



## **Notes of the Meeting of the Internal Audit Task and Finish Group held on Friday 19th August starting at 10 am and held in the Council Offices.**

Present:

Cllr L Edwards -Shea; Cllr Darmon; Cllr Smith; Cllr Suiter; Cllr Parry; Cllr Offer

### **Agenda Item 1 - Welcome**

Cllr L Edwards-Shea welcomed all to the meeting

### **Agenda Item 2 - Apologies for Absence**

Apologies received from Cllr Thomas and Cllr Oates.

### **Agenda Item 3 - Review of the Notes from the meeting on 9 Aug 22.**

Notes of the meeting held on 9 Aug 22 were reviewed and amendments were corrected for re-issue.

### **Agenda Item 4 - Outstanding Actions from the last Meeting**

#### **Internal Audit Checklist No 15.**

- Cllr L Edwards-Shea to check if there is a maintenance agreement in place then contact the website provider. **A Maintenance agreement does not exist.**
- Cllr Suiter to review the Council GDPR Policy **The GDPR Policy does not need to be reviewed however, it was not easy to open on our Website and needs to be an icon on the front page. Cllr Smith to discuss with Stephanie Goodland to see if this can be achieved.**
- Cllr L Edwards-Shea (post her meeting with website provider) to establish if hyperlink issues are the result of human error requiring staff training or a website issue. **It was agreed that further staff training would be a good thing and Cllr L Edwards-Shea would discuss the matter further and propose a solution.**

- Cllr Smith to call Justin our IT support to establish his role and responsibility (if any) and his availability if required to support. **Justin has confirmed that, whilst he had not been involved in the website creation, he knew the framework and could make himself available for staff training as required - charged at an hourly rate. Noted by Group Lead.**
- Cllr L Edwards-Shea would discuss with the Deputy Clerk to the Council who fulfils the role of Data Protection Officer. **Ongoing**

### **Internal Audit Checklist No 62.**

- Cllr Suiter, together with at least two other HR Panel members and supported, as required, by our HR Advisor, are to carry out Annual Appraisals of the Deputy Clerk to the Council and Services Team Leader - by the 30th September 2023 latest. **Appraisals would start next week.**
- Following which the Deputy Clerk to the Council would carry out Annual Appraisals for Office Staff and the Services Team Lead for other staff aiming to complete the exercise by 30 November 2023. **Ongoing Cllr Suiter.**
- Cllr L Edwards-Shea was to establish when our HR Advisors current contract started/expires - and report back. **Ongoing**
- Cllr L Edwards-Shea to was to establish if our HR Advisor can support a full review of all posts, a time-frame, recommendations and at what additional cost. **Item ongoing with the HR Committee.** Post the review any proposals would be submitted to the Full Council for approval.
- Who fulfils the role of HSE Officer? **Ongoing with Cllr Edwards-Shea**
- Who are our First Aiders? **Ongoing with Cllr Edwards-Shea who would discuss the matter with our Deputy Clerk to the Council and report back.**

### **Agenda Item 5 - Review of 'Medium Risk' items from Internal Audit**

#### **Internal Audit Checklist No 1**

- Standing Orders to have a Full Comprehensive Review - **HR Committee to Review and report back to Full Council.**

#### **Internal Audit Checklist No 2**

- Financial Regulations to have a Full Comprehensive Review - **Cllr Smith would discuss this matter with the Temporary RFO.**

#### **Internal Audit Checklist No 3**

- TORs for Panels to have a Full Comprehensive Review - **It was noted that the first item a Panel Lead would address is the Panels TORs so there was confidence that these are accurate. Nevertheless it was suggested that the latest edition of each Panel TORs should be sent to the former Lead for review and proposed amendments. Agreed - Action Cllr L Edwards-Shea.**

**Cllr L Edwards-Shea left the meeting at 1100 to attend another meeting. Cllr Smith was agreed as Acting Group Lead for the remainder of the meeting.**

#### **Internal Audit Checklist No 8 (and 62 covered under High Risk on 9 Aug 22 meeting**

- Council to consider construction and adoption of an Investment Strategy to aid future budgetary provision, project delivery, general/earmarked reserves and protection of Public Monies - **It is understood that the Temp RFO is currently reviewing this item. Cllr Smith would discuss with the Temp RFO.**

#### **Internal Audit Checklist No 11**

- Staff Pay Policy - No actual Pay Policy exists for staff pay . Staff employed under NJC contracts and salaries considered (amounts only) as part of budget process - **Ongoing with the HR Committee.**

#### **Internal Audit Checklist No 28**

- VAT - Evidence of reclaiming - **This item is ongoing with our Temp RFO - Cllr Suiter advised that a thorough understanding of VAT was a critical criteria of the HR Committee's recruitment process for a new Town Clerk.**

#### **Internal Audit Checklist No 34**

- Earmarked reserves to be reviewed - **It is understood that the Temp RFO is currently reviewing this item. Cllr Smith would discuss with the Temp RFO.**

#### **Internal Audit Checklist No 59**

- Backup of files currently to 'O' Drive, to be discussed with IT provider - **Cllr L Edwards-Shea would discuss this matter with staff.**

#### **Internal Audit Checklist No 62**

- Chairman is also the Acting Proper Offer and there may be an issue in respect of signing the AGAR 2021/22 - **Cllr Smith would discuss with the Temp RFO.**

#### **Internal Audit Checklist No B2**

- Burials - last review of fee 2018 - **Any changes would need to be presented for approval to Full Council. Cllr Smith would seek to obtain an 'average' cost from local authorities in Lincolnshire and update.**

## Internal Audit Checklist No B5

- Cemetery Regulations - last review 2018 - **Services Panel (once re-established) would review supported by Services Supervisor.**

### Agenda Item 6 - AOB

Cllr Suiter highlighted that HSE was not routinely placed on the Full Council Agenda and that it should ideally be discussed at every meeting. This was agreed by all.

**Action: Cllr L Edwards-Shea would look to include it for future Full Council meetings.**

Cllr Parry suggested that, in terms of Recreation Hire/Allotments/Burials/etc, charges should be reviewed annually and before any Precepts were set, led by the Services Panels once it re-commences. **Agreed.**

### Agenda Item 7 - Date of Next Meeting

The next meeting would be held on Tuesday 6 September 2022 starting at 10 am.

The meeting closed at 1135 am