



The Arc  
High Street  
Clowne  
S43 4JY

To: Chair & Members of the Audit &  
Corporate Overview Scrutiny Committee

Contact: Tom Scott  
Telephone: 01246 217045  
Email: [tom.scott@bolsover.gov.uk](mailto:tom.scott@bolsover.gov.uk)

Wednesday 13<sup>th</sup> April 2022

Dear Councillor

**AUDIT & CORPORATE OVERVIEW SCRUTINY COMMITTEE**

You are hereby summoned to attend a meeting of the Audit & Corporate Overview Scrutiny Committee of the Bolsover District Council to be held at the Council Chamber, The Arc, Clowne on Tuesday, 26<sup>th</sup> April, 2022 at 10:00 hours.

**Risk Assessment Disclaimer**

When attending this meeting in person, I confirm that I have read and understood the contents of each of the following risk assessments and agree to act in line with its content.

- Covid-19 ARC RTW RA001
- Working in Offices At The Arc During Covid-19 Pandemic Guidance – ARC – SSW001
- Meetings – EM001 - Committee and Council Meetings during the Covid-19 pandemic

*These documents have been emailed to Members and are available on the Modern.Gov App library.*



**We speak your language**  
Polish **Mówimy Twoim językiem**  
Slovak **Rozprávame Vaším jazykom**  
Chinese **我们会说你的语言**

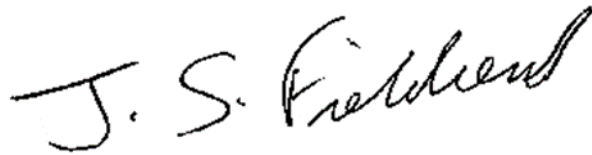
**If you require this agenda in large print  
or another format please call us on 01246 217753**

If you require an adjustment to enable you to participate in or access the meeting please contact the Governance Team at least 72 hours before the meeting starts.

Register of Members' Interests - Members are reminded that a Member must within 28 days of becoming aware of any changes to their Disclosable Pecuniary Interests provide written notification to the Authority's Monitoring Officer.

You will find the contents of the agenda itemised onwards.

Yours faithfully

A handwritten signature in black ink, reading "J. S. Fielden". The signature is written in a cursive style with a large, sweeping initial "J" and a long, horizontal stroke extending to the right.

Solicitor to the Council & Monitoring Officer

## **AUDIT & CORPORATE OVERVIEW SCRUTINY COMMITTEE AGENDA**

***Tuesday, 26th April, 2022 at 10:00 hours taking place at the Council Chamber, The Arc,  
Clowne***

<b>Item No.</b>		<b>Page No.(s)</b>
<b>1.</b>	<b>Apologies For Absence</b>	
<b>2.</b>	<b>Urgent Items of Business</b>  To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4(b) of the Local Government Act 1972.	
<b>3.</b>	<b>Declarations of Interest</b>  Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of:  a) any business on the agenda b) any urgent additional items to be considered c) any matters arising out of those items and if appropriate, withdraw from the meeting at the relevant time.	
<b>4.</b>	<b>Minutes (20th January 2022)</b>  To consider the minutes of the meeting on 20 <sup>th</sup> January 2022.	5 - 12
<b>5.</b>	<b>Minutes (15th February 2022)</b>  To consider the minutes of the meeting on 15 <sup>th</sup> February 2022.	13 - 20
<b>6.</b>	<b>List of Key Decisions and items to be considered in private</b>  <i>(Members should contact the officer whose name appears on the List of Key Decisions for any further information. NB: If Members wish to discuss an exempt report under this item, the meeting will need to move into exempt business and exclude the public in accordance with the Local Government (Access to Information) Act 1985 and Local Government Act 1972, Part 1, Schedule 12a for that part of the meeting only).</i>  <i>Note: the link on the page will take you to the new List of Key Decisions when it is published on Thursday 14<sup>th</sup> April 2022.</i>	21
<b>7.</b>	<b>Internal Audit Plan 2022/23</b>	22 - 30
<b>8.</b>	<b>Summary of Progress on the 2021/22 Internal Audit Plan</b>	31 - 37

<b>9.</b>	<b>Committee Self-Assessment Action Plan</b>	<b>38 - 51</b>
<b>10.</b>	<b>Audit &amp; Corporate Overview Scrutiny Committee Work Programme 2021/22</b>	<b>52 - 59</b>

### **AUDIT & CORPORATE OVERVIEW SCRUTINY COMMITTEE**

Minutes of a hybrid meeting of the Audit and Corporate Overview Scrutiny Committee of the Bolsover District Council held in the Council Chamber on Thursday 20th January 2022 at 1400 hours.

In order to comply with current health and safety requirements due to Covid 19, the meeting was being held as a hybrid meeting.

As the annual Council Budget proposals were on the agenda for consideration prior to submission to Executive and Council, those Scrutiny Members who were not formally on the Audit and Corporate Overview Scrutiny Committee had been invited to this meeting in accordance with the Council's Constitution. These agenda items were item 8 - Treasury Management Briefing from Arlingclose, item 9 - Medium Term Financial Plan 2022/23 to 2025/26, and item 19 - Treasury Strategy Reports 2022/23 to 2025/26). These Scrutiny Members could ask questions on items 8, 9 and 19, and partake in any discussion, however, they had no voting rights on any items on the agenda. Further, due to legislation at the time of this meeting, those Members joining the meeting remotely via zoom were not classed as being 'present' in the meeting and their attendance would not be recorded on the Council's website.

#### **PRESENT IN THE COUNCIL CHAMBER:-**

##### ACOSC Members:-

Councillor Tom Munro in the Chair

Councillors Donna Hales, Tom Kirkham, Graham Parkin, Peter Roberts.

Also in attendance in the Council Chamber was Councillor Clive Moesby (Portfolio Holder for Finance and Resources).

##### Scrutiny Members not on ACOSC:-

Councillors Ray Heffer (from Minute No ACO51-21/22), Natalie Hoy, David Dixon and Rita Turner.

Officers:- Theresa Fletcher (Assistant Director of Finance & Resources/Section 151 Officer) and Alison Bluff (Governance Officer).

#### **VIA ZOOM :-**

##### ACOSC Coopted Member:-

Ruth Jaffray.

##### Scrutiny Members not on ACOSC:-

Derek Adams, Nick Clarke, Maxine Dixon, Andrew Joesbury, Evonne Parkin and Janet Tait.

Officers: - Joanne Wilson (Scrutiny & Elections Officer) and Claire Bamford (Principal Accountant).

## **AUDIT & CORPORATE OVERVIEW SCRUTINY COMMITTEE**

Also in attendance via zoom were Mike Norman (Mazars), and Stephen Kitching and Paul Roberts (Arlingclose).

The Chair requested to make the following announcement to the meeting;

Members were aware of the shocking events which had taken place on 14<sup>th</sup> January 2022, which had lead to the death of ex District Councillor Ken Walker's wife, Freda, and serious life threatening injuries to Ken. The Chair requested that the meeting stand for one minutes silence in respect of Freda and Ken and their family, and also for the wider communities of Langwith Junction and Shirebrook.

### **ACO43-21/22 APOLOGIES FOR ABSENCE**

Apologies for absence were received on behalf of:

#### ACOSC Members:-

Councillors Chris Kane, Jane Bryson and Ross Walker.

#### Scrutiny Members not on ACOSC:-

Councillors Allan Bailey, Rose Bowler, Dexter Bullock, Tracey Cannon, Anne Clarke, Jim Clifton, Tricia Clough, Paul Cooper, Stan Fox, Jenny Wilson and Dan Salt.

### **ACO44-21/22 URGENT ITEMS OF BUSINESS**

There were no urgent items of business to consider.

### **ACO45-21/22 DECLARATIONS OF INTEREST**

Councillor Graham Parkin declared a disclosable pecuniary interest in agenda item 9 – Medium Term Financial Plan 2022/23 to 2025/26, agenda item 19 - Treasury Strategy Reports 2022/23 to 2025/26, as he held shares in Lloyds Bank who were also the Council's banking provider.

### **ACO46-21/22 MINUTES**

Moved by Councillor Tom Munro and seconded by Councillor Graham Parkin  
**RESOLVED** that the Minutes of an Audit and Corporate Overview Scrutiny Committee meeting held on 25<sup>th</sup> November 2021 be approved as a correct record.

### **ACO47-21/22 LIST OF KEY DECISIONS AND ITEMS TO BE CONSIDERED IN PRIVATE**

Committee considered the List of Key Decisions and items to be considered in private

## AUDIT & CORPORATE OVERVIEW SCRUTINY COMMITTEE

document.

Moved by Councillor Tom Munro and seconded by Councillor Graham Parkin

**RESOLVED** that the List of Key Decisions and items to be considered in private document be noted.

### ACO48-21/22      **REPORT OF EXTERNAL AUDITOR - AUDITOR'S ANNUAL REPORT - 2020/21**

Committee considered the Auditor's Annual Report 2020/21.

The Auditor's Annual report summarised the work undertaken by Mazars, the Council's external auditors, for the year ended 31<sup>st</sup> March 2021. Although the report addressed the Council, it was also a document for the public and other external stakeholders.

The purpose of Mazar's audit was to provide reasonable assurance that the Council's financial statements were free from material error. This was carried out by Mazar's expressing their opinion as to whether the statements were prepared in line with the financial reporting framework applicable to the Council, and whether they gave a true and fair view of the Council's financial position as at 31<sup>st</sup> March 2021, and of its financial performance for the year ended.

Draft accounts had been received by Mazar's well in advance of the revised statutory deadlines and were of a good quality. The accounts were supported by high quality working papers and Mazar's had received full cooperation from the Council's Finance team who had responded to queries on a prompt basis.

The detailed report highlighted the following;

Internal Controls – based on the audit work carried out, no significant control deficiencies had been identified.

Value for Money: Financial Sustainability – Mazar's were satisfied that there was no significant weakness in the Council's arrangements in relation to financial sustainability.

Value for Money: Governance – Mazar's were satisfied that there was not a significant weakness in the Council's arrangements in relation to governance.

Value for Money: Improving Economy, Efficiency and Effectiveness – Mazar's were satisfied that there was not a significant weakness in the Council's arrangements in relation to improving economy, efficiency and effectiveness.

The audit had been carried out remotely and Mazar's had also appreciated the cooperation and support of the Council's managers during the audit.

The Chair noted that the report was a positive report with no criticism from Mazar's. He requested that his thanks to the Section 151 Officer and the finance team be recorded in the Minutes.

Moved by Councillor Tom Munro and seconded by Councillor Graham Parkin

**RESOLVED** that the Auditor's Annual report 2020/21 be noted.

## **AUDIT & CORPORATE OVERVIEW SCRUTINY COMMITTEE**

### **ACO49-21/22      REPORT OF EXTERNAL AUDITOR - EXTERNAL AUDIT PROGRESS REPORT**

Committee considered a detailed report of the Council's external auditors, Mazars, which provided an update on their progress in delivering;

- the 2020/21 audit and assurance work,
- the 2021/22 audit planning process,
- a summary of recent relevant reports and publications from;
  - CIPFA,
  - the Department for Levelling Up, Housing and Communities
  - the National Audit Office for Member's information.

