

LISBURN & CASTLEREAGH CITY COUNCIL

Minutes of the Remote Meeting of the Governance and Audit Committee held on Thursday, 9 June, 2022 at 6:02 pm

PRESENT IN CHAMBER:

Alderman D Drysdale (Chairman)

Councillor Jenny Palmer (Vice-Chairperson)

The Right Worshipful the Mayor
Councillor S Carson

Aldermen J Baird and J Tinsley

Councillors John Palmer and A Swan

PRESENT IN REMOTE LOCATION:

Alderman S Martin

Councillors J Gallen, S Lowry and G McCleave

INDEPENDENT MEMBER:

Mr E Jardine (present in Chamber)

IN ATTENDANCE:

In Chamber:

Chief Executive

Director of Finance and Corporate Services

Head of Human Resources and Organisation Development

Performance Improvement Officer

Risk Officer

IT Officer

Technician

Member Services Officers

In Remote Location:

Internal Audit Manager

Northern Ireland Audit Office

Mr P O'Sullivan (present remotely)

Commencement of the Meeting

At the commencement of the meeting, the Chairman, Alderman D Drysdale welcomed those present to the remote meeting of the Governance and Audit Committee, which was being live streamed to enable members of the public to hear and see the proceedings.

At this point, the Member Services Officer read out the names of the Elected Members and Officers in attendance at the meeting.

The Chairman, Alderman D Drysdale, stated that, whilst the meeting was being live streamed, unauthorised recording was not permitted, as per the Council's Standing Orders. He asked that mobile phones be put on silent or switched off for the duration of the meeting. The Chief Executive outlined the evacuation procedures in the case of an emergency.

The Right Worshipful the Mayor, Councillor S Carson, arrived to the meeting at this point (6.04 pm).

The Chairman welcomed to the meeting Mr Peter O'Sullivan, Northern Ireland Audit Office (NIAO).

1. Apologies

It was agreed to accept apologies for non-attendance at the meeting on behalf of Councillors D J Craig, J McCarthy and C McCready.

2. Declarations of Interest

There were no declarations of interest.

3. Report from the Performance Improvement Officer

3.1 Complaints Report – Quarter 4

Members were provided with, and noted the contents of, a copy of a comparative report taken from the Council's Customer Care System detailing the number of comments, complaints and compliments in Quarter 4 of 2021/22.

3.2 Performance Improvement Objectives, Case Studies & Associated KPIs – 4th Quarter Review

Members were provided with a copy of:

- (a) a quarterly monitoring document (covering January – March 2022) on all projects that demonstrated improvement against the 2021/22 Performance Improvement Objectives, including the relevant Performance Improvement KPI. An additional section was included detailing some case studies and customer feedback that had demonstrated improvement during quarter 4; and
- (b) a report from the 'Performance Management System' detailing the Performance Improvement Key Performance Indicators (KPIs) for the period January – March 2022.

Members noted from the report of the Performance Improvement Officer, information in relation to KPI Reference 176.

It was proposed by Councillor A Swan, seconded by Alderman J Baird and agreed to recommend that the reports at (a) and (b) above be approved.

3.3 Consultation Report on the Draft Performance Improvement Objectives 2022/23

Members having been provided with a copy of a Consultation Report on the Draft Performance Improvement Objectives for 2022/23, it was proposed by Councillor John Palmer, seconded by Councillor A Swan and agreed to recommend that this be approved for publication.

3.4 Performance Improvement Plan 2022/23

Members having been provided with a copy of the Performance Improvement Plan for 2022/23, as well as a summary version of the Plan, it was proposed by Alderman J Baird, seconded by Councillor Jenny Palmer and agreed to recommend that these be approved.

4. Report from the Risk Officer

4.1 Corporate Risk Register

The Risk Officer set out in her report, an update in respect of the quarterly review of the Corporate Risk Register. Members were provided with, and noted the contents of, a copy of the Corporate Risk Dashboard. It was further noted that the next two corporate risks, identified at the March meeting of the Committee, that would undergo a deep dive during the 2022/23 financial year would be considered as follows:

- (a) CRR4 Capital Programme – to be considered at the September 2022 meeting of Committee; and
- (b) CRR7 Financial Sustainability – to be considered at the December 2022 meeting of Committee.

5. Confidential Business

The matters contained in the confidential report would be dealt with “In Committee” due to containing information relating to the financial or business affairs of any particular person (including the Council holding that information).

“In Committee”

It was proposed by Alderman J Baird, seconded by Councillor A Swan and agreed that the following matters be considered “in committee”, in the absence of members of the press and public being present. The live-stream was paused at this stage (6.17 pm).

5.1 Report by Internal Audit Manager

The Head of Human Resources and Organisation Development, Performance Improvement Officer and Risk Officer left the meeting (6.18 pm).

5.1.1 Internal Audit Progress Report – June 2022
(Report will not be made available)

Members were provided with, and noted the contents of, a copy of an Internal Audit Progress Report – June 2022. This report summarised internal audit work and progress against the Operational Plan since the last meeting of the Committee on 10 March, 2022. A copy of any internal audit reports referred to in the progress report were also provided in full on SharePoint for Members' information.

5.1.2 Internal Audit Annual Report
(Report will not be made available)

Members were provided with, and noted the contents of, a copy of the Internal Audit Annual Report.

5.1.3 Acceptance of the Six Monthly Statements of Assurance for the Period Extending from October 2021 to March 2022 and Acceptance of the Chief Executive's Annual Assurance Statement
(Report will not be made available)

Members were provided with, and noted the contents of, Six Monthly Statements of Assurance for the period extending from October 2021 to March 2022, together with the Chief Executive's Annual Assurance Statement.

Resumption of Normal Business

It was proposed by Councillor A Swan, seconded by Councillor Jenny Palmer, and agreed to come out of committee and normal business was resumed. The live-stream was resumed at 6.24 pm.

6. Any Other Business

6.1 Special Meetings of the Committee

The Chairman, Alderman D Drysdale, reminded Members of forthcoming special meetings of the Committee as follows:

- (a) 23 June, 2022 – for presentation of draft accounts; and
- (b) 22 September, 2022 – for presentation of final accounts.

There being no further business, the meeting was terminated at 6.25 pm.

Mayor/Chairman