



<b>COMMITTEE:</b>	<b>JOINT AUDIT AND STANDARDS COMMITTEE</b>
<b>DATE:</b>	<b>MONDAY, 27 JULY 2020 9.30 AM</b>
<b>VENUE:</b>	<b>VIRTUAL MEETING</b>

**BABERGH MEMBERS**

<b>Conservative Group</b>	<b>Green Group</b>	<b>Independent Group</b>	<b>Liberal Democrat Group</b>
Melanie Barrett Mary McLaren	Robert Lindsay	Alastair McCraw	Bryn Hurren (Co-Chair)

**MID SUFFOLK MEMBERS**

<b>Conservative and Independent Group</b>	<b>Green and Liberal Democrat Group</b>
James Caston Dave Muller (Co-Chair)	Oliver Amorowson John Matthissen Mike Norris

This meeting will be broadcast live to Youtube and will be capable of repeated viewing. The entirety of the meeting will be filmed except for confidential or exempt items. If you attend the meeting in person you will be deemed to have consented to being filmed and that the images and sound recordings could be used for webcasting/ training purposes.

The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded.

**AGENDA**

**PART 1**

**MATTERS TO BE CONSIDERED WITH THE PRESS AND PUBLIC PRESENT**

Page(s)

**1 SUBSTITUTES AND APOLOGIES**

Any Member attending as an approved substitute to report giving his/her name and the name of the Member being substituted.

**2 DECLARATION OF INTERESTS**

Members to declare any interests as appropriate in respect of items to be considered at this meeting.

**3 JAC/19/15 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 27th JANUARY 2020 7 - 18**

4 **TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE COUNCIL'S PETITION SCHEME**

5 **QUESTIONS BY THE PUBLIC**

To consider questions from, and provide answers to, the public in relation to matters which are relevant to the business of the meeting and of which due notice has been given in accordance with the Committee and Sub-Committee Procedure Rules.

6 **QUESTIONS BY COUNCILLORS**

To consider questions from, and provide answer to, Councillors on any matter in relation to which the Committee has powers or duties and of which due notice has been given in accordance with the Committee and Sub-Committee Procedure Rules.

7 **JAC/19/16 JOINT ANNUAL GOVERNANCE STATEMENT 2019/20** 19 - 56

Report from Corporate Manager – Internal Audit

8 **JAC/19/17 ANNUAL INTERNAL AUDIT REPORT 2019/20** 57 - 78

Report from Corporate Manager – Internal Audit

9 **JAC/19/18 MANAGING THE RISK OF FRAUD AND CORRUPTION - ANNUAL REPORT** 79 - 88

Report from Corporate Manager – Internal Audit

10 **JAC/19/19 JOINT ANNUAL AUDIT REPORT 2018/19** 89 - 114

Report from Ernst and Young – External Auditors

11 **JAC/19/20 JOINT ANNUAL AUDIT PLAN 2019/20** 115 - 160

Report from Ernst and Young – External Auditors

12 **JAC/19/21 FORWARD PLAN** 161 - 164

Report by the Corporate Manager – Democratic Services attached.

### **Date and Time of next meeting**

Please note that the next meeting is scheduled for Tuesday, 11 August 2020 at 1.00 pm.

### **Webcasting/ Live Streaming**

The Webcast of the meeting will be available to view on the Councils Youtube page: [https://www.youtube.com/channel/UCSWf\\_0D13zmegAf5Qv\\_aZSg](https://www.youtube.com/channel/UCSWf_0D13zmegAf5Qv_aZSg)

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact the Committee Officer, Committee Services on: or Email: [Committees@baberghmidsuffolk.gov.uk](mailto:Committees@baberghmidsuffolk.gov.uk)

## Introduction to Public Meetings

Babergh/Mid Suffolk District Councils are committed to Open Government. The proceedings of this meeting are open to the public, apart from any confidential or exempt items which may have to be considered in the absence of the press and public.

### **Protocol for Virtual Meetings**

#### Live Streaming:

1. The meeting will be held on TEAMS and speakers will be able to join via invite only. Any person who wishes to speak at the meeting must contact Committee Services at: [committees@baberghmidsuffolk.gov.uk](mailto:committees@baberghmidsuffolk.gov.uk) at least 24 hours before the start of the meeting.
2. The meeting will be live streamed and will be available to view on the Council's YouTube page as detailed below:  
[https://www.youtube.com/channel/UCSWf\\_0D13zmegAf5Qv\\_aZSg](https://www.youtube.com/channel/UCSWf_0D13zmegAf5Qv_aZSg)

#### Recording of proceedings:

1. Proceedings will be conducted in video format.
2. A second Governance Officer will be present and will control the TEAMS call and Livestreaming.
3. Members should display the Corporate Background whilst in attendance at formal meetings; the working together logo should be used for joint meetings.
4. If you are experiencing slow refresh rates and intermittent audio you should turn off incoming video to improve your connection to the meeting (If this also does not work please turn off your own camera).

#### Roll Call:

1. A roll call of all Members present will be taken during the Apologies for Absence/Substitution to confirm all Members are present at the meeting.

#### Disclosable Pecuniary Interests:

1. A Councillor declaring a disclosable pecuniary interest will not be permitted to participate further in the meeting or vote on the item. Where practicable the Councillor will leave the virtual meeting, including by moving to a 'lobby' space and be invited to re-join the meeting by the Committee Officer at the appropriate time. Where it is not practicable for the Councillor to leave the virtual meeting, the Governance Officer will ensure that the Councillor's microphone is muted for the duration of the item.

#### Questions and Debate:

1. Once an item has been introduced, the Chair will ask if there are any questions. Members of the Committee will be asked to use the "Hands Up" function within

teams. The Chair will then ask Members to speak.

2. Any Councillors present who are not part of the Committee will then be invited to ask questions by using the "Hands up function" within teams. The Chair will then ask Members to speak.
3. At the end of the questions the Chair will ask Members whether they have any further questions before entering into debate.
4. In the instance where a Member of the Committee would like to formally make a proposal, they should raise their hand using the Hands Up function. At this point the Chair would go directly to them and take the proposal. Once the proposal has been made the Chair would immediately ask if there was a seconder to the Motion. If there is it would become the substantive Motion and the Chair would again continue down the list of Councillors until there is no further debate.
5. Upon completion of any debate the Chair will move to the vote.

#### Voting:

1. Once a substantive motion is put before the committee and there is no further debate then a vote will be taken.
2. Due to circumstances the current voting by a show of hands would be impractical - as such the Governance Officer will conduct the vote by roll call. The total votes for and against and abstentions will be recorded in the minutes not the individual votes of each Councillor. Except where a recorded vote is requested in accordance with the Rules of Procedure.
3. The Governance officer will then read out the result for the Chair to confirm.
4. A Councillor will not be prevented from voting on an item if they have been disconnected from the virtual meeting due to technical issues for part of the deliberation. If a connection to a Councillor is lost during a regulatory meeting, the Chair will stop the meeting to enable the connection to be restored. If the connection cannot be restored within a reasonable time, the meeting will proceed, but the Councillor who was disconnected will not be able to vote on the matter under discussion as they would not have heard all the facts.

#### Confidential items:

1. The Public and Press may be Excluded from the meeting by resolution in accordance with normal procedural rules. The Governance Officer will ensure that any members of the public and press are disconnected from the meeting.