

**Minutes of the Meeting of the AUDIT, CRIME & DISORDER AND SCRUTINY
COMMITTEE held on 20 June 2017**

PRESENT -

Councillor David Reeve (Chairman); Councillor Steve Bridger (Vice-Chairman); Councillors Rob Geleit, Omer Kokou-Tchri (Items 5-11 only) (as nominated substitute for Councillor Alex Clarke), Jan Mason (Items 5-11 only), Humphrey Reynolds, Jean Steer, Peter Webb and Clive Woodbridge

In Attendance: Mike Cheetham (Partner) (RSM Risk Assurance (Internal Auditor)) (Items 1-7 only)

Absent: Councillor Alex Clarke and Councillor George Crawford

Officers present: Gillian McTaggart (Head of Corporate Governance), Simon Young (Head of Legal and Democratic Services), Kelvin Shooter (Community Safety & Projects Officer) (Items 1-5 only) and Tim Richardson (Democratic Services Officer)

1 THANKS TO KAREN WILLIAMS

The Committee recorded its thanks to Karen Williams, who had attended its meetings as the internal auditor's representative for a number of years, but had recently left the internal auditor's employment.

2 QUESTION TIME

No questions were asked or had been submitted by members of the public.

3 DECLARATIONS OF INTEREST

No declarations of interest were made by councillors in items on the agenda for this meeting.

4 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Audit, Crime & Disorder and Scrutiny Committee held on 11 April 2017 were agreed as a true record and signed by the Chairman.

5 EPSOM & EWELL COMMUNITY SAFETY PARTNERSHIP - END OF YEAR REPORT 2016/17

The Committee received a report informing it of the work and position of the Epsom and Ewell Community Safety Partnership (CSP) for the year 2016/17.

The Committee considered the report and received a verbal update on arrangements and priorities for the CSP following the merger of the Epsom and Ewell CSP with the East Surrey CSP.

Following consideration, the Committee:

- (1) Noted the work of the CSP for the year 2016/17.

6 INTERNAL AUDIT MONITORING REPORT

The Committee received a report summarising progress against the audit plan for 2016/17. It was noted that 9 audit assignments had been completed since the last Committee meeting and were summarised within the committee report.

The following matters were considered:

- a) **Lintons Lane audit assignment.** The Head of Legal and Democratic Services informed the Committee of the circumstances surrounding this matter, which were also detailed within the auditor's report. The Committee noted that the Chief Executive had written to the developer of the Lintons Lane site jointly with the Chief Executive of Surrey County Council regarding the matter.
- b) **Procurement of Agency Staff audit assignment.** The Committee was informed that the majority of the Council's agency staff worked in its operational services division. A number of agency staff were also employed in difficult to fill or short notice vacancies, such as finance and property management. It was noted that some staff were being migrated from agency to full employee contracts, as cost savings achieved from the use of agency staff had reduced following changes to employment legislation.
- c) **General Data Protection Regulation (GDPR).** The Head of Legal and Democratic Services informed the Committee that work was underway to meet the requirements of the GDPR when it would come into force in May 2018.

Following consideration, the Committee:

- (1) Noted the internal audit progress report for 2016/17.

7 INTERNAL AUDIT ASSURANCE REPORT

The Committee received a report advising it on the internal audit assurance level for 2016/17.

The Internal Auditor introduced the report and informed the Committee that no reports had been issued with a 'no assurance' level during the year. The Auditor informed the Committee that it should be pleased with the overall opinion expressed within the report, which recorded that the Council had an adequate and effective framework for risk management, governance and internal control.

Following consideration, the Committee:

- (1) Noted the Internal Audit Annual Report for the year ended 31 March 2017 and the review of performance on internal audit attached as Annexes 1 and 2 of the report.

8 ANNUAL GOVERNANCE STATEMENT 2016/17

The Committee received a report seeking its approval of the draft Annual Governance Statement and arrangements made for its preparation.

