



# RISK MANAGEMENT AND AUDIT COMMITTEE MINUTES

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## LITCHFIELD COUNCIL COMMITTEE MEETING

**Minutes of Meeting held in the Executive Meeting Room, Litchfield Council  
on Tuesday, 8 October 2019 at 10.00am**

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### **Present**

Iain Summers	Chairperson
Kirsty Sayers-Hunt (Councillor)	Committee Member

### **Staff**

Daniel Fletcher	Chief Executive Officer
Silke Maynard	Director Community and Corporate Services
Nadine Nilon	Director of Infrastructure and Operations
Megan Leo (Minutes)	Assistant to Dir. Community and Corporate Services

**Presenters** Nil

### **1. OPENING OF THE MEETING**

The Chairperson, Iain Summers, opened the Meeting at 10.06am.

### **2. APOLOGIES AND LEAVE OF ABSENCE**

Doug Barden (Councillor)	Committee Member
David Jan	Governance and Risk Advisor

### **3. DISCLOSURES OF INTEREST**

No disclosures of interest were declared.

### **4. CONFIRMATION OF MINUTES**

Moved: Cr Sayers-Hunt  
Seconded: Iain Summers  
Carried

THAT the open minutes of the Risk Management and Audit Committee Meeting held Tuesday 3 September 2019, 4 pages, be confirmed.

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**5. BUSINESS ARISING FROM THE MINUTES**

Moved: Cr Sayers-Hunt

Seconded: Iain Summers

Carried

THAT

1. RMAC receives and notes the Action Sheet and accepts management responses to updates of actions.
2. Findings of the Internal Payroll Audit continue to be monitored.
3. RMAC receive the full (not as a link) Action Sheet of the Procurement Improvement Committee at its February 2020 meeting.

**6. PRESENTATIONS**

Nil.

**7. ACCEPTING OR DECLINING LATE ITEMS**

Nil.

**8. OFFICERS REPORTS**

**8.1 Review of 2018/2019 Financial Statements**

Moved: Cr Sayers-Hunt

Seconded: Iain Summers

Carried

THAT RMAC:

1. Notes the preliminary Annual Financial Statements for 2018/2019 as they have been presented to the Auditors.
2. Meets with Auditors once their closing report is available to review final Annual Financial Statements as a continuation of this meeting.

## **8.2 Council response to Auditor's Interim Management Letter**

Moved: Cr Sayers-Hunt

Seconded: Iain Summers

Carried

THAT RMAC:

1. Approves of the attached Management Response to the Interim Audit letter by Merit Chartered Accountants for the Financial year 2018/2019.
2. Receives an update on the ICT Policy progress at its February 2020 meeting.
3. Requests deadlines for management responses be added to show clear completion timeframes.

## **8.3 FIN09 Risk Management and Audit Committee**

Moved: Cr Sayers-Hunt

Seconded: Iain Summers

Carried

THAT RMAC considers the current terms of reference provided for in FIN09 Risk Management and Audit Committee policy adequate and recommends the following changes:

1. The review of the RMAC referred to in Section 4.5.1. be updated to require a review every four years;
2. Section 4.7.1 is removed;
3. Section 4.9.4.5 be updated to read *"Where appropriate, meet with an internal auditor as required without management present, to discuss any issues arising from an internal audit that has been conducted. In addition, the Internal Auditor shall be given the right of direct access to the Principle member of the committee."*; and
4. Section 4.12.1 be updated to reflect that the committee reviews the terms of reference at least once every four years.

## **9. OTHER BUSINESS**

Chair advised his current appointment ceases in November 2019. The committee committed to meeting with the External Financial Auditors prior to the incumbent Chairs potential departure.

## **10. CONFIDENTIAL ITEMS**

Nil.

**11. CLOSE OF MEETING**

The Chair closed the meeting at 11.34am.

**12. NEXT MEETING**

To be determined, once the auditors work is finalised.

**MINUTES TO BE CONFIRMED**

Minutes to be confirmed at next meeting.



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Chair Person  
Iain Summers  
29 October 2019