

**Minutes of the Meeting of the AUDIT, CRIME & DISORDER AND SCRUTINY  
COMMITTEE held on 7 February 2019**

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**PRESENT -**

Councillor David Reeve (Chairman); Councillor Steve Bridger (Vice-Chairman); Councillors Michael Arthur MBE, Alex Coley, Rob Geleit, Jan Mason (as nominated substitute for Councillor Jean Steer MBE), Humphrey Reynolds, Mike Teasdale and Tella Wormington (as nominated substitute for Councillor George Crawford)

In Attendance: Lorna Raynes (Client Manager) (RSM Risk Assurance (Internal Auditor)) (Items 24-27 only)

Absent: Councillor Alex Clarke, Councillor George Crawford and Councillor Jean Steer MBE

Officers present: Gillian McTaggart (Head of Policy, Performance & Governance), Margaret Jones (Business Assurance Manager) and Tim Richardson (Democratic Services Officer)

**24 QUESTION TIME**

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

**25 DECLARATIONS OF INTEREST**

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

**26 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting of the Committee held on 22 November 2018 were agreed as a true record and signed by the Chairman.

In agreeing the Minutes, the Committee noted the following matter:

- a) **Minute 22 b).** A report had not yet been presented to the Strategy and Resources Committee regarding development of residential accommodation in South Street.

**27 INTERNAL AUDIT MONITORING REPORT**

The Committee received a report summarising progress against the audit plan for 2018/19. The following assignments had been finalised by the Auditor and

were detailed within the report: Homelessness; Venues Management; Treasury Management; Project Management (Simply Weekly, Cemetery Extension, Ebbisham Exit); Continuous Assurance Quarter 2; Midland HR iTrent System.

The following matters were considered:

- a) **Continuous Assurance Quarter 2 – Backlog of Tree Inspections.** The Committee noted the update provided within the report, and requested a further update regarding the plan to address the backlog of inspections. It was noted that Officers would provide an update on the matter at the next meeting of the Committee.
- b) **Midland HR IT system governance review – version control/system upgrades.** The Committee noted the management actions recommended by the Auditor's findings and requested an update on version control and upgrades to the system. It was noted that the Head of Policy, Performance and Governance would email Members of the Committee with an update following the meeting.

Following consideration, it was resolved:

- (1) **To receive the latest internal audit progress report for 2018/19.**

## 28 PROGRESS ON THE IMPLEMENTATION OF INTERNAL AUDIT RECOMMENDATIONS

The Committee received a report outlining progress made on the implementation of internal audit recommendations. The report detailed that during 2018/19 thirty recommendations had been followed up, and provided an update on the status of each.

The following matter was considered:

- a) **Relocation of ICT server equipment.** The Committee was informed that server equipment had been relocated to the Town Hall following the Council's exit from its previous datacentre arrangements. The Committee was informed that appropriate fire suppression and air conditioning facilities were in place for the equipment.

Following consideration, it was resolved:

- (1) **That the Committee noted progress made on the implementation of outstanding high and medium internal audit recommendations from the 2017/18 audit programme and other outstanding recommendations.**

## 29 CORPORATE PLAN: PERFORMANCE REPORT TWO 2018 TO 2019

The Committee received a report providing an update on progress made against the Key Priority Targets 2018/19 as at the end of December 2018.

The following matter was considered

- a) **24 South Street.** The Committee noted that targets to present reports to Strategy and Resources Committee regarding the development of residential accommodation and letting of the ground floor for commercial occupation of 24 South Street were listed as Red status. The Committee also noted that the update on these targets did not identify an anticipated timescale for their completion.

Following consideration, it was resolved:

**That the Committee:**

- (1) **Noted the status of all 66 Key Priority Targets as at the end of December 2018 shown at Annexes 1 and 2.**
- (2) **Considered the latest performance update for those targets assigned amber and red status as at the end of December 2018 set out at Annex 2 and identified the following area of concern:**
  - **Development of residential accommodation and commercial occupation of 24 South Street. The Committee noted that these projects were behind schedule and that the update on them did not detail the future work plan or timescale for their completion.**

### **30 WORK PROGRAMME 2018/19**

The Committee received a report updating it on its work programme 2018/19.

Following consideration, it was resolved:

- (1) **That the Committee noted the current position of its work programme 2018/19 attached at Annex 1 to the report.**

*The meeting began at 7.30 pm and ended at 8.27 pm*

COUNCILLOR DAVID REEVE (CHAIRMAN)