

## **DORSET COUNCIL - AUDIT AND GOVERNANCE COMMITTEE**

### **MINUTES OF MEETING HELD ON MONDAY 18 JANUARY 2021**

**Present:** Cllrs Matthew Hall (Chairman), Richard Biggs (Vice-Chairman), Susan Cocking, Rod Adkins, Janet Dover, Barry Goringe, Mike Parkes, Bill Pipe, Clare Sutton and Bill Trite

**Apologies:** There were no apologies for absence.

**Also present:** Ian Howse (Deloitte)

**Officers present (for all or part of the meeting):**

David Trotter (Risk and Resilience Officer), Jim McManus (Corporate Director - Finance and Commercial), Marc Eyre (Service Manager for Assurance), Rupert Bamberger (Assistant Director SWAP), Mark Payne (Business Development Team Leader), Andrew Billany (Corporate Director of Housing, Dorset Council), Richard Ironside (Service Manager for (Finance) Policy and Compliance), Heather Lappin (Head of Strategic Finance), Gill Vickers (Corporate Director, Adult Care Operations) and Sian White (Service Manager, Finance)

**41. Minutes**

The minutes of the meeting held on 16 November 2020 were confirmed as a correct record and would be signed at a later date.

**42. Declarations of Interest**

No declarations of disclosable pecuniary interests were made at the meeting.

**43. Public Participation**

There were no public questions or statements.

**44. Internal Audit 2020/21 Plan Progress Report**

Rupert Bamberger, Assistant Director, SWAP, introduced a report on the Internal Audit 2020/21 Plan Progress report. On behalf of the committee the Chairman asked that thanks be passed onto all the staff at SWAP for all of their hard work. Members of the committee asked a number of questions in relation to the report in respect of:

Duplicate payments

Areas of non-compliance

Number of outstanding recommendations

Level of data protection training taking place

Transformation

Transport Operators Licence.

Decision

That the report be noted.

**45. Risk Management Update**

Marc Eyre, Service Manager for Assurance, introduced the Risk Management Update report. Members of the committee discussed the report and asked questions relating to:

The procurement of a replacement transport management system (Trapeze).  
The Chairman requested a revised date for this procurement exercise.

The Chairman also requested that officers set up a meeting with himself, Cllr Turner and Cllr Bartlett to discuss a way forward for dealing with the Vehicle Operators Licence and PUWER Regulations.

In response to a query from the Chairman, the Service Manager for Assurance agreed to liaise with the Health & Safety Team on how health and safety reports could be incorporated into information provided to councillors.

Councillors also discussed:

Highlighting self-insurance on the Risk Register;

Implementing a 5x5 risk matrix;

How to assess mitigation measures put in place;

Failure to adapt services and communities to the impact of a changing climate – the Service Manager for Assurance agree to seek a response from the risk owner on whether the council was lagging behind.

Decision

That the report be noted.

**46. External Audit Update: Update on the points raised by Deloitte at the meeting of the Audit & Governance Committee on 16 November 2020.**

The Executive Director for Corporate Development introduced an item on the external audit update. Ian Howse from Deloitte provided members with an update on progress; it was hoped that the audit would be completed by mid February. The Chairman hoped that the audit to be available for the next Audit & Governance Committee meeting on 22 February 2021.

**47. Council Tax Briefing**

Mark Payne, Business Development Team Leader gave a presentation on Council Tax. The presentation slides would be sent to all members of the council, for information, after the meeting.

**48. Redmond Review Briefing**

The Service Manager for Finance Policy & Compliance gave a presentation on the Redmond Review, the independent review into the oversight of Local Audit and the transparency of local authority reporting by Sir Tony Redmond.

The Democratic Services Team were currently investigating training options for members of the Audit and Governance Committee and the Chairman asked members to respond to the survey on training needs.

**49. Constitutional Changes**

The Corporate Director for Legal & Democratic and Monitoring Officer updated the committee on a change to the Constitution implemented under delegated powers. The Procedural Rules had been updated to require political group leaders, in addition to the Chairman of Council, to be consulted on whether a Notice of Motion submitted by a councillor was valid.

**50. Forward Plan**

The committee noted the Forward Plan.  
As a change to the published Forward Plan it was agreed to add the External Audit Update to the February meeting.

**51. Urgent items**

There were no items of urgent business.

**52. Exempt Business**

There were no items of exempt business.

**Duration of meeting:** 10.00 - 11.50 am

**Chairman**

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