

**Minutes of the Meeting of the AUDIT, CRIME & DISORDER AND SCRUTINY
COMMITTEE held on 16 April 2019**

PRESENT -

Councillor David Reeve (Chairman); Councillor Steve Bridger (Vice-Chairman);
Councillors Michael Arthur MBE, Alex Coley and Humphrey Reynolds

In Attendance: Neil Pitman (Head of Southern Internal Audit Partnership) (SIAP (Internal Auditor)) (Items 31-35 only) and Lorna Raynes (Client Manager) (RSM Risk Assurance (Internal Auditor)) (Items 31-34 only)

Absent: Councillor Alex Clarke, Councillor George Crawford, Councillor Rob Geleit, Councillor Jean Steer MBE and Councillor Mike Teasdale

Officers present: Gillian McTaggart (Head of Policy, Performance & Governance), Phil Gall (ICT Manager) (Items 31-34 only), Margaret Jones (Business Assurance Manager) and Tim Richardson (Committee Administrator)

31 QUESTION TIME

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

32 DECLARATIONS OF INTEREST

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

33 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 7 February 2019 were agreed as a true record and signed by the Chairman.

34 INTERNAL AUDIT MONITORING REPORT

The Committee received a report summarising progress against the audit plan for 2018/19.

The following matter was considered:

- a) **Update on Cyber Security Internal Audit Report.** The ICT Manager provided the Committee with an update on actions taken in response to the Internal Audit Report on Cyber Security, and the unrelated recent website outage experienced by the Council. Following a question from a

member of the Committee regarding arrangements for communicating with Councillors during events such as the website outage, the Head of Policy Performance and Governance informed the Committee that officers would review the approach taken.

Following consideration, it was resolved:

That the Committee:

- (1) Received the latest internal audit progress report for 2018/19 attached at Annex 1 to the report.**
- (2) Noted the update regarding the backlog of tree inspections attached at Annex 2 to the report and expressed its concern over the lack of progress, and also noted the update on implementation of the cyber security audit recommendations attached at Annex 2 to the report.**

35 DRAFT ANNUAL INTERNAL AUDIT REPORT 2018/2019

The Committee received a report presenting the draft annual internal audit report 2018/2019.

Following consideration, it was resolved:

- (1) That the Committee received the draft Annual Internal Audit Report for the year ended 31 March 2019 attached at Annex 1 to the report.**

The Committee noted that this was the last meeting at which a representative of RSM would be present, as the Council's Internal Audit contract was now held by the Surrey Internal Audit Partnership. The Committee expressed its thanks to RSM for its work on the Council's behalf.

36 INTERNAL AUDIT PLAN 2019/20

The Committee received a report introducing the Internal Audit Plan and Charter for 2019/20. Neil Pitman, Head of Southern Internal Audit Partnership introduced the Audit Plan for 2019/20 and provided an overview of the Partnership's structure and client portfolio.

Following consideration, it was resolved:

That the Committee:

- (1) Endorsed the Internal Audit Plan for 2019/20 as set out at Annex 1.**
- (2) Approved the Internal Audit Charter 2019/20 as set out at Annex 2.**

37 COMPLIANCE WITH THE SURVEILLANCE CAMERA CODE OF PRACTICE

The Committee received a report providing a progress update on work to make the Council's street scene CCTV system compliant with the Surveillance Camera Code of Practice.

Following consideration, it was resolved:

- (1) That the committee noted the progress in ensuring compliance with the Surveillance Camera Code of Practice.**

38 ANNUAL REPORT

The Committee received a report presenting its Annual Report for 2018/19 and draft work programme 2019/20.

Following consideration, it was resolved:

That the Committee:

- (1) Approved the Annual Report 2018/19 attached at Annex 1 to the report;**
- (2) Authorised the Head of Policy, Performance and Governance in consultation with the Chairman to make appropriate amendments or additions to the Annual Report 2018/19 as a result of business transacted at this meeting;**
- (3) Noted the draft work programme 2019/20 attached at Annex 2 to the report.**

39 VOTE OF THANKS

The Chairman expressed his thanks to Officers and Members of the Committee for their work and support over the past year. The Committee thanked the Chairman for his hard work on its behalf and way in which he had chaired its meetings over the same period.

The meeting began at 7.30 pm and ended at 8.40 pm

COUNCILLOR DAVID REEVE (CHAIRMAN)