



Hastings District Council

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OPEN MINUTES

RISK AND AUDIT SUBCOMMITTEE

Meeting Date: **Tuesday, 2 July 2019**

**Minutes of a Meeting of the Risk and Audit Subcommittee held on
Tuesday, 2 July 2019 at 1.00pm**

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HASTINGS DISTRICT COUNCIL

MINUTES OF A MEETING OF THE RISK AND AUDIT SUBCOMMITTEE HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, CIVIC ADMINISTRATION BUILDING, LYNDON ROAD EAST, HASTINGS ON TUESDAY, 2 JULY 2019 AT 1.00PM

PRESENT: Mr J Nichols (Chair)
Mayor Hazlehurst
Deputy Mayor Kerr (Deputy Chair)
Councillors Nixon and Travers

IN ATTENDANCE: Chief Executive: (Mr N Bickle)
Chief Financial Officer (Mr B Allan)
Manager, Strategic Finance (Mr B Chamberlain)
Financial Controller (Mr A Wilson)
Management Accountant (Mr J Tieman)
Group Manager: Asset Management (Mr C Thew)
Group Manager: Human Resources (Mrs B Bayliss)
Health and Safety Manager (Ms J Kuzman)
Risk and Corporate Services Manager (Mr R Smith)
Risk Assurance Advisor (Mr D Ferguson)
District Customer Services Manager (Mr G Brittin)
Building Consents Project Officer (Mr G van Veen)
Group Manager: Planning & Regulatory Services (Mr J O'Shaughnessy)
Community Facilities Manager (Ms W Beeke)
Project Manager – Corporate Security (Mr J Doyle)
Manager: Democracy and Governance Services (Mrs J Evans)
Committee Secretary (Mrs C Hilton)

Project Manager – Corporate Security, Mr J Doyle, introduced himself to the Risk and Audit Subcommittee and outlined his role.

1. APOLOGIES

There were no apologies.

2. CONFLICTS OF INTEREST

There were no declarations of conflicts of interest.

3. CONFIRMATION OF MINUTES

Councillor Travers/Councillor Nixon

That the minutes of the Risk and Audit Subcommittee Meeting held Monday 6

May 2019 be confirmed as a true and correct record and be adopted.

CARRIED

4. CHAIRMAN'S STRATEGIC RISK AND AUDIT OVERVIEW

(Document 19/622)

The Chair, Mr J Nichols, spoke to a power point slide "*The 1 slide Strategic Discussion*" (CG-14-25-00101).

Mr Nichols/Councillor Kerr

A) That the report of the Chief Financial Officer titled "Chairman's Strategic Risk and Audit Overview" dated 2/07/2019 be received.

CARRIED

5. RISK ASSURANCE REVIEW

(Document 19/412)

Councillor Kerr/Mayor Hazlehurst

A) That the report of the Risk and Corporate Services Manager titled "Risk Assurance Review" dated 2/07/2019 be received.

B) That a follow up summary report be presented at the next Risk and Audit Subcommittee meeting showing recommendations and actions in regard to risk.

CARRIED

6. HDC DRAFT RISK APPETITE STATEMENT

(Document 19/614)

The Risk and Corporate Services Manager spoke to a power point presentation "*HDC Risk Appetite – Our Service Advantage*" (PRJ17-110-0089).

Councillor Nixon/Councillor Kerr

A) That the report of the Risk and Corporate Services Manager titled "HDC Draft Risk Appetite Statement" dated 2/07/2019 be received.

B) That the Draft Risk Appetite Statement be modified and discussed at a council workshop before being referred to the Council for adoption.

C) That the modified Draft Risk Appetite Statement be circulated to the Risk and Audit Subcommittee members before a council workshop is held.

CARRIED

7. UPDATED BOW TIE RISK ANALYSIS FOR CIVIL DEFENCE EMERGENCY STRATEGIC RISK

(Document 19/534)

Councillor Travers/Mr Nichols

- A) That the report of the Risk and Corporate Services Manager titled "Updated Bow Tie Risk Analysis for Civil Defence Emergency Strategic Risk" dated 2/07/2019 be received.**
- B) That the revised risk analysis for Civil Defence Emergency is reported to Council.**

With the reasons for this decision being that the objective of the decision will contribute to enabling democratic local decision-making and action by (and on behalf of) communities, and to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future by:

- i) Providing comprehensive understanding of strategic risk.**

CARRIED

8. TREASURY ACTIVITY AND FUNDING

(Document 19/568)

Councillor Nixon/Councillor Kerr

That the report of the Manager Strategic Finance titled Treasury Activity and Funding dated 2/07/2019 be received.

CARRIED

9. 2018/19 ANNUAL REPORT UPDATE

(Document 19/593)

Mayor Hazlehurst/Councillor Travers

- A) That the report of the Chief Financial Officer titled "2018/19 Annual Report Update" dated 2/07/2019 be received.**

CARRIED

10. INTERNAL AUDIT

(Document 19/610)

Mayor Hazlehurst/Councillor Travers

- A) That the report of the Chief Financial Officer titled "Internal Audit" dated 2/07/2019 be received.**
- B) That the 2019/20 Draft Internal Audit Plan from Crowe Horwath be**

received.

CARRIED

11. GENERAL UPDATE REPORT AND STATUS OF ACTIONS

(Document 19/567)

Mr Nichols/Councillor Nixon

A) That the report of the Manager Strategic Finance titled “General Update Report and Status of Actions” dated 2/07/2019 be received.

CARRIED

12. ADDITIONAL BUSINESS ITEMS

There were no additional business items.

13. EXTRAORDINARY BUSINESS ITEMS

There were no extraordinary business items.

14. RECOMMENDATION TO EXCLUDE THE PUBLIC FROM ITEMS 15, 16 AND 17

SECTION 48, LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

Councillor Nixon/Mayor Hazlehurst

THAT the public now be excluded from the following parts of the meeting, namely;

15 Building Control Liability Risk Update

16 Update on Delegated Financial Authorities review and implementation

17 2019/20 Insurance Renewal Programme

The general subject of the matter to be considered while the public is excluded, the reason for passing this Resolution in relation to the matter and the specific grounds under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this Resolution is as follows:

<i>GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED</i>	<i>REASON FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER, AND PARTICULAR INTERESTS PROTECTED</i>	<i>GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF EACH RESOLUTION</i>
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15 Building Control Liability Risk Update	Section 7 (2) (g) The withholding of the information is necessary to maintain legal professional privilege. Legal advice received is legally privileged.	Section 48(1)(a)(i) Where the Local Authority is named or specified in the First Schedule to this Act under Section 6 or 7 (except Section 7(2)(f)(i)) of this Act.
16 Update on Delegated Financial Authorities review and implementation	Section 7 (2) (a) The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person. To protect named persons.	Section 48(1)(a)(i) Where the Local Authority is named or specified in the First Schedule to this Act under Section 6 or 7 (except Section 7(2)(f)(i)) of this Act.
17 2019/20 Insurance Renewal Programme	Section 7 (2) (h) The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities. Commercial Sensitivity.	Section 48(1)(a)(i) Where the Local Authority is named or specified in the First Schedule to this Act under Section 6 or 7 (except Section 7(2)(f)(i)) of this Act.

CARRIED

The meeting closed at 3.44pm

Confirmed:

Chairman:

Date: