

## Appendix 8

# **AUDIT & GOVERNANCE COMMITTEE - Decision Summary**

**Meeting:** 28th September 2018

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/audit-and-governance-committee/?date=2018-09-28>

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting

<b>Item</b>	<b>Topic</b>	<b>Decision <i>[None of the decisions below are key decisions]</i></b>
1.	<b>Apologies and Declarations of Interests</b>	Apologies were received from Cllr Anne Hay, substituted by Cllr Will Sutton and apologies from Cllr Chris Morris, substituted by Cllr Alan Sharp.  Apologies received from Cllr Mac McGuire.  No declarations of interest were made.
2.	<b>Minutes of the meeting held on 20<sup>th</sup> July 2018</b>	The minutes of the meeting held on the 20 <sup>th</sup> July 2018 were agreed as a correct record.
3.	<b>Combined Authority Board Update</b>	The Chairman invited the Interim Chief Finance Officer, Karl Fenlon to provide the committee with an overview of the Combined Authority activities.  The following points were made:-

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		<ul style="list-style-type: none"> <li>•There had been a lot of change at the Combined Authority, with the resignation of the Chief Executive Officer, appointment of new directors and new interim Chief Executives.</li>   <li>•It had been recognised that there had been many interim members of staff and this was something the Combined Authority wanted to work on and get more permanent staff members appointed.</li>   <li>•There was a new management team and a new interim staff structure which would allow the organisation to move forward, thinking carefully about how the organisation should operate in a new, fresh, innovative way.</li>   <li>•There was work to be done on the Medium term Financial Plan to make it clearer in regard to the capital and revenue streams.</li>   <li>•The new Business Board had been appointed this week which was a significant step forward.</li>   <li>•In response to a questions and concerns raised about the internal review the committee were advised that the review was to help the organisation look forward. A lot of time had been spent trying to ensure that the correct compliance and governance arrangements were in place and moving forward the review would ensure that the right processes were in place and that the organisation had a structure that was appropriate for the future.</li>   <li>•Officers felt that there were strong arrangements in place currently with the Board meeting monthly which was more than many other councils. The O&amp;S committee met regularly and reviewed the Boards agenda each month and had</li> </ul>

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		<p>exercised its power of call in on two occasions. All governance arrangements that had been put in place had been brought to the Audit and Governance Committee for approval.</p> <ul style="list-style-type: none"> <li>•Part of the new interim CEO's roles would be to carry out the review and officers would feedback to the Board that the Audit Committee would like to be part of the review.</li> <li>•Governance structure was looked at as part of the internal audit and they had found that the processes in place were reasonable but that lots of areas needed to be embedded.</li> <li>•The Committee discussed that if they had concerns around governance arrangements they should request that internal audit investigate these concerns.</li> </ul> <p>The Interim Chief Executive Officer agreed that they would report back to the Audit and Governance Chair and the Overview and scrutiny Chair on the progress of the internal review and then if the two Chair's felt further action was required the matter would be brought back to the relevant committee.</p> <p>The Committee requested that a vigorous look at the governance areas previously flagged by the internal auditor be investigated for the committee to gain assurance and that a report be brought back to the November meeting.</p>
4.	<b>External Audit - Annual Audit Letter</b>	The Committee received and noted the report from the external auditor which outlined the annual audit letter.

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5.	<b>Treasury Management Mid Year Update</b>	<p>The Committee received the report which requested that the committee review the current performance against the prudential indicators included within the Treasury Management Strategy.</p> <p>The Committee requested that an update and a copy of the Medium Term Financial Plan approved by the Board in October be brought to the November meeting.</p> <p>The Committee agreed to note the emerging investment and capital strategy.</p>
6.	<b>Corporate Risk Register Review</b>	<p>The Committee received the report from the Assurance Manager which asked the committee to review the Combined Authority Corporate Risk Register and suggest any changes they would like to put forward as a recommendation to the Board.</p> <p>The Committee requested that the Risk Register become a standing item on the agenda and that a better copy of the risk register would be produced for future meetings.</p> <p>The Committee requested that they receive a copy of the Business Board Risk register at each meeting as well.</p> <p>The Committee agreed to note the risk register.</p>
		<b>The Committee agreed to take items 7 and 8 together.</b>
7 & 8.	<b>Interim Governance Review of Business Board &amp; Briefing on</b>	The Committee received the reports from the Assurance Manager and the Deputy Section 151 Officer which outlined the governance arrangements that had been

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	<b>Governance of the Business Board</b>	<p>put in place since the Combined Authority took over the LEP and the new governance arrangements put in place for the Business Board.</p> <p>The Committee requested that an update of the governance for the Business Board be brought to the March meeting, in particular to consider how declarations of interest and member code of conduct was being dealt with.</p> <p>The Committee noted the reports.</p>
9.	<b>Internal Audit – Progress Report</b>	<p>The Committee received and noted the report which provided detail of the progress made in delivering the approved Audit Plan for 2018 / 2019.</p>
10.	<b>Adult Education Budget</b>	<p>The Committee received the report from the Skills Programme Manager which informed the Audit and Governance Committee of the AEB Devolution Programme.</p> <p>The Committee agreed to:</p> <ul style="list-style-type: none"> <li>a) note the Readiness Conditions submitted to the Department for Education in May 2018.</li> <li>b) note that the AEB Programme will be identified on the CPCA Risk Register</li> <li>c) note the inclusion of the AEB Programme audit on the CPCA Internal Audit plan</li> <li>d) note the timelines for delivery of the AEB Programme going forward.</li> </ul>

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11.	<b>Recruitment Processes</b>	<p>The Committee received the report from the Interim Chief Finance Officer which outlined the recruitment process followed for the appointment of Director for Strategy and Planning.</p> <p>The Committee requested that an information paper be brought to the next meeting to outline the new staffing structure and roles.</p> <p>The Committee requested that the Combined Authority follow best HR practice in regard to shortlisting practices in future.</p> <p>The Committee noted the report.</p>
12.	<b>Work Programme</b>	<p>The Committee received the report which provided the draft work programme for Audit and Governance Committee for the remainder of the 2018/19 municipal year.</p>
13.	<b>Date of Next Meeting</b>	<p>The Committee agreed the next meeting shall be held on November 30<sup>th</sup> at East Cambs District Council.</p>