

Audit & Governance Committee

Welcome...

Welcome to the Audit & Governance Committee Bulletin.
The purpose of this bulletin is to keep Members and officers up to date with local and national issues relevant to the Audit & Governance Committee.

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Internal Audit update

Current Audits	<p>The following audits are currently in progress or in the planning stage:</p> <ul style="list-style-type: none"> • Appraisals • Purchasing Cards (with ESCC) • Surrey Choices • Public Consultation • Blue Badges • Non Maintained Independent Schools • Children's Improvement Plan • Community Transport • Corporate Savings • Pensions Admin (on behalf of ESCC) • National Fraud Initiative data matches • Vendor Data Management • Pension Fund • Contract Management (in ASC and CSF) • General Data Protection Regulation • IT Usage Policy <p>Members are encouraged to contact either Simon White (simon.white@surreycc.gov.uk) or David John (david.john@surreycc.gov.uk) if they have insight they wish to contribute to the above audit reviews.</p>
Counter Fraud Work	<p>The team has been involved in a number of ad hoc irregularity reviews that have arisen in Q1 and Q2. These will be summarised for Committee in the half year irregularity report in December 2017.</p>
Orbis Partnership	<p>We continue to have successful joint working relations with our partners at East Sussex and Brighton, working collaboratively on audits wherever possible. Currently we are working closely with East Sussex colleagues on reviewing Purchasing Card transactional data, and are undertaking the audit of their Pension Administration arrangements using the experience gained from the Lead Auditor who undertook the same audit for Surrey County Council. We have also commenced joint working relationships with Horsham District Council under the Orbis-IA arrangements.</p>

SRN Update

What is SRN?

The Statutory Responsibilities Network (SRN) has been established since May 2014 and is scheduled fortnightly on a Monday afternoon. It exists to bring key officers together with a focus on the Council's core legal duties.

The network provides a regular forum for statutory officers to raise key issues, share knowledge and offer challenge. In response to risks, the network may choose to request further information, propose ideas or commission specific work. Where organisational inconsistencies are identified, a strategic solution is agreed, implemented and overseen.

Membership

SRN membership is as follows:

- David McNulty, Chief Executive Officer
- Julie Fisher, Deputy Chief Executive and Strategic Director, Children, Schools and Families
- Russell Pearson, Chief Fire Officer
- Helen Atkinson, Director of Adult Social Care and Public Health
- Sheila Little, Director of Finance
- Ann Charlton, Director of Legal, Democratic and Cultural Services
- Ken Akers, Strategic Human Resources Relationship Manager
- Russell Banks, Chief Internal Auditor

Terms of Reference

The purpose of SRN is to facilitate clear senior officer oversight of our major statutory and other responsibilities, which have been defined as:

- Ensuring adults and children are safe
- Ensuring fiduciary duty, i.e. finances are safe
- Ensuring compliance, including with equalities duties
- Ensuring health & safety responsibilities are met
- Ensuring highways responsibilities are met
- Ensuring the provision of sufficient school places
- Ensuring public health & wellbeing
- Ensuring organisational resilience and continuity
- Ensuring risks are identified and managed

Summary of key items over the past 6 months

Improvement of Children's Services

Children's Improvement Update is a standing item for SRN meetings. Over the past 6 months, the network has prepared for the upcoming Ofsted monitoring and inspection visits by keeping an oversight and providing constructive challenge.

Governance of risk

The leadership risk register is a standing item for SRN meetings. This allows for the regular review of existing risks and the identification of new risks. The financial outlook features as the number one risk for the organisation and the Director of Finance keeps the SRN updated on the strategic financial position of the council. The Strategic Risk Forum also continues to operate as usual.

Other items covered by SRN over the past six months:

- Approval of the Internal Audit charter.
- Health and safety, including learning from historical cases and planning future training.
- Building review following the Grenfell disaster.
- Information governance review including use of equipment and recording
- Oversight of Prevent agenda.

