

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

AUDIT COMMITTEE

10 JANUARY 2019 AT 6.30 PM

PRESENT: - Chairman

Mr DS Cope, Mrs L Hodgkins, Mr DW MacDonald, Mr BE Sutton and Miss DM Taylor

Members in attendance: Councillors

Officers in attendance: Julie Kenny, Rebecca Owen and Ashley Wilson

334 APPOINTMENT OF CHAIRMAN FOR THIS MEETING ONLY

In the absence of the chairman and vice-chairman, it was moved by Councillor MacDonald, seconded by Councillor Taylor and

RESOLVED – Councillor Sutton take the chair for this meeting only.

335 APOLOGIES AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillors Camamile, Lynch, Roberts and Williams.

336 MINUTES OF PREVIOUS MEETING

It was moved by Councillor Hodgkins, seconded by Councillor MacDonald and

RESOLVED – the minutes of the meeting held on 22 November 2018 be confirmed and signed by the chairman.

337 DECLARATIONS OF INTEREST

No interests were declared at this stage.

338 INTERNAL AUDIT PROGRESS REPORT

The internal auditor presented a report which updated on progress against the 2018/19 internal audit plan. An amendment to the document was noted that, on page 70 of the agenda in relation to final reports issued, “risk management” should read “sundry debt”.

339 INTERNAL AUDIT REPORT: ELECTORAL REGISTER

The internal auditor presented the electoral register internal audit report and drew attention to two low risk recommendations and giving significant assurance.

340 INTERNAL AUDIT REPORT: GENERAL DATA PROTECTION REGULATION (GDPR)

The internal auditor presented the General Data Protection Regulation (GDPR) review. It was noted that a medium level risk in relation to the information asset register had been raised but that work to address this was already underway. Actions in relation to the low risk recommendations and improvement points was also progressing. In response to a question about members’ involvement in GDPR, it was noted that training had taken place for members and that moving onto Office 365 had also improved data security.

341 INTERNAL AUDIT REPORT: SUNDRY DEBT RECOVERY

The committee received the sundry debt recovery internal audit report. The medium risk recommendation in relation to the number of debts that were older than one year and some were older than five years. It was suggested that this information should be clearly reported so that relevant managers could take action in relation to recovering debts. It was explained that homelessness bonds were not expected to be recovered but suggested that this should be clearly reported. The level of individual debts was discussed and it was noted that industrial units had some older debts that perhaps should be written off to tidy up the position and that this was being worked on.

342 INTERNAL AUDIT REPORT: FINANCIAL SYSTEMS QUARTER 3

The financial systems internal audit report for quarter 3 was presented to members. Significant assurance was provided and some required improvements were recognised in relation to budget monitoring information and disaster recovery plan.

(The Meeting closed at 6.50 pm)

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CHAIRMAN