

Notice of Meeting

Audit & Governance Committee



Date & time
Monday, 28
September 2015
at **10.00 am**

Place
Committee Room C,
County Hall, Kingston
upon Thames, Surrey
KT1 2DN

Contact
Cheryl Hardman
Room 122, County Hall
Tel 020 8541 9075

Chief Executive
David McNulty

cherylh@surreycc.gov.uk

If you would like a copy of this agenda or the attached papers in another format, eg large print or braille, or another language please either call 020 8541 9122, write to Democratic Services, Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN, Minicom 020 8541 8914, fax 020 8541 9009, or email cherylh@surreycc.gov.uk.

This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Cheryl Hardman on 020 8541 9075.

Members

Mr Stuart Selleck (Chairman), Mr Denis Fuller (Vice-Chairman), Mr W D Barker OBE, Mr Will Forster, Mr Tim Hall and Mr Saj Hussain

Ex Officio:

Mr David Hodge (Leader of the Council), Mr Peter Martin (Deputy Leader and Cabinet Member for Economic Prosperity), Mrs Sally Ann B Marks (Chairman of the County Council) and Mr Nick Skellett CBE (Vice-Chairman of the County Council)

AGENDA

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

2 MINUTES OF THE PREVIOUS MEETING: 27 JULY 2015

(Pages 1
- 14)

To agree the minutes as a true record of the meeting.

3 DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary interests from Members in respect of any item to be considered at the meeting.

Notes:

- In line with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, declarations may relate to the interest of the member, or the member's spouse or civil partner, or a person with whom the member is living as husband or wife, or a person with whom the member is living as if they were civil partners and the member is aware they have the interest.
- Members need only disclose interests not currently listed on the Register of Disclosable Pecuniary Interests.
- Members must notify the Monitoring Officer of any interests disclosed at the meeting so they may be added to the Register.
- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.

4 QUESTIONS AND PETITIONS

To receive any questions or petitions.

Notes:

1. The deadline for Member's questions is 12.00pm four working days before the meeting (*22 September 2015*).
2. The deadline for public questions is seven days before the meeting (*21 September 2015*).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

5 RECOMMENDATIONS TRACKER

(Pages
15 - 28)

To review the committee's recommendation tracker.

6 2014/15 ANNUAL AUDIT LETTER

(Pages
29 - 40)

This report summarises the key messages as detailed in the Grant Thornton Audit Findings Report that was presented to the Audit and Governance Committee on 27 July 2015.

- 7 2014/15 EXTERNAL AUDIT PERFORMANCE REPORT** (Pages 41 - 46)
- This report provides the Audit & Governance Committee with details of Grant Thornton's performance during the last 12 months against the Key Performance Indicators (KPIs) previously agreed with the Council.
- 8 ANNUAL COMPLAINTS PERFORMANCE REPORT** (Pages 47 - 54)
- The purpose of this report is to give the Audit & Governance Committee an overview of the council's performance in relation to complaint handling in 2014/15 and how feedback from customers has been used to improve services.
- 9 ABSENCE MANAGEMENT** (Pages 55 - 74)
- The purpose of this report is to provide an update for Members on progress in implementing the Internal Audit recommendations made following a review of Absence Management conducted in February 2015.
- 10 PROPERTY ASSET MANAGEMENT SYSTEM UPDATE** (Pages 75 - 82)
- The purpose of this report is to update the committee on progress with the joint Surrey CC and Hampshire CC implementation of the Manhattan Atrium Property Asset Management System (PAMS).
- 11 COMPLETED INTERNAL AUDIT REPORTS** (Pages 83 - 114)
- The purpose of this report is to inform Members of the Internal Audit reports that have been completed since this Committee last considered a Completed Internal Audit Reports item in May 2015 - as attached at Annex A.
- 12 LEADERSHIP RISK REGISTER** (Pages 115 - 126)
- The purpose of this report is to present the Leadership Risk Register as at 31 August 2015 and update the committee on any changes made since the last meeting to enable the committee to keep the council's strategic risks under review.
- 13 STATUTORY RESPONSIBILITIES NETWORK** (Pages 127 - 130)
- To update the Audit & Governance Committee on activity of the Statutory Responsibilities Network.
- 14 LOCAL FIREFIGHTERS' PENSION BOARD** (Pages 131 - 142)
- The report provides a recommendation for the Audit and Governance Committee to approve amendments to the terms of reference of the Local Firefighters' Pension Board.
- The Chairman has approved this item to be taken as a matter of urgency to allow the Local Firefighters' Pension Board to meet as soon as possible,

according to the Pensions Regulator's requirements.

15 DATE OF NEXT MEETING

The next meeting of Audit & Governance Committee will be on 7 December 2015.

**David McNulty
Chief Executive**

Published: 18 September 2015

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