

Time Commenced: 10.00am  
Time Ended: 11.05pm

**AUDIT AND ACCOUNTS COMMITTEE**  
**13 February 2018**

Present: Councillor Hezelgrave (Chair)  
Councillors Ashburner, Care, Grimadell, Jackson, Roulstone, Turner  
and Willoughby

In attendance: Richard Boneham – Head of Audit Partnership  
Matt hardwick – Zurich Municipal  
Helen Henshaw – Ernst and Young LLP  
Olu Idowu – Head of Legal Services  
Don McClure – Interim Strategic Director of Corporate Resources  
Steven Mason – Democratic Services Officer  
Linda Spiby – Head of Procurement and Contracting

**64/17 Apologies for Absence**

Apologies were received from Councillors Eldret and Winter.

**65/17 Late Items**

There were no late items received.

**66/17 Declarations of Interest**

There were no declarations of interest.

**67/17 Minutes of the meeting held on 30 January 2018**

The minutes of the meeting held on 30 January 2018 were agreed as a correct record.

**68/17 Reporting of Waivers**

The Committee received a report of the Chief Executive on Reporting of Waivers. The report was presented by the Head of Procurement and Contracting.

It was reported that there had been a total of 17 waivers, across the three directorates, in the period covering 31 October 2017 to 31 January 2018 and that of these, 6 had been unavoidable.

Members considered a number of the waivers in depth, such as the contracts for the operation and management of Bold Lane Car Park, two child placements for Special

Educational Needs and work to stabilise the Oracle E-Business Suite estate.

Members particularly noted the waivers that had been classified as 'avoidable' and sought assurances that, where possible, lessons would be learnt to avoid a repetition in future. Members agreed that where this sort of repetition did occur, the relevant Service Director should be asked to attend Committee to provide more information on the reason for the waiver.

Members agreed a number of amendments that should be made to future waiver reports, such as the addition of more narrative and the inclusion of a rolling 12 months of waivers.

**Resolved to note the contents of the report.**

## **69/17 Effectiveness of the Audit and Accounts Committee – Self Assessment Questionnaire**

The Committee received a report of the Chair of the Audit and Accounts Committee on Effectiveness of the Audit and Accounts Committee – Self Assessment Questionnaire. The report was presented by the Head of Audit Partnership.

It was reported that at its meeting on 22 March 2017, Committee agreed to use a questionnaire developed by the then Head of Governance & Assurance (attached at Appendix 2 of the report) which drew on existing Audit Committee self –assessment checklists produced by the National Audit Office and the Chartered Institute of Public Finance & Accountancy.

It was noted that the Head of Audit felt the time was right to complete the self-assessment questionnaire. It was felt that Members of the Committee should have a good understanding of the roles and responsibilities of the Committee and be well placed to provide an assessment of the Committee's effectiveness.

It was proposed that each member of the Committee should complete the self-assessment questionnaire and return it to the Committee's Democratic Services Officer by 28 February 2018. It was noted that the responses would be reviewed and any improvements identified. It was also noted that the results of the self-assessment would be brought to the meeting of the Committee on 20 March 2018 for review and endorsement by Members.

**Resolved:**

- 1. to request that all members of the Committee complete the self-assessment questionnaire and return them to the Committee's Democratic Services Officer by 28 February 2018; and**
- 2. to agree that a report be brought to Audit and Accounts Committee on 20 March 2018 on the outcome of the self-assessment and any actions that are**

**required to address areas identified which require improvement.**

MINUTES END