

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

**WEDNESDAY 7<sup>th</sup> OCTOBER 2020**

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, 7<sup>th</sup> OCTOBER 2020** at **6.00 p.m.**

### **PRESENT**

**Councillor M. Iveson** (Chairman) and Councillors:  
M. Ashcroft, P.J. Bergg, Arun M. Chandran, 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)  
Mrs. C.A. Walton (Corporate and Policy Officer)  
Miss. A. Donald (Town Clerk's PA)

### **19. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Mrs. M. Dalton.

### **20. MEMBERS' DISPENSATIONS**

No requests for dispensations had been received.

### **21. DECLARATIONS OF INTEREST**

There were no declarations of interest made.

### **22. PUBLIC QUESTIONS**

There were no public questions.

### **23. MINUTES**

It was proposed by Councillor M. Ashcroft, seconded by Councillor Mrs. S.J. Iveson, and

**RESOLVED** – that the minutes of the meeting of the Audit, Risk and GDPR Sub-Committee, held on the 15<sup>th</sup> January 2020, be confirmed as a correct record.

### **24. 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 2020 to 25<sup>th</sup> September 2020.

The Internal Audit Plan had achieved 46 out of 108 days.

The following audit examinations had been undertaken.

- a) Year End Processes
- b) Works
- c) Risk Management
- d) Allotments
- e) Creditor payments
- f) Debtors
- g) Oakleaf Sports Complex
- h) Oakleaf Bar and Catering
- i) Golf Complex
- j) Salaries and Wages
- k) Cash and Banking
- l) VAT

Items a) and b) were ongoing, with interim reports issued. Items c) and d) were complete. Items e) to l) were ongoing throughout the year, with reports issued in the final quarter.

A full description of the audit works carried out was set out in the report. The Internal Auditor had made three recommendations on Item b) below:

b) Works (3 recommendations)

- i) That purchase orders are priced at the time of ordering, or at least an estimate is obtained. For ongoing repairs and spares, orders should be costed up as soon as costs are known.
- ii) That red diesel records are improved, with readings made on each page of the record.
- iii) That inventories are updated as goods are purchased to ensure all equipment is recorded.

There were no other recommendations.

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

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

## **25. INTERNAL AUDIT PLAN**

The Internal Auditor submitted a report and proposed 3-year Internal Audit Plan for 2020-21 to 2022-2023

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

- i) The Internal Audit Plan for the period 2020-21 – 2022-2023 be approved.

## **26. RISK ASSESSMENTS**

The Town Clerk 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 on 25<sup>th</sup> September 2020, which would be submitted to the Policy and Resources Committee on 21<sup>st</sup> October 2020.

**RESOLVED** – that it be recommended that

- i) The report and information be noted.
- ii) The Council's Social Media Acceptable Use Policy be reissued to members for information and guidance.

## **27. GENERAL DATA PROTECTION REGULATION UPDATE**

The Town Clerk gave a General Data Protection Regulation update. It was noted that there had been one data breach at St Oswald's Pre-School in July 2019.

**RESOLVED** – that it be recommended that

- i) The report be received.
- ii) The Corporate and Policy Officer and the Pre-School Manager and staff be thanked for their work in dealing with the data breach.

**Chairman**