Further information

Contact Name: Ellie Giffard

Service: Democratic Services

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Gifts and Hospitality Update

The Human Resources Leadership Team (HRLT) and the Statutory Responsibilities Network have reviewed a full summary of activity on the gifts and hospitality register for the last financial year, and the report has also been shared with the Governance Panel. The total amounts of gifts and hospitality that were accepted, declined or offered to charity are shown below:

FY2016-2017 Q1 to Q4 SUMMARY	No of records	No of recorders	G&H accepted	Value of G&H accepted	G&H declined	Value of G&H declined	G&H donated	Value of G&H donated
ASC & PH	14	11	11	£486.00	2	£1,250.00	1	£65.00
CSF	12	11	10	£174.00	2	£235.00	0	£0.00
Communities	4	3	4	£103.00	0	£0.00	0	£0.00
DCEO	9	9	7	£670.00	2	£960.00	0	£0.00
E&I	7	6	7	£1,196.00	0	£0.00	0	£0.00
Finance	2	2	2	£40.00	0	£0.00	0	£0.00
L&D Services	3	3	3	£75.00	0	£0.00	0	£0.00
TOTAL	51	45	44	£2,744.00	6	£2,445.00	1	£65.00

Entries to the register are made online via Surrey Says, and are downloaded into a master copy on a monthly basis. Any entry that may be a potential anomaly is escalated and explored in greater detail by a senior manager within HR.

No concerns about the logging, or scrutiny of the cases have been expressed.

To view the entire activity report, please contact Hannah Dwight (hannah.dwight@surreycc.gov.uk / 0208 541 8956) or Tess Corlett (tess.corlett@surreycc.gov.uk / 01483 518870).

Whistleblowing Update

The Human Resources Leadership Team (HRLT) and the Statutory Responsibilities Network (SRN) have reviewed summarised activity of whistle blowing for the last financial year. This report has also been shared with the Governance Panel. There has been consistent promotion of the policy and the ways to report a concern; however the number of cases has declined through the latter part of the year.

The total numbers of whistle blowing cases that were reported during 2016-17 are shown in the following table, together with comparison numbers for 2015-16.

Source	Service	FY 2016-17 No of reports	FY2015-16 No of reports
Expolink	HR	10	14
Direct	HR	3	0
Expolink	Internal Audit	3	5
Direct	Internal Audit	5	8
Expolink	Legal & Democratic Services	1	0
Direct	Legal & Democratic Services	0	0
Total		22	27

A summary of activity is provided to nominated members of the HR and OD team for review and any areas of concern are explored appropriately.

To view the full report, please contact Hannah Dwight (hannah.dwight@surreycc.gov.uk / 0208 541 8956) or Tess Corlett (tess.corlett@surreycc.gov.uk / 01483 518870).

Petitions

The Committee will receive information on petitions reaching 1,000 or more signatories. This is for information only to inform you of the big concerns of residents.

End date	24 May 2017
Petition Prayer	Abolish plans to switch of street lighting overnight
Where/when decision will be made	Cabinet Member for Highways - 15 June 2017
Outcome	TBC

End date	7 August 2017
Petition Prayer	Stop their plans to cut fire and rescue cover in Spelthorne by 50%
Where/when decision will be made	Cabinet – 26 September 2017
Outcome	https://mycouncil.surreycc.gov.uk/ieListDocuments.aspx?CId=637&MIId=5640&Ver=4 - petition response

End date	11 September 2017
Petition Prayer	Save Surrey's Tips (3245 signatures)
Where/when decision will be made	Cabinet – 26 September 2017
Outcome	TBC

Updates from other Committees

Listed below are a number of committee reports that may be of interest to the Committee, as they cross into the Committee's remit or they relate to matters recently discussed at Audit & Governance Committee, or that the Committee have shown an interest in:

Cabinet	<p>At its meeting on 27 June 2017, the Cabinet considered the following report(s):</p> <ul style="list-style-type: none"> • Annual Governance Statement 2016/17 • Finance & Budget Monitoring report • Awards of contracts <p>At its meeting on 18 July 2017, the Cabinet considered the following report(s):</p> <ul style="list-style-type: none"> • Annual Report of the Shareholder Board • Investment Board Annual Report • Award of contract for Property Investment Advisory Service • Leadership Risk Register
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Surrey Pension Fund Committee	At its meeting on 2 June 2017, the Surrey Pension Fund Committee will consider the following reports: <ul style="list-style-type: none">• Investment Strategy Statement• Actuarial Valuation 2016: Outcome• Pension Fund Business Plan 2016/17: Outturn Report• Pension Fund Risk Registered Organisation
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Upcoming

The next meeting of the Audit & Governance Committee is on 4 December 2017.

Committee Contacts

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