

**Minutes of the meeting of the Audit and Governance Committee held in The Conference Room, Herefordshire Council Offices, Plough Lane, Hereford, HR4 0LE on Tuesday 10 May 2022 at 11.00 am**

**Committee members present in person and voting:** Councillors: **Graham Andrews, Christy Bolderson (Vice-Chairperson), Peter Jinman, Bob Matthews, Nigel Shaw (Chairperson) and David Summers**

**Committee members participating via remote attendance:** Councillors: **Jenny Bartlett**

*Note: Committee members participating via remote attendance, e.g. through video conferencing facilities, may not vote on any decisions taken.*

Others in attendance: M Averill (Interim Service Director Environment, Highways and Waste), P Barber (Engagement leader, Grant Thornton), B Baugh (Democratic services officer), G Beal (Public Sector Assurance VfM Specialist, Grant Thornton), K Charlton (Interim head of legal services), R Cook (Corporate Director - Economy and Environment), J Gooding (Assistant director, South West Audit Partnership), John Harrington (Group Leader for Independents for Herefordshire and Cabinet Member - Infrastructure and Transport), David Hitchiner (Leader of the Council), R Joy (Interim Delivery Director), A Lovegrove (Director of resources and assurance), C Marshall (Project manager), A McAlpine (Senior solicitor, major projects), J Moore (Interim head of corporate finance), A Probert (Principal auditor, South West Audit Partnership), J Roberts (Key audit partner, Grant Thornton), J Strahan (South West Audit Partnership), G Turner-Radcliffe (Audit manager, Grant Thornton) and P Walker (Chief Executive)

**87. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor Dave Boulter and Councillor Yolande Watson. Councillor Jenny Bartlett was unable to attend the meeting in person but participated via remote attendance.

**88. NAMED SUBSTITUTES**

Councillor Graham Andrews attended the meeting as a substitute member for Councillor Boulter, and Councillor David Summers attended the meeting as a substitute member for Councillor Watson.

**89. DECLARATIONS OF INTEREST**

Councillor Nigel Shaw, as a named individual in the Hereford City Centre Transport Package Summary Report and following advice from the Monitoring Officer, recused himself from the committee and left the meeting room for the items 'Questions from members of the public', 'Questions from councillors', and 'Progress report on internal audit activity'. Councillor Christy Bolderson chaired the meeting for the duration of these items.

## 90. MINUTES

The minutes of the previous meeting were received. An updated action log was published in [supplement 2](#) to the agenda.

### RESOLVED:

**That the minutes of the meeting held on 12 April 2022 be confirmed as a correct record and be signed by the chairperson.**

## 91. QUESTIONS FROM MEMBERS OF THE PUBLIC

Four questions from members of the public had been accepted by the Monitoring Officer for this meeting and the related responses were published in [supplement 2](#) to the agenda; no supplementary questions were received.

In response to a question, the Interim Head of Legal Services advised that it was usual practice that, unless the chairperson decided otherwise, no discussion took place on any question or a supplementary question.

## 92. QUESTIONS FROM COUNCILLORS

No questions from councillors had been accepted by the Monitoring Officer for this meeting.

[Note: To assist with the efficient transaction of business, the agenda items 'Progress Report on Internal Audit Activity' and 'Auditor's Annual Report 2020/21' were considered before the agenda item 'Re-thinking Governance' but the original agenda order has been maintained in the minutes for ease of reference]

## 93. RE-THINKING GOVERNANCE

The Chairperson noted that the report suggested amendments to the council's constitution, as proposed by the Re-thinking Governance Working Group, for recommendation to Council. The committee considered the revised Part 3, Section 5 (Other functions) as shown at Appendix 1 to the report, the principal points of the discussion included:

1. Amendments to paragraphs 3.5.11 and 3.5.13 were identified and, with clarifications provided by the Interim Head of Legal Services on the differences between an independent person as defined in paragraph 4.9.26 and an independent expert that could be appointed to the committee, it was suggested that a definition be provided in relation to the independent expert.
2. The Interim Head of Legal Services advised that a chairperson of a committee could ask for an additional meeting to be added to the schedule of meetings if it was deemed necessary.
3. An amendment to paragraph 3.5.15 (a) was suggested to enable the committee to not only receive material to examine but also in depth examine matters itself where required.
4. In response to a question, the Director of Resources and Assurance explained the reference to a specific company in paragraph 3.5.19 (waste contract) was due to a PFI relationship.
5. A typographical error was identified in paragraph 3.5.30 (i).

