

Audit Committee Minutes

Date: 3 March 2016

Time: 7.00 - 7.50 pm

PRESENT: Councillor M C Appleyard (in the Chair)

Councillors A Lee and Ms C J Oliver, P R Turner and N J B Teesdale

Also present: (External Auditor, Ernst & Young)

49 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors S Saddique, G Peart, C Whitehead, M Hanif, G Hall and R Scott.

50 DECLARATIONS OF INTEREST

There were no declarations of interest.

51 MINUTES

RESOLVED: That the minutes of the meeting held on 14 January 2016 be confirmed as a correct record and signed by the Chairman.

52 2015/16 SERVICE PERFORMANCE: Q3 (OCTOBER - DECEMBER)

The Committee were provided with an update on a selection of the corporate performance measures for Q3 (October – December 2015). At a previous Committee meeting a more detailed account of specific performance measures had been requested to be reported on a quarterly basis.

Information was provided on the house building numbers and associated revenue. It was reported that these figures were published in the Planning Annual Monitoring Report however as the figures only provided a snapshot of the completed applications during each year more detailed information was required and would be brought to a future Committee meeting.

The Committee were also provided with details of the LG Inform benchmarking data and noted that the scheme would be reported annually to the Committee.

The performance measures that were more than 5% away from target were considered and the Committee were provided with an explanation of the reasons. During the discussion confirmation was requested on whether the figure for the number of people prevented from becoming homeless reflected individuals or

families as a whole. The information was not available at the meeting and would be provided at a later date.

RESOLVED: That the summary of the year to date outturns (October – December 2015) for service performance be noted.

53 EY ANNUAL AUDIT PLAN 2015/16

The Committee received the EY Annual Audit Plan for 2015/16. Debbie Hanson EY Director, presented the plan and reported that one significant risk to the opinion on the financial statement had been identified (risk of management override), which is considered at all audits.

In response to a Member query it was noted that fees were set as per the Public Sector Audit Appointments (PSAA) and should reflect the time taken to provide the audit.

RESOLVED: That the EY Annual Audit Plan for 2015/16 be noted.

54 EY ANNUAL FEE LETTER 2015/16 - UPDATE

The Committee noted that the Annual Audit and Certification Fees letter for 2015/16 was not yet available and this would be circulated to the Members at a later date.

55 HEALTH & SAFETY WORK PROGRAMME 2016/17

The Committee considered the Health and Safety Work Programme for 2016/17.

RESOLVED: That the Health and Safety Work Programme for 2016/17 be noted.

56 REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) ANNUAL REPORT 2016

The Committee received a report which provided an update on the Regulation of Investigatory Powers Act (RIPA) Policy and the overall RIPA performance of the Council over the last year. The Principal Solicitor reported that there had been no RIPA activity at the Council since 2014 however the RIPA Policy and Procedures had been amended to reflect changes in government legislation. These were as follows:

8.13 This section is being replaced as the power to make urgent authorisations has been removed, because section 43(1)(a) of RIPA no longer applies to authorisations requiring a magistrate's approval. All authorisations, even if urgent, must be made in writing, and local authorities' RIPA policy documents should make this clear.

8.26 This clause is being amended to stress that the Commissioners consider that the best officer to apply to the magistrate for approval of an authorisation of

directed surveillance or CHIS is the Authorising Officer, though they recognise that this is not always practicable. Only s/he can answer questions about his/her reasoning on necessity, proportionality, collateral intrusion and risk.

10.2 The Central Record of authorisation should include reference to all the covert activities authorised by a prescribed officer of the authority.

Also reference to urgent authorisations had been deleted from the Directed Surveillance form at 15 and CHIS form at 19.

Members were asked to note that the new Senior Responsible Officer in place of Ian Westgate would be Paul Shackley.

In response to a Member query it was reported that RIPA procedures could be used to target housing tenants who were sub-letting properties fraudulently. However RIPA procedures would only be used as a last resort.

It was also queried whether the RIPA Policy would apply to parish councils and the Principal Solicitor confirmed that this would be investigated.

RESOLVED: That

- i) The proposed amendments to the Council's RIPA Policy and Procedures highlighted in Appendix A to the report be approved.
- ii) The replacement of the Senior Responsible Officer to be Paul Shackley be noted.
- iii) The present position with regards to the use of RIPA be noted.

57 ISSUES LOG

The Committee considered the issues log and issues completed. The three issues listed were discussed. The Committee agreed that the Review of Service Performance Indicators and Information on Performance Indicators had been completed and could be removed from the Log.

RESOLVED: That the report be noted.

58 AUDIT COMMITTEE WORK PROGRAMME

The Audit Committee work programme as appended to the agenda was reviewed by the Committee.

It was noted that as there were several items due to be considered at the meeting in June officers would review the work programme and if possible reschedule items to a later date.

The Committee noted that the next meeting was scheduled to take place on the 23 June. As the EU Referendum would be taking place on this date it was agreed that the next Audit Committee meeting would be rescheduled to take place on the 30 June.

RESOLVED: That

- i) The Audit Committee work programme be approved subject to amendments if required.
- ii) The next meeting of the Audit Committee would take place on the 30 June.

59 INFORMATION SHEETS

Debbie Hanson, EY Director provided the Committee with information on the Ernst and Young Value for Money Conclusion.

RESOLVED: That the following Information Sheets be noted

- i) 01/2016 Ernst & Young Value for Money Code of practice Information Sheet be noted:
- ii) 02/2016 Corporate Policy Performance Reporting

Chairman

The following officers were in attendance at the meeting:

Catherine Herries-Smith	- Principal Solicitor
Nisar Visram	- Financial Services Manager
Aisha Bi	- Policy Officer
Jacqueline Ford	- Corporate Policy Team Leader
Jemma Durkan	- Senior Democratic Services Officer