

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Governance and Audit Committee held
at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 6th June, 2024 at 2.00 pm

PRESENT: Andrew Blackmore, (Chairman)
County Councillor Tony Easson, (Vice Chairman)

Lay Members: C. Prosser, M. Veale, R. Guest,

County Councillor: Sara Burch, John Crook, David Jones,
Phil Murphy and Peter Strong

ALSO IN ATTENDANCE: County Councillor B. Callard, Cabinet Member For
Resources

OFFICERS IN ATTENDANCE:

Peter Davies	Deputy Chief Executive and Chief Officer, Resources
Jan Furtek	Acting Chief Internal Auditor
Wendy Barnard	Democratic Services Officer
Richard Jones	Performance and Data Insight Manager
Jonathan Davies	Head of Finance
Emma Tapper	Governance & Assurance Officer
Kathryn Evans	Data Protection and Information Governance Manager
Sian Hayward	Digital and Technology Manager
Matthew Gatehouse	Chief Officer People, Performance and Partnerships.

APOLOGIES:

County Councillors Malcolm Lane and Ann Webb

1. Appointment of Chair

Lay Member, Andrew Blackmore, was appointed as Chair of the Governance and Audit Committee.

[Appointment of Chair](#)

2. Appointment of Vice Chair

County Councillor Tony Easson was appointed as Vice Chair of the Governance and Audit Committee.

[Appointment of Vice Chair](#)

3. Declarations of Interest

No declarations of interest were made.

4. Public Open Forum

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No members of the public were present.

5. To note the Action List from the previous meeting.

The Action List from the last meeting was noted:

1. Finance Team capacity: CLOSED
2. People Strategy: CLOSED
3. MCC Statement of accounts/ISA260: OPEN

[View the discussion, questions and comments here](#)

6. Annual Audit Plan 2024-25

The Chair welcomed the Audit Wales Officer to the meeting to present the Annual Audit Plan 2024/25. Following presentation of the report, Members were invited to ask questions.

[View the discussion, questions and comments here](#)

The plan was noted.

7. Audit Wales Capital Programme Management Review

The Audit Wales Officer presented Audit Wales' Capital Programme Management Review. Following presentation of the report, Committee Members were invited to comment and ask questions:

[View the discussion, questions and comments here](#)

The item was noted

8. Audit Wales MCC Annual Audit Summary 2023

This, and the following item, were considered together. The Audit Wales Officer presented the MCC Annual Audit Summary 2023 and Committee Members were invited to ask questions.

[View the discussion, questions and comments here](#)

The summary was noted.

9. Audit Wales Work Programme and Timetable Quarterly Update - March 2024

This item was considered at the same time as the previous item. The Audit Wales Officer presented the Audit Wales Work Programme and Timetable Quarterly Update. Committee Members were then invited to ask questions:

[View the discussion, questions and comments here](#)

The work programme and timetable quarterly update were noted.

10. Draft Freedom of Information (FOI) & Data Protection Act (DPA) Breaches & Data Subject Access Request (DSARs)

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The Head of Information Security and IT, and the Data Protection and Information Manager presented annual reports on Freedom of Information, Data Protection and Data Subject Access Requests. Following presentation of the reports, Committee Members were invited to ask questions:

[View the discussion, questions and comments here](#)

As contained in the report recommendations, Members scrutinised, reviewed and assessed the Council's arrangements for managing and responding to information requests and breaches and considered the adequacy and effectiveness of those arrangements to be acceptable.

11. CPR Exemptions - 6 monthly update to 31st March 2024

The Chief Internal Auditor presented the 6 monthly update (to 31st March 2024) report on Contract Procedure Rules. Following presentation of the report, Committee Members were invited to ask questions:

[View the discussion, questions and comments here](#)

As per the report recommendations:

1. The Governance and Audit Committee acknowledged the justifications for the exemptions provided by operational officers.
2. No decision was taken to call in the respective operational officer and their respective Head of Service to further account for the reasons why they could not comply with the Council's Contract Procedure Rules at the time of the procurement.
3. The Governance and Audit Committee requested an updated report in 6 months' time.

12. Internal Audit Annual Report 2023/24

The Chief Internal Auditor presented the Internal Audit Annual Report 2023/24. Following presentation of the report, Committee Members asked questions and commented:

[View the discussion , questions and comments here:](#)

As contained in the report recommendations the Governance and Audit Committee received, commented on and endorsed the Annual Report.

13. 2023/24 Treasury Outturn Report

The Head of Finance presented the 2023/24 Treasury Outturn Report. Committee Members were invited to ask questions:

[View the discussion, questions and comments here](#)

As per the report recommendations the Governance & Audit committee reviewed the results of treasury management activities and the performance achieved in quarter 4 and throughout 2023/24 as part of their delegated responsibility to provide scrutiny of treasury policy, strategy and activity on behalf of Council.

14. People Strategy

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The Chief Officer for People, Performance and Partnerships presented the People Strategy to the Committee. Following presentation of the report, Members were invited to ask questions and to comment:

[View the discussion, questions and comments here](#)

As per the report recommendations the committee used the report to seek assurance that the enabling strategies sitting below the Community and Corporate Plan provide sufficient clarity and direction to ensure that the authority's resources will be deployed effectively and in alignment with its purpose and objectives.

15. Governance and Audit Committee Forward Work Plan

The Committee noted the Forward Work Plan.

[View the discussion here](#)

16. To approve the minutes of the previous meeting

The minutes of the previous meeting were approved as an accurate record.

[View confirmation of the accuracy of the minutes here](#)

17. Date of Next Meeting: 17th July 2024

The date of the next meeting was changed to 10th July 2024. An additional meeting was scheduled for 31st July 2024.

Meeting ended at 4.37 pm