



# MINUTES

## Audit and Standards Committee

<b>Date:</b>	Thursday, 24 September 2020
<b>Venue:</b>	Remote meeting via Zoom
<b>Committee Members Present:</b>	Councillor John Singleton JP (Chairman) Councillor Ellie Gaunt (Vice-Chairman)  Councillors Paula Brearley, Delma Collins, Peter Collins, Brian Gill, Ed Nash and Sally Nash-Walker.
<b>Other Councillors Present:</b>	Councillor Karen Buckley – Leader of the Council
<b>Officers Present:</b>	Tracy Manning, Paul O'Donoghue, Ian Curtis, Dawn Highton and Katharine McDonnell
<b>Other Attendees:</b>	Joe Stone - Deloitte

### 1. Declarations of Interest

Members were reminded that any disclosable pecuniary interests should be declared as required by the Localism Act 2011 and any personal or prejudicial interests should be declared as required by the Council's Code of Conduct for Members. No interests were declared on this occasion.

### 2. Confirmation of Minutes

RESOLVED: To approve the minutes of the Audit and Standards Committee meeting held on 23 July 2020 as a correct record for signature by the Chairman.

### 3. Substitute Members

There were no substitutions on this occasion.

### Audit Decision Items

#### 4. Fylde Council – Risk Management Strategy 2020

Dawn Highton, Head of Internal Audit, introduced a revised and updated Risk Management Strategy. She advised it had last been updated and presented to the Audit Committee in June 2017. The reviewed document demonstrated how the Council was continuing to ensure the management of risk was embedded and was at the centre of its day to day work.

In response to questions Mrs Highton undertook to add clarification to the risk recording definitions on page five of the strategy.

It was RESOLVED to approve the updated Risk Management Strategy.

5. Code of Corporate Governance

Tracy Manning, Director of Resources, introduced the report advising that the Council's present Code of Corporate Governance had last been revised in 2017. At that time changes to national guidance had made it appropriate to revisit and review the existing code.

She advised there were no national changes to trigger this review, merely a periodic review in line with good practice.

In response to questions Mrs Manning advised that the review undertaken in consultation with the Corporate Governance group was a review of current evidence and practice at Fylde Council. The document in front of members reflected an update of those practices or removal of those practices and evidence where no longer applicable, so for example the Future Leadership programme was an addition of a new practice at the Council. It was suggested that any future changes to the document could be presented in a tracked changes format in order that members could see clearly where changes had been made. Mrs Manning agreed that this suggestion could be implemented.

It was RESOLVED to adopt the updated Code of Corporate Governance in place of the existing code.

6. Recruitment of Independent Persons

Tracy Manning, Director of Resources introduced a report regarding the advertising and recruitment to the role of Independent Person due to a current vacancy.

Mrs Manning explained that three Independent Persons worked with both Fylde and Blackpool Councils. Sadly one of the Independent Persons passed away earlier in the year leaving a vacancy.

It was proposed that a joint recruitment would be undertaken with Blackpool Council. Candidates would be interviewed by the Chairmen of both Blackpool and Fylde's Standards Committees, and the Monitoring Officers of both councils. The appointment would be brought back to members for endorsement.

It was RESOLVED that the Monitoring Officer is authorized to advertise for the position of Independent Person, jointly with Blackpool Council, and to undertake the recruitment process in consultation with the Chairman of Audit and Standards Committee.

7. Contract Procedure Rules: Guide to Buying for the Council

Ian Curtis, Head of Governance introduced the report, advising that the Contract Procedure Rules in the Constitution presently require officers to refer to the councils "Guide to Buying for the Council when they procure works, goods or services. The report suggested making a change to the Rules to require officers to comply with applicable parts of the Guide, or explain their reasons for not doing so.

It was RESOLVED to recommend to council that the existing rule 1.3 of the Council's Contract Procedure Rules be replaced by the following: *"Buyers should normally follow the guidance in the "Guide to Buying for the Council", which is available on the council's intranet. They should record and be able to explain the reason for any decision to not follow the Guide".*

Audit Information Items

The following information items were received by the committee.

8. Regulation of Investigatory Powers Act 2000: Authorisations

The Committee received information regarding the review of the use of covert surveillance and covert human intelligence sources by the council at least quarterly. It was noted that in the quarter to September 2020, there were no authorised operations.

9. Exclusion of the Public

RESOLVED: to exclude the public from the meeting, for the following item, in accordance with the provisions of Section 100(A)(4) of the Local Government Act 1972 on the grounds that the business to be discussed is exempt information as defined under paragraphs 1 and 2 of schedule 12A to the Local Government Act 1972, information relating to an individual and information likely to reveal the identity of an individual.

(Councillor Brierley left the meeting on the conclusion of this item)

10. Standards Matter

Tracy Manning, Monitoring Officer, presented information regarding a standards matter.

In response to questions Mrs Manning provided further background information for the committee regarding the history of the complaints.

The committee considered the information and RESOLVED to endorse the delegated officer decision made on 30 March 2020 and outlined that the Monitoring Officer would not be considering any further related standards matters from Kirkham Town Council until September 2021.

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