

LISBURN & CASTLEREAGH CITY COUNCIL

Minutes of the Meeting of the Governance and Audit Committee held in the Island Civic Centre, The Island, Lisburn, on Tuesday, 12 June, 2018 at 7:12 pm

PRESENT:

Councillor R T Beckett (Chairman)

The Right Worshipful the Mayor
Councillor U Mackin

Deputy Mayor
Councillor A Grehan

Alderman S Martin

Councillors J Baird, B Bloomfield MBE, S Carson, A P Ewing,
J Gallen, O Gawith, A Girvin, A McIntyre, T Morrow and
S Skillen

IN ATTENDANCE:

Chief Executive
Director of Environmental Services
Director of Leisure & Community Wellbeing
Director of Service Transformation
Interim Head of Finance & IT
Audit and Risk Manager
Performance Improvement Officer
Policy Officer
Risk Officer
Member Services Officer

Northern Ireland Audit Office

Mr P O'Sullivan

Commencement of the Meeting

The Chairman, Councillor R T Beckett, welcomed those present to the meeting, which was the first since his appointment as Chairman of the Governance and Audit Committee.

1. Apologies

It was agreed to accept an apology for non-attendance at the meeting on behalf of Alderman W A Leathem.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes

It was proposed by Councillor J Baird, seconded by Councillor S Carson and agreed that the following minutes be confirmed and signed:

- meeting of the Committee held on 10 April, 2018, as adopted by Council at its meeting held on 24 April, 2018; and
- special meeting of the Committee held on 3 May, 2018, as adopted by Council at its meeting held on 22 May, 2018.

4. Report from Chief Executive

It was agreed that the report and recommendations of the Chief Executive be adopted, subject to any decisions recorded below.

Items for Decision

4.1 Report from Risk Officer

Members were provided with a copy of a report prepared by the Risk Officer containing the following matter:

4.1.1 Corporate Risk Register Update

Members were provided with a copy of:

- (a) the current Corporate Risk Register and associated Risk Action Plans;
- (b) a summary of changes made subsequent to the April Committee meeting;
- (c) a comparison chart of the risks in terms of progress since the last review; and
- (d) a summary of absence statistics from 1 April, 2016 – 30 April, 2018.

It was agreed to recommend that the contents of the above documents be approved.

The Chief Executive and the Risk Officer answered queries raised by Councillor J Gallen in relation to the target dates in the Risk Action Plans. The Risk Officer agreed that, in future, for clarity, actions that were continually ongoing or that had been completed would be denoted as N/A (not applicable) in the target date column.

4.2 Report from Policy Officer

Members were provided with a copy of a report prepared by the Policy Officer containing the following matter:

4.2.1 Review of Action Points from the Special Governance and Audit Committee Meeting on 3 May, 2018

Members were provided with, and noted the contents of, a copy of a table detailing progress made towards the actions agreed at the special Governance and Audit Committee meeting held on 3 May, 2018.

4.3 Report from Performance Improvement Officer

Members were provided with a copy of a report prepared by the Performance Improvement Officer containing the following matters:

4.3.1 Performance Improvement Associated KPIs – 3rd Quarter Review

Members were provided with a copy of a report taken from the 'Performance Manager' System (Dashboard) detailing Key Performance Indicators (KPIs) for each service within the organisation. This was in summary format and detailed the KPI results for the period October to December 2017 inclusive. It was proposed by Councillor S Carson, seconded by Councillor J Gallen and agreed to recommend that this report be approved.

4.3.2 Performance Improvement Objectives & Associated KPIs 4th Quarter Review

Members were provided with a copy of:

- (a) a quarterly monitoring document, which was an update on all the projects that would demonstrate improvement against the 2017/18 Performance Improvement Objectives and covered the period January to March 2018 inclusive; and
- (b) a copy of a report taken from the 'Performance Manager' System (Dashboard) detailing KPIs for each service within the organisation. This was in summary format and detailed the KPI results for the period January to March 2018 inclusive.

It was proposed by Councillor S Carson, seconded by Councillor J Gallen and agreed to recommend that the above reports be approved.

4.3.3 Draft Annual Business Plan & Performance Improvement Plan 2018/19

Members were provided with a copy of:

- (a) the Lisburn & Castlereagh City Council Draft Annual Business Plan & Performance Improvement Plan 2018/19, which included changes made as a result of a consultation period during the month of May;
- (b) a summary version of the Plan; and
- (c) a summary of feedback from two focus groups held in different locations, as part of the consultation referred to in (a) above.

4.3.3 Draft Annual Business Plan & Performance Improvement Plan 2018/19 (Contd)

It was proposed by Councillor S Carson, seconded by Councillor J Gallen and agreed to recommend that the Annual Business Plan & Performance Improvement Plan 2018/19, together with its summary version, be approved.

Councillor S Carson commended the summary version of the document, which was easily understood and which he likened to a 'Plan on a Page'. He suggested that a similar summary version be produced for any future documents of this nature.

4.3.4 Customer Care Policy and Leaflet

Members were provided with (a) a copy of the reviewed Customer Care System Policy for the Council; and (b) a draft copy of the reviewed 'Comments, Complaints and Compliments' leaflet, which took account of the GDPR Regulations and revised branding. It was proposed by Councillor S Carson, seconded by Councillor J Gallen and agreed to recommend that these documents be approved.

