

# AUDIT, RISK AND GDPR SUB-COMMITTEE

WEDNESDAY 15<sup>th</sup> JUNE 2022

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, 15<sup>th</sup> JUNE 2022** at **6.00 p.m.**

## **PRESENT**

Councillors: Eddy Adam, Martin Ashcroft, Lindsey Aston, John Clark, Brian Haigh, Phillip Hawkins, Carl Robinson, and Michael Stead

## **OFFICERS**

Mr D. Austin (Town Clerk)  
Mrs T. Woodhead (Finance Manager)  
Mrs K. Bertram (Internal Auditor)  
Miss A. Donald (Corporate and Policy Officer)

### **1. APPOINTMENT OF CHAIRMAN**

It was proposed by Councillor Martin Ashcroft, seconded by Councillor Carl Robinson, that Councillor Phillip Hawkins be appointed as Chairman of the Audit, Risk and GDPR Sub-Committee for the Municipal Year 2022/23.

**RESOLVED** – that Councillor Phillip Hawkins be appointed as Chairman of the Audit, Risk and GDPR Sub-Committee for the Municipal Year 2022/23.

*Councillor Phillip Hawkins took the Chair for the meeting.*

### **2. APPOINTMENT OF VICE CHAIRMAN**

It was proposed by Councillor Martin Ashcroft, seconded by Councillor Carl Robinson, that Councillor Brian Haigh be appointed as Vice Chairman of the Audit, Risk and GDPR Sub-Committee for the Municipal Year 2022/23.

**RESOLVED** – that Councillor Brian Haigh be appointed as Vice Chairman of the Audit, Risk and GDPR Sub-Committee for the Municipal Year 2022/23.

### **3. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Neville Jones and Ken Robson.

### **4. MEMBERS' DISPENSATIONS**

No requests for dispensations had been received.

### **5. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **6. PUBLIC QUESTIONS**

There were no public questions.

## 7. MINUTES

It was proposed by Councillor Michael Stead, seconded by Councillor Eddy Adam and

**RESOLVED** – that the minutes of the meeting of the Audit, Risk and GDPR Sub-Committee, held on 15<sup>th</sup> March 2022, be confirmed as a correct record.

## 8. INTERNAL AUDITOR'S REPORT

The Internal Auditor submitted a report to update Members on the work she had carried out to complete the Internal Audit Plan for the financial year 2021/22.

The following audit examinations had been finalised:

- a) Santa Tours
- b) Salaries and Wages
- c) Debtors/Sales Ledger
- d) St Oswald's Pre-School
- e) Bar and Catering
- f) Sports Complex
- g) Asset Management
- h) Treasury Management

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

The Internal Auditor had one recommendation to make:

### i) **Bar and Catering**

It was recommended that the catering stock cards are maintained during busy periods to ensure stock is well-controlled.

**RESOLVED** – that it be recommended that the Internal Auditor's report be received, and the recommendation agreed.

## 9. RISK ASSESSMENTS

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

No new risks had been added to the risk register since the 2021/22 year-end risk register was approved by the Council on 9<sup>th</sup> March 2022.

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

## 10. 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, and officers be thanked for their work in preventing data breaches.

**Chairman**