Moved by Councillor Tom Munro and seconded by Councillor Donna Hales  
**RESOLVED** that the report be noted.

### **ACO50-21/22      TREASURY MANAGEMENT BRIEFING - ARLINGCLOSE**

Members received a slide presentation from Arlingclose, the Council's Treasury Management advisors, which provided a detailed overview on treasury management.

The Chair thanked Stephen Kitching and Paul Roberts from Arlingclose for a detailed presentation which would be circulated to members via email. If any Members had any questions regarding the presentation, these could be directed to Arlingclose or through the Assistant Director of Finance & Resources.

Moved by Councillor Tom Munro and seconded by Councillor Donna Hales  
**RESOLVED** that the presentation be noted.

### **ACO51-21/22      MEDIUM TERM FINANCIAL PLAN 2022/23 TO 2025/26**

Members considered a detailed report and slide presentation in relation to the proposed budget 2022/23, for the General Fund, Housing Revenue Account and Capital Programme, as part of the Council's Medium Term Financial Plan, covering the years 2022/23 to 2025/26.

In particular financial projections were provided for:

- 2021/22 Current Budget Position – this was the current year budget, revised to take account of changes during the financial year that would end on 31<sup>st</sup> March 2022.
- 2022/23 Original Budget – this was the proposed budget for the next financial year, on which the Council Tax would be based, and would commence from 1<sup>st</sup> April 2022.
- 2022/23 Original Budget, this included proposed increases to rents and fees and charges for the next financial year for the Housing Revenue Account.



## **AUDIT & CORPORATE OVERVIEW SCRUTINY COMMITTEE**

- 2023/24 to 2025/26 Financial Plan – In accordance with good practice the Council agreed its annual budgets within the context of a Medium Term Financial Plan (MTFP). This included financial projections in respect of the next three financial years.

In response to a question from Councillor Roberts regarding Consumer Price Index percentage (CPI) increasing to 7%, plus 1%, and the impact this would have on Council dwelling rents, the Assistant Director of Finance & Resources explained that it would be the CPI percentage set in September by the Government that would be used to set dwelling rents, plus 1% and this may not necessarily be 7%.

Councillor David Dixon queried the reason for the dip in the forecast for housing expenditure for 2023/24. The Assistant Director of Finance & Resources replied that she would look at this in more detail and inform Members of the reason.

In response to a question from Councillor Tom Kirkham in relation to the Government's Levelling Up agenda, the Assistant Director of Finance & Resources replied that the Council was currently unsure of what impact this would have on the Council's finances.

The Chair thanked the Assistant Director of Finance & Resources for her presentation and report.

Moved by Councillor Tom Munro and seconded by Councillor Ray Heffer  
**RESOLVED** that the report be noted.

### **ACO52-21/22      TREASURY STRATEGY REPORTS 2022/23 - 2025/26**

Members considered a detailed report and slide presentation in relation to the Council's suite of Treasury Strategies for 2022/23 to 2025/26.

As part of the requirements of the CIPFA Treasury Management Code of Practice, the Authority was required to produce each year, a Treasury Management Strategy and Capital Strategy which required approval by Council prior to the commencement of each financial year.

The following strategies provided an approved framework within which officers undertook day to day capital and treasury activities;

- The Treasury Management Strategy provided the framework for managing the Authority's cash flows and borrowing and investments.
- The Capital Strategy was intended to provide a high level, concise overview of how capital expenditure, capital financing and treasury management activity contributed to the provision of the Authority's services.
- The Corporate Investment Strategy focused on investments made for service purposes and commercial reasons rather than those made for treasury management.

In response to a question from Councillor David Dixon regarding assessment of risk, the Principal Accountant explained that Arlingclose's opinion would be sought and fed back

## **AUDIT & CORPORATE OVERVIEW SCRUTINY COMMITTEE**

to officers and Members for consideration.

The Chair thanked the Principal Accountant for her presentation and report.

Moved by Councillor Tom Munro and seconded by Councillor Ray Heffer  
**RESOLVED** that the report be noted.

### **ACO53-21/22      AUDIT & CORPORATE OVERVIEW SCRUTINY COMMITTEE WORK PROGRAMME 2021/22**

Committee considered their work programme 2021/22.

The Self-Assessment for Effectiveness item would be presented to the February meeting of the Committee.

The Portfolio Holder noted that as agreed at the last meeting that Members would raise the profile of discretionary housing payments - A3 posters had been produced for Members and these had been placed in their local community centres.

Moved by Councillor Tom Munro and seconded by Councillor Donna Hales  
**RESOLVED** that the work programme 2021/22 be noted.

### **ACO54-21/22      UPDATE FROM SCRUTINY CHAIRS (VERBAL REPORT)**

#### Climate Change & Communities Scrutiny Committee

Councillor Nick Clarke, Chair of Climate Change & Communities Scrutiny Committee, presented the following update to the meeting.

The Climate Change & Communities Scrutiny Committee had agreed at its first meeting that for its Review work this year, Members would continue the review work that had been started by the former Healthy, Safe, Clean & Green Communities Scrutiny Committee. One was in relation to the Council's policy on Sky Lanterns and Helium Balloons and one in relation to the Council's policy on Fireworks. A draft report on the Review of the Council's Policy on Fireworks had now been considered and was due to complete at the next meeting.

While this work had been in the background, Members had been focusing on their main review looking at the Council's Voluntary Community Sector (VCS) Grant Allocation Scheme. This had not been reviewed for some time and the impact of the pandemic had highlighted that demand in certain service areas was now greater than before. Members had a number of detailed conversations with the Partnerships Team and were assessing how grants were determined, alignment to the Council's Ambitions, the evaluation and performance monitoring process, emerging needs as a result of the pandemic, and future requirements in relation to governance and transparency of the scheme.

Within the main public sessions, Committee had considered a number of reports this year including;

- Licensing Policies out to consultation covering Mandatory CCTV in Taxi's and a

## **AUDIT & CORPORATE OVERVIEW SCRUTINY COMMITTEE**

review of the main Taxi and Private Hire Policy

- The annual monitoring update on the Health & Wellbeing Framework covering the 2020/21 year. Specific discussions took place around employee support, mental health, sickness (particularly the change in figures for 2021/22) and home working.
- Consultation on an amended Licensing Policy (as per the Council's approach to Policy/Strategy development including consultation with scrutiny).
- Annual Monitoring Update on Sustainable Community Strategy 2020-23 and current Partnership delivery

Members were due to consider Delivery of Leisure Service post Covid-19 and the annual Review of the Community Safety Partnership.

### **Local Growth Scrutiny Committee**

On behalf of Councillor Jenny Wilson, Chair of the Local Growth Scrutiny Committee, Councillor Tom Munro presented the following update;

At the first two meetings of the new Local Growth Scrutiny Committee last year, Members had detailed discussions around the integration of Social Value in Council Policy and Delivery. This was subsequently chosen as a review topic for the year.

To date, Members had looked at how social value could be integrated in to Council delivery; a potential draft structure for a Social Value Strategy; the requirements of social value outcomes as part of the Council's procurement processes; Social Value Indicators which could be integrated in to the Council's Business Growth Strategy, and were aware of the scope for other service areas to expand this work further in the future. The next stage was to look at potential software systems that would allow the Committee to evaluate the Council's social value outcomes.

Committee had considered a number of reports this year including;

- Q1 and Q2 Monitoring Updates on the Business Growth Strategy
- A progress update on the Council's Garage sites, the current status of the sites and future plans
- an update on the impact of Covid-19 on the local economy

Members were due to receive Q3 and Q4 monitoring updates on the Business Growth Strategy; and an update on progress at the former Coalite site.

### **Customer Services Scrutiny**

On behalf of Councillor Rose Bowler, Chair of the Customer Services Scrutiny Committee, Councillor Tom Munro presented the following update;

At the first meeting, as the new Customer Services Scrutiny Committee in August, Members received a briefing on the Council's adapted accommodation following an earlier report to Executive and a recommendation for review by Scrutiny. A review scope had been agreed and the Committee was progressing this piece of work.

A number of briefings had been received from Housing officers in relation to the current approach to adapted accommodation; assessed what policy amendments and new

## **AUDIT & CORPORATE OVERVIEW SCRUTINY COMMITTEE**

policies may be required, and this had resulted in the production of a draft Adaptations Policy.

The review was also looking at how the Council's stock was currently mapped/analysed to ensure that where new stock was built, it was placed in areas that matched the tenant/resident profile.

Discussions had taken place in relation to mobility scooters and other access issues and how the Council worked with DCC on their assessments.

Committee had also considered a number of reports this year including;

- Consultation on the proposed revision to the Tenant Alteration & Improvement Policy
- Consultation on the Housing Rechargeable Repairs Policy
- Consultation on the North Derbyshire Rough Sleeper Strategy 2021-2023
- Customer Service Standards and Compliments, Comments and Complaints Annual Report 2019/20
- LG&SCO and Housing Ombudsman Annual Report 2019/20

Members were due to consider the Q1/Q2 Customer Standards and Complaints report and would also be receiving monitoring updates on the Housing Strategy and the work of the Transformation Governance Group.

The meeting concluded at 1620 hours.

## AUDIT & CORPORATE OVERVIEW SCRUTINY COMMITTEE

Minutes of a meeting of the Audit and Corporate Overview Scrutiny Committee of the Bolsover District Council held in the Council Chamber on Tuesday 15<sup>th</sup> February 2022 at 1400 hours.

### **PRESENT:-**

Councillor Tom Munro in the Chair

Councillors Chris Kane, Tom Kirkham (to Minute No. ACO64-21/22), Graham Parkin, Peter Roberts and Coopted Member Ruth Jaffray.

Also in attendance at the meeting was Councillor Clive Moesby (Portfolio Holder for Finance and Resources).

Officers:- Theresa Fletcher (Assistant Director of Finance & Resources/Section 151 Officer), Jenny Williams (Internal Audit Consortium Manager), Kath Drury (Information, Engagement & Performance Manager), Joanne Wilson (Scrutiny & Elections Officer) and Alison Bluff (Governance Officer).

### **ACO55-21/22      APOLOGIES FOR ABSENCE**

Apologies for absence were received on behalf of Councillors Jane Bryson and Donna Hales.

### **ACO56-21/22      URGENT ITEMS OF BUSINESS**

There were no urgent items of business to consider.

### **ACO57-21/22      DECLARATIONS OF INTEREST**

There were no declarations of interest made.

### **ACO58-21/22      MINUTES**

Members were advised that the Minutes of the Audit and Corporate Overview Scrutiny Committee held on 20<sup>th</sup> January 2022 would be presented to the next meeting.

### **ACO59-21/22      LIST OF KEY DECISIONS AND ITEMS TO BE CONSIDERED IN PRIVATE**

Committee considered the List of Key Decisions and items to be considered in private document.

