

FAREHAM

BOROUGH COUNCIL

Minutes of the Audit and Governance Committee (to be confirmed at the next meeting)

Date: Monday, 27 November 2017

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor J E Butts (Chairman)

Councillor P J Davies (Vice-Chairman)

Councillors: Mrs T L Ellis, Miss T G Harper, Mrs K Mandry, S D Martin and S Cunningham (deputising for Mrs M Brady)

**Also
Present:**



1. APOLOGIES

Councillor P J Davies Chaired the start of the meeting due to the Chairman being delayed

An apology of absence was received from Councillor Mrs M Brady.

2. MINUTES

Councillor J E Butts joined the Committee at the start of this item and Chaired the remainder of the meeting.

RESOLVED that the minutes of the Audit and Governance Committee meeting held on the 25 September 2017 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following announcement: -

Members will be aware that the Council can use investigatory powers under the Regulation of Investigatory Powers Act (RIPA). These include surveillance and use of communications data.

Members receive an update on our use of these powers each year in the Annual Counter Fraud report (6 uses in 2016/17). They also receive a copy of the Office of Surveillance Commissioner's inspection report following their on-site inspection every 3 years.

The body responsible for the inspections has now changed under the Investigatory Powers Act 2016 and is now the Investigatory Powers Commissioner's Office (IPCO).

Our next inspection is due in December 2017 but IPCO are using a different approach for District and Borough Councils. They issued the Council with a questionnaire to complete about the way the Council currently manages its use of investigatory powers, which was submitted to them on 17 November 2017. They are now assessing the information contained in the questionnaire and will then decide whether an on-site inspection is still needed.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. EXTERNAL AUDIT - ANNUAL AUDIT LETTER

The Committee considered a report by the Director of Finance and Resources on the External Auditors Annual Audit Letter, which summarises the findings from the 2016/17 audit.

Helen Thompson from EY addressed the Committee to update them on changes to the team; Kevin Suiter is to replace Helen Thompson as the Engagement Lead and Becky Gray, who was in attendance and was introduced to the Committee, has taken over from Jason Jones as the Audit Manager. Helen reassured the Committee that both Jason and her will be remaining at EY so there will be a smooth handover.

RESOLVED that the Committee note the content of the report.

7. TREASURY MANAGEMENT PROGRESS REPORT

The Committee considered a report by the Director of Finance and Resources which sets out the mid-year review of the Treasury Management activity up to 30 September 2017.

RESOLVED that the Committee note the contents of the report.

8. GENERAL DATA PROTECTION REGULATIONS

The Committee received a presentation with a supporting briefing paper from the Head of Democratic Services outlining the General Data Protection Regulation (GDPR) which comes into effect in May 2018.

The presentation, which was delivered by the Committee and Information Services Manager gave an overview of GDPR and advised members how this will affect the Council directly and the work currently being undertaken to ensure officers across all services are ready for its implementation in May next year.

The Head of Democratic Services addressed the Committee to advise that briefing sessions will be delivered next year to all Members of the Council on GDPR, to ensure they too know how to manage and store data safely and securely.

RESOLVED that the Committee notes: -

(a) the contents of the briefing paper; and

(b) the contents of the presentation.

9. UPDATE ON VANGUARD REVIEW OF PROCUREMENT

The Committee received a presentation from the Head of Democratic Services reviewing the Vanguard work being undertaken on the Council's procurement process.

The Head of Democratic Services began by introducing Karen Richards, Procurement Manager to the Committee. The Head of Democratic Services then went onto deliver a detailed presentation about the work being carried out to improve the Council's procurement process using the Vanguard method. Draft buying principals were presented for comment and the Committee was advised that this review would inform work to revise the Council's Contract Procedure Rules.

RESOLVED that members note the content of the verbal update.

10. QUARTERLY AUDIT REPORT

The Committee considered the Quarterly Audit Report by the Head of Finance and Audit.

RESOLVED that the Committee note the progress and findings arising from the internal audit work.

11. REVIEW OF THE WORK PROGRAMME

The Committee considered a report by the Head of Finance and Audit which reviewed the Committee's Work Programme for 2017/18.

RESOLVED that the Work Programme for the rest of the municipal year, be approved.

(The meeting started at 6.00 pm
and ended at 7.35 pm).