

AUDIT, RISK AND GDPR SUB-COMMITTEE

TUESDAY 30th MAY 2023

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 **TUESDAY, 30th MAY 2023** at **6.00 p.m.**

PRESENT Councillors:

Arun M. Chandran, Brian Haigh, Phillip Hawkins, Carl Robinson, Anita Sparrow and Michael Stead

OFFICERS

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

IN ATTENDANCE

Nicola Cooke – DCC Chief Internal Auditor &
Corporate Fraud Manager

1. APPOINTMENT OF CHAIRMAN

It was proposed by Councillor Arun M. Chandran, seconded by Councillor Brian Haigh, that Councillor Phillip Hawkins be appointed as Chairman of the Audit, Risk and GDPR Sub-Committee for the Municipal Year 2023/24.

RESOLVED – that Councillor Phillip Hawkins be appointed as Chairman of the Audit, Risk and GDPR Sub-Committee for the Municipal Year 2023/24.

Councillor Hawkins took the chair for the meeting.

2. APPOINTMENT OF VICE CHAIRMAN

It was proposed by Councillor Carl Robinson, seconded by Councillor Arun M. Chandran, that Councillor Brian Haigh be appointed as Vice Chairman of the Audit, Risk and GDPR Sub-Committee for the Municipal Year 2023/24.

RESOLVED – that Councillor Brian Haigh be appointed as Vice Chairman of the Audit, Risk and GDPR Sub-Committee for the Municipal Year 2023/24.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Lindsey Aston.

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 Arun M. Chandran and

RESOLVED – that the minutes of the meeting of the Audit, Risk and GDPR Sub-Committee, held on 15th February 2023, and previously circulated, be received.

8. DURHAM COUNTY COUNCIL INTERNAL AUDITOR'S REPORT

The Durham County Council (DCC) Audit Manager updated Members on the work DCC internal audit had carried out to evaluate the internal control framework in place on the management of the risks associated with the Council's activities, covering the period 1st August 2022 to 31st March 2023.

The review considered the effectiveness of the arrangements in place that support the core financial systems, as set out in the Annual Internal Audit Report of the Small Bodies Annual Governance and Accountability Return.

An Interim Report had been issued in January 2023, the findings from which were incorporated into the final Internal Audit Report.

The findings were summarised thus:

- i) The Council met its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.
- ii) The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
- iii) The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored and reserves were appropriate.
- iv) Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
- v) Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.
- vi) Salaries to employees and allowances to members were paid in according with Council approvals, and PAYE and NI requirements were properly applied.
- vii) Assets and investments registers were complete and accurate and properly maintained.
- viii) Periodic and year-end bank account reconciliations were properly carried out.

- ix) Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.
- x) The authority, during the previous year (2021-22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.
- xi) The authority has complied with the publication requirements for the 2021/22 AGAR.

The Internal Auditor had no recommendations to make further to those in the Interim Report.

RESOLVED – that it be recommended that the report be received.

9. INTERNAL AUDIT RECOMMENDATIONS

The Finance Manager submitted a report updating members on internal audit recommendations identified from March 2022 to date and remedial actions taken. All three of the recommendations had since been addressed.

RESOLVED – that it be recommended that the report be received.

10. RISK ASSESSMENT REPORT

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

One new risk had been added to the risk register since the 2022/23 year-end risk register was approved by the Council on 15th March 2023.

RESOLVED – that it be recommended that the report be received.

11. 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