

South Somerset District Council

Minutes of a meeting of the **Audit Committee** held at the **Main Committee Room, Council Offices, Brympton Way, Yeovil BA20 2HT on Thursday 28 September 2017.**

(10.00 am - 10.37 am)

Present:

Members: Councillor Derek Yeomans (Chairman)

Jason Baker	Tony Lock
Mike Best	Graham Middleton
Carol Goodall	Colin Winder
Val Keitch	

Officers:

Karen Gubbins	Principal Accountant (Exchequer)
Pam Harvey	Civil Contingencies Manager
Angela Cox	Democratic Services Manager

Also Present:

Ian Baker	Director of Quality, SWAP
Laura Wicks	Senior Auditor, SWAP

31. Minutes (Agenda Item 1)

The minutes of the previous meeting held on Thursday 27th July 2017, copies of which has been circulated, were approved as a correct record and were signed by the Chairman.

32. Apologies for absence (Agenda Item 2)

Apologies for absence were received from Councillors Anna Groskop and David Norris.

33. Declarations of Interest (Agenda Item 3)

There were no declarations of interest made.

34. Public question time (Agenda Item 4)

There were no members of the public present during the meeting.

35. Date of next meeting (Agenda Item 5)

Members noted that the date of the next meeting of the Audit Committee was scheduled for 10.00am on Thursday 26th October in the Main Committee Room, Brympton Way, Yeovil.

36. Quarter 1 & 2 Internal Audit Plan 2017/18 Progress Report (Agenda Item 6)

The Director of Quality, SWAP, advised that he would be attending Audit Committee meetings in the future as Moya Moore was now focusing on marketing for SWAP.

The Senior Auditor advised that a Healthy Organisation report had been completed the previous year and some implementation dates had yet to be agreed. She outlined the audits which were currently being undertaken and confirmed that she was content with their progress.

The Director of Quality, SWAP, advised that as the Council was going through Transformation it was difficult to progress some audits and therefore some had been reviewed. There were 95 audit days remaining and so SWAP had offered to use some of the days to advise the Transformation process as it was the biggest risk to the authority. The joint audit of elections with East Devon District Council would go ahead, but the Data Protection audit around contracts was paused as the processes would be re-engineered through the Transformation programme.

During discussion, Members expressed concern at the partial assurance given to Data Protection as they felt this could be a substantial risk to the Authority. The Director of Quality, SWAP, advised that the main issues were the terms and signing of contracts and not data access issues. He advised that a report would be presented to the next Audit Committee to clarify these issues.

It was noted that staff were regularly tested to ensure they did not open phishing scam emails and subject the Council to ransom or security issues.

At the conclusion of the debate, Members were reminded of the two SWAP training events being held on 18th and 24th October where there would be training sessions on cyber security.

RESOLVED: that members noted the Quarter 1 & 2 Internal Audit Plan 2017/18 Progress report.

37. Health, Safety & Welfare - Annual Report 2016-2017 (Agenda Item 7)

The Civil Contingencies Manager advised that a recent audit report had given reasonable assurance of the health and safety procedures of the Council. It was hoped to procure a new Health and Safety IT system to monitor performance and a traffic light measure of red, amber, green would be adopted in this new system. Accident levels within the Streetscene service had reduced dramatically and a workflow diagram to help employees working on the highway had been produced. It was important that Health and Safety measures were in place ahead of the locality working in Transformation and so employees were trialling 'Skyguard' when lone working as a tracking and security system for them. Spot-Gem satellite tracking was also being used by the Countryside and Streetscene teams.

The Civil Contingencies Manager agreed to share the workflow diagram to help people working on the highway with Town and Parish Councils as it was noted that they often carried out community litter picks on the highway.

At the conclusion of a short debate, Members were pleased to note the health, safety and welfare annual report as presented.

RESOLVED: that the Audit Committee noted the Health, Safety and Welfare Annual report.

38. Audit Committee Forward Plan (Agenda Item 8)

The following amendments and additions to the Audit Forward Plan were noted:-

- Annual Audit Letter – moved forward to October 2017
- Data Protection follow up report – October 2017
- Treasury Management – First Quarter report (due in October) to be merged with Second Quarter report and presented together in November 2017

RESOLVED: that the updated Audit Committee Forward Plan be noted.

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Chairman