

Finance and Audit Scrutiny Committee

Minutes of the meeting held on Tuesday 3 November 2015 at the Town Hall, Royal Leamington Spa at 7.40pm.

Present: Councillors Barrott (Chair), Ashford, Day, Gifford, Illingworth, Quinney and Thompson.

Also Present: Councillors Mrs Gallagher, Philips and Whiting.

Apologies for absence were received from Councillors Butler and Heath.

74. **Substitutes**

Councillor Ashford substituted for Councillor Rhead.

75. **Declarations of Interest**

There were no declarations of interest.

76. **Minutes**

The minutes of the meetings of 22 and 29 September 2015 were taken as read and signed by the Chairman as a correct record.

77. **Risk Management Annual Report**

The Committee received a report from the Audit and Risk Manager which detailed progress of implementing risk management throughout the organisation including the implementation of items in the risk management action plan from 2011/12 to 2014/15.

A copy of the action plan was attached as Appendix B to the report.

The report also set out Members' responsibility for risk management and the Council's Risk Management Strategy which was attached as Appendix A to the report.

The Senior Internal Auditor presented the report and highlighted the salient points including how important Corporate Governance was by underpinning the work of the Council.

Mr Barr brought Members' attention to Appendix B on page 21 and gave an update on the recent training sessions undertaken and the work of the Committee in scrutinising the individual Service Area risk registers.

He also explained that an external review of risk management arrangements was due to commence in January 2016, to be carried out by Zurich Insurance. The full report from Zurich would be reported back to the Committee and their recommendations would be incorporated into future action plans.

Members discussed the Probability of Occurrence table detailed on page 10 of the report and were advised that the descriptions had been taken from the Institute of Risk Management guidelines.

In addition, it was hoped that the external review would help to give guidance on whether departments were operating at a satisfactory level or if there was an opportunity to further develop risk management.

Resolved that

- (1) the report and its contents, in particular that part which sets out members' responsibility for risk management, is noted;
- (2) the Council's Risk Management Strategy, attached as Appendix A to the report, is affirmed;
- (3) the progress being made in embedding risk management in the Council, is accepted, noting the review of Year Four of the 4-year Action Plan, attached as Appendix B to the report; and
- (4) the commissioning of an external review of the Council's risk management arrangements, is noted.

78. Public and Press

Resolved that under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following items, by reason of the likely disclosure of exempt information within the relevant paragraphs of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

The full text of Minutes 79 and 80 were recorded in a confidential minute which was to be considered for publication following implementation of the relevant decisions. However, a summary is as follows:

79. Building Cleaning Services Report

The Committee received a report from Housing and Property Services which updated Members on the Council's Building Cleaning Services contract.

80. Golf Contract Update

The Committee received a report from Cultural Services which updated Members on the Golf Contract.

(The meeting returned to public session.)

81. **Finance Contracts Register**

The Committee received a report from Finance updating Members on the departments Contract Register and asked them to make observations as appropriate.

Members queried two contracts that remained unsigned and received clarification from the Head of Finance that this was due to the nature of the business being undertaken by the contractor.

The Head of Finance also advised that his team were planning on looking at the numbering sequence of all contracts because this was an inherited system that was not always satisfactory.

Members were pleased with the progress that had been made and were satisfied with the content of the register.

Resolved that the report be noted.

82. **Executive Agenda (Non Confidential Items & Reports) – Wednesday 4 November 2015**

The Committee considered the following item which would be discussed at the meeting of the Executive on Wednesday 4 November 2015:

Agenda Item 4 – Budget Review to 30 September 2015

The Committee supported the recommendations in the report.

83. **Comments from the Executive**

A report from Civic and Committee Services summarised the Executive's responses to comments which the Finance & Audit Scrutiny Committee gave on reports submitted to the Executive on 30 September 2015.

Resolved that the contents of the report be noted.

84. **Review of the Work Programme & Forward Plan**

The Committee considered its work programme for 2015/16 and the latest published version of the Forward Plan.

Resolved that the work programme be noted.

(The meeting ended at 9.40 pm)