

## **AUDIT, RISK AND GDPR SUB-COMMITTEE**

**WEDNESDAY 23<sup>rd</sup> OCTOBER 2019**

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, 23<sup>rd</sup> OCTOBER 2019** at **6.00 p.m.**

### **PRESENT**

Councillors: M. Ashcroft, Arun M. Chandran, George C. Gray, Dave Hardaker, M. Iveson 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)

### **11. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors P.J. Bergg, Mrs. M. Dalton and Mrs. V. M. Raw.

### **12. MEMBERS' DISPENSATIONS**

No requests for dispensations had been received.

### **13. DECLARATIONS OF INTEREST**

There were no declarations of interest made.

### **14. PUBLIC QUESTIONS**

There were no public questions.

### **15. MINUTES**

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

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

### **16. INTERNAL AUDITOR'S REPORT**

The Internal Auditor submitted a report to update Members on the work completed by her for the period 28<sup>th</sup> June 2019 to 30<sup>th</sup> September 2019.

The Internal Audit Plan had achieved 56 out of 108 days.

The following audit examinations had been undertaken.

- a) Capital Accounting and Year End Processes for 2018/19
- b) Risk Management
- c) Senior Citizens' Excursions
- d) Pre-School
- e) Works Section

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

c) Senior Citizens' Excursions (1 recommendation)

- (i) As part of the budget monitoring role, invoices for meals and refreshments to be monitored to ensure receipt and agreement with number of people on excursion.

d) Pre-School (2 recommendations)

- (i) Voluntary contributions awaiting banking should be locked away in the safe.
- (ii) To assist a clear audit trail of funding claims, a paper or electronic file listing the hours and any adjustments to enable checking and ease of reconciliation to be maintained.

e) Works

- (i) Stock of fuel in cans at the Town Park and St Oswald's to be entered in the stock records book when received and before use.

There were no other recommendations.

The following audits were ongoing throughout the year.

- a) Salaries and Wages
- b) Sports Complex
- c) Golf Complex
- d) Bar and Catering
- e) Cash and Banking
- f) Creditors
- g) Debtors

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.

## **17. 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 submitted to the Council 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 and medium level business risks on the Risk Register in September 2019. Two new risks had been discussed and added. These related to Ash Dieback Disease and legislation governing website accessibility.

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

## **18. 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 it be recommended that the report and information be noted.

**CHAIRMAN**