Minutes

Audit Committee

Date: 29 January 2021

Time: 10.30 am

Venue: Microsoft Teams

Present:	Councillor G Almas (in the Chair), R Downes, D Hall, F Shaheen (as substitute for Councillor K Renshaw) and S Tulley
In Attendance:	Caroline Jamieson – Deloitte (external audit) Simon Straker – Kirklees MC (internal audit)
Apologies:	Councillor K Renshaw

22   Minutes of last meeting held on 23 October 2020
RESOLVED

That the Minutes of the meeting held on 23 October 2020 be signed by the Chair as a correct record.

23   Matters arising
None.

24   Urgent items
None.

25   Admission of the public
There were no items which required the exclusion of the public and press.

26 Internal Audit quarterly review

The Chief Finance and Procurement Officer submitted a report which presented the internal audit activity for the period October to December 2020.

It was reported that the COVID pandemic had impacted on the ability to deliver the internal audit plan, primarily due to staff availability but Members were advised that the following audits had been completed;

- Purchasing card procurement and disbursement account – adequate assurance
- Data Protection Act compliance – substantial assurance with recommendation that this be removed from the corporate risk matrix as it was now embedded into business as usual
- Operational competency recording and reporting – substantial assurance

It was further reported that the Software Licensing audit remained work in progress and that a total of five audits had been completed out of the 15 detailed in the Audit Plan approved in April 2020.

Members sought further clarification on the following;

- Arrangements for the completion of face-to-face competency training - procurement card training
- Practical arrangements for the reduction in the disbursement account
- Training provided for the uses of procurement cards

RESOLVED

That the report be noted.

27 Abridged performance management report

Consideration was given to a report of the Corporate Services Manager which advised Members where targets were not being achieved for the period 1 April – 30 September 2020.

It was reported that the prevalence of false alarms was 11.8% above target but that this had been due to a temporary change in policy during the COVID pandemic which meant that attendance was made at every false alarm call.

Members were advised that this had since changed and attendance was currently based on the approved false alarm policy ie. a call made before attendance.

RESOLVED

That the report be noted.

28 Risk Management Strategy Group – update

Members received a report of the Director of Service Delivery which advised of risk management activity and developments reported to the December meeting of the Risk Management Strategy Group.

The key areas considered at that meeting were;

- The identification of 16 new risks between September – December 2020
- A risk score of 12 (high) for the "response and recovery to the COVID19 pandemic"
- The impact of COVID19 on all corporate risks
- An increase from medium risk (6) to very high risk (16) for the temporary loss of personnel, and
- The planning of a Member development session on risk management (15 February 2021)

In response to a query with regard to the status of the risks in terms of whether these had changed over a 12-month period, Members were advised that these remained the same and that the full risk matrix was presented to Members on an annual basis.

RESOLVED

That the report be noted.

29   Service Assurance

The Director of Service Support submitted a report which provided an update on the internal service assurance processes, the HMICFRS (Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services) together with the introduction of Fire Standards.

RESOLVED

That the report be noted.

30   External Audit annual letter 2019 – 20

Consideration was given to the content of the Annual Audit Letter 2019 – 20 provided by Deloitte, the external auditors which provided an unqualified opinion on both the Authority's financial statements and value for money.

RESOLVED

That the report be noted.

Chair