

Minutes of the meeting of the **AUDIT, RISK AND GDPR SUB-COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 10<sup>th</sup> JULY 2019 at 6.00 p.m.**

**PRESENT** Councillors: M. Ashcroft, P.J. Bergg, Arun M. Chandran, Mrs. M. Dalton, George C. Gray, Dave Hardaker, Wendy Hillary, M. Iveson, Mrs. S.J. Iveson and Mrs. V.M. Raw

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

1. **APPOINTMENT OF CHAIRMAN**

It was proposed by Councillor Mrs. S.J. Iveson, seconded by Councillor Mrs. V.M. Raw, that Councillor M. Iveson be appointed as Chairman of the Audit, Risk and GDPR Sub-Committee for the Municipal Year 2019/20.

**RESOLVED** – that Councillor M. Iveson be appointed as Chairman of the Audit, Risk and GDPR Sub-Committee for the Municipal Year 2019/20.

**Councillor M. Iveson took the chair for the meeting.**

2. **APPOINTMENT OF VICE CHAIRMAN**

It was proposed by Councillor Mrs. S.J. Iveson, seconded by Councillor M. Ashcroft, that Councillor P.J. Bergg be appointed as Vice Chairman of the Audit, Risk and GDPR Sub-Committee for the Municipal Year 2019/20.

**RESOLVED** – that Councillor P.J. Bergg be appointed Vice Chairman of the Audit, Risk and GDPR Sub-Committee for the Municipal Year 2019/20.

3. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

4. **MEMBERS' DISPENSATIONS**

No requests for dispensations had been received.

5. **DECLARATIONS OF INTEREST**

There were no declarations of interest made.

6. **PUBLIC QUESTIONS**

There were no public questions.

7. **MINUTES**

It was proposed by Councillor George C. Gray, seconded by Councillor Dave Hardaker and

**RESOLVED** – that the minutes of the meeting of the Audit Sub-Committee, held on the 10<sup>th</sup> April 2019, be confirmed as a correct record.

## 8. INTERNAL AUDITOR'S REPORT

The Internal Auditor submitted a report to update Members on the work completed by her for the period 1<sup>st</sup> April 2019 to 27<sup>th</sup> June 2019 and to inform Members of the Internal Audit Plan for 2019/20.

The Internal Audit Plan had achieved 29 out of 108 days.

The following audit examinations had been undertaken. Audit reviews on a) to g) had been brought forward from 2018/19 and final reports issued.

- a) Salaries and Wages
- b) Sports Complex
- c) Bar and Catering
- d) Golf Complex
- e) Asset Management
- f) Budgetary Control
- g) GDPR

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

a) Salaries and Wages (1 recommendation)

- (i) That a work instruction for calculating holiday back pay be added to the work instruction manual.

c) Bar and Catering – (1 recommendation)

- (i) That stock cards should be continued to be maintained for meat and frozen goods only, for a trial period of three months, with dry goods not to be recorded on stock cards. This to be reviewed by the Leisure Manager and Internal Auditor at the end of this period.

There were no other recommendations.

The current year's audits had commenced on the following items:

- h) Allotments
- i) Salaries and Wages
- j) Sports Complex Income and Stock Control
- k) Bar and Catering Stock Control and Ordering
- l) Cash and Banking
- m) Creditors
- n) Debtors
- o) Large Community Events

There were no recommendations to make at present.

**RESOLVED** – that it be recommended that:

- (i) The Internal Auditor's report be received.
- (ii) The recommendations and comments be noted and actions implemented.

9. **RISK ASSESSMENTS**

The Town Clerk had submitted a report providing information for the purpose of monitoring the Council's Risk Management Strategy.

There had been no new risks since the last Audit, Risk and GDPR Sub-Committee.

It was noted that the Performance Management Group had undertaken a quarterly review of the high business risks on the Risk Register in June 2019.

**RESOLVED** – that the report and information be noted.

10. **GENERAL DATA PROTECTION REGULATION UPDATE**

The Management Team submitted a report with an update on progress in ensuring that the Council complied with the General Data Protection Regulation, which came into effect in May 2018. It was noted that there had been no data breaches since the last report.

**RESOLVED** – that the report and information be noted.

**CHAIRMAN.**