

## NOTICE OF MEETING

**Meeting:** AUDIT COMMITTEE

**Date and Time:** FRIDAY, 23 OCTOBER 2020, AT 9.30 AM\*

**Place:** SKYPE MEETING - ONLINE

**Enquiries to:** E-mail: [andy.rogers@nfdc.gov.uk](mailto:andy.rogers@nfdc.gov.uk)  
Tel: 023 8028 5070

### **PUBLIC PARTICIPATION:**

\*Members of the public may speak in accordance with the Council's public participation scheme:

- (a) immediately before the meeting starts, on items within the Cabinet's terms of reference which are not on the public agenda; and/or
- (b) on individual items on the public agenda, when the Chairman calls that item. Speeches may not exceed three minutes.

Anyone wishing to speak should contact the name and number shown above no later than 12.00 noon on Wednesday, 21 October 2020. This will allow the Council to provide public speakers with the necessary joining instructions for the Skype Meeting.

**Bob Jackson**  
Chief Executive

Appletree Court, Lyndhurst, Hampshire. SO43 7PA  
[www.newforest.gov.uk](http://www.newforest.gov.uk)

**This Agenda is also available on audio tape, in Braille, large print and digital format**

---

## AGENDA

### **Apologies**

#### **1. MINUTES**

To confirm the minutes of the meeting held on 10 July 2020 as a correct record.

#### **2. DECLARATIONS OF INTEREST**

To note any declarations of interest made by members in connection with an agenda item. The nature of the interest must also be specified.

Members are asked to discuss any possible interests with Democratic Services prior to the meeting.

**3. PUBLIC PARTICIPATION**

To note any issues raised during the public participation period.

**4. AUDIT RESULTS REPORT 2019/20 (Pages 5 - 44)**

To receive the Audit Results Report 2019/20.

**5. FINAL ANNUAL GOVERNANCE STATEMENT 2019/20 (Pages 45 - 52)**

To consider the Final Annual Governance Statement for 2019/20.

**6. FINAL ANNUAL FINANCIAL REPORT 2019/20 (Pages 53 - 158)**

To consider the Final Annual Financial Report for 2019/20.

**7. INTERNAL AUDIT PROGRESS REPORT 2020/21 (Pages 159 - 174)**

To receive the Internal Audit Progress Report for 2020/21.

**8. INTERNAL AUDIT - EXTERNAL QUALITY ASSESSMENT 2020 (Pages 175 - 192)**

To receive the Internal Audit External Quality Assessment for 2020.

**9. TREASURY MANAGEMENT MONITORING REPORT 2020/21 (Pages 193 - 206)**

To consider the Treasury Management Monitoring Report for 2020/21.

**10. INSURANCE ARRANGEMENTS 2020/23 (HAMPSHIRE DISTRICT AND BOROUGH COUNCILS) (Pages 207 - 210)**

To receive an update on the outcome of the procurement process for the provision of insurance services for New Forest District Council.

**11. RISK MANAGEMENT**

The Strategic Risk Register summarises the most significant risks to the delivery of the Corporate Plan and the proposed actions to mitigate these risks. It is proposed that the Audit Committee receive Risk Management training ahead of the finalisation of new Strategic Risk Register.

Risk management training is currently being developed by our insurers and will be delivered in a webinar setting e.g. Skype or Microsoft Teams. Once this has been finalised, Audit Committee members will receive invitations in due course.

**12. AUDIT COMMITTEE WORK PLAN (Pages 211 - 212)**

To consider the Audit Committee's Work Plan.

### **13. DATES OF MEETINGS 2021/2022**

To agree the following dates of meetings for 2021/2022 (all Fridays, at 9.30 a.m.)

28 May 2021  
30 July 2021  
29 October 2021  
28 January 2022  
25 March 2022

### **14. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT**

## **NEW FOREST DISTRICT COUNCIL – VIRTUAL MEETINGS**

### **Background**

This meeting is being held virtually with all participants accessing via Skype for Business.

A live stream will be available on YouTube to allow the press and public to view meetings in real time and can also be found at the relevant meeting page on the Council's website.

### **Principles for all meetings**

The Chairman will read out Ground Rules at the start of the meeting for the benefit of all participants. All normal procedures for meetings apply as far as practicable, as the new Government Regulations do not amend any of the Council's existing Standing Orders.

The Ground Rules for all virtual meetings will include, but are not limited to, the following:-

- All participants are reminded that virtual public meetings are being broadcast live on YouTube and will be available for repeated viewing. Please be mindful of your camera and microphone setup and the images and sounds that will be broadcast on public record.
- All participants are asked to mute their microphones when not speaking to reduce feedback and background noise. Please only unmute your microphone and speak when invited to do so by the Chairman.
- Councillors in attendance that have not indicated their wish to speak in advance of the meeting can make a request to speak during the meeting by typing "RTS" (Request to Speak) in the Skype chat facility. Requests will be managed by the Chairman with support from Democratic Services. The Skype chat facility should not be used for any other purpose.
- All participants should note that the chat facility can be viewed by all those in attendance.
- All participants are asked to refer to the report number and page number within the agenda and reports pack so that there is a clear understanding of what is being discussed at all times.

### **Voting**

When voting is required on a particular item, each councillor on the committee will be called to vote in turn by name, expressing their vote verbally. The outcome will be announced to the meeting. A recorded vote will not be reflected in the minutes of the meeting unless this is requested in accordance with the Council's Standing Orders.

By casting their vote, councillors do so in the acknowledgement that they were present for the duration of the item in question.

### **Technology**

If individuals experience technical issues, the meeting will continue providing that it is quorate and it is still practical to do so. The Chairman will adjourn the meeting if technical issues cause the meeting to be inquorate, the live stream technology fails, or continuing is not practical.

### **Public Participation**

Contact details to register to speak in accordance with the Council's Public Participation Procedures are on the front page of this agenda.

In order to speak at a virtual meeting, you must have the facility to join a Skype for Business Meeting. Joining instructions will be sent to registered speakers in advance of the meeting.

The Council will accept a written copy of a statement from registered speakers that do not wish to join a Skype Meeting, or are unable to. The statement will be read out at the meeting and should not exceed three minutes. Please use the contact details on the agenda front sheet for further information.

To:

**Councillors:**

Alan O'Sullivan (Chairman)  
Emma Lane (Vice-Chairman)  
Alan Alvey  
Hilary Brand

**Councillors:**

Mahmoud Kangarani  
Martyn Levitt  
Ann Sevier  
John Ward