6. It was noted that Treasury Management had been removed from the audit and governance functions and would be added to the remit of the Scrutiny Management Board.
7. Noting the potential for confusion between audit and governance functions (paragraphs 3.5.9 to 3.5.25) and other functions in the document, the Interim Head of Legal Services suggested that the numbering and presentation be revisited in the further review of the constitution later in the year.
8. With attention drawn to paragraph 3.5.11, it was noted that the committee was able to meet private and separately with the external auditor and head of internal audit if required.
9. It was noted that changes to reflect the transfer of responsibilities to a different body (such as the transition from the Clinical Commissioning Group to the Integrated Care System) could be undertaken as technical amendments by the Director of Governance and Legal Services.
10. An amendment to paragraph 3.5.14 was suggested to reflect the fact that a meeting could proceed with a quorum if the chairperson and vice-chairperson were not present, with a person elected to preside.
11. With reference made to paragraph 3.5.18 (j), clarification was requested about the 'caldicott guardian'.

**Resolved: That**

- a) **having regard to the work undertaken by the Re-thinking Governance Working Group, the audit and governance functions as set out in appendix 1 and the two proposed changes to the constitution set out in paragraphs 9 and 10 of the report be recommended to full Council for adoption, with implementation with effect from 20 May 2022, subject to the following:**

**3.5.11 The words '~~as necessary~~' be removed;**

**3.5.13 The final sentence of paragraph one be amended to '... The minutes of the meeting should state in what capacity the independent ~~person~~ expert is voting' and a definition be provided in relation to the independent expert;**

**3.5.14 The paragraph be amended to 'The Committee will meet approximately 8 times a year and a quorum of three elected members (~~including the Chair or Vice Chair~~) is required for decisions of the Committee to be ratified.';**

**3.5.15 (a) The paragraph be amended to 'review *and examine, and where required in depth examine*, matters relating to internal audit, external audit, risk management, governance, assurance statements, anti-fraud and anti-corruption arrangements as well as any other function to meet the Council's Audit Committee requirements';**

**3.5.30 (i) The paragraph be amended to 'To give its opinion, as appropriate, to Herefordshire Council, the Clinical Commissioning group or NHS commissioning Board, as to whether they are discharging their duty to have regard to any assessment of relevant needs**

**prepared by the Council, the Clinical Commissioning Group or NHS commission Board in the exercise of their functions.’; and**

- b) authority be delegated to the Director of Governance and Legal Services to make technical amendments (as required by law, grammatical, formatting, and consistency) necessary to finalise the revised constitution.**

Action(s):

Action 148: That it be confirmed that the Treasury Management function has been included in constitution Part 3, Section 4 (Scrutiny Functions), within the remit of the Scrutiny Management Board, once approved by Council.

Action 149: In the further review of the constitution and for the purposes of clarity, the presentation of the audit and governance functions be considered, in order to separate them from the ‘Other functions’.

Action 150: In terms of constitution paragraph 3.5.18 (j), clarification be provided about the ‘caldicott guardian’.

#### **94. CODE OF CONDUCT**

The Chairperson noted that the Local Government Association (LGA) had issued the Model Councillor Code of Conduct and it was recommended that the code be adopted as amended to take account of local amendments, as set out at Appendix 3; the principal differences between the council’s existing code of conduct and the model code were set out at Appendix 4, this had been published in [supplement 2](#) to the agenda. It was also noted that town and parish councils may choose to adopt the principal authority’s code, to adopt the LGA model code, or make their own code.

The Chairperson reported that Councillor Liz Harvey had written to committee members before the meeting with detailed reasons to consider suggested amendments to the Guidance on Member Model Code of Conduct Complaints Handling, Appendix 2.

