



# Minutes

## AUDIT AND STANDARDS COMMITTEE

<b>Date:</b>	Thursday, 22 September 2016
<b>Venue:</b>	Town Hall, St Annes.
<b>Committee Members:</b>	Councillor John Singleton, JP (Chairman) Councillor David Donaldson (Vice Chairman)  Councillors Delma Collins, Peter Collins, Sue Fazackerley, Roger Lloyd, Edward Nash, Roger Small.
<b>Officers Present:</b>	Paul O'Donoghue, Ian Curtis, Savile Sykes, Dean Francis, Katharine McDonnell
<b>Other Representatives:</b>	Chris Paisley (KPMG)

### 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.

There were no declarations of interest on this occasion.

### 2. Confirmation of minutes

RESOLVED: To approve the minutes of the Audit and Standards Committee meeting held on 28<sup>th</sup> July 2016 as a correct record for signature by the Chairman.

### 3. Substitute members

The following substitutions were reported under Council procedure rule 24(c):

Councillor Susan Fazackerley for Councillor Graeme Neale

### Audit Decision Items

#### 4. Contract Procedure Rules

Ian Curtis, Head of Governance, presented details of proposed changes to the contract procedure rules which form part of the Council's constitution. Mr Curtis explained that the changes were proposed following a recent internal audit report which recommended changes to improve clarity and effectiveness of the rules.

It was RESOLVED to recommend that the Council adopt the changes to its contract procedure rules as set out in the report.

5. Internal Audit Charter Update

Savile Sykes, Head of Internal Audit, presented the updated Internal Audit Charter for committee's approval. He explained that the Internal Audit Charter were a requirement of the Public Sector Internal Audit Standards (PSIAS). As the PSIAS had recently been revised, Internal Audit's charter had been updated to reflect those changes.

It was RESOLVED to approve the updated Internal Audit Charter.

6. Whistleblowing Policy Update

Savile Sykes, Head of Internal Audit, presented the reviewed and updated Whistleblowing Policy for the committee's endorsement. He advised that the current policy was perfectly adequate but the updated policy reflected best practice.

It was RESOLVED to approve the Whistleblowing Policy as attached to the report.

7. Review of the Effectiveness of Internal Audit

Savile Sykes, Head of Internal Audit, presented a report of the findings of a self-assessment exercise conducted by the Head of Internal Audit, regarding the effectiveness of Internal Audit and the compliance with Public Sector Internal Audit Standards (PSIAS).

He referred the committee to page 81 of the report, which referred to four areas of non-conformance or partial conformance and the reasons for the partial/non-conformance.

It was RESOVLED to note the findings of the review on the effectiveness of internal audit and to confirm the conclusion of the Head of Internal Audit that there was substantial compliance with the Public Sector Internal Audit Standards.

8. Effectiveness of the Audit and Standards Committee

Savile Sykes (Head of Internal Audit) presented a report of the findings of a self-assessment exercise conducted by the Chairman and Vice Chairman, alongside the Head of Internal Audit, regarding the effectiveness of the Audit and Standards Committee.

Mr Sykes advised that the framework within which the committee worked was effective, however there were areas of divergence from best practice and as such a five point improvement plan had been drawn up to achieve the proposed improvements.

It was RESOVLED to

1. Agree the findings of the self-assessment of the effectiveness of the Audit and Standards Committee against the checklist provided by CIPFA in their publication 'Audit Committees: Practical Guidance for Local Authorities and Police' undertaken by the Chair and Vice Chair of the Committee supported by the Head of Internal Audit; and
2. The Committee adopts the improvement action plan arising from the checklist to be implemented prior to the next annual review.

Audit Information Items

The Committee received the following information items:

9. Update of the Risks within the Strategic Risk Register

The committee noted the update of the risks within the Strategic Risk Register, which provided the committee with oversight of all strategic risks including those managed by other committees.

10. Regulation of Investigatory Powers Act 2000: Authorisations

The Committee was presented with the quarterly report on the Regulation of Investigatory Powers Act 2000: Authorisations. It was noted that for the quarter to September 2016, there were no authorised operations.

The Committee noted the information in the report.

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