

**Minutes of the Meeting of the AUDIT, CRIME & DISORDER AND SCRUTINY  
COMMITTEE held on 19 November 2020**

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**PRESENT -**

Councillor Steve Bridger (Chair); Councillor Steven McCormick (Vice-Chair);  
Councillors Arthur Abdulin, Nigel Collin, Liz Frost, Rob Geleit, David Gulland,  
Colin Keane and Phil Neale

In Attendance: Neil Pitman (Head of Southern Internal Audit Partnership) (Southern  
Internal Audit Partnership (Internal Auditor)) and Natalie Jerams (Assistant Head of  
Partnership) (Southern Internal Audit Partnership (Internal Auditor))

Absent: Councillor Alan Sursham

Officers present: Damian Roberts (Chief Operating Officer), Amardip Healy (Chief Legal  
Officer) (Present for Items 1-3, 6+10 only), Gillian McTaggart (Head of Policy,  
Performance & Governance), Margaret Jones (Business Assurance Manager), Sarah  
Keeble (Democratic Services Officer) and Tim Richardson (Committee Administrator)

**28 QUESTION TIME**

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

**29 DECLARATIONS OF INTEREST**

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

**30 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the previous meeting of the Audit, Crime & Disorder and Scrutiny  
Committee held on 6 February and the Minutes of the Special meeting held on  
17 September were agreed as a true record and the Committee authorised the  
Chairman to sign them.

**31 ORDER OF BUSINESS**

The Chairman informed the Committee that the order of business for the meeting  
would be amended to take Items 6 and 10 at the start of the Agenda.

## 32 ANNUAL REPORT ON THE USE OF RIPA POWERS

The Committee received a report on the Council's activities relating to surveillance under the Regulation of Investigatory Powers Act 2000 for 2019.

Following consideration, it was resolved unanimously that the Committee:

- (1) **Noted the annual report of the Council's use of its RIPA powers;**
- (2) **Noted the Council's "Policy & Guidance on Lawful Surveillance" will be brought back to this Committee following the conclusion of the current Inspection by the Investigatory Powers Commissioner's Office.**

## 33 DELEGATED DECISIONS

The Committee received a report detailing the findings of an independent review of delegated decisions made between 1st January 2020 and 31st July 2020.

The Committee was addressed by Ward Councillor, Alex Coley.

The following points were raised by the Committee:

- a) **Reasons for report being brought to Committee:** It was noted that this piece of work was commissioned due to concerns regarding the level and extent of delegated powers being exercised. There had been concerns that delegated decisions had been made through the delegated process when they perhaps should not have been. Officers noted that it was an aim to make decision-making in the authority more effective and provide a level of clarity for Members, and that this would be reported to the Standards Committee.
- b) **Communicating decisions to Members:** It was noted that a piece of work is being undertaken to update and improve the way in which Members are notified of decisions that have been made.
- c) **Forward Plan:** Members noted the possibility of adding Delegated Decisions (including the financial and risk-management aspects) to the Committee's Work Programme.

Members noted the ongoing work regarding Delegated Decisions and noted that the Committee looks forward to an update in the future, making a request that this be Minuted.

Following consideration, it was resolved unanimously that the Committee:

- (1) **Noted the report at Appendix 1.**

**34** INTERNAL AUDIT PLAN 2020-21

The Committee received a report introducing the Internal Audit Plan and Charter for 2020/21.

Following consideration, it was resolved unanimously that the Committee:

- (1) Endorsed the Internal Audit Plan for 2020/21 as set out at Appendix 1;**
- (2) Approved the Internal Audit Charter 2020/21 as set out at Appendix 2.**

**35** INTERNAL AUDIT PROGRESS REPORT

The Committee received a report summarising progress against the Internal Audit Plan and informs the Committee of the latest External Quality Assessment of Southern Internal Audit Partnership.

The Committee received a verbal introduction from a member of the Council's Internal Auditor S.I.A.P.

The following items were raised by the Committee:

- a) **Workload:** Members raised concerns regarding how feasible it may be for the Internal Audit workload to be completed during the current circumstances of Covid-19. It was noted that the pandemic had been taken into consideration when the internal Audit Plan was being comprised, and that close monitoring is being carried out to ensure an efficient service.
- b) **Audit of Decision-Making & Accountability:** Members noted the upcoming Audit Brief which would focus on one Audit in the plan – Decision Making and Accountability. It was noted that this work is being scoped and that the outcome of the Audit would be presented to the Committee as part of the Progress Report.
- c) **Adjustments to Internal Audit Plan:** Members noted the removal of some items from the Audit Plan, as well as the addition of some new items. It was noted that the Covid-19 pandemic created new areas to be included, and then all items were re-prioritised. Officers noted that when the Annual Plan is re-presented to the Committee for 2021/2022, the process will be reconsidered and reprioritizing will happen again.

Following consideration, it was resolved unanimously that the Committee:

- (1) Received the internal audit progress report from Southern Internal Audit Partnership attached at Appendix 1;**
- (2) Noted the findings of the External Quality Assessment of Southern Internal Audit Partnership attached at Appendix 2.**

### **36 RISK MANAGEMENT FRAMEWORK ANNUAL REPORT**

The Committee received a report enabling the Committee to meet its responsibilities for monitoring the development of the Council's risk management arrangements.

The Committee received a verbal introduction from the Head of Policy, Performance and Governance.

The following typographical error in the report was amended at the Committee which read as follows:

#### **Leadership Risk Register:**

4.1.3 The risk rating takes into account the mitigation action in place and the Register will next be updated in April 2020.

To read:

4.1.3 The risk rating takes into account the mitigation action in place and the Register will next be updated in April 2021.

Following consideration, it was resolved unanimously that the Committee:

- (1) Considered the arrangements in place for risk management as outlined in the report;**
- (2) Reviewed the Leadership Risk Register and determine if there are any risks they wish to raise with the Leadership Team.**

### **37 CORPORATE PLAN: 2019 TO 2020 YEAR END PERFORMANCE AND TARGET OVERVIEW 2020 TO 2021**

The Committee received a report providing the end of year status of the Key Priority Targets 2019/20 and presenting the Key Priority Targets for 2020/21, the first year of the new corporate plan 2020 to 2024.

The following items were raised by the Committee:

- a) **Staff management:** It was noted that each Head of Service would be accountable for the delivery of targets in their department. Members noted

a number of staff that had been re-deployed to other departments in light of the Covid-19 pandemic.

Following consideration, it was resolved unanimously that the Committee:

- (1) Considered the Key Priority Targets, End of Year Position 2019/20, set out at Appendix 1.**
- (2) Noted the Key Priority Targets for 2020/21 set out at Appendix 2.**

**38 ANNUAL REPORT 2019/20**

The Committee received a report presenting the Annual Report of the Audit, Crime & Disorder and Scrutiny Committee for 2019/20 and draft work programme 2020/21.

Following consideration, it was resolved unanimously that the Committee:

- (1) Approved the Annual Report 2019/20 attached at Appendix 1 and to present the Annual Report to the next meeting of Council;**
- (2) Agreed the draft work programme 2020/21 attached at Appendix 2.**

*The meeting began at 7.30 pm and ended at 9.10 pm*

COUNCILLOR STEVE BRIDGER (CHAIR)