The following matters were considered:

- a) **Typing correction to report.** The Committee was informed that there was a typing error in paragraph 5.1 of the report, and that the words "The AGS is a statutory requirement as set out in Regulation 4(2) of the Accounts and Audit Regulations 2011." should be replaced with the following words:

"The AGS is a statutory requirement as set out in Regulation 6(2) of the Accounts and Audit Regulations 2015."

- b) **Organisational Development Strategy and staff retention.** Following a question from a committee member, the committee received an overview of the Council's Organisational Development Strategy from the Head of Legal and Democratic Services. It was noted that the Council experienced a relatively high turnover of staff, and that this was a matter which the Human Resources Panel would consider.

Following consideration, the Committee:

- (1) Confirmed the adequacy of the arrangements made for preparing the Annual Governance Statement.
- (2) Endorsed the 2016/17 AGS prior to it being certified by the Chief Executive and the Chairman of Strategy & Resources.

- (3) Gave delegated authority to the acting Director of Finance & Resources to make any required amendments prior to its submission with the Statement of Accounts.

9 CORPORATE PLAN: YEAR-END PERFORMANCE REPORT 2016 TO 2017 AND PROVISIONAL TARGETS FOR 2017 TO 2018

The Committee received a report providing a year-end update against the Council's Key Priority Performance Targets that had not been achieved for 2016/17, and the provisional targets for 2017/18.

The following matter was considered:

- a) **Amendments to provisional targets for 2017/18.** The Head of Corporate Governance informed the Committee that minor amendments had been made to a small number of targets contained within the plan for 2017/18, following the publication of this agenda. A corrected Annexe 2 was circulated at the meeting which incorporated these amendments.

Following consideration, the Committee:

- (1) Noted the performance reported in Annexe 1 and did not identify any areas of concern.
- (2) Noted the actions that had been proposed or taken where a Key Priority Performance Target had not been achieved as shown in table 3.1.
- (3) Reviewed provisional targets set for 2017 to 2018 as detailed in Annexe 2 of the report and outlined in paragraph 4.1 and did not identify any areas of concern.

10 ANNUAL REPORT ON THE USE OF DELEGATED POWERS

The Committee received a report setting out significant decisions taken by officers in consultation with committee chairmen since 12 May 2016.

- a) **Change to delegated authority form.** The Head of Legal and Democratic Services informed the Committee that it was intended to update and amend the form and process used to record delegated decisions, as the current form had not been reviewed for a number of years. The revised form would be circulated to members of the Audit, Crime & Disorder and Scrutiny Committee for information once it had been designed.

The Committee was also informed that the use of the form, and publication of decisions within Members Update and this annual report were both parts of the Council's good governance arrangements.

- b) **Use of property in Crane Court for temporary accommodation.** Following a question from a committee member, the Committee was

informed that works were currently being undertaken to the property, and that following these, it would be available for use for temporary accommodation.

- c) **Delegated Authority form 486.** Annexe 1 to the committee report listed form 486, but no further information as to its usage. The Head of Legal and Democratic Services informed the Committee that the form had been cancelled as it had become evident that the matter it was due to relate to was not urgent.

Following consideration, the Committee:

- (1) Noted that 31 significant decisions taken by Officers in consultation with Committee Chairmen had been recorded (or were pending) using the delegated authority proforma since 12 May 2016.

11 WORK PROGRAMME 2017/18

The Committee received a report asking it to agree its work programme for 2017/18.

The following matter was considered:

- a) **Venues review of Ewell Court House.** The Chairman informed the Committee that as Ewell Court House had only recently been reopened following a fire, the scrutiny review group would consider whether more time was required to establish business at the venue prior to undertaking a review of it.

Following consideration, the Committee:

- (1) Approved the work programme 2017/18.

The meeting began at 7.30 pm and ended at 9.11 pm

COUNCILLOR DAVID REEVE (CHAIRMAN)