

SOUTH TEES DEVELOPMENT CORPORATION (STDC) AUDIT & RISK COMMITTEE

These minutes are in draft form until approved at the next Committee meeting and are therefore subject to amendments.

Date: Wednesday 29th July 2020

Time: 10am

Venue: Microsoft Teams Meeting

Attendees:		Apologies:
Chris White (Chair - CW)	Darlington Building Society	
Paul Booth (PB)	STDC Board Member	
Cllr Peter Berry (TVCA Representative)	Redcar & Cleveland Borough Council	
Julie Gilhespie (JG)	STDC	
John McNicholas (JM)	STDC	
Gary MacDonald (GM)	STDC	
Mike Russell (MR)	STDC	
Neil Burgess (NB)	STDC	
Gareth Roberts (GR)	Mazars	
Phillip Church (PC)	RSM	
Rob Barnett (RB)	RSM	
Nicola Dean (Secretariat)	TVCA	
Sally Henry (Secretariat)	TVCA	

No.	Agenda Item	Summary of Discussion	Actions Required	Responsibility
1.	Welcome and introductions	The Chair welcomed everyone to the Meeting.		
2.	Apologies for Absence	No apologies were given and the Meeting was noted as being quorate.		
3.	Declarations of Conflict of Interest	There were no declarations of interest		
4.	Minutes of previous meeting	The minutes of the meeting held on 28 th May 2020 were agreed as a true record.		
5.	Chief Executives Update	A resolution to exclude the press and public under paragraph 3 of schedule 12A of the Local Government Act 1972 was agreed.		
6.	Draft Accounts & Annual Governance Statement	<p>The Committee were presented with the latest draft Accounts and Annual Governance Statement.</p> <p>Performance was deemed to be at the level expected, and as had been reported throughout the year to Board.</p> <p>When the Due Diligence Report is received and reviewed it will be shared with ARC.</p> <p>The impact of COVID was discussed, in that it hadn't changed the Development Corporation's aims and objectives, and it was suggested it would be good to make that clear in the Report.</p>	Consideration to be given to wording in	TVCA

		RESOLVED the Report was noted.	respect of impact of COVID 19	
7.	Internal Audit Plan 2020/21	<p>The Committee were updated on the Audit Plan for 20/21 which was circulated in advance of the Meeting.</p> <p>GM added that Management Team were engaged with and considered transition, collecting all Due Diligence. It was advised the Audit Plan has the flexibility to check everything working as intended, and if further assurance on other areas is required, particularly transition, that can be picked up.</p> <p>It was asked where the assurance comes from for financial systems since outsourced. Site company have their own IT, so need to learn from Group best practice for integrated systems, post transition. Consider how the assurance comes from SBC, through TVCA and into DC. Need to give assurance to the Committee.</p> <p>RESOLVED the Plan was noted.</p>	Evidence assurance on the outsourcing of financial systems	TVCA
8.	Update on Internal Audit Actions	<p>Report circulated in advance of the Meeting on progress made against actions.</p> <p>Concern was raised that the number of actions 'in progress' is high and those 'completed' appeared low and there is a need to move the actions on. Consideration was given to articulation of targets for completion. It was advised the majority are expected to be complete by end of October 2020, but some dovetail into other programmes. Overdue items depends on the risk level, prioritising those. Some lower risk actions we need to review timescales for, in order to prioritise the medium to high risk areas. Low priority actions are often overdue due to focusing on high priority ones. It was suggested an Appendix for any overdue actions to indicate reasons why they are as such, would be useful for the Committee. Can give level of assurance before next meeting, but it was agreed to give a progress update on actions at end of August rather than waiting until the next Meeting.</p>	<p>Provision of an update on progress of actions between Meetings</p> <p>Report detailing progress and closure of actions</p>	<p>TVCA</p> <p>TVCA</p>

		RESOLVED the Report was noted.		
9.	External Audit – Audit Progress Report	An Audit Progress Report was circulated in advance of the Meeting. RESOLVED the Report was noted.		
10.	Risk Update	A resolution to exclude the press and public under paragraph 3 of schedule 12A of the Local Government Act 1972 was agreed.		
11.	Forward Programme & Action Register	A piece of work is to be undertaken considering whether the Forward Programme covers what is needed from a Terms of Reference perspective, and whether there is enough commercial detail . A sub-group was agreed to be set up in advance of the next Meeting, to bring to Committee recommendations for the Forward Plan for the period ahead. CW volunteered to be part of that group. The first 3 actions of the Action Tracker were noted as complete and the final item noted as ongoing regarding the Tata retention -to be followed up at the next meeting. RESOLVED - The Committee agreed the updated Forward Programme.	Sub Group to be formed and meet in advance of next Meeting to consider Forward Programme	TVCA
12.	AOB	The Committee were updated on ARC membership with Jane Turner and John Baker being put forward as new Members – to be ratified this afternoon at Board.		
13.	Date and Time of Next Meeting	Date of next Meeting – 21 st October 2020 at 9am.		