

MINUTES  
OF A MEETING OF THE  
**STANDARDS AND AUDIT COMMITTEE**

held on 29 November 2018

Present:

Mrs C Storey (Chair)  
Cllr M A Whitehand (Vice-Chair)

Cllr S Ashall                      Cllr I Johnson  
Cllr J E Bond                      Cllr R Mohammed

**1. MINUTES**

RESOLVED

That the minutes of the Committee held on 20 September 2018 be approved and signed as a true and correct record.

**2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Peter Bryant, Head of Democratic and Legal Services. Joanne McIntosh attended the meeting on his behalf.

**3. DECLARATIONS OF INTEREST**

None.

**4. URGENT BUSINESS**

There were no items of Urgent Business.

**5. INTERNAL AUDIT PROGRESS REPORT STA18-005**

James Graham, Head of Internal Audit, introduced the report and stated that half of the Internal Audit Plan had either been delivered to at least draft report stage or was in progress. A further seven Audits were being scoped and scheduled.

The Audit on HMO Licensing had been deferred to the first quarter of 2019/20 and the Audit on Windows OS Network Management had received limited assurance with two high risk recommendations which had now been resolved. There were 24 outstanding recommendations to date, with a new system of recording recommendations and capturing updates being developed.

It was stated that there was one higher risk recommendation regarding action planning for health and wellbeing in the Borough and alignment with the priority areas for Surrey, which had not yet been confirmed as completed.

With regard to the remainder of the Audit Plan for the year, it was noted that a number were likely to be finalised in April / May 2019, some of which had been delayed due to staffing changes. It was confirmed that the New Vision Homes Audit would include assessment of Key Performance Indicators and the complaints process. The draft report for GDPR was expected shortly and the Victoria Square Audit was due to be completed shortly once meetings with contractors had been held.

RESOLVED

That the report be received and progress against the 2018/19 Internal Audit Plan and implementation of Internal Audit recommendations be noted.

**6. ANTI FRAUD AND CORRUPTION AND CONFIDENTIAL REPORTING POLICIES  
STA18-006**

The Committee received the revised Anti-Fraud and Corruption Policy and Confidential Reporting Policy, the latter of which would shortly be updated to include the contact details of External Audit.

RESOLVED

That the revised Anti-Fraud and Corruption Policy and Confidential Reporting Policy appended to the report be approved.

The meeting commenced at 7.00 pm  
and ended at 7.20 pm

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_