

Audit and Governance Committee

Held at: Council Chamber - Civic Centre, Folkestone

Date: Wednesday, 18 September 2019

Present: Councillors Mrs Ann Berry (Vice-Chair), Ray Field, Philip Martin (Chairman), Tim Prater and Lesley Whybrow

Apologies for Absence

Officers Present: Paul Butler (Elections Manager), Amandeep Khroud (Assistant Director), Sue Lewis (Committee Services Officer), Tim Madden (Corporate Director - Customer, Support and Specialist Services), Mrs Christine Parker (Head of Audit Partnership), Mr Chris Parker (Deputy Head of Audit) and Charlotte Spendley (Assistant Director)

Others Present:

12. **Declarations of Interest**

There were no declarations of interest.

13. **Minutes**

Proposed by Councillor Tim Prater
Seconded by Councillor Lesley Whybrow and

Resolved:

In his opinion, Councillor Tim Prater, felt that Minute 8 – Internal Audit Annual Report, bullet point 4 misled the committee by stating that work was in progress when it had already been completed. Officers would go back and look at the relevant dates and clarify this at the next meeting.

(Voting: For 3; Against 1; Abstentions 1)

Proposed by Councillor Ray Field
Seconded by Councillor Lesley Whybrow and

Resolved:

The minutes of the meeting held on 30 July 2019 were submitted, approved and signed by the Chairman with the inclusion of the footnote above.

(Voting: For 5; Against 0; Abstentions 0)

14. Internal Audit Progress report from the Head of the East Kent Audit Partnership

The report included the summary of the work of the East Kent Audit Partnership (EKAP) since the last Audit and Governance Committee meeting together with details of the performance of the EKAP to the 30th June 2019.

Members were informed of a slight change to the report at the end of the Creditors section which should read as follows:

Scope for improvement was however identified in the following areas:

- The information made available to budget holders on the risks relating to the use of blanket orders could be improved;
- Due to staff shortages in Finance no performance information relating to late payments has been circulated to budget managers since October 2018;

Proposed by Councillor Ray Field
Seconded by Councillor Tim Prater and

Resolved:

To engage and discuss further with members of the committee the information as presented in the reports to ensure it is providing sufficient assurance for the committee to discharge its duties.

(Voting: For 5; Against 0; Abstentions 0)

Proposed by Councillor Lesley Whybrow
Seconded by Councillor Mrs Ann Berry and

Resolved:

- 1. To receive and note Report AuG/19/10.**
- 2. To note the results of the work carried out by the East Kent Audit Partnership.**

(Voting: For 5; Against 0; Abstentions 0)

15. Review of Corporate Risk Register and Risk Management Policy and Strategy

The report presented an updated Risk Management Policy & Strategy for consideration by the Audit & Governance Committee, ahead of its adoption

by Cabinet. The Policy & Strategy provides a framework the management of risk by Officers & Members. The report also provided an update to the Corporate Risk Register.

Proposed by Councillor Tim Prater
Seconded by Councillor Ray Field and

Resolved:

- 1. To receive and note the updated Corporate Risk Register.**
- 2. To propose to Cabinet the adoption the updated Risk Management Policy & Strategy.**

(Voting: For 5; Against 0; Abstentions 0)

16. Review of polling districts and polling places 2019

Section 18 of the Representation of the People Act 1983 (as amended by Part 4 of the Electoral Administration Act 2006) places a duty on the Council to conduct a review of polling places and polling districts every four years. The last review was concluded by Folkestone & Hythe District Council (as Shepway District Council) in November 2014. Report AuG/19/12 outlined the steps the Council is taking to comply with this duty and seeks approval from Council to approve the recommendations made.

Proposed by Councillor Tim Prater
Seconded by Councillor Ray Field and

Resolved:

- 1. To receive and note report AuG/19/12.**
- 2. To approve the proposals listed in this report as the Polling Districts, Polling Places and Stations for the next four years, or until an ad-hoc review triggered by the Council in the interim.**
- 3. To adopt the proposals as outlined in Appendix 2, with the implementation to coincide with the revision of the register on 01 December 2019.**
- 4. To request officers publish the feedback in respect of representations.**
- 5. To consider further works in respect of using public houses as polling stations with the intention of finding something more suitable in the future.**

(Voting: For 5; Against 0; Abstentions 0)

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