

Minutes of the meeting of the **AUDIT, RISK AND G.D.P.R. SUB-COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 7th NOVEMBER 2018** at **6.00 p.m.**

PRESENT **Councillor M. Iveson (Chairman) and**
Councillors M. Ashcroft, P.J. Bergg, Arun M. Chandran, J. Clark, Mrs. M. Dalton, George C. Gray, Dave Hardaker, Wendy Hillary and Mrs. S.J. Iveson

OFFICERS Mr. A. Bailey (Town Clerk)
Mr. D. Austin (Finance Manager)
Mrs. K. Bertram (Internal Auditor)
Miss. A. Donald (Town Clerk's PA)

IN ATTENDANCE Councillor Jed Hillary

10. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

11. **MEMBERS' DISPENSATIONS**

No requests for dispensations had been received.

12. **DECLARATIONS OF INTEREST**

There were no declarations of interest made.

13. **MINUTES**

It was proposed by Councillor Arun M. Chandran, seconded by Councillor George C. Gray and

RESOLVED – that the minutes of the meeting of the Audit Sub-Committee, held on the 25th July 2018 be confirmed as a correct record.

14. **INTERNAL AUDITOR'S REPORT**

The Internal Auditor submitted a report to update Members on the work completed by her for the period 14th July to 26th October 2018 and to update Members on the completion of the Internal Audit Plan for 2018/19.

The Internal Audit Plan had achieved 62 out of 108 days.

The following audit examinations had been undertaken. Audits on a) to f) were ongoing throughout the year, audits g) to k) had been completed.

- a) Salaries and Wages
- b) Sports Complex
- c) Bar and Catering
- d) Golf Complex
- e) Creditor Payments
- f) Debtors
- g) Capital Accounting and Year End Procedures

- h) St Oswald's Pre-School
- i) Senior Citizens' Excursions
- j) Aycliffe Festival
- k) Works

A full description of the audit works carried out was set out in the report. The Internal Auditor had made recommendations on sections h) and j) as set out below:

h) St Oswald's Pre-School - (2 recommendations)

- (i) It had been recommended that new forms be completed to show the daily hours for each child, with any outstanding balances at the end of each week to be noted and carried forward to the following week. This had been completed and the new forms were now in use.
- (ii) It had been recommended that the finance department on receipt of grant funding should send a copy of the receipt from Durham County Council to the Pre-School Manager and this could be checked and reconciled to the funding claim. This had been followed up and was now in place.

j) Aycliffe Festival – (2 recommendations)

- (i) That where events are rescheduled, the insurance is checked again, prior to the event.
- (ii) That consideration be given to recovering part of the grant awarded to Go Ahead Training.

Audit Reports Issued with no Recommendations

Audits of Salaries and Wages, Sports Complex, Bar and Catering, Golf Complex, Creditor Payments, Debtors, Capital Accounting and Year End Procedures, Senior Citizens' Excursions and Works had been carried out. There were no recommendations.

RESOLVED – as follows:-

- (i) That the Internal Auditor's report be received.
- (ii) That the recommendations and comments had been noted and that actions would be implemented.

15. **RISK ASSESSMENTS**

The Town Clerk submitted a report providing information for the purpose of monitoring the Council's Risk Management Strategy. It was noted that a new risk had been included in the Council's Risk Register since the last Audit, Risk and G.D.P.R. Committee on the 25th July: Events Sub-Committee, 3rd October 2018, Provision of Santa Tours. This risk would now be removed from the Risk Register as it had been mitigated.

The Performance Management Group had undertaken a review of the high and medium level risks in the Risk Register on 27th September 2018. The risk assessment sheet had been attached to the report for Members' information.

RESOLVED – that the report and information be noted.

16. **GENERAL DATA PROTECTION REGULATION UPDATE**

The Management Team submitted a report updating members on progress in ensuring that the Council complies with the General Data Protection Regulation (G.D.P.R.) which came into effect on 25th May 2018.

Discussion took place regarding individual councillors being considered as a 'data controller' when acting as a representative of their ward residents. In this case they would not be covered by the local authority's registration and a £40 registration fee would be payable.

This had been confirmed by officers of the ICO at a recent NALC Conference. The matter had been raised by those present with the Parliamentary Under Secretary of State for the Ministry of Housing, Communities and Local Government, who had agreed to look into the matter.

RESOLVED – that the report and information be received.

CHAIRMAN.