In response to questions from committee members, the Interim Head of Legal Services explained:

- i. the current process in relation to complaints and appeals;
- ii. the reasons why the LGA was recommending that no appeals should be heard as part of the internal process for determining code of conduct complaints;
- iii. that it was not proposed that the council should have a pre-assessment committee and the existing initial assessment stage, involving officers and independent persons, would be retained;
- iv. where matters could not be resolved by the Monitoring Officer, the arrangements for formal investigations and for referring matters to the Standards Panel;
- v. that the independent persons were split into two teams, with one team looking at the initial assessment and another which could be accessed by the subject member, but there could be an addendum to specify that the local arrangements would involve at least two independent persons;
- vi. the current lack of effective sanctions that could be imposed by monitoring officers;
- vii. the growing number of complaints about parish councils and the resource implications for the principal authority;

- viii. the process in Herefordshire had been shared with the Committee for Standards in Public Life and with the LGA; and
- ix. parish councils were encouraged to invite the principal authority to provide training on code of conduct issues and complaints.

The Chairperson, referring to the correspondence from Councillor Harvey, read out the suggested amendments to the section on Sanctions in the Guidance on Member Model Code of Conduct Complaints Handling; this is reflected in resolution b) ii) below. The Interim Head of Legal Services detailed the reasons for the wording and confirmed that there was no impediment to Herefordshire Council adopting the guidance with local amendments, adding that it could not require parish councils to accept it. The Chairperson noted the ongoing discussions between the government and the LGA, and the Interim Head of Legal Services summarised the recent responses of government to LGA recommendations.

In response to a comment from a committee member, the Chairperson drew attention to the local amendment identified in Appendix 4 to retain 'any body ... is not open to the public without formal membership' in the 'Other Registerable Interest – 'Table 2' Interests' section. It was suggested that clarification be sought on whether an occupation as a social influencer should be included in the list.

**Resolved: That**

- a) **the Local Government Association (LGA) model code of conduct, as amended by local arrangements as set out at Appendix 3, be approved for adoption by Herefordshire Council at the annual Council meeting on 20 May 2022; and**
- b) **the LGA model arrangements for dealing with code of conduct complaints be adopted and applied to new complaints received after 20 May 2022, subject to:**
  - i) **an addendum to specify that the local arrangements will involve at least two independent persons; and**
  - ii) **the adoption of an amendment to the section on Sanctions as follows:**

**'Note that where the subject member is a parish or town councillor, the matter is referred back to their council to say that a breach of the Code has been found and with a recommended sanction. The town or parish council must then meet to consider whether to impose that sanction or to replace it with another relevant sanction. They cannot overturn the finding that there has been a breach of the Code and if they wish to impose a different sanction they should seek advice from the clerk and/or the monitoring officer. The panel should also ask the parish or town council to report back to the monitoring officer within three months to confirm that they have met to discuss the sanction, and if necessary, to write again once the sanction has been fulfilled.'**

Action(s):

Action 151: Clarification be provided as to whether an occupation as a social influencer should be included in the list of 'Other Registerable Interests – 'Table 2' Interests'.

## **95. AUDITOR'S ANNUAL REPORT 2020/21**

The Key Audit Partner introduced the Auditor's Annual Report, the principal points included:

- i. Narrative content had increased, reflecting the National Audit Office Code of Audit Practice 2020.
- ii. The final version was dated 11 April 2022, noting a national issue with the delivery of local authority audits.
- iii. The report was for 2020/21 but it was recognised that the council was making progress on various initiatives, with attention drawn to the changes and service improvements highlighted in the executive summary.
- iv. There were three key recommendations, in relation to Children's Social Care Services (one) and Contract Management (two). In terms of contract appointment and management arrangements with a dormant company, it was reported that Balfour Beatty Living Places Limited (BBLP) had been transparent with the council but the council itself had not constructed its contractual arrangements in such a way that reflected how BBLP and Balfour Beatty operated.
- v. There were fourteen improvement recommendations, in relation to improving economy, efficiency and effectiveness (five), governance (two), and financial sustainability (seven).

