

# **Audit and Standards Committee**

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**Thursday 20 September 2018 at 5.00  
pm**

**To be held at the Town Hall, Pinstone  
Street, Sheffield, S1 2HH**

**The Press and Public are Welcome to Attend**

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## **Membership**

Councillors Josie Paszek (Chair), Simon Clement-Jones (Deputy Chair),  
Dianne Hurst, Alan Law, Pat Midgley, Mohammed Mahroof and Martin Phipps.

## **Independent Co-opted Members**

Liz Stanley and Lynda Hinxman.

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## **PUBLIC ACCESS TO THE MEETING**

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The Audit and Standards Committee oversees and assesses the Council's risk management, control and corporate governance arrangements and advises the Council on the adequacy and effectiveness of these arrangements. The Committee has delegated powers to approve the Council's Statement of Accounts and consider the Annual Letter from the External Auditor.

The Committee is also responsible for promoting high standards of conduct by Councillors and co-opted members.

A copy of the agenda and reports is available on the Council's website at <http://democracy.sheffield.gov.uk>. You can also see the reports to be discussed at the meeting if you call at the First Point Reception, Town Hall, Pinstone Street entrance. The Reception is open between 9.00 am and 5.00 pm, Monday to Thursday and between 9.00 am and 4.45 pm. on Friday. You may not be allowed to see some reports because they contain confidential information.

Recording is allowed at meetings of the Committee under the direction of the Chair of the meeting. Please see the website or contact Democratic Services for details of the Council's protocol on audio/visual recording and photography at council meetings.

If you require any further information please contact Sarah Cottam in Democratic Services on 0114 273 5033 or email [sarah.cottam@sheffield.gov.uk](mailto:sarah.cottam@sheffield.gov.uk).

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## **FACILITIES**

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There are public toilets available, with wheelchair access, on the ground floor of the Town Hall. Induction loop facilities are available in meeting rooms.

Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

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**AUDIT AND STANDARDS COMMITTEE AGENDA  
20 SEPTEMBER 2018**

**Order of Business**

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- 1. Welcome and Housekeeping Arrangements**
- 2. Apologies for Absence**
- 3. Exclusion of the Press and Public**  
To identify items where resolutions may be moved to exclude the press and public.
- 4. Declarations of Interest** (Pages 1 - 4)  
Members to declare any interests they have in the business to be considered at the meeting.
- 5. Minutes of Previous Meeting** (Pages 5 - 10)  
To approve the minutes of the meeting of the Committee held on 26 July 2018.
- 6. Annual Internal Audit Opinion Report** (Pages 11 - 40)  
Report of the Senior Finance Manager.
- 7. Information Management Annual Report** (Pages 41 - 50)  
Report of the Data Protection Officer / Senior Information Management Officer.
- 8. Annual Review of the Complaints Procedure** (Pages 51 - 64)  
Report of the Director of Legal and Governance.
- 9. Work Programme** (Pages 65 - 66)  
Report of the Director of Legal and Governance.
- 10. Dates of Future Meetings**  
To note that meetings of the Committee will be held at 5.00 p.m. on:-
  - 15 November 2018;
  - 20 December; (Additional meeting if required);
  - 24 January 2019;
  - 21 February (Additional meeting if required);
  - 21 March (Additional meeting if required);
  - 18 April;
  - 13 June;
  - 25 July.