

AUDIT COMMITTEE

MINUTES OF THE MEETING HELD ON: 17 March 2021

ATTENDING

Councillors:

Councillor Chapman (Chairman)

Councillor Silwal

Councillor SO.Mahmood

Councillor Stevens

Councilor Townsend

Councillor Symington

Outside Representatives:

DBC Officers:

N.Howcutt

L. Warden

S. Mogan

J. Guiton

M. Sells

TIAA

Philip Lazenby

The Meeting commenced at. 18:30

No.	AGENDA ITEM
1	ONE MINUTE SILENCE Committee Members were asked to observe a 1 minute silence in honour of Councillor Graham Sutton who passed away suddenly last week.
2	APOLOGIES FOR ABSENCE Apologies for absence were submitted on behalf of Sarah Ironmonger, Amber Banister, James Deane
3	DECLARATIONS OF INTEREST There were no Declarations of Interest.

4	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the previous meeting held on 03 February 2021 were review and agree however Cllr Birnie would like to know what had happened with the 2 outstanding items on the minutes:</p> <ul style="list-style-type: none"> • Business Continuity plan remained uncompleted • An independent external member to be appointed to the Audit Committee. <p>N.Howcutt confirms the business continuity plan will be discussed in item 8 of this meeting.</p> <p>In terms of the independent member, this came from the Redmond recommendations which were released just before Christmas, subsequent to that the government have put recommendation forward which support the Redmond review. We are awaiting statute and legislation before we move forward.</p> <p>There have been brief discussions internally around how we would go about appointing someone, once more details are received a report will be brought back to the audit committee to outline the recommendations and actions of officers and members to ensure we meet the requirements.</p>
5	<p>PUBLIC PARTICIPATION</p> <p>There was no public Participation.</p>
6	<p>INTERNAL AUDIT PROGRESS REPORT</p> <p>Presented by Philip Lazenby</p> <p>There have been 3 reports delivered this quarter:</p> <ul style="list-style-type: none"> • Community safety partnership • Benefits and savings realisation • Housing Rents <p>Cllr Birnie would like to know what UDC Alerts are as mentioned in the report, he also requests that going forward a list of acronyms be provided with the reports to make them easier to understand.</p> <p>S.Mogan explains UDC alert is added to an account if there is something that needs to be looked into before contact is made with a tenant such as a venerable person / someone claiming benefits etc. she is not aware what UDC stands for exactly.</p> <p>N.Howcutt will endeavour to check all reports before they are presented.</p>

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INTERNAL AUDIT SERVICE REPORT

Presented by Philip Lazenby

Benefits and savings realisation

This is a clean report, there were no concerns or adverse observations.

Despite the pandemic the audit showed the processes in place were very successful and maintained to a high standard. There were no recommendations.

Community Safety Partnerships

This is a clean report, It was considered that there were appropriate measure in place.

Cllr Townsend would like further information regarding what exactly was being checked And What it was measured against.

Cllr Birnie feels it would be more transparent if there was a brief offers summery giving an overview before each report.

N.Howcutt supports this idea.

Cllr Symington would like to know if the PSPOs are audited. N.Howcutt believes they come under the legal enforcement.

Cllr Symington would like to know where community safety comes under. J.Guiton explains they attend police briefings regularly to discuss any emerging risks or any critical incidents from the following day, the risk assessment does not suggest there is a problem.

Housing Rents

This is a clean report.

Cllr Birnie would like further explanation regarding the items to be reviewed, specifically where it mentions disciplinary action being implemented.

S.Mogan explains the capability procedure was followed regarding a member of staff, this process was undertaken for more than a year and unfortunately it ended with the staff Member being dismissed under the capability procedure.

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INTERNAL AUDIT PROGRAMME 21/22

N.Howcutt and P.Lazenby presented the annual report for approval by members for the 21/22 internal audit programme.

It is in line with the rolling 3 year programme.

One point for Members to note is that Business continuity and corporate health and safety have been pushed back to 2022. This is due to the amount of Covid work which is being undertaken.

	<p>Cllr Birnie would like audit to look at the new processes which have been implemented in the planning department.</p> <p>Cllr Townsend agrees that the new systems in planning should be audited.</p> <p>Councillors are asked to review, note and approve the 2021 / 22 internal audit programme.</p> <p>The Programme was approved.</p>
9	<p>STRATEGIC RISK REGISTER</p> <p>Presented by Nigel Howcutt</p> <p>The narrative has been reviewed and updated, the scores have not changed in terms of the risk.</p> <p>Covid is not covered in this strategic Risk register as it is covered in the quarterly reports which go to cabinet and is looked at in its entirety, finance and risk. Next year Covid will be included on the wider risk register instead of a separate item.</p> <p>Cllr Symington would like to know what the “Exit” strategy is for potential risks. When do items get removed from the register? N.Howcutt explains that items are reviewed at the end of the financial year and then a decision is made.</p> <p>Cllr Chapman would like it noted that there were no outstanding recommendations and the auditors were satisfied with the arrangements of DBC, this is an exceptionally achievement and he offers his praise to the team.</p>
10	<p>WORK PROGRAMME</p> <p>The work programme was reviewed and agreed.</p>
	<p>There being no further business the meeting ended at 20:45</p>