4.3.5 Support for Sustainable Northern Ireland 2018/19

Members having been provided with a copy of an invoice, in the sum of £5,000, in respect of support for Sustainable Northern Ireland for 2018/19, it was proposed by Councillor S Carson, seconded by Councillor J Gallen and agreed to recommend that this invoice be paid.

4.3.6 APSE Corporate Membership 2018/19

Members having been provided with a copy of an invoice, in the sum of £3,264 + VAT, in respect of APSE Corporate Membership for 2018/19, it was proposed by Councillor S Carson, seconded by Councillor J Gallen and agreed to recommend that this invoice be paid.

4.3.7 APSE Performance Networks Membership

Members noted that the APSE Performance Networks membership invoice, estimated to be £3,587 + VAT, was due to be received in July 2018 and would be reported to Committee in due course.

4.3.8 ReportAll Update

Members noted that it was planned to run a competition during June to promote the ReportAll App, with an Amazon Echo as a prize.

4.3.9 Customer Service Excellence (CSE) Quality Awards Update

It was noted that a number of services within the Council were working towards the CSE accreditation in the coming months. Sports Services, having been assessed from 4-6 June, 2018, had been accredited with the CSE Award.

5. Confidential Business

It was agreed that the report and recommendations of the Chief Executive be adopted, subject to any decisions recorded below.

The matters contained in the confidential report would be dealt with “In Committee” due to containing information relating to the financial or business affairs of any particular person (including the Council holding that information).

“In Committee”

It was proposed by Councillor S Skillen, seconded by Councillor A P Ewing and agreed that the following matters be considered “in committee”, in the absence of members of the press and public being present.

Councillor O Gawith left the meeting at this point (7.35 pm).

5.1 Report from Audit and Risk Manager

Members were provided with a copy of a report prepared by the Audit and Risk Manager containing the following matters:

5.1.1 Departmental Recommendation Trackers – Six Monthly Review

Members were provided with a copy of Recommendation Tracker Reports in respect of the Service Support Department and the Leisure and Community Wellbeing Department, together with a brief summary of those recommendations that management had implemented from these reports. It was proposed by Councillor B Bloomfield, seconded by Councillor S Carson and agreed to recommend that the Recommendation Tracker Reports be approved.

5.1.2 Northern Ireland Audit Office (NIAO) – Reports to Those Charged With Governance for the Years 2015/16 and 2016/17

The Audit and Risk Manager reported that the NIAO had made recommendations in the above annual documents on the conclusion of each audit. Members were provided with a copy of a report on the NIAO Report to Those Charged With Governance 2015/16 and 2016/17 Recommendations and noted the implementation status of the recommendations.

5.1.3 Internal Audit Reports

Members were provided with a number of Final Internal Audit Reports, as outlined in the Audit and Risk Manager’s report. It was proposed by Councillor B Bloomfield, seconded by Councillor S Carson and agreed to recommend that these reports be approved.

5.1.4 Internal Audit Report for 2017/18 Year and Audit Opinion

Members were provided with a copy of a summary report of internal audit work carried out during the 2017/18 year, which contained a review of the Governance, Risk and Control as part of the Governance Framework included in

5.1.4 Internal Audit Report for 2017/18 Year and Audit Opinion (Contd)

the Financial Accounts to be presented to the Committee in September, following the conclusion of the external audit. It was proposed by Councillor B Bloomfield, seconded by Councillor S Carson and agreed to recommend that this report be approved.

5.1.5 Annual Assessment of Internal Audit Function

The Audit and Risk Manager reported that, as required by the Public Sector Internal Audit Standards (PSIAS), it was necessary for the Council to annually assess the effectiveness of the internal audit function using the PSIAS checklist provided. An external assessment was required to be performed every five years, with the next one being due in the 2020/21 year. Members were provided with a copy of the completed annual checklist and, Officers having addressed queries in respect of resourcing, it was proposed by Councillor B Bloomfield, seconded by Councillor S Carson and agreed to recommend that the checklist be approved.

5.1.6 Draft Internal Audit Plan 2018/19

Members having been provided with a copy of the Draft Internal Audit Plan for 2018/19, it was proposed by Councillor B Bloomfield, seconded by Councillor S Carson and agreed to recommend that it be approved.

Alderman S Martin left the meeting at this point (7.48 pm).

5.2 Report from Policy Officer

5.2.1 Annual Assurance Statements for Directorates 2017/18

Members were provided with, and noted the contents of, a copy of the Final Annual Statements of Assurance from the Director of Environmental Services, Director of Leisure & Community Wellbeing and Director of Service Transformation, as well as the draft Annual Statement of Assurance for Service Support. Following comments, Members were advised that the information in the 'Detail' column in the Assurance Statements was being reviewed to ensure it was more definitive.

Resumption of Normal Business

It was proposed by Councillor J Baird, seconded by Councillor S Skillen and agreed to come out of committee and normal business was resumed.

6. Any Other Business

There was no other business.

Conclusion of the Meeting

At the conclusion of the meeting, the Chairman, Councillor R T Beckett, thanked Officers for their hard work in preparing the comprehensive reports that had been considered this evening.

There being no further business, the meeting was terminated at 8.01 pm.

Mayor/Chairman