

Note of last Audit Committee meeting

Title: Audit Committee
Date: Monday 28 November 2016
Venue: Rooms A&B, Ground Floor, Layden House, 76-86 Turnmill Street,
London, EC1M 5LG

Attendance

An attendance list is attached as **Appendix A** to this note.

Item	Decisions and actions	Action
1	Declarations of Interest The Chair welcomed committee members to the meeting. It was noted that Cllr David Neighbour and Cllr Ian Swithenbank were directors of the LGA Property Company.	
2	Membership, Terms of Reference and Meeting Dates for 2016/17 The Committee agreed the terms of reference, and noted committee membership and meeting dates.	
3	Review of the Year 2015/16 The Committee agreed the review of the year.	
4	Internal Audit Report Donna Gallagher, Performance Manager, introduced the item. The Internal Audit Report was discussed. The Committee was informed of plans to move to a new room booking system. There was a discussion on commercial opportunities to boost LGA income. The following points were made: <ul style="list-style-type: none">• There was a discussion on the quota number of meetings each member authority could hold at the LGA and how this was recorded. The Committee was informed that the new booking system would flag when authorities booked rooms. It was highlighted that a commercial approach would give councils a better service, whilst recognising that rooms would not be charged for as part of the membership offer.	

- The Committee was assured that the new booking system would be in place on the organisation's return to Local Government House. It was currently out to procurement.
- It was highlighted that some councils were unaware facilities were available for them to use at LGA buildings – there was a discussion on marketing to raise awareness.

Decision:

1. The Committee reviewed the TIAA's phase 1 report and **agreed** the draft management responses.

Action:

1. Officers to implement in line with the Committee's steer.

5 LGA Performance Report 2016/17 April - September Summary

Donna Gallagher, Performance Officer, introduced the item, advising the Committee that the report illustrated the impact of the LGA's work on government and councils against its business plan and internal priorities over the period from 1 April to 30 September 2016. She highlighted that media coverage had increased by 15% and that the EU exit had been added to the organisation's risk register.

The following points were made:

- The number of sickness absences were low and therefore positive.
- There was a discussion on attitudes to risk across the organisation. The Committee were advised that there was a high awareness of risks included on the register within the organisation.
- There was a discussion on the proportion of employees that worked from home. The Committee were advised that there were different home working policies in different teams.

Decision:

1. The Committee **noted** the report.

6 Management Accounts Report - Period 6

Paul Brack, Strategic Finance Manager, introduced the item, advising the Committee that the report presented a summary of the LGA's financial performance from 1 April to 30 September 2016. Budget monitoring reports for the LGA Group could be found in the appendices. He advised members that there was a £50,000 underspend at present, although accounting processes had now been set up to address this.

Decision:

1. The Committee **noted** the report.

7 Draft 2016/17 Business Plan

Donna Gallagher, Performance Manager, introduced the item, advising members that the LGA produced an annual Business Plan which was agreed by the LGA Leadership Board and Executive. Two additional priorities had been included: Britain's exit from the EU and Children, Education and Schools.

The following points were made:

- The delay to the report this year was briefly discussed. Committee members were advised there had been a need to tie in with the schedules of individual policy boards.
- There was a brief discussion around assisting councils to become more commercial.

Decision:

1. The Committee noted progress on the business plan. The Committee were informed the document would now go to the LGA Executive for approval.

8 Note of the Previous Meeting

The notes of the previous meeting were **agreed** as an accurate summary of the discussion.

9 AOB

There was a request for officers to check the allowance for audit committee members and find out whether the payment schedule differed from 2015-2016.

Action:

1. Officer to look into the audit committee allowance as outlined above.

Appendix A -Attendance

Position/Role	Councillor	Authority
Chairman	Cllr Jonathan Owen	East Riding of Yorkshire Council
Vice-Chairman	Cllr Ian Swithenbank CBE	Northumberland Council
Deputy-chairman	Cllr Philip Evans JP	Conwy County Borough Council
	Cllr David Neighbour	Hart District Council