

MINUTES

AUDIT

27 MARCH 2019

Present:

Members:

Councillors: Birnie
Douris
McLean
Silwal
Taylor (Chair)
Tindall

Officers: Chris Baker Group Manager - Revenues, Benefits & Fraud
James Deane Corporate Director - Finance and Operations
Matthew Kelly Benefit Processing Team Leader

Also Attendance:

The meeting began at Time Not Specified

13 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Mclean, Councillor Elliot and Amber Banister.

14 DECLARATIONS OF INTEREST

No declarations of interest were received.

15 MINUTES AND ACTIONS

The minutes of the meeting held on 19 January 2019 were agreed by the members present and signed by the Chairman.

MEETING DATE	TASK / ACTION	ACTIONER	DEADLINE	STATUS
21-Nov-18	Section 106 and CIL handbook to be sent to all Members	Councillor Taylor	07/02/19	Complete

06-Feb-19	Brexit Report to Be sent to Members	James Deane	27/03/19	Complete
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16 PUBLIC PARTICIPATION

There was no public participation.

17 EXTERNAL AUDIT PROGRESS REPORT

Mark Towler presented an update regarding the Internal Audit Progress Report

Councillor Birnie would like to know if 22 recommendations is acceptable or out of the ordinary, M.Towler confirmed it was within normal range.

18 EXTERNAL AUDIT PROGRESS REPORT

19 INTERNAL AUDIT PROGRESS REPORT

Mark Towler presented an update regarding the Internal Audit Progress Report

Councillor Birnie would like to know if 22 recommendations is acceptable or out of the ordinary, M.Towler confirmed it was within normal range.

20 INTERNAL AUDIT SERVICE REPORT

The Internal Audit Service Reports were presented to the committee

Ben Hosier provided further explanation regarding the procurement strategy Report.

Regarding recommendation 2 Councillor Birnie enquires if choosing the wrong supplier for projects is a risk that solely sits with the procurement team, B.Hosier confirms this is the case and stresses the importance of ensuring transparency regarding requirements and having a robust tender process to ensure the correct suppliers are selected.

Councillor Douris and Councillor Taylor congratulated B.Hosier on his handling of the recommendations and thanked him and his team for their hard work and professionalism.

21 INTERNAL AUDIT REPORT - PLANNING

J.Doe and S.Whelan provided an update on the Development Service Report.

Councillor Douris enquires if DBC use any kind of “handcuff agreement” if an employee leaves within a certain timeframe after receiving training. J.Doe confirms in some cases there is a payback period but this only applies to long term education rather than general training.

Councillor Douris would like to know if the number of staff in planning enforcement has increased, J.Doe confirms they have increased by 0.5 FTE, but that the productivity of the department has dramatically increased.

The new work plan will be completed after the May elections when the new Chair has been appointed.

Councillor Taylor has made the decision to stand down at the next elections, therefore this was his final Audit meeting, and The Committee thanked Councillor Taylor for his contribution to the Audit Committee over the past 12 years and wished his well for the future.

The Meeting ended at Time Not Specified