The responses of the Key Audit Partner to questions from committee members included:

1. It was understood that the Audit Commission had been the external auditor when the contract was made with BBLP.
2. In terms of improvement recommendation 8 and increasing the financial planning timeframe, it was commented that three years was a common period for a Medium Term Financial Strategy.
3. There had been matters identified in Children's Social Care Services in previous years and assurances received but the severity of the issue and the court judgement in 2021 had not been anticipated. It was emphasised that this was an area of professional practice and auditors had to draw upon the work of specialised regulators in terms of the quality of the care arrangements in place.

The responses to other questions included:

4. The Director for Resources and Assurance outlined the process for the consideration of recommendations by officers, the inclusion of management comments, the consideration of the arrangements by the Corporate Leadership Team and the allocation of work, reports being made to the executive where appropriate, and for external audit to check on delivery and to report back to the committee if necessary.
5. The Public Sector Assurance VfM Specialist considered that a management comment, 'The Council will review and improve the self-assessment document itself and ensure that it complies with the Council's definition of a significant

partnership. The Council will also revisit the guidance issued for the reviewing of the self-assessment document.', should address the improvement recommendation. It was noted that there was an opportunity for officers to include narrative to explain the value of the significant partnerships.

6. The Key Audit Partner noted that the committee may wish to seek further assurance in terms of the management responses to certain recommendations. A committee member suggested an action in relation to major contracts.
7. The Director for Resources and Assurance, declaring their position as a director of the company on behalf of the council currently, confirmed that the way in which the council managed its relationships with Hoople Limited was being looked at and recommendations would be made to Cabinet in due course; it was noted that the company had its own internal audit arrangements.

The Vice-Chairperson suggested an action to clarify the governance and oversight arrangements for the various boards referenced in the report.

8. The Key Audit Partner confirmed that note 25 of the annual financial statements dealt with disclosures around settlement agreements. The Interim Head of Legal Services provided advice on data protection and exempt information, and commented that the information that needed to be in the public domain was in the public domain.

John Roberts was thanked for the due diligence and service provided to the council during their tenure.

**Resolved:**

**That the auditor's report has been reviewed, the findings and recommendations have been noted, and the management responses have been considered.**

Action(s):

- Action 152: That management be asked to comment further on the key recommendation made by the external auditor on major contracts and how the council intends to ensure improvement going forwards.
- Action 153: That further details be provided on the governance and oversight arrangements for the boards referenced in the report, with an indication of a timeline for any updated arrangements.

**96. PROGRESS REPORT ON INTERNAL AUDIT ACTIVITY**

The Assistant Director and the Principal Auditor of South West Audit Partnership (SWAP) introduced the Report of Internal Audit Activity for 2021/22, as of 21 April 2022, with attention drawn to the following:

- i. Since the previous update ([minute 68 of 25 January 2022 refers](#)), twenty-seven audits had been completed, bringing the total to fifty-two. Details of the audits completed, with the assurance ratings and audit objectives were provided at pages 183-185 of the agenda pack.
- ii. Three audits were at draft report stage and eight audits were in progress; the aim was to complete five of those in progress for the annual opinion 2021/22, with the other three rolled over to the next financial year.

- iii. Sixteen priority 2 actions had been agreed across the following audits: Pool Cars; Disaster Recovery (ICT); Green Homes Grant: Local Authority Test and Trace Support Payment Scheme Funding Grant Determination; and Hereford City Centre Transport Package (HCCTP). Summaries of the priority 2 actions were provided at pages 186-189 of the agenda pack.
- iv. No High Corporate Risks had been identified to date.
- v. Five follow up audits had been completed, with one priority 2 action (Accounts Receivable - Debt Recovery Policy and Reporting Processes) and three priority 3 actions in progress.
- vi. Thematic findings were highlighted in relation to data quality, procedure document / policy, and coding of grant income and expenditure; for the latter, further work had been undertaken and all the actions had been completed.
- vii. Two changes had been made to the internal audit plan 2021/22, reflecting requests for additional audits in relation to: South Wye Transport Package LEP Settlement; and Revenue Grant Determination (Ring-fenced) Protect and Vaccinate Grant Determination. Consequently, the following audits had been deferred into the internal audit plan 2022/23: Schools Thematic Audit; and Condition Funding Grant Determination.
- viii. The HCCTP Summary Report was included at Appendix 2, agenda pages 211-223. It was noted that this was a Special Investigation and one priority 1 action, eight priority 2 actions, and one priority 3 action had been agreed. The key findings were detailed on page 212 of the agenda pack and were summarised at the meeting. The Investigation Findings - Control Weaknesses and Agreed Actions was included at Appendix 3, agenda pages 225 – 235.

