

TUNBRIDGE WELLS BOROUGH COUNCIL

AUDIT AND GOVERNANCE COMMITTEE

MINUTES of the meeting held at the Council Chamber, Town Hall, Royal Tunbridge Wells, TN1 1RS, at 6.30 pm on Tuesday, 22 November 2022

Present: Councillor Nicholas Pope (Chair), Alain Lewis (Vice-Chair), Allen, Barrass, Dawlings, Lidstone, and McMillan.

**Councillors Parish Representatives: Councillors Macknochie and Edwards
Independent Members: Messrs Turner and Elliott.**

Officers in Attendance: Andy Billingham (Audit Manager), Alison Blake (Interim Head of Audit), Lee Colyer (Director of Finance, Policy and Development (Section 151 Officer)), Claudette Valmond (Head of Legal Partnership and Interim Monitoring Officer) and Emer Moran (Democratic Services Officer)

Other Members in Attendance: None.

CHAIR'S INTRODUCTION

AG82/22 The Chairman opened the meeting, introduced Committee members and officers in attendance, and outlined procedural matters of the meeting.

APOLOGIES FOR ABSENCE

AG83/22 Apologies for absence were received from Councillor Morton.

DECLARATIONS OF INTEREST

AG84/22 No declarations of interest were received.

NOTIFICATION OF VISITING MEMBERS WISHING TO SPEAK (IN ACCORDANCE WITH COUNCIL PROCEDURE RULE 18):

AG85/22 No notifications of any visiting members wishing to speak had been received.

MINUTES OF THE MEETING OF THE AUDIT AND GOVERNANCE COMMITTEE DATED TUESDAY 27 SEPTEMBER 2022

AG86/22 **RESOLVED** – That the minutes of the Audit and Governance Committee dated Tuesday 27 September 2022 be approved as a correct record.

FUTURE WORK PROGRAMME AS AT 1 NOVEMBER 2022

AG87/22 Members were advised that the Strategic Risk Register slot for March 2023 had opened up there was an opportunity for Members to invite a Risk Register Owner to attend Committee and present their Risk Register.

Members were asked to note the dates for the upcoming training sessions that were set out on page 13 of the agenda.

RESOLVED – That the Future Work Programme as at 1 November 2022, be noted.

STRATEGIC RISK REVIEW NOVEMBER 2022

AG88/22 Mr Lee Colyer, Director of Finance, Policy and Development presented the report as set out in the agenda.

Discussion and questions from Members and Officer clarification included:

- i. Members were advised that the summary information on page 90 was correct however, Risk number 3 should be shown as red and Risk number 7 should be shown as green.
- ii. Two strategic risks had been removed; formerly risk number 6: Service Interruption and formerly risk number 7: Capacity fails to keep pace with ambition, the reason for their removal was explained.
- iii. The four new risks highlighted in paragraph 2.4 of the report were explained.
- iv. The digital risks to the Council was discussed and the balance of keeping information secure whilst remaining transparent was recognised.
- v. Management Board and Audit and Governance Committee were invited to review the different risk registers and either challenge the levels of mitigation or confirm that they are ensured.

RESOLVED:

1. That the new strategic risk register and the arrangements for managing strategic risk, be agreed.

AUDIT GOVERNANCE COMMITTEE ANNUAL REPORT

AG89/22 Mr Andy Billingham, Audit Manager presented the report as set out in the agenda.

Questions and discussion from Members and Officer clarification included:

- i. An error on page 54 was highlighted where it stated Maidstone Borough Council and the Maidstone area, this had been amended to read Tunbridge Wells Borough Council and Tunbridge Wells area.
- ii. An error in name spelling was highlighted and amended.
- iii. It was confirmed that an updated report would be circulated ahead of the next Full Council meeting.
- iv. An explanation of the Audit and Governance Committee's role in terms of Code of Conduct complaints was given.

RESOLVED:

1. That the Annual Report for 2021/22 (Appendix A), be agreed.
2. That the report be presented to a future meeting of Full Council by the Chair to demonstrate how the Committee has discharged its duties.

INTERIM INTERNAL AUDIT ASSURANCE REPORT

AG90/22 Ms Alison Blake, Interim Head of Mid Kent Audit presented the report as set out in the agenda.

Questions and discussion from Members and Officer clarification included:

- i. The report was taken as read.

RESOLVED:

1. That the work completed so far on the 2022/23 Audit & Assurance Plan, be noted.

URGENT BUSINESS

AG91/22 There was no urgent business for consideration.

DATE OF NEXT MEETING TUESDAY 14 MARCH 2023

AG92/22 The next meeting of the Audit and Governance Committee was scheduled for Tuesday 14 March 2023.

NOTE: The meeting concluded at Time Not Specified.