Moved by Councillor Chris Kane and seconded by Councillor Graham Parkin

**RESOLVED** that the List of Key Decisions and items to be considered in private document be noted.

## **AUDIT & CORPORATE OVERVIEW SCRUTINY COMMITTEE**

### **ACO60-21/22      REPORT OF INTERNAL AUDIT - SUMMARY OF PROGRESS ON THE INTERNAL AUDIT PLAN**

Committee considered a report which provided an update on progress on the 2021/22 Internal Audit Plan.

Appendix 1 to the report provided a summary of 8 reports issued between the end of August 2021 and the end of January 2022, and showed for each report the level of assurance given and the number of recommendations made / agreed where a full response had been received.

Out of the 8 reports, 6 had been issued with substantial assurance and 2 with reasonable assurance.

Appendix 2 to the report provided full details of the audits completed and audits in progress in respect of 2021/22. However, some audits would need to be deferred to the 2022/23 financial year.

The Chair and the Portfolio Holder for Finance and Resources thanked the Internal Audit Consortium Manager and her team for the audit work carried out during the Covid pandemic.

Moved by Councillor Tom Munro and seconded by Councillor Chris Kane  
**RESOLVED** that the report be noted.

### **ACO61-21/22      IMPLEMENTATION OF INTERNAL AUDIT RECOMMENDATIONS**

Committee considered a report which provided a summary of internal audit recommendations made and implemented for the financial years 2018/19 - 2021/22 to date.

Internal Audit made recommendations to improve the governance, risk and control processes in place. It was important to monitor the implementation of these recommendations to improve the control environment and to reduce the risk of fraud and error

Appendix 1 to the report provided an analysis of the number of recommendations made and implemented for the financial years 2018/19 – 2021/22 to date. The table also summarised the number of recommendations that had been implemented and those that were outstanding. No high priority recommendations were outstanding, however, there were 4 medium priority recommendations from 2019/20, and 2 from 2020/21 still outstanding.

Moved by Councillor Graham Parkin and seconded by Councillor Chris Kane  
**RESOVLED** that the report be noted.

### **ACO62-21/22      EXTERNAL REVIEW OF INTERNAL AUDIT - ACTION PLAN PROGRESS**

Committee considered a report which provided a progress update in respect of

## **AUDIT & CORPORATE OVERVIEW SCRUTINY COMMITTEE**

implementing recommendations arising from the external review of internal audit. Appendix 1 to the report detailed the recommendations made by the external reviewer, the proposed action and an update of the progress achieved so far.

Some recommendations had already been implemented and others were in progress. A number of the recommendations would be implemented from the 2022/23 financial year in order to avoid changing systems mid-year and also to provide time to train staff.

The main focus of the recommendations related to ensuring that internal audit continued to increase their focus on risk and align to the Council's risk appetite.

In order to do this, Internal Audit had aligned its assurance levels and recommendation priorities to the risk levels within the Council's Risk Management Strategy. The likely impact of this was that there would be more low priority recommendations as the Council's risk appetite, as defined in its Strategy, was higher than Internal Audit's current definitions. A medium internal audit recommendation would be more significant than at present.

All Internal Audit's documentation had been reviewed and updates had been made to the scoping document, audit test schedule and report template, to further embed risk management throughout the audit process.

A further update on progress would be presented to a future meeting of the Committee as part of the 2021/22 Internal Audit Annual Report.

Moved by Councillor Graham Parkin and seconded by Councillor Chris Kane  
**RESOLVED** that the report be noted.

### **ACO63-21/22      AUDIT & CORPORATE OVERVIEW COMMITTEE - SELF-ASSESSMENT FOR EFFECTIVENESS**

In 2018, CIPFA produced some practical guidance for Local Authorities and Police, which included a self-assessment of good practice.

The self-assessment provided a high-level review that incorporated the key principles set out in CIPFA's Position Statement and publication.

Where an audit committee had a high degree of performance against the good practice principles, then it was an indicator that the committee was soundly based and had in place a knowledgeable membership. These were the essential factors in developing an effective audit committee.

In November 2019, the Committee undertook a self-assessment with an action plan being presented to the January 2020 meeting. Unfortunately, due to the pandemic the action plan was not followed up.

It was now proposed that the new Audit and Corporate Overview Scrutiny Committee undertake the self-assessment and a new action plan be produced.

The Chair noted that questions 19, 23 to 25 of the self-assessment were important and it should be identified in a brief but precise Action Plan how feedback from Members not on

## **AUDIT & CORPORATE OVERVIEW SCRUTINY COMMITTEE**

the Committee would be obtained. He added that an Annual Report of the Committee should be undertaken and presented to Members at Annual Council.

Moved by Councillor Tom Munro and seconded by Councillor Graham Parkin

**RESOLVED** that (1) the CIPFA guidance for Local Authority Audit Committees be noted,

(2) following the completion of the self-assessment as undertaken at this meeting, an Action Plan be presented to the next meeting of the Committee.

(Head of Finance and Resources/Governance Manager)

Councillor Tom Kirkham left the meeting at this point.

### **ACO64-21/22      ACCOUNTING POLICIES 2021/22**

Committee's approval was sought in relation to accounting policies that would apply in the preparation of the Statement of Accounts for 2021/22.

The accounting policies adopted by the Council determined the accounting treatment that was applied to transactions during the financial year and in the preparation of the Statement of Accounts at the year end. They determined the specific principles, bases, conventions, rules and practices that would be applied by the Council in preparing and presenting its financial statements. The accounting policies were published within the Statement of Accounts document in accordance with the Code of Practice on Local Authority Accounting and incorporated the requirements of International Financial Reporting Standards (IFRS).

The approval of the accounting policies to be applied by the Council demonstrated that due consideration was being given to which policies to adopt and apply, and that those charged with governance were fully informed prior to the commencement of the Statement of Accounts preparation of the policies that were being adopted.

The accounting policies were set out at Appendix 1 to the report.

Moved by Councillor Chris Kane and seconded by Councillor Graham Parkin

**RESOLVED** that the accounting policies as detailed at Appendix 1 to the report be approved.

### **ACO65-21/22      CORPORATE AMBITIONS PERFORMANCE UPDATE - OCTOBER TO DECEMBER 2021 (Q3 - 2021/22)**

Committee considered a report in relation to the Quarter 3 outturns (October to December 2021) for the Council's Ambition targets 2020-2024.

Out of the 31 targets:

- 19 (61%) were on track
- 1 (3%) continued to be affected by Covid 19
- 4 (12%) had been placed on alert (as unlikely to meet their outturns in 21/22)
- 7 (22%) achieved previously.



## AUDIT & CORPORATE OVERVIEW SCRUTINY COMMITTEE

Out of the 48 performance indicators:

- 29 (60%) had a positive outturn
- 5 (10%) had a negative outturn
- 7 (15%) continued to be affected by Covid 19
- 3 (6%) were within target
- 4 (8%) did not have data available

At the pre meeting, the following questions had been raised with regard to the targets on 'alert', and responses had been provided as per below;

### **CUS.07 - Reduce average relet times for standard voids (council properties) to 20 calendar days by March 2021 and maintain thereafter**

Quarter 3 Report update for the meeting:

The current relet time for a standard void is 84 days. In addition to the operational improvements being made. A report is going to the Employment Committee for a new post of Void Manager a post which for the first time would be responsible for the end to end process across both Housing Repairs & Management. This post will be focused on reviewing the current processes to ensure any delay is minimised and performance improved.

**Question 1 - with regard to the Voids Manager post, who will be their line manager? Will their role involve working for housing management and repairs?**

Response from Assistant Director for Property Services and Housing Repairs:

The Voids Manager will be line managed by Assistant Director for Property Services and Housing Repairs as the post is funded from the Repairs budget. They will report to the Head of Housing and Enforcement and the Assistant Director for Property Services and Housing Repairs because they will be managing the voids process from end to end across both service areas.

**Question 2 - it is noted that 20 working days for a standard/minor void is a long established target. Is the target still fit for purpose today? Is it realistic and how does it compare to other local authorities? What work is being undertaken to review this?**

Response from Assistant Director for Property Services and Housing Repairs and Head of Housing and Enforcement:

The 20 working days for a minor void is a target that both relevant AD's remain committed to achieving however the target date should be reviewed as it is unachievable at this present time.

Bolsover are part of a benchmarking group and what has always been apparent is that it is not as simple as monitoring turnaround days although there is obviously some value in this because other organisations undertake very different levels of repairs to properties whilst void. We have visited high performing (In terms of turn around) organisations with our tenants who were horrified at the lack of work

## AUDIT & CORPORATE OVERVIEW SCRUTINY COMMITTEE

undertaken.

That said both AD's recognise that our current performance is not where we'd like it to be hence the focus on voids since we started in post and the on-going improvements which are slowly being recognised in the lowering of turnaround times.

We have also been in communication with the performance team regarding benchmarking and these discussions continue. This team is seeking information from the East Midlands Performance Network.

### **ENV.03 - Achieve a combined recycling and composting rate of 50% by March 2023**

#### **Quarter 3 Report update for the meeting:**

Quarter 3 (2021\22) performance is estimated based on Q3 2019\20 Waste Data Flow figures at 2,702 tonnes of recyclable\ compostable materials collected, equating to a combined recycling and composting rate of 43.8%. This will be updated when the actual figures become available in January 2022.

Quarter 2 (2021\22) Actual recyclable\compostable material collected within this period was 4,205 tonnes as reported by way of Waste Data Flow, equating to a combined recycling composting rate of 44.9%. Highest actual during this Council plan period. Councils' are awaiting a new UK national strategy.

**Question - the highest outturn to date of 44.9% is noted together with the observation that the target outturn (ignoring Covid) has flat-lined. The update makes reference to a new national strategy being due in March 2022. Pending consideration of the new strategy on household waste, what options could be available to the Council for setting a new target and achieving that target?**

#### **Response from Assistant Director for Streetscene;**

This target is derived from the revised Waste Framework Directive (rWFD) requiring the UK to achieved 50% recycling by 2020 and homologated within the current UK Waste Strategy, which the UK in 2018\19 achieved 45.6% performance against the 50% EU rWFD target.

The Council's recycling performance is achieved from two particular areas; firstly, mixed dry recycling (MDR) from burgundy bin collections which has remained relatively static over the past several years contributing 21% (approx.) performance; and, secondly organic (garden\food) waste from green bins contributing between 21% to 23%; however, this can fluctuate dependent upon seasonal conditions such as extended cold periods and\or hot drought periods throughout summer which both reduce vegetative growth, impacting on our combined recycling performance which has plateaued around 41%.

Whilst MDR performance has remained relatively static over the past several years, we anticipated the next stepped improved performance would be influence by food (cooked) waste inclusion in green bin collections from 2014; hence, our 50% target being set to reflect the EU rWFD. However, due to resident's not wishing to place cooked food waste in green bins due to perception of maggots, flies and smells, we have had a low take-up\participation which has held back our performance.

## AUDIT & CORPORATE OVERVIEW SCRUTINY COMMITTEE

We undertook work with DCC to facilitate the use of 'corn starch' bags for presentation of food waste in green bins; however, due to issue with their composting they have now asked that we do not directly promote them due to concerns of treatment at the In-vessel Composting Facility (IVC) at which green bin waste is treated in Arkwright.

In respect of MDR (burgundy bin) collections, there are various factors which affect performance; for instance, certain packaging is becoming lighter (i.e. thinner gauge glass bottle) and the economy affecting residents' disposable income. Wider factors such as international markets (i.e. China, Vietnam, Malaysia) have also had an impact of material exports and/or their value; in particular, recent global events such as Covid-19 and BREXIT which have affected not only our recycling performance, but more recently having need to bring the service in-house due to our prior external provider going in to liquidation.

To improve the national recycling position, Government (Defra) undertook consultations in 2019 on the new UK Resource & Waste Strategy (URWS) which has two overarching objectives to (a) Maximise the Value of Resource Use and (b) Minimise Waste and its Impact on the Environment (Strategy Link).

Officers responded to the 4 consultations documents (10th May 2019) as follows:

1. Household & Commercial waste collection consistency proposals; within which include all households receiving free garden waste collections and separate weekly food waste collections.
2. Extended Producer Responsibility (EPR) proposals arising from which packaging producers/retailer would pay levies to meet its collection, reprocessing and/or treatment.
3. Deposit and Return Scheme (DRS) proposals arising from which refundable deposits on certain packaging (i.e. bottles/can) would be available to consumers from retailers.
4. Plastic Packaging Tax (PPT) extend plastic tax on carrier bags to other plastic type packaging.

This new strategy has been substantively influenced by the European Circular Economy Package which Government has incorporated and set out its implementation within scope of their Policy Statement at <https://www.gov.uk/government/publications/circular-economy-package-policy-statement/circular-economy-package-policy-statement>

It was anticipated outcome of URWS consultations would be informed early 2020; however, we are still awaiting details of this due to ongoing delays arising from BREXIT and Covid-19 which we are now informed should be in the spring of 2022; following which, we should be better able to understand any new or amended statutory instruments to empower new/changed duties on Councils in regard of waste collection influencing a detailed piece of work to re-model the Council's waste collection service to meet any new and/or amended duties (i.e. separate weekly food waste collections) and potential future mandatory recycling targets we would have to set in our future plans; which, raises consideration of reviewing our current 50% target in the interim period.

In relation to **ENV.06 - Increase the number of fixed penalty notices issued for litter and dog fouling offences by 20% over a five year period (2024/25)**, the Information, Engagement & Performance Manager advised the meeting that as previously reported, Environmental Health had experienced many resource issues where staff had left the Authority.

## **AUDIT & CORPORATE OVERVIEW SCRUTINY COMMITTEE**

### **ENV.08 - Bring 5 empty properties back into use per year through assistance and enforcement measures**

Three properties, one in Bolsover, one in Langwith and one in Whitwell, were all due to be brought back into use.

Through intervention from the West Lea Working Group, 2 long term empty properties were in the process of being brought back into use. The properties had previously been owned by a problematic landlord who has sold them due to the enforcement action being taken by the Council, to improve the area.

This target was left on 'alert' due to the number, however, the progress and work at West Lea made achieving the target more realistic.

### **CUS.09 - Increase participation/attendances in leisure, sport, recreation, health, physical and cultural activity by 3,000 per year.**

The Go Active facility had reopened fully on 19th July 2021 and outreach work commenced in schools and community sessions. To the end of Q3 - 183,672 users had been to sessions (against an original planned target of 264,750). Installation of new gym equipment and facility improvements would have affected the attendance figure in December 2021. Covid restrictions in Q1 and Q2 would affect this target for 2021/22.

Moved by Councillor Chris Kane and seconded by Councillor Graham Parkin  
**RESOLVED** that the report be noted.

## **ACO66-21/22      AUDIT & CORPORATE OVERVIEW SCRUTINY COMMITTEE WORK PROGRAMME 2021/22**

Committee considered the remainder of their work programme for 2021/22.

It was noted that the ACOSC meeting on 26th May 2022, would actually be the first ACOSC meeting of the new municipal year 2022/23.

The Chair requested that the Action Plan in relation to the self-assessment undertaken at this meeting be included on the work programme for the April meeting and also a draft Annual ACOSC report.

The meeting concluded at 1505 hours.



**List of Key Decisions and items to be considered in private**

The latest version of the Forward Plan can be found here:

<https://committees.bolsover.gov.uk/mgListPlans.aspx?RPId=1147&RD=0&bcr=1>

Members should contact the officer whose name appears on the List of Key Decisions for any further information.

**NB:** If Members wish to discuss an exempt report under this item, the meeting will need to move into exempt business and exclude the public in accordance with the Local Government (Access to Information) Act 1985 and Local Government Act 1972, Part 1, Schedule 12a for that part of the meeting only.

**Bolsover District Council**

**Meeting of the Audit and Corporate Overview Scrutiny Committee**

**26<sup>th</sup> April 2022**

**Internal Audit Plan 2022/23**

**Report of the Head of the Internal Audit Consortium**

<b>Classification</b>	This report is Public
<b>Report By</b>	Head of the Internal Audit Consortium
<b>Contact Officer</b>	Jenny Williams – 01246 959770  Jenny.williams@ne-derbyshire.gov.uk

**PURPOSE/SUMMARY OF REPORT**

To present to Members for consideration and agreement the Internal Audit Plan for 2022/23.

---

**REPORT DETAILS**

**1. Background**

- 1.1 A key requirement of the Public Sector Internal Audit Standards is that a periodic risk- based plan should be prepared that is sufficiently flexible to reflect the changing risks and priorities of the organisation. The risk- based plan should be fixed for a period of no longer than one year, should outline the assignments to be carried out, their respective priorities and the estimated resources needed.

**2. Details of Proposal or Information**

- 2.1 The plan has been prepared taking into account the following factors: -

- The organisational objectives and priorities
- Local and national issues and risks
- The requirement to produce an annual internal audit opinion
- An update of the internal audit risk assessment exercise
- The Council's strategic risk register
- Consultation with the Senior Leadership Team

- 2.2 Some reserve audit areas have been included at the end of the plan. Whilst every effort will be made to complete the 2022/23 planned areas first, a list of reserve areas provides more flexibility. At certain times of the year, particularly year end there can be legitimate reasons why an audit is not feasible at a particular time. If the contingency days are not required then these will be utilised on the reserve areas.
- 2.3 An annual report summarising the outcome of the 2021/22 internal audit plan will be presented to this Committee after the year-end. Some of the areas within the 21/22 plan have been carried forward to 2022/23.
- 2.4 A summary of the internal audit plan for 2022/23 is shown below and in detail at Appendix 1.

### Internal Audit Plan 2022/23

Summary	Audit Days
Main Financial Systems	133
Other Operational Audits	194
Computer / IT Related	15
Fraud and Corruption	10
Corporate / Cross Cutting / Governance	46
Special Investigations & Contingency	40
Apprenticeships / Training	30
Audit Committee / Client Liaison	15
<b>Grand Total</b>	<b>483</b>

- 2.5 Resource availability has been based on the Consortium Business Plan that was approved by the Joint Board on the 29<sup>th</sup> March 2022. The plan allocates 483

days to Bolsover District Council for 2022/23, this is the same allocation as in 2021/22.

- 2.6 The plan is ambitious and is reliant upon having a full staffing complement and fully trained staff so may not be completed in its entirety. The Senior Auditor at NEDDC has taken a promotion elsewhere and we have been unable to recruit a suitable replacement. Options are currently being considered. The Consortiums resources will be spread evenly amongst the partnership Members to ensure that each get a good proportion of their plans completed.

### **3. Reasons for Recommendations**

- 3.1 To comply with the Public Sector Internal Audit Standards and to determine the internal audit work plan for the year.
- 3.2 To ensure that the annual internal audit opinion can provide assurance in respect of the Council's governance, risk and control arrangements.

### **4 Alternative Options and Reasons for Rejection**

- 4.1 N/A

---

## **RECOMMENDATIONS**

1. That the Internal Audit Plan for 2022/23 be agreed.
2. That it be noted that the plan is provisional and may need adjusting and prioritising in the light of any emerging risks / staff shortages etc.

### **IMPLICATIONS:**

**Finance and Risk:**                      Yes ☒                      No ☐

**Details:**

Financial – The internal audit budget for 2022/23 has been approved by the Joint Board.

Risk - The audit plan is designed to provide assurance that the council's significant risks identified as part of the risk assessment process are being managed effectively. If additional risks are identified and / or there are changes to priorities during the year the plan will be reconsidered.



Any significant changes to the plan will be reported back to the Audit and Corporate Overview Scrutiny Committee for approval.

On behalf of the Section 151 Officer

**Legal (including Data Protection):**      Yes ☒      No ☐

**Details:**

The core work of internal audit is derived from the statutory responsibility under the Accounts and Audit Regulations 2015 which requires the Council to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking in to account public sector internal auditing standards or guidance”.

On behalf of the Solicitor to the Council

**Staffing:**      Yes ☐      No ☒

**Details:**

On behalf of the Head of Paid Service

## DECISION INFORMATION

<b>Is the decision a Key Decision?</b> A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:  <b>Revenue - £75,000</b> <input type="checkbox"/> <b>Capital - £150,000</b> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
<b>Is the decision subject to Call-In?</b> <i>(Only Key Decisions are subject to Call-In)</i>	No

<b>District Wards Significantly Affected</b>	None
<b>Consultation:</b> <b>Leader / Deputy Leader</b> <input type="checkbox"/> <b>Executive</b> <input type="checkbox"/> <b>SLT</b> <input checked="" type="checkbox"/> <b>Relevant Service Manager</b> <input type="checkbox"/> <b>Members</b> <input type="checkbox"/> <b>Public</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>	Details:

<b>Links to Council Ambition: Customers, Economy and Environment.</b>
---

<p>The internal audit plan is linked to the Council Ambition in respect of its aim to deliver an excellent service that will provide assurance in respect of the Councils governance, risk and control arrangements.</p>
--

<b>DOCUMENT INFORMATION</b>
-----------------------------

Appendix No	Title
1	Internal Audit Plan 2022/23

<b>Background Papers</b>
--------------------------

<i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).</i>
--

## Bolsover District Council Internal Audit Plan 2020/21 – 2022/23

Not completed

27

Priority		2020/21 Days	2021/22 Days	2022/23 Days	Risk Factor / Strategic Risk
	<b>Main Financial Systems</b>				
H/M	Main Accounting/Budgetary Control / MTFP	0	15	15	Failure to produce a reliable set of accounts, lack of control over spending, (Strategic Risk 2)
H/M	CIPFA Financial Management Code	8	0	0	Lack of financial resilience / Sustainability (Strategic Risk 2)
H/M	Payroll	0	15	0	Employees are paid incorrectly, there are ghost employees in the system
H/M	Creditor Payments	0	10	20	Incorrect or fraudulent payments are made (Strategic risk 3)
H/M	Business Grants	0	15	0	Monies not paid out in accordance with scheme
H/M	Debtors	15	15	10	Loss of income, fraud
H/M	Treasury Management	0	15	10	Misappropriation of funds, poor investment decisions
H/M	Cash and Banking	13	18	18	Loss of income, theft
H/M	Council Tax	20	0	10	Loss of income, fraud (Strategic risk 3)
H/M	Non Domestic Rates	10	20	20	Loss of income, fraud (Strategic risk 3)
H/M	Housing / Council Tax Benefits	18	18	20	Reputational damage, fraud (Strategic risk 3)
H/M	Housing Rents	20	20	0	Loss of income, fraud (Strategic risk 3)
H/M	Housing Repairs	20	0	10	Reputational damage, health and safety risks
H/M	HRA Business Plan	0	5	0	Lack of financial resilience / Sustainability (Strategic Risk 2)
M	VAT	8	0	0	Financial penalties
	<b>Total Main Financial Systems</b>	<b>132</b>	<b>166</b>	<b>133</b>	
	<b>Other Operational Audits</b>				
L	Careline / Supporting People	10	0	0	Reputation, Health & Safety
M	Clowne Leisure Centre	0	13	0	Loss of income / theft (Strategic risk 3)

Appendix 1

Priority		2020/21 Days	2021/22 Days	2022/23 Days	Risk Factor / Strategic Risk
M	Committee Processes	0	8	12	Lack of transparency (Strategic risk 8)
L	Community Safety	10	0	0	Public safety (Strategic risk 3)
M	Compliance Cncl Properties, Legionella, gas, electric	0	0	12	Health & Safety
M	Contract accounts and procedures	0	0	12	Value for money
M	Disabled Facilities Grants	10	0	0	Poor VFM, fraud (Strategic risk 3)
L	Elections	10	0	0	Registers inaccurate /Incorrect payments
L	E. Health Dog Warden Service	5	0	0	Reputation / loss of income
H/M	E Health Food Hygiene	13	12	12	Public Health risk (Strategic risk 3)
L	Facilities Management	12	0	0	Poor VFM, Fraud
M	Final Accounts	7	5	5	Incorrect payments, fraud
M	Gas Servicing	12	0	0	Safety risk, reputational issues (Strategic risk 3)
L	Grounds Maintenance	0	8	10	Reputational (Strategic risk 3)
M	Homelessness	0	12	12	Reputation, public welfare, failure in statutory duty (Strategic Risk 1)
M	Housing Allocations and Lettings	15	12	12	Reputational risk, fraud
M	Housing Building Company	0	0	12	VFM, Reputation
M	Insurance	0	10	0	Wrong cover levels and type, fraudulent claims
L	Members Expenses	0	10	10	Fraud, reputational risk
M	Partnership Working	0	12	0	Lack of governance arrangements
M	Planning processes and procedures / appeals	10	0	0	Reputation, financial loss, loss of control (Strategic risk 3)
M	Pleasley Mills/Property Rents	0	0	12	Loss of income, fraud
M	Pleasley Vale Outdoor Centre	0	0	12	Health & Safety
M	Recruitment and Selection	0	0	12	Fraud
M	Refuse Collection	0	10	0	Reputational Risk (Strategic risk 3)
M	Section 106	0	12	0	Loss of income/fraud/ reputational damage, failure to complete projects
M	Sickness Absence / Wellbeing	0	0	12	Fraud, morale(Strategic Risk 4)

Priority		2020/21 Days	2021/22 Days	2022/23 Days	Risk Factor / Strategic Risk
M	Social Media	8	0	0	Reputation
L	Street Cleaning	10	0	0	Reputational damage (Strategic risk 3)
L	Stores	0	12	0	Theft, poor contract management
M	Taxi Licensing	0	0	12	Safeguarding (Strategic Risk 10)
M	The Tangent	0	0	12	Poor admin / loss of income
M	Transport, fuel, plant	0	0	13	VFM
	<b>Total Operational Audits</b>	<b>132</b>	<b>126</b>	<b>194</b>	
	<b>Computer and IT Related</b>				
H	Cyber Security / Network Security / Systems Security/ Transformation programme/ Digital / DR	12	14	15	Attack on Council systems (Strategic risk 12)
M	Laptops & Removable Media	12	0	0	Reputation, data protection (Strategic risk 12)
	<b>Total Computer and IT related</b>	<b>24</b>	<b>14</b>	<b>15</b>	
	<b>Cross Cutting Areas</b>				
M	Asset Management Arrangements	10	0	0	Poor value for money, assets not fit for purpose
H/M	Climate Change	5	0	0	Reputation, failure to meet council objectives
H	Corporate Governance and AGS	2	2	2	Poor Governance (Strategic Risk 8)
H/M	Data Protection	12	0	12	Mis- use of data, large fines
M	Business Continuity	0	8	0	Public Safety (Strategic Risk 6)
M	Ethics	10	10	0	Reputation, lack of transparency (Strategic Risk 8)
H	Financial Advice / Working Groups	12	12	20	Appropriate controls not in place
M	Health and Safety	0	12	0	Risk of injury, death (Strategic Risk 8)
L	Mobile phones / communications	10	0	0	Poor VFM

Priority		2020/21 Days	2021/22 Days	2022/23 Days	Risk Factor / Strategic Risk
M	Corporate Targets	15	10	12	Poor Governance (Strategic Risk 8)
M	Procurement	15	0	0	Fraud, poor value for money
M	Risk Management	0	7	0	Failure to identify and mitigate risks (Strategic risk 8)
M	Safeguarding	0	8	0	Public safety, reputational risk (Strategic Risk 10)
M	Transformation Agenda	10	10	0	Failure to meet savings/transformation targets (Strategic Risk 5)
L	Use of Consultants / IR35	14	0	0	Poor VFM, reputational risk
	<b>Total Cross Cutting</b>	<b>115</b>	<b>79</b>	<b>46</b>	
	Special Investigations /Contingency/Emerging risks	25	43	40	Fraud, loss of income
	Apprenticeship / training	30	30	30	Lack of appropriately trained staff
	NFI Key contact	10	10	10	Fraud
	Audit Committee / Client Officer Liaison	15	15	15	Non- compliance with Public Sector Internal Audit Standards
	<b>Planned Total Days</b>	<b>483</b>	<b>483</b>	<b>483</b>	

### Reserve Areas

Right to Buy Sales

Sheltered Housing

Planning Fess

**Bolsover District Council**

**Meeting of the Audit and Corporate Overview Scrutiny Committee**

**26<sup>th</sup> April 2022**

**Summary of Progress on the 2021/22 Internal Audit Plan**

**Report of the Head of the Internal Audit Consortium**

<b>Classification</b>	This report is Public
<b>Report By</b>	Head of the Internal Audit Consortium
<b>Contact Officer</b>	Jenny Williams – 01246 959770 Jenny.williams@ne-derbyshire.gov.uk

**PURPOSE/SUMMARY OF REPORT**

To present, for members' information, a progress report in respect of the 2021/22 Internal Audit Plan.

---

**REPORT DETAILS**

**1. Background**

- 1.1 The Public Sector Internal Audit Standards require that the Head of the Internal Audit Consortium reports periodically to the Audit and Corporate Overview Scrutiny Committee in respect of performance against the audit plan. Significant risk and control issues should also be reported.

**2. Details of Proposal or Information**

- 2.1 Appendix 1 is a summary of reports issued between the end of January 2022 and the end of March 2022. The Appendix shows for each report the level of assurance given and the number of recommendations made / agreed where a full response has been received. This provides an overall assessment of the system's ability to meet its objectives and manage risk. The definitions of the assurance levels used can be seen in the table below:-

<b>Assurance Level</b>	<b>Definition</b>
<b>Substantial Assurance</b>	There is a sound system of controls in place, designed to achieve the system objectives. Controls are being consistently applied and risks well managed.
<b>Reasonable Assurance</b>	The majority of controls are in place and operating effectively, although some control improvements are required. The system should achieve its objectives. Risks are generally well managed.
<b>Limited Assurance</b>	Certain important controls are either not in place or not operating effectively. There is a risk that the system may not achieve its objectives. Some key risks were not well managed.
<b>Inadequate Assurance</b>	There are fundamental control weaknesses, leaving the system/service open to material errors or abuse and exposes the Council to significant risk. There is little assurance of achieving the desired objectives.

- 2.2 In this period 2 reports have been issued 1 with substantial assurance and 1 with reasonable assurance. A number of audits relating to the 21/22 plan are still in progress and the results of these audits will be reported to the next meeting along with the annual report.
- 2.3 Reports are issued as Drafts with five working days being allowed for the submission of any factual changes, after which time the report is designated as a Final Report. Fifteen working days are allowed for the return of the Implementation Plan.
- 2.4 Appendix 2 provides full details of the audits completed, audits in progress and those audits that will be deferred to 2022/23.
- 2.5 In respect of the audits being reported, it is confirmed that no issues arising relating to fraud were identified.

### **3. Reasons for Recommendation**

- 3.1 To inform Members of progress on the 2021/22 Internal Audit Plan and to provide details of the Audit Reports issued to date.
- 3.2 To comply with the requirements of the Public Sector Internal Audit Standards.



#### 4 Alternative Options and Reasons for Rejection

4.1 N/A

---

#### RECOMMENDATION

1. That the report be noted.

Approved by \*

##### IMPLICATIONS:

Finance and Risk: Yes ☒ No ☐

**Details:**

Internal audit reviews help to ensure that processes and controls are operating effectively thereby contributing to ensuring that value for money is obtained.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes ☒ No ☐

**Details:**

The core work of internal audit is derived from the statutory responsibility under the Accounts and Audit Regulations 2015 which requires the Council to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking in to account the Public Sector Internal Audit Standards or guidance”.

On behalf of the Solicitor to the Council

Staffing: Yes ☐ No ☒

**Details:**

On behalf of the Head of Paid Service

## DECISION INFORMATION

<b>Is the decision a Key Decision?</b> A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:  <b>Revenue - £75,000   <input type="checkbox"/>   Capital - £150,000   <input type="checkbox"/></b> <b><input checked="" type="checkbox"/> Please indicate which threshold applies</b>	No
<b>Is the decision subject to Call-In?</b> <i>(Only Key Decisions are subject to Call-In)</i>	No

<b>District Wards Significantly Affected</b>	None
<b>Consultation:</b> <b>Leader / Deputy Leader   <input type="checkbox"/>   Executive   <input type="checkbox"/></b> <b>SLT   <input type="checkbox"/>   Relevant Service Manager   <input checked="" type="checkbox"/></b> <b>Members   <input type="checkbox"/>   Public   <input type="checkbox"/>   Other   <input type="checkbox"/></b>	Details:

<b>Links to Council Ambition: Customers, Economy and Environment.</b>
Internal audit reviews help to ensure that the Council is delivering high quality, cost effective services.