In response to questions and comments from committee members:

1. The Principal Auditor said that clarification could be provided to committee members on the current position with unspent grant funding in relation to the Green Homes Grant. Later in the discussion, the Director of Resources and Assurance commented on challenges in relation to identifying appropriately qualified contractors to deliver the service and the households wanting to have such works carried out within the narrow timeframes involved.
2. The Principal Auditor confirmed that the scope of the additional audit was around the South Wye Transport Package LEP Settlement arrangements and commented on two previous pieces of audit work on the project and related follow up audits. Later in the meeting, the Director of Resources and Assurance commented on the need to reflect on the work that had been undertaken and to adjust the scope if necessary. The Chairperson noted that the scope would be identified in the pipeline of audits in due course.
3. In response to a comment about opportunities to identify issues at an earlier stage, the Chairperson expressed a concern about the focus on grant certifications and the amount of internal audit coverage for other areas of organisational activity. The Assistant Director advised that Covid related grant funding criteria required additional internal audit work but it was anticipated that the levels of grant funding would reduce in 2022/23. The Director of Resources and Assurance added that some funding included 'new burdens' which contributed to some of the council's costs. The Chairperson suggested that consideration be given to carrying forward any remaining internal audit budget into the new financial year to enable more

work to be undertaken on those areas that had received less attention in recent times.

4. The Principal Auditor said that further information could be provided to committee members in relation to the Oral Health Needs Assessment Plan advisory audit and the next steps; it was clarified that the advisory audit was a follow up of actions arising from another assurance process, rather than a SWAP audit.
5. In terms of the audit on Pool Cars, the quantum of missing vehicle mileage sheets and recharges could be provided.
6. The Director of Resources and Assurance acknowledged that the government was increasingly allocating money through grants and noted that this had implications for procurement, audit, and governance arrangements. The Chief Executive added that some grants, such as levelling up opportunities, provided some funding to support the development of bids in certain circumstances. The need for the council to invest further in the skills and expertise required was recognised. Later in the discussion, a committee member suggested that consideration be given to the success criteria for the projects that the council intended to bid for, or received grant funding for, to ensure that there was an appropriate balance of effort and reward.
7. The Director of Resources and Assurance explained that the asset portfolio did not feature in this report and the value of assets formed part of the annual accounts, adding that the General Scrutiny Committee had undertaken some scrutiny activity on elements of the asset management strategy ([minute 25 of 10 August 2021 refers](#)).
8. The Director of Resources and Assurance said that a more in depth look at Disaster Recovery, particularly in the context of risk given recent global events, could be arranged for committee members. The Chief Executive added that the Corporate Leadership Team was mindful of the need to take a more strategic perspective, to raise the profile of risk management across the organisation, and welcomed the committee's interest in taking a closer look at some of the strategic risks. The Chief Executive also provided an overview of engagement with cabinet members about risks.
9. The Assistant Director advised that thematic findings were shared with the Corporate Leadership Team through the progress reports and some of the findings would feed into the pipeline of audits for the next financial year.

The HCCTP Summary Report was discussed in detail and the key points of the discussion included:

10. A committee member said that concerns about expenditure in 2015/16 and 2016/17 had been raised with the then Section 151 officer, the cabinet member and the external auditor, and considered that recommendations on improving the management of capital projects should have been implemented at that time. The Chairperson noted the mechanisms to initiate call-ins or other scrutiny activity and suggested that the member development group consider opportunities to enhance training for all members. The Key Audit Partner advised that the matter of capital governance had been a consistent feature of external audit and internal audit reports.
11. A committee member commented on the lessons arising from the findings of the HCCTP investigation, particularly given recurring thematic findings including those identified in the Blueschool House refurbishment investigation. There was a brief

discussion about the potential to highlight the findings that were distinct to the HCCTP investigation.

12. In response to a question, the Director of Resources and Assurance confirmed that, in terms of deliverables, the HCCTP project was not concluded; reference was made to the Cabinet report on the development of the remaining elements ([minute 23 of 22 July 2021 refers](#)).
13. The Director of Resources and Assurance provided an overview of the work of the Programme Management Office (PMO), and confirmed that all active capital projects were now included on the Verto project management solution and the system was also being rolled out to non-capital projects during the current financial year. In response to comments about the need for further assurance, the Principal Auditor said that a further audit on the capital programme was envisaged to ensure that new processes were being embedded and the actions identified in the summary report were being implemented.
14. In response to comments from a committee member, the Key Audit Partner commented that SWAP was independent of the council and, although individual recommendations were not reviewed, external audit would consider the council's overall response to risk and internal audit findings, and would look for signs of progress. The Assistant Director confirmed that internal audit followed up on the actions associated with priority 1 and priority 2 findings, as reflected in the progress reports.
15. In response to questions from a committee member about the ability of the new processes and system to manage the different elements and funding streams of capital projects, the Corporate Director – Economy and Environment provided an overview of the approach to the development of business cases, the involvement of designated senior responsible officers for each project, and the rigour being applied to delegations and approvals.
16. With references made to the findings in terms of Service Order Coverage and Compensation Events, the Director for Resources and Assurance advised that the Contract Procedure Rules and the Financial Procedure Rules had been updated on an annual basis, and the next iterations would highlight the further changes that had been made to reflect the findings.
17. In response to comments and questions about the weaknesses identified in terms of record keeping, the Corporate Director – Economy and Environment reported that cabinet member briefings with senior officers now involved the production of agenda and minutes to ensure that the formal advice provided and the decisions made were recorded properly. The Chief Executive noted that the key findings reflected practices at the time and commented on the recent establishment of the PMO and on the improvements being made to scrutiny and governance arrangements.
18. The Cabinet Member - Infrastructure and Transport said that, upon becoming a cabinet member, scant detail had been provided on the HCCTP and that there had been concerns about officer capacity and the extent of responsibility given to Balfour Beatty Living Places (BBLP) to run the project. It was commented that councillors and members of the public had raised issues about various aspects of the project. In response to a question about the role of internal audit, the Principal Auditor explained that SWAP had been commissioned to undertake three pieces of work, the first in 2016 on financial accounting, the second in 2020 to provide a briefing paper, and the third being the special investigation. The Director for Resources and Assurance said that it had been an uphill struggle to get to this

point and the council had undertaken to review delegated decision making. In response to a further question from the cabinet member, the Principal Auditor explained that any significant risks identified that were beyond the scope of commissioned work would be raised with officers but the initial work on financial accounting had not identified evidence to suggest there were any other concerns at that point. The Key Audit Partner drew attention to the Audit Findings for Herefordshire Council for the year ended 31 March 2020 ([minute 16 of 30 July 2021 refers](#)) and the comment 'In light of the concerns raised over the contractual arrangements and the findings identified from the internal investigations, we have concluded that the Council does not have appropriate arrangements in place over its capital programme. Our vfm conclusion will therefore be qualified in this respect.' In response to a question from a committee member, the Key Audit Partner confirmed that issues highlighted around the capital programme had been a feature of the external audits in previous years and had been reported to the committee.

19. A committee member considered that the matter should have been escalated further in view of the public interest, more than one priority 1 action could have been identified, assurance was needed that communications between officers and cabinet members would be put in place for future projects, and better outcomes should be expected. The Chief Executive commented on the background to the special investigation, the findings had been set out clearly in the executive summary, and the value of councillors having inquiring minds. It was noted that the council was acting upon the recommendations and was putting assurance in place to deliver projects with confidence and openness.
20. In response to a question, it was reported that Aecom had been commissioned to verify the costs which had been incurred and the compensatory payments that had been made.
21. The Cabinet Member - Infrastructure and Transport outlined key points in the timeline, emphasising that questions about the management of the project had been asked soon after the formation of the administration.

