



Meeting	GOVERNANCE AND ETHICS COMMITTEE
Date	Wednesday 25 July 2018 (commencing at 1.00 pm)

membership

Persons absent are marked with `A`

COUNCILLORS

Bruce Laughton (Chairman)
Andy Sissons (Vice-Chairman)

Nicki Brooks
Steve Carr **A**
Kate Foale
Errol Henry JP
Richard Jackson

John Longdon
Rachel Madden
Steve Vickers
Keith Walker

OFFICERS IN ATTENDANCE

Susan Bearman
Glen Bicknell
Paul Cannon
Adam Crevald
Rob Disney
Keith Ford
Simon Lacey
Nigel Stevenson
Marjorie Toward



David Cox
David Hughes

Place Department

Tony Crawley

KPMG External Auditors

Louis Dargavel Corbett

Work Experience Student

1. MINUTES

The Minutes of the last meeting held on 13 June 2018, having been previously circulated, were confirmed and signed by the Chairman.

2. APOLOGIES FOR ABSENCE

The following temporary changes of membership, for this meeting only, were reported:-

- Councillor John Longdon had replaced Councillor Mike Quigley;
- Councillor Steve Vickers had replaced Councillor Phil Rostance;
- Councillor Richard Jackson had replaced Councillor John Handley.

3. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

None

4. GENERAL DATA PROTECTION REGULATIONS (GDPR) – MEMBER DEVELOPMENT SESSION

Paul Cannon (Senior Practitioner) introduced this item which involved Members of the Committee completing a further three of the e-learning GDPR training modules, relating to passwords, internet security and online services and file-sharing.

RESOLVED: 2018/038

That the issues raised within the three training modules about passwords, internet security and online services and file-sharing be given further consideration by Members.

5. STATEMENT OF ACCOUNTS

Glen Bicknell (Senior Accountant) and Tony Crawley (KPMG – external auditors) introduced the report which informed Members of the outcomes of the external audit of the Statement of Accounts 2017/18 and the External Audit Report 2017/18 and sought approval for the Statement of Accounts 2017/18 and the letter of representation.

During discussions, Members queried the increase in debtors of less than one year and the reduction in the total net liability for Pensions.

The Chairman thanked Mr Crawley for his work around this issue and for the County Council whilst undertaking the external audit role.

RESOLVED: 2018/039

- 1) That the letter of representation to be issued in relation to the external audit of Nottinghamshire County Council and the Nottinghamshire County Council Pension Fund be approved.
- 2) That the Statement of Accounts 2017/18 be approved.

6. CHANGES AND PROGRESS FOLLOWING AN AUDIT REPORT ON VACANT PROPERTY MANAGEMENT

David Hughes (Service Director, Investment and Growth) and David Cox (Interim Group Manager – Growth and Development) introduced the report which provided a progress update against actions identified in the internal audit report and to provide details of the delivery of the Property Transformation Programme.

Following discussions, Members requested a further update in 12 months' time and it was noted that Internal Audit would also update on the actions as part of their overall internal audit actions update.

RESOLVED: 2018/040

- 1) That progress in response to the Auditor's recommendations and the launch of a new Property Transformation Programme be noted.
- 2) That a further update on this issue be submitted to the Committee in July 2019.

7. INTERNAL AUDIT PLAN TERM 2

Rob Disney (Head of Internal Audit) introduced the report which sought to consult Members on the Internal Audit Plan for Term 2 of the 2018/19 financial year.

RESOLVED: 2018/041

That it be agreed that the planned coverage of Internal Audit's work in Term 2 of the 2018/19 financial year would deliver assurance to the Committee in priority areas.

8. INTERNAL AUDIT CHARTER REFRESH

Rob Disney (Head of Internal Audit) introduced the report which sought approval for an updated version of the Internal Audit Charter.

RESOLVED: 2018/042

That the revised Internal Audit Charter be approved.

9. ASSURANCE MAPPING UPDATE

Rob Disney (Head of Internal Audit) introduced the report which updated Members on the progress being made with the pilot approach to assurance mapping in 2018/19.

RESOLVED: 2018/043

- 1) That the Key Lines of Enquiry for each of the pilot areas in the assurance mapping process be approved.
- 2) That a further update be submitted to Committee following completion of the second phase of the review.

10. FRAUD RESPONSE PLAN

Simon Lacey (Audit Team Leader) introduced the report which proposed a refreshed version of the Council's Fraud Response Plan.

RESOLVED: 2018/044

That the refreshed Fraud Response Plan be approved.

11. CIPFA GUIDANCE FOR LOCAL AUTHORITY AUDIT COMMITTEES

Rob Disney (Head of Internal Audit) introduced the report which shared guidance from the Chartered Institute of Public Finance and Accountancy (CIPFA) and highlighted development opportunities for the Committee.

RESOLVED: 2018/045

- 1) That the self-assessment template be completed by each of the Committee's Members.
- 2) That each Member of the Committee consider the knowledge and skills framework and highlight targeted areas for training and development when returning the self-assessment template.
- 3) That an annual public report on the effectiveness of the Committee's discharge of its audit committee role be developed and implemented.
- 4) That the assurance mapping pilot be relied upon to deliver proposals regarding assurances that the Committee should receive about value for money.
- 5) That the Chairman, Vice-Chairman and Head of Internal Audit attend the next meeting of the Lincolnshire Audit Forum in October 2018.

12. LEGAL SERVICES' LEXCEL ACCREDITATION

Heather Dickinson (Group Manager, Legal and Democratic Services) introduced the report which highlighted the success of Legal Services in retaining Lexcel accreditation.

The Chairman asked for the Committee's thanks and appreciation to be shared with the Legal Services team.

RESOLVED: 2018/046

- 1) That the successful outcome of Legal Services' Lexcel assessment be acknowledged.
- 2) That an annual update report regarding Legal Services performance be included in the Committee's work programme.

13. WORK PROGRAMME

RESOLVED: 2018/047

That the work programme be agreed, with no further changes required at this stage.

The meeting closed at 2.14pm.

CHAIRMAN