DOCUMENT INFORMATION	
Appendix No	Title
1	Summary of Internal Audit reports issued in respect of the 2021/22 Internal Audit Plan between the end of January 2022 and the end of March 2022
2	Progress on the 2021/22 Internal Audit Plan

<b>Background Papers</b>
<i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).</i>

## **BOLSOVER DISTRICT COUNCIL**

### **Internal Audit Consortium - Report to Audit and Corporate Overview Scrutiny Committee** **Summary of Internal Audit Reports Issued between the end of January 2022 and the end of March 2022**

Report Ref No.	Report Title	Scope and Objectives	Assurance Provided	Date		Number of Recommendations	
				Report Issued	Response Due	Made	Accepted
B013	Ethical Governance	To review governance arrangements in respect of policies and procedures	Reasonable	7/2/22	28/2/22	5 (1M 4L)	5
B014	Housing Rents	To ensure that housing rents are collected promptly and accurately	Substantial	15/3/22	5/4/22	2 (1M 1L)	2

H = High Priority M = Medium Priority L = Low Priority

Note 1 Response not received at time of writing report

# Appendix 2

## Bolsover Derbyshire District Council Internal Audit Plan 2021/22

	Audit Completed
	Audit in Progress
	Joint with NEDDC
	Defer

<b>Audit Area</b>	<b>Days</b>
Main Accounting / Budgetary Control / MTFP	15
Creditor Payments (key controls)	10
Cash and Banking	18
Debtors	15
Treasury Management	15
NNDR	20
Housing Benefits	18
Housing Rents	20
HRA Business Plan	5
Payroll	15
Business Grants	15
<b>Total Main Financial Systems</b>	<b>166</b>
<b>Other Operational Audits</b>	<b>2021/22</b>
Clowne Leisure - Financial	13
Committee Processes	8
Final Accounts (contracts)	5
Food Hygiene	12
Grounds Maintenance – Swapped with waste	8
Homelessness	12
Housing Allocations & Lettings	12
Insurance	10
Members Expenses	10
Partnership working arrangements	12
Section 106	12
Stores	12
<b>Total Operational Areas</b>	<b>126</b>

	<b>IT Related</b>	
	Disaster Recovery	6
	IT Transformation Programme / Digital Agenda	8
	<b>Total IT</b>	<b>14</b>
		<b>2021/22</b>
	<b>Corporate / Cross Cutting Issues</b>	
	Business Continuity	8
	Corporate Governance / Assurance Statement	2
	Corporate Targets	10
	Financial Advice / working groups	12
	Safeguarding	8
	Health and Safety	12
	Ethics	10
	Risk Management	7
	Transformation Agenda	10
	<b>Total Corporate/Cross Cutting Issues</b>	<b>79</b>
	Special Investigations / Contingency/ emerging risks	43
	NFI Key Contact	10
	Apprenticeships / training	30
	Audit Committee / Client Liaison	15
	<b>Grand Total</b>	<b>483</b>

### Reserve Areas

Taxi Licences

Sickness absence

Land Charges - June

Sheltered Housing Scheme

IT Disposal of old equipment

**Waste Management**

## **Bolsover District Council**

### **Meeting of the Audit and Corporate Overview Scrutiny Committee on 26<sup>th</sup> April 2022**

#### **COMMITTEE SELF-ASSESSMENT ACTION PLAN**

#### **Report of the Assistant Director of Finance and Resources**

<b>Classification</b>	This report is public
<b>Report By</b>	Assistant Director of Finance and Resources
<b>Contact Officer</b>	Assistant Director of Finance and Resources Theresa Fletcher 01246 242548 theresa.fletcher@bolsover.gov.uk

#### **PURPOSE/SUMMARY OF REPORT**

To present for members' attention the action plan arising from the self-assessment, undertaken by the Audit and Corporate Overview Scrutiny Committee on 15<sup>th</sup> February 2022. The committee utilised CIPFA's self-assessment of good practice that is included within the CIPFA document 'Audit Committees Practical Guidance for Local Authorities and Police 2018 Edition'.

#### **REPORT DETAILS**

##### **1. Background**

- 1.1 The purpose of an Audit Committee is to provide those charged with governance, independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and annual governance processes.
- 1.2 The completion by members of the Audit and Corporate Overview Scrutiny Committee, of the self-assessment included in CIPFA's document 'Audit Committees Practical Guidance for Local Authorities and Police 2018 Edition' is aimed at helping the Committee comply with best practice and to achieve its purpose.
- 1.3 At the meeting of the committee on the 15<sup>th</sup> February 2022, members reviewed their compliance against the CIPFA template and whilst many examples of good practice were noted, a number of areas for improvement were also identified. The action plan at **Appendix 1** identifies the areas for improvement, the actions required, who by and a target date for completion.

1.4 The majority of the issues identified can be addressed by 2 main actions:

- The production of an annual report to Council detailing the work of the Audit and Corporate Overview Scrutiny Committee and its achievements;
- The identification of any potential skill gaps that can be addressed by training. **Appendix 2** – audit committee members – knowledge and skills framework is an extract from the audit committee guidance document.

## **2. Reasons for Recommendation**

2.1 The approval and implementation of a self-assessment action plan will help to ensure that the Committee complies with best practice and is fully effective.

## **3 Alternative Options and Reasons for Rejection**

3.1 None.

---

## **RECOMMENDATION(S)**

1. That members review and approve the self-assessment action plan.
2. That progress against the action plan be reported back to the Committee periodically at its meetings during 2023.
3. That members review the Audit Committee members – knowledge and skills framework at Appendix 2 and report back to a future meeting any perceived skills shortages of the Committee as a whole.
4. That a further self-assessment be undertaken at the end of the calendar year.

Approved by the Portfolio Holder - Cllr Clive Moesby, Executive Member for Finance

### **IMPLICATIONS:**

**Finance and Risk:**            Yes ☐            No ☒

**Details:**

The implementation of the action plan will ensure that the Committee operates in accordance with best practice. This in turn will ensure that the purpose of the Committee is met and that independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and annual governance processes is provided.

On behalf of the Section 151 Officer

**Legal (including Data Protection):**            Yes ☐            No ☒

**Details:**

There are no legal or data protection issues arising directly from this report.

On behalf of the Solicitor to the Council

**Staffing:** Yes ☐ No ☒

**Details:**

There are no human resource issues arising directly out of this report.

On behalf of the Head of Paid Service

## DECISION INFORMATION

<b>Is the decision a Key Decision?</b> A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:  <b>Revenue - £75,000</b> <input type="checkbox"/> <b>Capital - £150,000</b> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
<b>Is the decision subject to Call-In?</b> <i>(Only Key Decisions are subject to Call-In)</i>	No

<b>District Wards Significantly Affected</b>	None
<b>Consultation:</b> <b>Leader / Deputy Leader</b> <input type="checkbox"/> <b>Executive</b> <input type="checkbox"/> <b>SLT</b> <input type="checkbox"/> <b>Relevant Service Manager</b> <input type="checkbox"/> <b>Members</b> <input type="checkbox"/> <b>Public</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>	<b>Details:</b>  Chair of Committee Portfolio Holder for Finance

**Links to Council Ambition: Customers, Economy and Environment.**

## DOCUMENT INFORMATION

Appendix No	Title
1	Audit and Corporate Overview Scrutiny Committee Self-Assessment Action Plan February 2022
2	Audit committee members – knowledge and skills framework

## Background Papers

*(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).*

None





**BOLSOVER DISTRICT COUNCIL – Audit and Corporate Overview Scrutiny Committee Self -  
Assessment Action Plan February 2022**

42

	<b>Issue Identified</b>	<b>Action Identified</b>	<b>By Date</b>	<b>Action by</b>
1	The Audit Committee hasn't previously reported directly to full Council.	Previously the Audit Committee didn't report directly to full Council but as the new Audit and Corporate Overview Scrutiny Committee this will be part of the annual reporting process of Scrutiny to Council.	October 2022	AD of Finance + Resources/ Scrutiny + Elections Officer
2	The role and purpose of the Audit Committee is not fully understood and accepted across the authority.	Addressed by the production of an annual report as above – could also promote through including on internal training/ promote on intranet.	As above	As above
3	There is no annual evaluation undertaken to assess whether the committee is fulfilling its terms of reference.	Again, this should be addressed by the production of the annual report.	As above	As above
4	The membership of the committee has not been assessed against the core knowledge and skills framework.	Comparison of skills with Appendix C of CIPFA's Audit Committees: practical guidance for local authorities and police 2018 edition. Any gaps in skills identified could be addressed via training or including them in the induction pack for the future.	January 2023	Committee Members / AD of Finance + Resources / IAC Manager/Scrutiny + Elections Officer
5	The Committee hasn't obtained feedback on its performance from those interacting with the committee or relying on its work.	The annual report to request feedback / provide a mechanism for giving feedback. Others to be asked directly for feedback e.g. External Audit, Internal Audit, AD of Finance + Resources.	October 2022	AD of Finance + Resources/ IAC Manager/ Scrutiny + Elections Officer
6	The Committee has not evaluated how it adds value to the organisation.	This will be addressed via the production of an annual report.	As above	As above

	<b>Issue Identified</b>	<b>Action Identified</b>	<b>By Date</b>	<b>Action by</b>
7	The Committee does not have an action plan to improve any areas of weakness.	Production of an action plan arising from the annual self –assessment.	April 2022	AD of Finance + Resources/ IAC Manager / Chair of the Audit Committee
8	The Audit Committee does not publish an annual report to account for its performance and explain its work.	That the Audit and Corporate Overview Scrutiny Committee produce an annual report for Council detailing the work that it has undertaken during the year and how it has added value to the council's governance arrangements – tie in to the Annual Governance Statement.	Each year	Chair of the Committee/AD of Finance + Resources/ Scrutiny + Elections Officer

## APPENDIX C

# Audit committee members – knowledge and skills framework

### CORE AREAS OF KNOWLEDGE

Knowledge area	Details of core knowledge required	How the audit committee member is able to apply the knowledge
Organisational knowledge	<ul style="list-style-type: none"> <li>■ An overview of the governance structures of the authority and decision-making processes</li> <li>■ Knowledge of the organisational objectives and major functions of the authority</li> </ul>	<ul style="list-style-type: none"> <li>■ This knowledge will be core to most activities of the audit committee including review of the AGS, internal and external audit reports and risk registers</li> </ul>
Audit committee role and functions (Chapters 3 and 6)	<ul style="list-style-type: none"> <li>■ An understanding of the audit committee's role and place within the governance structures. Familiarity with the committee's terms of reference and accountability arrangements</li> <li>■ Knowledge of the purpose and role of the audit committee</li> </ul>	<ul style="list-style-type: none"> <li>■ This knowledge will enable the audit committee to prioritise its work in order to ensure it discharges its responsibilities under its terms of reference and to avoid overlapping the work of others</li> </ul>
Governance (Chapter 4)	<ul style="list-style-type: none"> <li>■ Knowledge of the seven principles of the CIPFA/Solace Framework and the requirements of the AGS</li> <li>■ Knowledge of the local code of governance</li> </ul>	<ul style="list-style-type: none"> <li>■ The committee will review the local code of governance and consider how governance arrangements align to the principles in the framework</li> <li>■ The committee will plan the assurances it is to receive in order to adequately support the AGS</li> <li>■ The committee will review the AGS and consider how the authority is meeting the principles of good governance</li> </ul>

