

AUDIT, RISK AND GDPR SUB-COMMITTEE

WEDNESDAY 3rd NOVEMBER 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, 3rd NOVEMBER 2021** at **6.00 p.m.**

PRESENT

Councillor Brian Haigh (Chairman) and
Councillors: Martin Ashcroft, Peter Bergg, John Clark, Mrs Sandra Haigh, Andrea Miller and Ken Robson

OFFICERS

Mr D. Austin (Town Clerk)
Mrs. T Woodhead (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 Phillip Hawkins and Michael Stead.

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 Martin Ashcroft, seconded by Councillor Ken Robson, and

RESOLVED – that the minutes of the meeting of the Audit, Risk and GDPR Sub-Committee, held on 14th July 2021, 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 1st July 2021 to 25th October 2021.

The Internal Audit Plan had achieved 59 out of 108 days.

The following audit examinations had been undertaken.

- a) Fun in the Parks
- b) Year End Procedures

- c) Works Department
- d) Cemeteries
- e) Creditor Payments
- f) Oakleaf Sports Complex
- g) Oakleaf Bar and Catering
- h) Golf Complex
- i) Salaries and Wages
- j) Cash and Banking
- k) St Oswald's Pre-School
- l) Ordering for Admin and Corporate
- m) Insurance

Audits a) to d) were complete and e) to m) ongoing.

A full description of the audit works carried out was set out in the report.

It was noted that the Internal Auditor had no recommendations to make in this quarter and members commended managers and senior officers on their efficient and effective management of the Councils services and facilities.

It was proposed by Councillor Peter Bergg, seconded by Councillor Ken Robson, and

RESOLVED – that it be recommended that:

- i) The Internal Auditor's report be received.
- ii) Staff be thanked for their efficient and effective management of the Council's services and facilities.

17. RISK ASSESSMENTS

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

One 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 23rd September 2021.

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

18. 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 the report be received.

Chairman