

## **Audit and Governance Committee**

Held at:	Council Chamber - Civic Centre, Folkestone
Date	Wednesday, 4 December 2019
Present	Councillors Mrs Ann Berry (Vice-Chair), Ray Field, Philip Martin (Chairman), Tim Prater and Lesley Whybrow
Apologies for Absence	
Officers Present:	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:	Elizabeth Jackson, Grant Thornton

### 20. **Declarations of Interest**

There were no declarations of interest.

### 21. **Minutes**

The minutes of the 18 September 2019 were submitted, approved and signed by the Chairman.

### 22. **Grant Thornton Update Report**

Grant Thornton's report provided an update on recent audit work undertaken, progress against key deliverables and a brief technical update.

Members were informed that the deadline for Housing Benefit Subsidy claim had not been met, and work is ongoing to complete this by the end of December. An extension had been sought from the DWP but was refused and although this is not unusual there could be some cashflow implications with monies being withheld. Officers are working hard to meet the December deadline and are confident this can be met.

It was noted that email correspondence had taken place between Councillor Prater and Grant Thornton which would be dealt with outside of the Committee.

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

**Resolved:**

- 1. To receive and note Report AuG/19/17.**

(Voting: For 4; Against 0; Abstentions 1)

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

This 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 30<sup>th</sup> September 2019.

Members paid particular attention to the following:

- GDPR – it was recognised that more detailed work needs to be done following the review in this area and these are laid out in 2.8.2 of the report.
- Personal Data breaches – there have been no problems highlighted.
- Taxi Licences, Fees and Charges – the fees and charges have now been agreed with the budget process to be completed in February. A review of the charges for this would take some time and it is therefore suggested that this be built into the Fees and Charges for next year.

It was recognised that some reviews came back the same with Limited/No assurance levels and these do not appear to be included in the process to be reviewed again in the next year. Officers agreed to build in a plan to highlight these areas for inclusion in March.

Proposed by Councillor Philip Martin  
Seconded by Councillor Lesley Whybrow and

**Resolved:**

- 1. To receive and note Report AuG/19/15.**
- 2. To note the results of the work carried out by the East Kent Audit Partnership.**

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

**24. CIPFA'S Practical Guidance for Local Authorities and Police, 2018 Edition**

CIPFA'S practical guidance for local authorities and police, 2018 edition is

set out. Certain actions are recommended and members' instructions are sought on the possibility of appointing an independent member to the committee.

Proposed by Councillor Lesley Whybrow  
Seconded by Councillor Ray Field and

**Resolved:**

- 1. To recommend to Council the appointment of an independent member to the Committee.**

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

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

**Resolved:**

- 2. To receive and note report AuG/19/14**
- 3. To note the self – assessment -appendix 2**
- 4. If Council accept to appoint an independent member to authorise the Corporate Director in consultation with the chairman of the Audit and Governance Committee to draw up a person specification and to advertise the position.**

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

**25. Review of Corporate Risk Register**

This report provided an update to the Corporate Risk Register.

Members paid particular attention to the key changes made and were informed that service areas have regular discussions noting any emerging risks and reporting these accordingly.

Departmental risks can be found on the intranet.

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

**Resolved:**

- 1. To receive and note Report AuG/19/16.**
- 2. To receive and note the updated Corporate Risk Register.**

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

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