

Coast to Capital

Audit and Risk Committee Meeting

Tuesday 16 August 2022: 10:00am – 12:00pm

By Teams Video Conference

Committee Members:

- Chair: Amanda Jones (AJ).
- Directors: Anthony Middleton (AM); Mark Brunt (MB).
- Independent Members: Chris Maidment (CM); Andrew Swayne (AS).

In Support:

- Accountable Body: Nigel Manvell (NM)
- Coast to Capital: David Smith (DS); Jake Daniels (JD); Hannah Gosling (HG); Carli Foster (CF).
- Guests: Richard Spofforth – Kreston Reeves (RS).

Apologies:

- Rosaleen Liard; Paul Marshall; Mike La Rooy; Karen Hayes; Wendy McRae-Smith; James Hengeveld; Adam Szczotka.

1. Introduction

a) Welcome and Apologies.

AJ welcomed everyone to the Teams meeting.

Apologies were stated.

b) Public Comments

It was noted that no public comments were received in advance of the meeting.

c) Conflicts of Interest

AJ read the conflicts of interest statement and invited any necessary declarations.

No conflicts of interest were declared.

2. Minutes from last meeting and Matters Arising.

The Committee noted that there were no Matters Arising.

The Committee approved the Minutes of the meeting held on Tuesday 3 March 2022.

3. Chief Executive Update

This update has been redacted.

4. Financial Statement and External Audit

This update has been redacted.

5. Audit

RS shared the key findings of the Payroll Audit with the committee. The Audit found that the Knill James engagement letter was out-of-date and that this has since been rectified.

RS noted that Knill James have responded to data queries and that there were no outstanding actions to take place.

AJ thanked RS and he left the meeting

HG shared an update as per the Internal Audit Strategy paper as previously circulated. AJ agreed with the recommendations set out in the paper and requested that the internal controls audit should take place first, then financial forecasting, then the governance audit. The committee **agreed** this approach and asked for each audit to be discussed at future committee meetings. The Executive team agreed to take this action forward.

This update has been redacted.

AJ stated that there should be a joint meeting between Audit & Risk Committee and the Finance & Resource Committee and needs to take place before the January Board meeting. The Executive Team agreed to take this forward as an action.

6. Finance Update

This update has been redacted.

7. Risk Management Report

This update has been redacted.

8. Governance

HG highlighted governance arrangements that took place over the previous months as set out in the previously circulated paper.

AJ requested the governance calendar be set as soon as possible for next year. JD agreed to take this forward.

The Committee noted the paper and thanked HG for her update.

9. Close

AJ thanked the Committee and team for attending and thank team for their dedication.

a) AOB

There were no other items of business raised.

b) Future Meetings

The next meeting of the Audit and Risk Committee is to be confirmed.

Unconfirmed minutes – to be approved at next Audit and Risk Committee