

SHEFFIELD CITY COUNCIL

Audit and Standards Committee

Meeting held 11 January 2018

PRESENT: Councillors Josie Paszek (Chair), Adam Hanrahan (Deputy Chair),
Dianne Hurst and Peter Price

Co-Opted Member
Liz Stanley

Representative of KPMG
Matt Ackroyd

Council Officers
Eugene Walker, Executive Director, Resources
Gillian Duckworth, Director of Legal and Governance
Dave Phillips, Head of Strategic Finance
Kayleigh Inman, Senior Finance Manager, Internal Audit
John Curtis, Head of Information Management
Richard Garrad, Corporate Risk Manager

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1. APOLOGIES FOR ABSENCE

1.1 An apology for absence was received from Councillor Pat Midgley.

2. DECLARATIONS OF INTEREST

2.1 There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING

3.1 The minutes of the previous meeting of the Committee, held on 16 November 2017, were approved as a correct record, subject to an amendment to paragraph 10.2 to replace the word 'many' with the word 'some' to read: 'Kayleigh Inman, Senior Finance Manager, Internal Audit, introduced the report and commented that the service had not been able to deliver some of the planned audits due to changes within the services that were to be audited.'

3.2 Arising from the item considered at the previous meeting in relation to a revised procedure for dealing with Standards Complaints, the Chair requested that any future reports to be submitted to Full Council should be circulated to all political groups in advance of the agenda dispatch to facilitate cross party input on those issues.

4. UPDATE ON THE GENERAL DATA PROTECTION REGULATION/DATA BILL

4.1 The Executive Director, Resources, submitted a report providing an update on work undertaken and future work planned to address the requirements of the Data Protection Act 2018.

4.2 John Curtis, Head of Information Management, introduced the report and commented that, although legislation in relation to this had not yet been passed, it was expected that this would soon take place and a great deal of work had been undertaken, and was still ongoing, to ensure compliance.

4.3 Mr Curtis responded to questions from Members of the Committee as follows:-

- The Council was constantly reviewing whether it had sufficient resources to implement the changes and any further changes which may be required once the legislation was passed. It was important to maintain an evidence base and further work needed to be documented.
- The Council had written to all contractors that it was aware of to make them aware of changes to the legislation and the requirement to comply. The Council was the Data Controller with responsibility for oversight for all contractors and, if the main processor commissioned another body, the Council would expect to be informed about that.
- Work was ongoing with staff and managers to ensure that they were confident in what they needed to do to ensure compliance with the new legislation.

4.4 **RESOLVED:** That the Committee notes the report, now submitted, and supports the ongoing work to ensure compliance with the new legislation.

5. **PROGRESS ON HIGH OPINION AUDIT REPORTS**

5.1 The Senior Finance Manager, Internal Audit submitted a report providing an updated position on implementation of recommendations contained in audit reports issued with a high opinion.

5.2 Kayleigh Inman, Senior Finance Manager, Internal Audit responded to questions from Members of the Committee as follows:-

- A lot of the items were being subsumed into bigger programmes. For example, within the People Services portfolio, a strategic review within Lifelong Learning may impact on the implementation of recommendations related to Training Centres.
- Although some services such as Markets and Parking Services had remained on the list for a long time, this was because a number of reviews had been undertaken rather than recommendations not being implemented. The Internal Audit team change the scope of reviews rather than continually repeating the same reviews. The change in the management structure and recruitment of more staff within Parking Services had given the Internal Audit team confidence that progress was being made.

5.3 **RESOLVED:** That the Committee:-

- (a) notes the report;
- (b) agrees to the removal of the following reports from the tracker:-
 - External Funding (Corporate Review)
 - Immediate Care Assessment Team (ICAT) to Short Term Intervention Team (STIT)
 - Delivery of Capital Schemes and Capital Gateway Approvals (Place)
 - Strong Economy Projects (Place)
 - Deprivation of Liberties Safeguards (DOLS) (People); and
- (c) an additional appendix be included with future reports outlining potential risks arising from any delays in implementing recommendations from Internal Audit and responses from the Executive Management Team to those risks.

6. STANDARDS ANNUAL REPORT

- 6.1 The Director of Legal and Governance submitted a report highlighting the activities of the Committee and providing details of the outcome of the Standards complaints received from June 2015 through to December 2017.
- 6.2 In presenting the report, Gillian Duckworth, Director of Legal and Governance, informed the Committee that future reports would be a joint report of the Committee's Audit and Standards activities. In response to questions from Members of the Committee, she acknowledged that the rise in popularity of social media had caused certain issues and she had delivered training to a Parish Council in this respect. There may be a need for more support and training for all Members in respect of the use of social media. She would provide the Committee with comparative figures in terms of number of standards complaints from other Core Cities.

RESOLVED: That:-

- (a) the report, now submitted, be noted;
- (b) the report be forwarded to Full Council for consideration at its meeting to be held on 7 February 2017; and
- (c) the Director of Legal and Governance be requested to circulate figures in respect of the numbers of standards complaints at other Core Cities.

7. REGULATION OF INVESTIGATORY POWERS ACT

- 7.1 The Director of Legal and Governance submitted a report in relation to the Council's use of surveillance powers under the Regulation of Investigatory Powers Act.
- 7.2 In relation to a question from a Member as to whether the report had been shared with the Trade Unions, Eugene Walker, Executive Director, Resources stated that he would clarify this and let the Committee know but no covert intelligence activity

was used on staff.

- 7.3 **RESOLVED:** That the Committee notes the report and the attached Social Networking Guidance: Covert Social Networking Checks and Surveillance Policy.

8. EXCLUSION OF THE PRESS AND PUBLIC

- 8.1 **RESOLVED:** That the public and press be excluded from the meeting before discussion takes place on the following item of business on Strategic Risk Management on the grounds that, if the public and press were present during the transaction of such business, there would be a disclosure to them of exempt information as described in paragraph 3 of Schedule 12A to the Local Government Act 1972, as amended.

9. STRATEGIC RISK MANAGEMENT

- 9.1 The Corporate Risk Manager introduced a report and gave a presentation providing an assessment of the Council's current Risk Management arrangements and the measures implemented to further strengthen and improve them and the current and emerging risks, their impact on service delivery and the controls in place to manage them.
- 9.2 The report and presentation covered the period from March to December 2017. The Corporate Risk Manager and Director of Legal and Governance responded to questions from Members of the Committee in relation to Learning Disabilities, Subject Access Requests and Cricket Inn Road.
- 9.3 **RESOLVED:** That the Committee:-
- (a) notes the current assessment of the Council's Risk Management arrangements and endorses the measures being taken to strengthen those arrangements;
 - (b) notes the improving trends in management of risks; and
 - (c) notes the current and emerging risks and endorses the actions being taken to mitigate those risks.

(At this point in the proceedings, the meeting was reopened to the public and press.)

10. WORK PROGRAMME

- 10.1 The Director of Legal and Governance submitted a report providing details of an outline work programme for the Committee for the period February – July 2018.
- 10.2 **RESOLVED:** That:-
- (a) the Committee's work programme for the period February – July 2018 be approved: and

(b) the provisional meeting, scheduled for 8 February 2018, be cancelled.

11. DATES OF FUTURE MEETINGS

11.1 It was noted that meetings of the Committee would be held at 5.00 p.m. on:-

- 8 March 2018 (additional meeting if required)
- 12 April 2018
- 14 June 2018
- 26 July 2018