Knowledge area	Details of core knowledge required	How the audit committee member is able to apply the knowledge
Internal audit (Chapter 4)	<ul style="list-style-type: none"> <li>■ An awareness of the key principles of the PSIAS and the LGAN</li> <li>■ Knowledge of the arrangements for delivery of the internal audit service in the authority and how the role of the head of internal audit is fulfilled</li> </ul>	<ul style="list-style-type: none"> <li>■ The audit committee has oversight of the internal audit function and will monitor its adherence to professional internal audit standards</li> <li>■ The audit committee will review the assurances from internal audit work and will review the risk-based audit plan. The committee will also receive the annual report, including an opinion and information on conformance with professional standards</li> <li>■ In relying on the work of internal audit, the committee will need to be confident that professional standards are being followed</li> <li>■ The audit committee chair is likely to be interviewed as part of the external quality assessment and the committee will receive the outcome of the assessment and action plan</li> </ul>
Financial management and accounting (Chapter 4)	<ul style="list-style-type: none"> <li>■ Awareness of the financial statements that a local authority must produce and the principles it must follow to produce them</li> <li>■ Understanding of good financial management principles</li> <li>■ Knowledge of how the organisation meets the requirements of the role of the CFO, as required by The Role of the Chief Financial Officer in Local Government (CIPFA, 2016) and the CIPFA Statement on the Role of Chief Financial Officers in Policing (2018)</li> </ul>	<ul style="list-style-type: none"> <li>■ Reviewing the financial statements prior to publication, asking questions</li> <li>■ Receiving the external audit report and opinion on the financial audit</li> <li>■ Reviewing both external and internal audit recommendations relating to financial management and controls</li> <li>■ The audit committee should consider the role of the CFO and how this is met when reviewing the AGS</li> </ul>
External audit (Chapter 4)	<ul style="list-style-type: none"> <li>■ Knowledge of the role and functions of the external auditor and who currently undertakes this role</li> <li>■ Knowledge of the key reports and assurances that external audit will provide</li> <li>■ Knowledge about arrangements for the appointment of auditors and quality monitoring undertaken</li> </ul>	<ul style="list-style-type: none"> <li>■ The audit committee should meet with the external auditor regularly and receive their reports and opinions</li> <li>■ Monitoring external audit recommendations and maximising benefit from audit process</li> <li>■ The audit committee should monitor the relationship between the external auditor and the authority and support the delivery of an effective service</li> </ul>



Knowledge area	Details of core knowledge required	How the audit committee member is able to apply the knowledge
Risk management (Chapter 4)	<ul style="list-style-type: none"> <li>■ Understanding of the principles of risk management, including linkage to good governance and decision making</li> <li>■ Knowledge of the risk management policy and strategy of the organisation</li> <li>■ Understanding of risk governance arrangements, including the role of members and of the audit committee</li> </ul>	<ul style="list-style-type: none"> <li>■ In reviewing the AGS, the committee will consider the robustness of the authority's risk management arrangements and should also have awareness of the major risks the authority faces</li> <li>■ Keeping up to date with the risk profile is necessary to support the review of a number of audit committee agenda items, including the risk-based internal audit plan, external audit plans and the explanatory foreword of the accounts. Typically, risk registers will be used to inform the committee</li> <li>■ The committee should also review reports and action plans to develop the application of risk management practice</li> </ul>
Counter fraud (Chapter 4)	<ul style="list-style-type: none"> <li>■ An understanding of the main areas of fraud and corruption risk to which the organisation is exposed</li> <li>■ Knowledge of the principles of good fraud risk management practice in accordance with the Code of Practice on Managing the Risk of Fraud and Corruption (CIPFA, 2014)</li> <li>■ Knowledge of the organisation's arrangements for tackling fraud</li> </ul>	<ul style="list-style-type: none"> <li>■ Knowledge of fraud risks and good fraud risk management practice will be helpful when the committee reviews the organisation's fraud strategy and receives reports on the effectiveness of that strategy</li> <li>■ An assessment of arrangements should support the AGS and knowledge of good fraud risk management practice will support the audit committee member in reviewing that assessment</li> </ul>
Values of good governance (Chapter 5)	<ul style="list-style-type: none"> <li>■ Knowledge of the Seven Principles of Public Life</li> <li>■ Knowledge of the authority's key arrangements to uphold ethical standards for both members and staff</li> <li>■ Knowledge of the whistleblowing arrangements in the authority</li> </ul>	<ul style="list-style-type: none"> <li>■ The audit committee member will draw on this knowledge when reviewing governance issues and the AGS</li> <li>■ Oversight of the effectiveness of whistleblowing will be considered as part of the AGS. The audit committee member should know to whom concerns should be reported</li> </ul>

Knowledge area	Details of core knowledge required	How the audit committee member is able to apply the knowledge
Treasury management (only if it is within the terms of reference of the committee to provide scrutiny) (Chapter 5)	<ul style="list-style-type: none"> <li>■ Effective Scrutiny of Treasury Management is an assessment tool for reviewing the arrangements for undertaking scrutiny of treasury management. The key knowledge areas identified are:               <ul style="list-style-type: none"> <li>– regulatory requirements</li> <li>– treasury risks</li> <li>– the organisation's treasury management strategy</li> <li>– the organisation's policies and procedures in relation to treasury management</li> </ul> </li> <li>■ See also Treasure Your Assets (CfPS, 2017)</li> </ul>	<ul style="list-style-type: none"> <li>■ Core knowledge on treasury management is essential for the committee undertaking the role of scrutiny</li> </ul>

## SPECIALIST KNOWLEDGE THAT ADDS VALUE TO THE AUDIT COMMITTEE

This section may be of particular benefit when recruiting independent members.

Knowledge area	Details of supplementary knowledge	How the audit committee member is able to add value to the committee
Accountancy	<ul style="list-style-type: none"> <li>■ Professional qualification in accountancy</li> </ul>	<ul style="list-style-type: none"> <li>■ More able to engage with the review of the accounts and financial management issues coming before the committee</li> <li>■ Having an understanding of the professional requirements and standards that the finance function must meet will provide helpful context for discussion of risks and resource issues</li> <li>■ More able to engage with the external auditors and understand the results of audit work</li> </ul>
Internal audit	<ul style="list-style-type: none"> <li>■ Professional qualification in internal audit</li> </ul>	<ul style="list-style-type: none"> <li>■ This would offer in-depth knowledge of professional standards of internal audit and good practice in internal auditing</li> <li>■ The committee would be more able to provide oversight of internal audit and review the output of audit reports</li> </ul>
Risk management	<ul style="list-style-type: none"> <li>■ Risk management qualification</li> <li>■ Practical experience of applying risk management</li> <li>■ Knowledge of risks and opportunities associated with major areas of activity</li> </ul>	<ul style="list-style-type: none"> <li>■ Enhanced knowledge of risk management will inform the committee's oversight of the development of risk management practice</li> <li>■ Enhanced knowledge of risks and opportunities will be helpful when reviewing risk registers</li> </ul>
Governance and legal	<ul style="list-style-type: none"> <li>■ Legal qualification and knowledge of specific areas of interest to the committee, for example constitutional arrangements, data protection or contract law</li> </ul>	<ul style="list-style-type: none"> <li>■ Legal knowledge may add value when the committee considers areas of legal risk or governance issues</li> </ul>
Service knowledge relevant to the functions of the organisation	<ul style="list-style-type: none"> <li>■ Direct experience of managing or working in a service area similar to that operated by the authority</li> <li>■ Previous scrutiny committee experience</li> </ul>	<ul style="list-style-type: none"> <li>■ Knowledge of relevant legislation, risks and challenges associated with major service areas will help the audit committee to understand the operational context</li> </ul>



Knowledge area	Details of supplementary knowledge	How the audit committee member is able to add value to the committee
Programme and project management	<ul style="list-style-type: none"> <li>■ Project management qualifications or practical knowledge of project management principles</li> </ul>	<ul style="list-style-type: none"> <li>■ Expert knowledge in this area will be helpful when considering project risk management or internal audit reviews</li> </ul>
IT systems and IT governance	<ul style="list-style-type: none"> <li>■ Knowledge gained from management or development work in IT</li> </ul>	<ul style="list-style-type: none"> <li>■ Knowledge in this area will be helpful when considering IT governance arrangements or audit reviews of risks and controls</li> </ul>

## CORE SKILLS

Skills	Key elements	How the audit committee member is able to apply the skill
Strategic thinking and understanding of materiality	<ul style="list-style-type: none"> <li>■ Able to focus on material issues and overall position, rather than being side tracked by detail</li> </ul>	<ul style="list-style-type: none"> <li>■ When reviewing audit reports, findings will include areas of higher risk or materiality to the organisation, but may also highlight more minor errors or control failures. The audit committee member will need to pitch their review at an appropriate level to avoid spending too much time on detail</li> </ul>
Questioning and constructive challenge	<ul style="list-style-type: none"> <li>■ Able to frame questions that draw out relevant facts and explanations</li> <li>■ Challenging performance and seeking explanations while avoiding hostility or grandstanding</li> </ul>	<ul style="list-style-type: none"> <li>■ The audit committee will review reports and recommendations to address weaknesses in internal control. The audit committee member will seek to understand the reasons for weaknesses and ensure a solution is found</li> </ul>
Focus on improvement	<ul style="list-style-type: none"> <li>■ Ensuring there is a clear plan of action and allocation of responsibility</li> </ul>	<ul style="list-style-type: none"> <li>■ The outcome of the audit committee will be to secure improvements to the governance, risk management or control of the organisation, including clearly defined actions and responsibilities</li> <li>■ Where errors or control failures have occurred, then the audit committee should seek assurances that appropriate action has been taken</li> </ul>
Able to balance practicality against theory	<ul style="list-style-type: none"> <li>■ Able to understand the practical implications of recommendations to understand how they might work in practice</li> </ul>	<ul style="list-style-type: none"> <li>■ The audit committee should seek assurances that planned actions are practical and realistic</li> </ul>

Skills	Key elements	How the audit committee member is able to apply the skill
Clear communication skills and focus on the needs of users	<ul style="list-style-type: none"> <li>■ Support the use of plain English in communications, avoiding jargon, acronyms, etc</li> </ul>	<ul style="list-style-type: none"> <li>■ The audit committee will seek to ensure that external documents such as the AGS and the narrative report in the accounts are well written for a non-expert audience</li> </ul>
Objectivity	<ul style="list-style-type: none"> <li>■ Evaluate information on the basis of evidence presented and avoiding bias or subjectivity</li> </ul>	<ul style="list-style-type: none"> <li>■ The audit committee will receive assurance reports and review risk registers. There may be differences of opinion about the significance of risk and the appropriate control responses and the committee member will need to weigh up differing views</li> </ul>
Meeting management skills	<ul style="list-style-type: none"> <li>■ Chair the meetings effectively: summarise issues raised, ensure all participants are able to contribute, focus on the outcome and actions from the meeting</li> </ul>	<ul style="list-style-type: none"> <li>■ These skills are essential for the audit committee chair to help ensure that meetings stay on track and address the items on the agenda. The skills are desirable for all other members</li> </ul>



## **Bolsover District Council**

### **Meeting of the Audit & Corporate Overview Scrutiny Committee on 26 April 2022**

#### **Scrutiny Committee Work Programme 2021/22**

#### **Report of the Scrutiny & Elections Officer**

<b>Classification</b>	This report is Public
<b>Report By</b>	Joanne Wilson, Scrutiny & Elections Officer, 01246 242385, <a href="mailto:joanne.wilson@bolsover.gov.uk">joanne.wilson@bolsover.gov.uk</a>
<b>Contact Officer</b>	Joanne Wilson, Scrutiny & Elections Officer, 01246 242385, <a href="mailto:joanne.wilson@bolsover.gov.uk">joanne.wilson@bolsover.gov.uk</a>

#### **PURPOSE/SUMMARY OF REPORT**

- To provide members of the Scrutiny Committee with an overview of the meeting programme of the Committee for 2021/22.

