

LEE VALLEY REGIONAL PARK AUTHORITY

**AUDIT COMMITTEE MINUTES
21 JUNE 2018**

Members Present: Frances Button (Chairman) Simon Walsh
Christine Hamilton John Wyllie

Apologies Received From: Claudia Webbe

In Attendance: John Bevan, Mike Garnett

Officers Present: Shaun Dawson - Chief Executive
Simon Sheldon - Director of Finance & Resources
Beryl Foster - Director of Corporate Services
Dan Buck - Head of Sport & Leisure
Keith Kellard - Finance & Systems Accountant
Lindsey Johnson - Committee Services Officer

Also attending: Vanessa Bateman – Mazars (Internal Auditors)
Joe Ryan – RD Health & Safety

Part I

136 DECLARATIONS OF INTEREST

Name	Agenda Item No.	Nature of Interest	Prejudicial
<i>John Bevan</i>	-	<i>Trustee of Lee Valley Leisure Trust</i>	<i>Non-Pecuniary</i>

137 MINUTES OF LAST MEETING

A Member asked on Minute 133 what the additional fee was. The Director of Finance & Resources replied that there was no additional fee.

THAT the minutes of the meeting held on 22 February 2018 be approved and signed.

138 PUBLIC SPEAKING

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

139 ANNUAL REPORT ON THE WORK OF INTERNAL AUDIT 2017/18 AND AUDIT PLAN 2018/19 Paper AUD/88/18

The report was introduced by the Director of Finance & Resources informing Members that we had received substantial assurance in all areas and that there was sufficient time to follow up work.

Vanessa Bateman of Mazars introduced the report of the Internal Auditors, explaining that she was the Senior Account Manager and took over the Authority contract in February. She informed

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Members that they were able to provide substantial assurances in all areas. She will follow up on previous recommendations to ensure that actions are completed in a timely fashion.

A Member queried why there were 155 contracted days. The Director of Finance & Resources explained that whilst this number varied year on year it was normal for us and that without that amount we would struggle with unannounced audits. Vanessa Bateman also stated that this was likely to reduce in the future as the Trust seeks to gain its own assurances.

A Member requested that any assurances still outstanding be sent to Members in detail.

- (1) the annual report of the Internal Auditors for 2017/18 detailed in Appendix A to Paper AUD/88/18 was noted; and**
- (2) the annual Audit Plan for 2018/19 as detailed in Appendix B to Paper AUD/88/18 was approved.**

140 ANNUAL REPORT ON HEALTH & SAFETY 2017/18
AND HEALTH & SAFETY AUDIT PLAN 2018/19

Paper AUD/89/18

The report was introduced by the Director of Finance & Resources, including:

- We have a joint corporate average score of 90.5% against the stretch target of 95%;
- Of the 7.1 million visits, accidents reduced to 2.06 to 1.83 per 10k visits.
- 3 accidents were reported under RIDDOR.
- Increased attendance of training programme.
- A Joint Water Safety Partnership has been established.
- A new process for fire risk management.
- Robust and effective systems for major events.

Joe Ryan from R & D Health & Safety introduced his annual report on Health & Safety explaining how much of their work has been devoted to event safety. They've also worked on restructuring their service; launching the Joint Water Safety Partnership; training courses; making health & safety information more easy to find on Compass; asbestos removal at Hayes Hill Farm; the Ice Centre refurbishments; monitoring e-coli at both farms; fire risk assessments; anti-terrorism; and insurance claims. He also highlighted for Members that whilst there had been an increase in accidents this was still a downward trend due to the higher footfall. Members were also informed that Vibrant Partnerships were below their stretch target due to Picketts Lock and the Waterworks and a full summary of this was on page 20 of his report.

The Director of Finance & Resources assured Members that whilst there had been a drop in Vibrant Partnerships target, we were confident that this will not be a downward trend and it will be turned around quickly.

A Member queried four staff accidents in May and asked if there had been an incident. Joe Ryan replied that there had not been an incident and these were all individual accidents.

A Member queried why the occupancy rates on courses were sometimes very low and asked if staff were not turning up. Joe Ryan replied that 'occupancy' meant the number of places on the course, he will change the way this is worded in the report in future.

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Joe Ryan informed Members that they work with national anti-terror organisations to look at what is happening and consider recommendations or specific advice that may be necessary to take. This information is also fed into safety meetings with the Authority.

- (1) the annual report of RD Health & Safety for 2017/18 detailed in Appendix A to Paper AUD/88/18 was noted;**
- (2) the aims and objectives for 2018/19 also set out in Appendix A to Paper AUD/88/18; and**
- (3) the signing of this year's Health & Safety Policy Statement included within Appendix A to Paper AUD/88/18 was approved.**

141 RISK REGISTER 2018/19 Paper AUD/90/18

The Trust's Risk Register was tabled.

The report was introduced by the Director of Finance & Resources stating that this revised Risk Register had come from the workshop held in June.

The Chairman informed Members how helpful she had found the workshop in June, especially being able to hear from officers from different areas of the Park who manage the risks. She was pleased to see that officers are not frightened by risks and able to recognise them and manage them effectively.

- (1) the Risk Management Strategy and Corporate Risk Register included at Appendices A and B of Paper AUD/90/18 was approved.**

142 ANNUAL GOVERNANCE STATEMENT 2017/18 Paper AUD/91/18

The report was introduced by the Director of Finance & Resources, stating that a special Audit Committee meeting will need to be held on 5 July 2018 to approve the detailed accounts.

The Chairman asked for assurance that we were up to date with the accounts and that they would be ready on time. The Director of Finance & Resources responded stating that they were on time and he is having a meeting tomorrow with the auditors and will email the Chairman if there are any issues.

- (1) the Annual Governance Statement attached as Appendix A to Paper AUD/91/18 to be included within the Accounts subject to any comments received from Members was approved.**

Chairman

Date

The meeting started at 1pm and ended at 1.45pm.