

**LEE VALLEY REGIONAL PARK AUTHORITY**

**AUDIT COMMITTEE MINUTES  
23 SEPTEMBER 2021**

Members Present: David Gardner (Chairman) Mike Garnett  
Suzanne Rutland-Barsby (Vice Chairman) Lesley Greensmyth  
John Bevan Terry Wheeler

Apologies Received From: Dilip Patel

Officers Present: Shaun Dawson - Chief Executive  
Beryl Foster - Deputy Chief Executive  
Dan Buck - Corporate Director  
Keith Kellard - Head of Finance  
Vince Donaldson - Senior Contracts & Quality Manager  
Lindsey Johnson - Committee Services Officer

Part I

220 DECLARATIONS OF INTEREST

There were no declarations of interest.

221 MINUTES OF LAST MEETING

**THAT the minutes of the meeting held on 22 July 2021 be approved and signed.**

On minute 218, a Member asked if a reason had been found regarding why one of the holding investments was unrated. The Head of Finance responded stating that West Bromwich don't use that rating agency, therefore it was rated but under a different scale.

A Member asked when the delayed start date of the audit would begin. The Chairman responded stating that it would begin in November, the delay was due to capacity and resources and was an issue with all audit firms, not just Ernst & Young.

222 PUBLIC SPEAKING

No requests from the public to speak or present petitions had been received for this meeting.

223 RISK REGISTER 2021/22

Paper AUD/123/21

The report was introduced by the Corporate Director of Sport & Leisure stating that the key areas of risk were detailed in paragraphs 10-11 of the report and that the risks were starting to reduce.

A Member asked about SR5, Governance & Leadership on the main Corporate Risk Register, and if the issues were resolved. The Corporate Director informed Members that the residual risk details the steps that have been taken to manage the risk. SR5 relates to the emergency one-year business plan and the corporate direction in dealing with the pandemic.

A Member asked for an explanation of SR3, Resources on the Leisure Services Contract Sub Risk Register. The Corporate Director explained that support services have been reviewed, departments restructured and the Authority was reusing resources it currently had in order to keep key venues working before they can be handed over to GLL.

A Member asked about SR8, Environmental Management on the Covid-19 Pandemic Risk Register, and the risk of contamination to users. The Deputy Chief Executive responded that it was a tolerated risk and there were steps in place to manage it.

Members agreed it would be beneficial to have a workshop in order to go through and understand the Risk Register. Officers would look for a suitable date and circulate this to Members.

The Corporate Director explained to Members that some of the red residual risks were around the ongoing medium term financial plan, recovery from the pandemic and uncertainties around what will happen this winter.

The Chairman asked about SR9.3, Leisure Services Contract Retender, and why the risk had remained the same. The Corporate Director responded stating that it was in part due to a revision of the previous score on the register which was incorrect. There would be a paper going to Members next month about entering into an agreement with GLL.

The Chairman asked about SR9.2, Picketts Lock Development, and why the risk was still high. The Corporate Director stated that the direction of risk would start to go down as discussions have now begun with The Wave in the last couple of weeks.

The Corporate Director informed Members that there will be an improvement in risks on the next Risk Register. This will be in part because the GLL contract will have been signed with venues being handed over to them. Also once we are through the winter we will be in a better position. The Senior Contract and Quality Manager added that the Risk Register was a living document which was constantly being updated and risks were always fluctuating. The Risk Register was distributed well in advance of this meeting, with the Grounds Maintenance contract now no longer needed, however energy prices and National Insurance will need to be added.

The Chairman asked how exposed the Authority was to increases in energy prices. The Chief Executive responded stating that the Authority was part of Laser Consortium, so in a strong position for the short term as a percentage of the price we pay was fixed. The Head of Finance also stated that he was looking into this matter at the moment and how it might affect the Authority.

Members noted that the Risk Register was a robust framework and thanked officers for their hard work in producing it.

The Corporate Director informed Members that a paper would be going to the Executive Committee shortly to brief them on the Risk Register.

The Chairman informed Members that there might need to be an earlier meeting prior to the scheduled meeting in February to receive the auditors' report. If it can't be slotted into a meeting day when Members were already at Myddelton House, then it would be conducted via Zoom.

- (1) the Corporate Risk Register included at Appendix A and the sub-registers at Appendices B and C to Paper AUD/123/21 was approved.

---

Chairman

---

Date

The meeting started at 1pm and ended at 1.35pm