

LEE VALLEY REGIONAL PARK AUTHORITY

**AUDIT COMMITTEE MINUTES
16 JUNE 2016**

Members Present: David Andrews (Chairman) Mari Stevenson (Deputy for Linda Haysey)
Gerry Lyons

Apologies Received From: Linda Haysey, Ross Houston, John Knapman, Malcolm Cowan

Officers Present: Shaun Dawson - Chief Executive
Simon Sheldon - Director of Finance & Resources
Beryl Foster - Director of Corporate Services
Lindsey Johnson - Committee Services Officer

Also Present: Joe Ryan - RDH&S
Kevin Le Roux and Miyako Graham - Mazars
Debbie Hanson and Stephen Bladen - Ernst & Young

Part I

96 DECLARATIONS OF INTEREST

There were no declarations of interest.

97 MINUTES OF LAST MEETING

THAT the minutes of the meeting held on 25 February 2016 be approved and signed.

98 PUBLIC SPEAKING

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

99 ANNUAL REPORT ON HEALTH & SAFETY 2015/16
& AUDIT PLAN 2016/17

Paper AUD/68/16

The Director of Finance & Resources introduced the report, highlighting how the Authority has retained its 5* rating by the British Safety Council; increased its corporate average score from 93% to 96% on all Health & Safety Audits; and only 0.018% of the 6.6 million visits resulted in an incident or accident.

Joe Ryan from RDH&S introduced the annual report for RDH&S for 2016/17.

A Member pointed out that accident and incident statistics showed that contractors had fewer accidents or incidents, and suggested that it might be helpful to show how many hours each group was working to reflect that we have much fewer contractors working compared to staff.

A Member noted that there was a large claims settlement. Joe Ryan responded stating that this was settled out of court for a person who suffered head injuries on the Lee Valley White Water Course. A full investigation found that nothing could have been done to prevent this accident.

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A Member raised concerns over the relatively low occupancy rates of training courses. Joe Ryan responded stating that staff had all been trained and only need to renew their training once every 3 years, so often only a few members of staff will require training at any one time. Members agreed it would be useful to have this information in the report.

Joe Ryan informed Members that there is now a management plan in place at Picketts Lock Golf Course to ensure there was no risk of legionella.

- (1) the annual report of RDH&S for 2015/16 detailed in Appendix A to Paper AUD/68/16 was noted;**
- (2) the aims and objectives for 2016/17 set out in Appendix A to Paper AUD/68/16 (the annual report of RDH&S for 2015/16); and**
- (3) the signing of this years' Health & Safety Policy attached as Appendix C to Paper AUD/68/16 was approved.**

100 ANNUAL REPORT ON THE WORK OF INTERNAL AUDIT 2015/16 AND AUDIT PLAN 2016/17 Paper AUD/69/16

The Director of Finance & Business Resources introduced the report, highlighting the fact that our Internal Auditors are giving substantial assurance in all areas with the exception of Dobbs Weir which receives limited assurance.

Kevin Le Roux of Mazars introduced the annual report of the Internal Auditors for 2015/16, informing Members that the reason why Dobbs Weir is only receiving limited assurance is because of its income administration during the implementation of Phase 2 which is now complete. Authority officers were aware there were gaps and requested it be audited. Mazars are now in the process of putting plans in place.

- (1) the annual report of the Internal Auditors for 2015/16 detailed in Appendix A to Paper AUD/69/15 was noted; and**
- (2) the annual Audit Plan for 2016/17 as detailed in Appendix B to Paper AUD/69/16 was approved.**

101 EXTERNAL AUDIT 2015/16 – AUDIT PLAN Paper AUD/67/16

The Director of Finance & Resources introduced the report.

Debbie Hanson of Ernst & Young introduced the External Auditors' Audit Plan for 2015/16, informing Members that the financial statement risks included risk of fraud in revenue recognition; risk of management override; valuation of property, plant & equipment, biological equipment and investment property; and group accounting standards. Members were also informed that they had not identified any risks which they view as relevant to their value for money conclusion.

- (1) the External Auditors' Audit Plan for 2015/16 attached at Appendix A to Paper AUD/67/16; and**

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- (2) **the proposed annual audit fee for 2015/16 as set out in page 12 of Appendix A to Paper AUD/67/16 was noted.**

102 RISK REGISTER 2016/17

Paper AUD/70/16

The Director of Finance & Resources introduced the report.

- (1) **the Authority's Strategic Risk Register (incorporating any agreed changed recommended at this Committee meeting) attached at Appendix B to Paper AUD/70/16 was approved.**

103 DRAFT UNAUDITED FINAL ACCOUNTS 2015/16

Paper AUD/71/16

The Director of Finance & Resources introduced the report.

- (1) **the draft Annual Governance Statement (attached at Appendix A to Paper AUD/71/16), to be included within the Accounts, subject to any comments received from Members and the Auditors;**
- (2) **that any Member comments/amendments/changes received by 29 June 2016 can be considered and approved by the Director of Finance & Resources in consultation with the Chairman of the Audit Committee and incorporated into the final Draft Accounts presented for external audit was approved; and**
- (3) **that the unaudited Statement of Accounts for 2015/16 summarised in this report (and attached as Appendix B to Paper AUD/71/16) will be signed off by the Director of Finance & Resources by 30 June 2016, subject to any comments/amendments/changes received by 29 June 2016 from Members was noted.**

Chairman

Date

The meeting started at 10.30am and ended at 11.40am.