

<b>MEETING:</b>	Audit and Governance Committee
<b>DATE:</b>	Wednesday, 2 December 2020
<b>TIME:</b>	4.00 pm
<b>VENUE:</b>	THIS MEETING WILL BE HELD VIRTUALLY

## AGENDA

### Procedural/Administrative Items

1. Declarations of Pecuniary and Non-Pecuniary Interest
2. Minutes (*Pages 5 - 14*)

To receive the minutes of the meeting held on the 28<sup>th</sup> October, 2020.

### Items for Discussion/Decision

3. Local Government and Social Care Ombudsman Annual Letter 2020 - Review Report (*Pages 15 - 26*)

Further to Minute 82 of the meeting held on the 16<sup>th</sup> September, 2020, the Executive Director Core Services will submit a report presenting the findings of a review following the receipt of the Local Government and Social Care Ombudsman's Annual Review Letter.

4. Internal Audit Progress Report 2020/21 (*Pages 27 - 40*)

The Head of Internal Audit, Anti-Fraud and Assurance will submit a report providing a summary of the Internal Audit activity completed, and key issues arising from it, for the period 1<sup>st</sup> July to 15<sup>th</sup> November, 2020 and providing information regarding the performance of the Internal Audit function during that period.

5. Risk Management Update and Strategic Risks (*Pages 41 - 48*)

The Head of Internal Audit, Anti-Fraud and Assurance will submit a report providing an update on the development of the new Risk Management process and sharing a summary of the current risks on the Strategic Risk Register.

### Items for Information

6. Health and Safety Report 2019/20 (*Pages 49 - 76*)

The Executive Director Core Services will submit a report, for information and reference, presenting issues in the 2019/20 Health and Safety Report which also provides a comprehensive overview of health and safety performance within the Authority.

7. Information Security and Governance Progress - Update (*Pages 77 - 94*)

The Committee will receive an Information Security and Governance Progress update presentation from the Executive Director Core Services and the Data

Protection Officer.

8. Corporate Finance Performance - Quarter Ending 30th September, 2020 (*Pages 95 - 112*)

The Executive Director Core Services and Director of Finance will submit, for information only, a joint report detailing the financial performance of the Authority during the second quarter ended 30<sup>th</sup> September, 2020 and assessing the implications against the Council's Medium Term Financial Strategy. The report will also provide an update on the ongoing impact of Covid-19 on the Council's 2020/21 budget.

9. Covid-19 Pandemic - Update

The Executive Director Core Services will provide the Committee with an update of the current situation and work being undertaken in relation to the Covid-19 Pandemic.

10. Audit Committee Work Plan (*Pages 113 - 116*)

The Committee will receive the indicative work plan for the Committee for the period June 2020 to April 2021.

11. Exclusion of the Public and Press

To consider if the public and press should be excluded from this meeting during the consideration of the following item because of the likely disclosure of exempt information.

12. Glassworks - Update

The Executive Director Place will provide the Committee with an update of the current position with regard to the Glassworks Development.

Reason restricted:

Paragraph (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information)

To: Chair and Members of Audit and Governance Committee:-

Councillors Richardson, Barnard, P. Birkinshaw, Lofts (Chair), Ms K Armitage, Ms D Brown, Mr S Gill, Mr P Johnson and Mr M Marks; together with Co-opted members Ms K Armitage, Ms D Brown, Mr S Gill, Mr P Johnson and Mr M Marks

Sarah Norman, Chief Executive

All Executive Directors

Shokat Lal, Executive Director Core Services

Neil Copley, Service Director Finance (Section 151 Officer)

Rob Winter, Head of Internal Audit and Corporate Anti-Fraud

Ian Rooth, Head of Financial Services

Alison Salt, Corporate Governance and Assurance Manager, Internal Audit Services

Michael Potter, Service Director Business Improvement and Communications

Council Governance Unit – 3 copies

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Tuesday, 24 November 2020