The committee considered and agreed the following resolution and actions. During the discussion, the Chairperson commented on the importance of the scope of internal audit work being identified in the pipeline of audits going forward.

**Resolved: That**

- a) **The performance against the approved plan has been reviewed;**
- b) **The assurances and recommendations given in the report have been reviewed;**
- c) **The Corporate Fraud Update be noted;**
- d) **The Hereford City Centre Transport Package Special Investigation Summary Report be noted;**
- e) **It be recommended to the relevant scrutiny committee that, as part of its work programming, consideration be given to the success criteria for the projects that the council intends to bid for or receives grant funding for.**
- f) **It be recommended to the Section 151 officer that further audit work be undertaken on the capital programme to ensure that new processes were**

**being embedded and the actions identified in the progress report were being implemented in terms of other projects.**

Action(s):

Action 154: In view of the ongoing work on grant certification, the Section 151 officer consider the potential to carry forward any remaining internal audit budget into the new financial year to enable other work to be undertaken.

Action 155: Further information be provided to committee members on unspent grant funding in relation to the Green Homes Grant.

Action 156: Further information be provided to committee members in relation to the Oral Health Needs Assessment Plan advisory audit and the next steps.

Action 157: Further information be provided on the quantum of missing vehicle mileage sheets and recharges in relation to the audit on Pool Cars.

Action 158: The Section 151 officer and the Chairperson consider the most appropriate means for committee members to explore issues around Disaster Recovery and related risks in greater depth.

[Note: ICT business continuity and cyber security resilience was discussed further during the Work Programme Update, with an assurance requested in the form of a briefing note initially.]

Action 159: The member development team be invited to consider opportunities to enhance training for all members on raising concerns with statutory officers and on initiating call-ins and other scrutiny activity.

Action 160: Further information be provided to committee members on the timeline for moving non-capital items onto the Verto system.

Action 161: The findings in relation to the Blueschool House refurbishment investigation be recirculated to councillors.

## **97. WORK PROGRAMME UPDATE**

The committee's updated work programme was circulated, and further adjustments were reported in terms of external audit reports; with the 2021/22 External Audit Plan expected at the June 2022 meeting and the Auditor's Annual Report expected by December 2022.

Further to Action 158 above, the Chairperson commented on the need to consider matters in relation to ICT business continuity and cyber security resilience. The potential approach was discussed, and an assurance requested in the form of a briefing note initially.

In response to questions from a committee member about prioritisation, the Vice-Chairperson explained that the work programme was based on the audit and governance functions and the Chairperson commented on the need to accommodate matters of emerging change or risk. It was also noted that the committee's action log was reviewed regularly.

In response to a question about Action 103 in the committee's action log (relating to the treatment of Section 106 monies for transport / highways being circulated to committee members), the Interim Head of Corporate Finance said that clarification would be

provided on the timeline envisaged in relation to the progress update 'Members will have their own projects in their wards and parishes which will be taken up individually with them by the Programme Management Office.'

**RESOLVED:**

**That the updated work programme be agreed.**

Action 162: Further to Action 103 (relating to the treatment of Section 106 monies for transport / highways being circulated to committee members), clarification be sought from the Programme Management Office about the timeline for members to be contacted about projects in their wards and parishes.

**98. DATES OF FUTURE MEETINGS**

The dates for Audit and Governance Committee meetings for 2022/23 were confirmed, as follows:

Monday 27 June 2022, 2.00 pm

Monday 25 July 2022, 11.00 am

Monday 19 September 2022, 2.00 pm

Monday 31 October 2022, 2.00 pm

Monday 21 November 2022, 2.00 pm

Monday 30 January 2023, 11.00 am

Monday 13 March 2023, 2.00 pm

The meeting ended at 3.40 pm

**Chairperson**