---

#### **REPORT DETAILS**

##### **1. Background**

- 1.1 The main purpose of the report is to inform members of the meeting programme for the year 2021/22 and planned agenda items (Appendix 1).
- 1.2 This programme may be subject to change should additional reports/presentations be required, or if items need to be re-arranged for alternative dates.
- 1.3 Review Scopes submitted will be agreed within Informal Session in advance of the designated meeting for Member approval to ensure that there is sufficient time to gather the information required by Members and to enable forward planning of questions.
- 1.4 Members may raise queries about the programme at the meeting or at any time with the Scrutiny & Elections Officer should they have any queries regarding future meetings.

- 1.5 All Scrutiny Committees are committed to equality and diversity in undertaking their statutory responsibilities and ensure equalities are considered as part of all Reviews. The selection criteria when submitting a topic, specifically asks members to identify where the topic suggested affects particular population groups or geographies.
- 1.6 The Council has a statutory duty under s.149 Equality Act 2010 to have due regard to the need to advance equality of opportunity and to eliminate discrimination.
- 1.7 As part of the scoping of Reviews, consideration is given to any consultation that could support the evidence gathering process.

## **2. Details of Proposal or Information**

- 2.1 Attached at Appendix 1 is the meeting schedule for 2021/22 and the proposed agenda items for approval/amendment.

## **3. Reasons for Recommendation**

- 3.1 This report sets the formal Committee Work Programme for 2021/22 and the issues identified for review.
- 3.2 The Scrutiny Programme enables challenge to service delivery both internally and externally across all the Council Ambitions.
- 3.3 The Scrutiny functions outlined in Part 3.6(1) of the Council's Constitution requires each Scrutiny Committee to set an annual work plan.

## **4 Alternative Options and Reasons for Rejection**

- 4.1 There is no option to reject the report as the Scrutiny functions outlined in Part 3.6(1) of the Council's Constitution requires each Scrutiny Committee to set an annual work plan.

---

## **RECOMMENDATION(S)**

- 1. That Members review this report and the Programme attached at Appendix 1 for approval and amendment as required. All Members are advised to contact the Scrutiny & Elections Officer should they have any queries regarding future meetings.

**IMPLICATIONS:****Finance and Risk:** Yes ☐ No ☒**Details:**

None from this report.

On behalf of the Section 151 Officer

**Legal (including Data Protection):** Yes ☒ No ☐**Details:**

In carrying out scrutiny reviews the Council is exercising its scrutiny powers as laid out in s.21 of the Local Government Act 2000 and subsequent legislation which added to/amended these powers e.g. the Local Government and Public Involvement in Health Act 2007.

On behalf of the Solicitor to the Council

**Staffing:** Yes ☐ No ☒**Details:**

None from this report.

On behalf of the Head of Paid Service

**DECISION INFORMATION**

<b>Is the decision a Key Decision?</b> A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:  <b>Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/></b> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
<b>Is the decision subject to Call-In?</b> <i>(Only Key Decisions are subject to Call-In)</i>	No
<b>District Wards Significantly Affected</b>	N/A
<b>Consultation:</b> <b>Leader / Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/></b> <b>SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/></b> <b>Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/></b>	Yes  Details: Committee Members

**Links to Council Ambition: Customers, Economy and Environment.**

All

DOCUMENT INFORMATION	
Appendix No	Title
1.	ACOSC Work Programme 2021/22

Background Papers
<i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).</i>
Previous versions of the Committee Work Programme.

Rpttemplate/BDC/040222

## Audit & Corporate Overview Scrutiny Committee

### Work Programme 2021/22

#### Formal Items – Report Key

Treasury Management	Capital	Borrowing & Investment	Budget Monitoring	Audit/Risk	Performance	Update from Scrutiny Chairs

Date of Meeting	Items for Agenda	Lead Officer
27 July 2021, 2pm 56	• Budget Monitoring Report – Financial Outturn 2020/21	Head of Finance & Resources/ S151 Officer
	• Annual Corporate Debt Monitoring Performance Report 2020/21	Head of Finance & Resources/ S151 Officer
	• Budget Monitoring Report – Quarter 1 – April to June 2021	Head of Finance & Resources/ S151 Officer
	• Strategic Risk Register and partnership arrangements	Director of Corporate Resources
	• Report of Internal Audit – Summary of progress on the Internal Audit Plan	Internal Audit Consortium Manager
	• Implementation of Internal Audit Recommendations	Internal Audit Consortium Manager
	• Internal Audit Consortium Annual Report 2020/21	Internal Audit Consortium Manager
	• Report of Internal Audit – Internal Audit Plan 2021/22	Internal Audit Consortium Manager
	• Results of the External Review of Internal Audit	Internal Audit Consortium Manager
14 September 2021, 2pm	• Audit & Corporate Overview Scrutiny Committee Work Programme 2021/22 – Approval of Programme	Scrutiny & Elections Officer
	• Corporate Ambitions Performance Update – April to June 2021 (Q1 – 2021/22)	Information, Engagement and Performance Manager
	• Report to those charged with Governance – Mazars Audit Completion report	Mazars



Date of Meeting	Items for Agenda	Lead Officer
	• BDC Statement of Accounts 2020/21	Head of Finance & Resources/ S151 Officer
	• Assessment of Going Concern Status	Head of Finance & Resources/ S151 Officer
	• Report of Internal Audit – Summary of progress on the Internal Audit Plan	Internal Audit Consortium Manager
	• Review of the Internal Audit Charter	Internal Audit Consortium Manager
	• Annual Corporate Governance Statement and Local Code of Corporate Governance	Head of Corporate Governance/Monitoring Officer
	• Audit & Corporate Overview Scrutiny Committee Work Programme 2021/22	Scrutiny & Elections Officer
	• Update from Scrutiny Chairs (Verbal report) <i>POSTPONED</i>	Scrutiny & Elections Officer
	• Procurement Strategy	Assistant Director of Finance and Resources – Chief Financial Officer/ Procurement Manager
<b>25 November 2021, 10am</b>	• Budget Monitoring Report – Quarter 2 – July to September 2021	Assistant Director of Finance and Resources – Chief Financial Officer
	• Revised Budgets 2021/22	Assistant Director of Finance and Resources – Chief Financial Officer
	• Setting of Council Tax 2022/23	Assistant Director of Finance and Resources – Chief Financial Officer
	• Strategic Risk Register and partnership arrangements	Executive Director of Resources
	• Corporate Ambitions Performance Update – July to September 2021 (Q2 – 2021/22)	Information, Engagement and Performance Manager
	• Audit & Corporate Overview Scrutiny Committee Work Programme 2021/22	Scrutiny & Elections Officer
	• Report of External Auditor – Auditor's Annual Report 2020/21	Assistant Director of Finance and Resources – Chief Financial Officer/ Mazars
<b>20 January 2022, 2pm</b>	• Report of External Auditor - External Audit Progress Report	Assistant Director of Finance and Resources – Chief Financial Officer/ Mazars

Date of Meeting	Items for Agenda	Lead Officer
58	• Treasury Management Briefing	Assistant Director of Finance and Resources – Chief Financial Officer and Arlingclose
	• Proposed Budget – Medium Term Financial Plan 2021/22 to 2024/25	Assistant Director of Finance and Resources – Chief Financial Officer
	• Treasury Management Strategy	Assistant Director of Finance and Resources – Chief Financial Officer
	• Capital Strategy	Assistant Director of Finance and Resources – Chief Financial Officer
	• Corporate Investment Strategy	Assistant Director of Finance and Resources – Chief Financial Officer
	• Audit & Corporate Overview Scrutiny Committee Work Programme 2021/22	Scrutiny & Elections Officer
	• Update from Scrutiny Chairs (Verbal report)	Scrutiny & Elections Officer
15 February 2022, 2pm	• Report of Internal Audit – Summary of progress on the Internal Audit Plan	Internal Audit Consortium Manager
	• Implementation of Internal Audit Recommendations	Internal Audit Consortium Manager
	• External Review of Internal Audit – Action Plan Progress	Internal Audit Consortium Manager
	• Audit & Corporate Overview Committee – Self-assessment for effectiveness	Assistant Director of Finance and Resources – Chief Financial Officer
	• Accounting Policies 2021/22	Assistant Director of Finance and Resources – Chief Financial Officer
	• Corporate Ambitions Performance Update – October to December 2021 (Q3 – 2021/22)	Information, Engagement and Performance Manager
	• Audit & Corporate Overview Scrutiny Committee Work Programme 2021/22	Scrutiny & Elections Officer
26 April 2022, 10am	• Report of Internal Audit – Internal Audit Plan 2022/23	Internal Audit Consortium Manager
	• Report of Internal Audit – Summary of progress on the Internal Audit Plan 2021/22	Internal Audit Consortium Manager
	• Audit & Corporate Overview Committee – Self-assessment Action Plan	Assistant Director of Finance and Resources – Chief Financial Officer
	• Audit & Corporate Overview Scrutiny Committee Work Programme 2021/22	Scrutiny & Elections Officer

Date of Meeting	Items for Agenda	Lead Officer
26 May 2022, 10am	• Corporate Ambitions Performance Update – January to March 2022 (Q4 – 2021/22)	Information, Engagement and Performance Manager
	• Report of Internal Audit – Internal Audit Plan 2022/23	Internal Audit Consortium Manager
	• Report of Internal Audit – Summary of progress on the Internal Audit Plan	Internal Audit Consortium Manager
	• CIPFA Fraud and Corruption Tracker Survey 2021	Internal Audit Consortium Manager
	• Audit & Corporate Overview Scrutiny Committee Work Programme 2021/22	Scrutiny & Elections Officer