AUDIT, RISK AND GDPR SUB-COMMITTEE

WEDNESDAY 31st MARCH 2021

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, 31st MARCH 2021** 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 and Mrs. S.J. Iveson

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)

28. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs. M. Dalton and Mrs. V.M Raw.

29. MEMBERS' DISPENSATIONS

No requests for dispensations had been received.

30. DECLARATIONS OF INTEREST

There were no declarations of interest made.

31. PUBLIC QUESTIONS

There were no public questions.

32. MINUTES

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

RESOLVED – that the minutes of the meeting of the Audit, Risk and GDPR Sub-Committee, held on 7th October 2020, be confirmed as a correct record.

33. INTERNAL AUDITOR'S REPORT

The Internal Auditor submitted a report to update Members on the work completed by her for the period 26th September 2020 to 17th March 2021.

The Internal Audit Plan had achieved 95 out of 108 days.

The following audit examinations had been undertaken.

a) Year End Processes
b) Works – final report
c) Creditor Payments
d) Accounts Receivable
e) Oakleaf Sports Complex
f) Oakleaf Bar and Catering
g) Golf Complex
h) Salaries and Wages
i) Cash and Banking
j) VAT
k) Procurement
l) Treasury Management
m) Insurance
n) Pre-School
o) Budgetary Control

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

b) Works (2 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 inventories are updated as goods are purchased to ensure all equipment is recorded.

n) Pre-School (2 recommendations)

i) Matching of the termly funding claim to income received to be checked by the Pre-School Manager, with assistance from the Internal Auditor, as soon as it is received.

ii) Pre-School equipment contained in the storage garage to be reviewed during the summer holidays.

k) Procurement (1 recommendation)

i) Evidence of price comparisons in the purchase of red diesel be retained.

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.

34. RISK ASSESSMENTS

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

Two new risks had been 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 7th December 2020 and the new business risk register for 2021-2022 was approved at the Council meeting on 10 March 2021.

RESOLVED – that it be recommended that:

i) The report and information be noted.

ii) The risk of unauthorised persons occupying Council land or property be evaluated by officers and added to the risk register.

35. GENERAL DATA PROTECTION REGULATION UPDATE

The Town Clerk gave a General Data Protection Regulation update. It was noted that there had been no data breaches and GDPR work was ongoing.

RESOLVED – that it be recommended that

i) The report be received.

Chairman