

29 MARCH 2019

NEW FOREST DISTRICT COUNCIL

AUDIT COMMITTEE

Minutes of a meeting of the Audit Committee held in Committee Room 3.2, Appletree Court, Lyndhurst on Friday, 29 March 2019

- * Cllr Alan O'Sullivan (Chairman)
- * Cllr John Ward (Vice-Chairman)

Councillors:

- * Alan Alvey
- * W G Andrews
- * Jeremy Heron

Councillors:

- * Emma Lane
- Ann Sevier
- * C A Wise

*Present

In attendance:

Councillors:

Alison Hoare, Portfolio Holder for Environment & Regulatory Services

Officers Attending:

A Bethune, Mrs R Drummond, A Harvey, C Noble and A Rogers

Apologies:

Cllr Miss Sevier

43 MINUTES

RESOLVED:

That the minutes of the meeting held on 25 January 2019 be signed by the Chairman as a correct record.

44 DECLARATIONS OF INTEREST

Cllr Heron disclosed a non pecuniary interest in minute 49.

45 PUBLIC PARTICIPATION

No issues were raised during the public participation period.

46 INTERNAL AUDIT PROGRESS REPORT 2018/19

The Committee received the internal audit progress report for 2018/19.

RESOLVED:

That the content of the report be noted.

47 TRADE WASTE PRESENTATION

The Committee received a presentation on the outcomes of a process review of trade waste services carried out by Internal Audit, and how this has informed a wider service review.

The audit was requested in Spring 2018 and completed in July 2018. Issues arising from the audit included:

- Service costs
- Pricing clarification and simplification
- HCC charges for disposal
- Projected reduction in disposable costs
- Pricing to break even following benchmarking
- Good customer attention
- Terms and conditions
- Dealing with arrears
- Procedures
- Stock control
- Short term improvements to the website
- Comms/marketing
- Customer survey
- Performance measures
- Duty of care

It was noted that collections of trade waste and recycling were made on the same collection routes as domestic waste and therefore it had been difficult to determine volumes of trade waste collected. This had been corrected by carrying out some sampling to determine average weights of trade waste bins and bags.

The Chairman thanked Mr Noble for a very interesting presentation.

48 INTERNAL AUDIT PLAN 2019/20

The Committee considered the internal audit plan for 2019/20.

The plan covered all activity areas within the Council over a three year cycle, and the approach was based on consultation with service heads and Executive Management Team.

RESOLVED:

That the internal audit plan 2019/20 be approved.

49 INTERNAL AUDIT CHARTER 2019/20

Cllr Heron disclosed a non pecuniary interest as a member of Ringwood Town Council which was an external client of the Southern Internal Audit Partnership. He concluded that there were no issues under common law that prevented him from remaining in the meeting to speak and vote.

The Committee considered the internal audit charter for 2019/20.

RESOLVED:

That the internal audit charter for 2019/20 be approved.

50 RISK UPDATE AND RISK REGISTER

The Committee reviewed the Strategic Risk Register and noted an update on risk management arrangements.

Members requested an opportunity at a future meeting to discuss the Risk Register for future years.

RESOLVED:

That the report be noted.

51 AUDIT COMMITTEE WORK PLAN

RESOLVED:

That the May meeting involve training for Audit Committee Members including the annual insurance update. It was agreed that the Strategic Risk Register development item be considered at the October meeting.

CHAIRMAN