

# Nottingham City Council

## Audit Committee

Minutes of the meeting held at Loxley House, Station Street, NG2 3NG, on 29 April 2022 from 10.30 am - 1.45 pm

### Membership

#### Present

Councillor Audra Wynter (Chair)  
Councillor Sajid Mohammed (Vice Chair)  
Councillor Michael Edwards  
Councillor Jane Lakey  
Councillor AJ Matsiko  
Councillor Anne Peach  
Councillor Andrew Rule

#### Absent

Councillor Graham Chapman  
Councillor Ethan Radford  
  
(present for minutes 77 to 86 only)  
(present for minutes 85 to 89 only)

### Colleagues, partners and others in attendance:

Beth Brown	- Head of Legal and Governance
John Gregory	- Grant Thornton External Auditors
Richard Grice	- Interim Director of Transformation
Titu Hayre-Bennett	- Head of HR and OD
Clive Heaphy	- Interim Corporate Director for Finance and Resources
Richard Henderson	- Director for HR and EDI
Mark Leavesley	- Governance Officer
Naomi Matthews	- Data Protection Officer
Rob McCutcheon	- Team Leader, Corporate Safety Advice
Paul Millward	- Head of Resilience
Sean Nolan	- member of the Improvement and Assurance Board
Steve Oakley	- Head of Contracting and Procurement
Ita O'Donovan	- Interim Director for Strategy and Policy
Sir Tony Redmond	- Chair of the Improvement and Assurance Board
Simon Salmon	- Head of IT
Shail Shah	- Head of Audit and Risk
John Slater	- Group Auditor
Councillor Adele Williams	- Portfolio Holder, Adults and Health

### 77 Apologies for absence

Councillor Chapman – leave  
Councillor Radford - personal

### 78 Declarations of interests

None.

### 79 Minutes

The Committee confirmed the minutes of the meeting held on 25 February 2022 as a correct record and they were signed by the Chair.

## **80 Exemption from Contract Procedure Rules**

Steve Oakley, Head of Contracting and Procurement, presented the report, which detailed all exemptions requested during the period from the commencement of the Council's new Constitution in November 2021, and also provided an update on actions taken and planned to improve compliance with the new Constitution, in particular Contract Procedure rules.

**Resolved to note the number of exemptions from Contract Procedure Rules during quarter three of 2021/22, and the actions being taken to ensure that contracts were awarded in line with Contract Procedure Rules and exemptions only occurred where there was a sound rationale for approving that exemption.**

## **81 ICT Procurement Audit**

This item was deferred to the June 2022 meeting of the Committee.

## **82 Working Group Updates**

**Resolved that the Head of Audit and Risk be requested to submit a report, detailing the District Heating and Waste Infrastructure, to a future meeting of this Committee.**

## **83 Work Plan and Action Log**

Shail Shah, Head of Audit and Risk, stated that work was currently under way to review the remit of Audit as a whole, with a potential for it to 'add value', and further updates would be given to the Committee as appropriate.

## **84 Service Design and Delivery (including the Transformation Programme)**

Ita O'Donovan, Interim Director for Strategy and Policy, presented the report, detailing the progress to date in delivering Theme 7 of the Together for Nottingham Plan, the council's approach to reviewing the design and delivery of services to the community.

**Resolved to note the report.**

## **85 Equality and HR Assurance annual report**

Richard Henderson, Director for HR and Equality, Diversity and Inclusion, presented the report, detailing work to date on Theme 6 of the Together for Nottingham Plan, 'Organisation and Culture', and highlighting that organisational and statutory requirements are being met or progressed and monitored through activity in relevant functions/areas.

**Resolved**

- (1) to note the work being done within the HR/EDI division to deliver on the Theme 6, Organisation and Culture work stream, of the Together for Nottingham Plan, and to ensure the Council's statutory and non-statutory**

**obligations relating to people management and Equality, Diversity and Inclusion were being met and/or progressed;**

- (2) that the Director of HR and EDI be requested to submit an update report, detailing the challenges in respect of staffing resourcing, to this Committee in 6 months' time.**

#### **86 Annual Report of Health and Safety within the Council**

Paul Millward, Head of Resilience, presented the annual Health and Safety within the Council report.

#### **Resolved**

- (1) that all Corporate Directors be requested to ensure that by Friday 8 July 2022:**
- (a) their directorate colleagues can demonstrate up to date training in all mandatory health and safety courses, and where appropriate, asbestos management;**
  - (b) all outstanding Accident/Violence/Audit recommendations are completed and recorded on the corporate system;**
- (2) to note the absence of any Health and Safety Executive intervention at the council during the past three years.**

#### **87 Exclusion of the public**

**The Committee resolved to exclude the public from the meeting during consideration of the remaining items in accordance with Section 100A of the Local Government Act 1972, on the basis that, having regard to all the circumstances, the public interest in maintaining an exemption outweighs the public interest in disclosing the information.**

#### **88 Exempt Minutes**

The Committee agreed the exempt minutes of the meeting held on 25 February 2022 as a correct record and they were signed by the Chair.

#### **89 Information Compliance and Information Security Annual Assurance Report 2022**

Naomi Matthews, Data Protection Officer, and Simon Salmon, Head of IT, presented the report, which provided independent assurance to the Committee of the adequacy of the information compliance framework and the internal control environment.

**Resolved to note the report.**