

## SUMMARY OF DECISIONS TAKEN PART I

**MEETING:** Audit Committee  
**DATE:** 15 June 2017  
**PLACE:** Shimkent Room, Daneshill House, Stevenage, SG1 1HN

**MEMBERS PRESENT:** Councillors: M McKay (Chair), H Burrell, D Cullen, G Lawrence and G Snell.

**ALSO PRESENT:** C Wood (Shared Internal Audit Service)

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1	<p><b>APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST</b></p> <p>The Chair welcomed Councillor G Snell as a new member of the Committee.</p> <p>Apologies for absence were received from Councillors R Broom, L Chester and J Gardner and Independent Member B Mitchell.</p> <p>There were no declarations of interest.</p>	<p><b>ACTION/LEAD</b></p> <p>G Moody Ext 2203</p>
2	<p><b>APPOINTMENT OF VICE-CHAIR</b></p> <p>The Chair invited nominations for the post of Vice-Chair.</p> <p>It was moved, seconded and <b>RESOLVED</b> that Councillor J Gardner is appointed as Vice-Chair of the Audit Committee for the Municipal Year 2017/2018.</p>	<p>G Moody Ext 2203</p>

3	<p><b>TERMS OF REFERENCE</b></p> <p>It was <b>RESOLVED</b> that the terms of reference are noted.</p>	G Moody Ext 2203
4	<p><b>MINUTES – AUDIT COMMITTEE – 28 MARCH 2017</b></p> <p>It was <b>RESOLVED</b> that the Minutes of the meeting of the Committee held on 28 March 2017 are approved as a correct record and signed by the Chair.</p>	G Moody Ext 2203
5	<p><b>2016/2017 ANNUAL ASSURANCE STATEMENT AND INTERNAL AUDIT ANNUAL REPORT</b></p> <p>The Internal Auditor advised the Committee of a typographical error in the report. Pages 9 to 12 of the report should be headed ‘Appendix A’ and not ‘Appendix B’ as shown.</p> <p>In response to a request from the from the Internal Auditor the Assistant Director (Finance), as the Council’s S151 Officer, confirmed that the scope and resources for internal audit were subject to no inappropriate limitations in 2016/2017.</p> <p>In reply to a Member request the Assistant Director (Finance) advised the Committee that the appropriate Assistant Director could be invited to future meetings to provide an update on the Cyber Risk report should the Committee wish.</p> <p>It was <b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That the Annual Assurance Statement and Internal Audit Annual Report are noted</li> <li>2. That the results of the self-assessment as required by both the Public Sector Internal Audit Standards and the Quality Assurance and Improvement Programme are noted</li> <li>3. That the Shared Internal Audit Service Audit Charter 2017/2018 is accepted</li> <li>4. That assurance is accepted that the scope and resources for internal audit were subject to no</li> </ol>	<p>C Fletcher Ext 2933</p> <p>C Fletcher Ext 2933</p>

	inappropriate limitations in 2016/2017.	
<b>6</b>	<p><b>INTERNAL AUDIT PROGRESS REPORT</b></p> <p>The Committee was advised that since the report had been published the Terms of Reference for the Repairs and Voids Service Report had been agreed and a scope and start date agreed.</p> <p>It was <b>RESOLVED</b> that the Internal Audit Progress Report for the period to 27 May 2017 is noted.</p>	C Wood (Shared Internal Audit Service)
<b>7</b>	<p><b>ANNUAL GOVERNANCE STATEMENT 2016/2017</b></p> <p>The Chair requested that the Minutes record the Committee's thanks to the Corporate Performance and Improvement Manager for a concise, informative and easy to read report.</p> <p>Members asked a number of detailed questions about the report which were answered by the Officer.</p> <p>It was <b>RESOLVED</b> that the Council's 2016/2017 Annual Governance Statement, attached as Appendix One to the report, is recommended for approval by the Statement of Accounts Committee.</p>	<p>G Moody Ext 2203</p> <p>C Fletcher Ext 2933</p>
<b>8</b>	<p><b>LOCAL CODE OF CORPORATE GOVERNANCE</b></p> <p>It was <b>RESOLVED</b> that the Council's Local Code of Corporate Governance, as attached as Appendix One to the report, is approved.</p>	R Protheroe Ext 2938
<b>9</b>	<p><b>URGENT PART I BUSINESS</b></p> <p>None.</p>	
<b>10</b>	<p><b>EXCLUSION OF PRESS AND PUBLIC</b></p> <p>It was <b>RESOLVED</b> that:</p>	

	<p>1. Under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as described in paragraphs 1-7 of Part 1 of Schedule 12A of the Act as amended by Local Government (Access to information) (Variation) Order 2006.</p> <p>2. Members having considered the reasons for the following report being in Part II and determined that the exemption from disclosure of the information contained therein outweighed the public interest in disclosure.</p>	G Moody Ext 2203
<b><u>PART II</u></b>		
<b>11</b>	<p><b>STRATEGIC RISK REGISTER QUARTER 4 2016/2017</b></p> <p>It was <b>RESOLVED</b>:</p> <ol style="list-style-type: none"> <li>1. That the Strategic Risk Register Quarter 4, 2016/2017 is noted</li> <li>2. That developments on risk management issues, as outlined at paragraph 4.2 in the report, are noted.</li> </ol>	E Wright Ext 2192
<b>12</b>	<p><b>URGENT PART II BUSINESS</b></p> <p>None.</p>	
<b>13</b>	<p><b>PART II MINUTES – AUDIT COMMITTEE - 28 MARCH 2017</b></p> <p>It was <b>RESOLVED</b> that the Part II Minutes of the meeting of the committee held on 28 March 2017 are approved as a correct record and signed by the Chair.</p>	G Moody Ext 2203