues and Benefits Officers, for their hard work in ensuring minimal errors.

RESOLVED that the Certification of Claims and Returns Annual Report 2016/17 be noted.

15 Internal Audit Progress Report 2017-18 (February 2018)

The Committee considered the report presented by Amanda Chalmers and Antony Harvey of the Southern Internal Audit Partnership, who joined the meeting for the debate on this item and answered member's questions in connection with the report.

The paper provided an update on the progress of internal audit activity completed in accordance with the approved audit plan, and summarised the status of 'live' reports.

The Committee were informed that the internal auditors remained confident that all outstanding work would be completed within agreed timescales.

RESOLVED that the Internal Audit Progress Report 2017-18 (February 2018) be noted.

16 Internal Audit Plan 2018-19

The Committee considered the Internal Audit Plan and the Fraud and Corruption Risk Plan 2018-19, as presented by Antony Harvey and Amanda Chalmers of the Southern Internal Audit Partnership.

The Internal Audit Plan provides the mechanism through which the Chief Internal Auditor can ensure the most appropriate use of internal audit resources to provide a clear statement of assurance on risk management, internal control and governance arrangements. The Plan reflected the Council's Corporate Strategy, ensuring focus is given to the associated risks to commissioning services.

The Fraud and Corruption Risk Plan set out the proactive and reactive initiatives to detect fraud, and demonstrate assurance that fraud has not taken place. The Plan also summarised the scheduled activities to be undertaken in relation to this.

RESOLVED that the Internal Audit Plan and the Fraud and Corruption Risk Plan 2018-19 be approved.

17 Internal Audit Charter 2018-19

The Committee considered the Internal Audit Charter 2018-19, as presented by Antony Harvey and Amanda Chalmers of the Southern Internal Audit Partnership.

The Internal Audit Charter formally defined the purpose, authority and responsibilities for internal audit activity.

RESOLVED that the Internal Audit Charter 2018-19 be approved.

18 Changes to Corporate Surveillance Policy and Procedure

The Committee considered a report from the Deputy Monitoring Officer detailing updates to the Corporate Surveillance Policy and Procedure.

The updates included clearer indication of the Council's responsibilities in relation to CHIS informants and consideration of the usage of social media for the gathering of evidence. These areas had been highlighted in a review of the Council's policy, undertaken by the Office of Surveillance Commissioners.

In addition, the Committee were advised that the designated Senior Responsible Officer needed to be updated to reflect staff changes.

RECOMMENDED to Council that the amended Corporate Surveillance Policy be adopted by the Council, subject to the following amendment on Page 4 of the Policy document:

- a) 'Tom Horwood, Executive Director' be updated to read 'Gill Kneller, Executive Director'.

19 Amendments to the Constitution

The Committee considered a report from the Democratic Services Assistant recommending changes to the Constitution.

RECOMMENDED that the Council amends Standing Orders 1.11 and 6.14 of the Constitution as follows:

Standing Order 1.11

*Every member of the Council must within twenty eight days from the start of each municipal year sign a declaration on a form supplied by the Democratic Services Team, that she or he has read **and understood** the Council's latest version of the Constitution.*

Standing Order 6.14

*Every member of the Council must within twenty eight days from being appointed to a Committee, Sub-Committee or Board sign a declaration on a form supplied by the Democratic Services Team, that he or she has read **and understood** the terms of reference for each committee, sub-committee or board he or she has been appointed to. A failure to comply with this standing order will be considered as a breach of the adopted Councillor's Code of Conduct.*

* amendments shown in bold

20 Monitoring Officer's Update

The Deputy Monitoring Officer informed the Committee that there were no outstanding Code of Conduct complaints.

The meeting commenced at 5.00 pm and concluded at 6.25 pm