



Minutes of Audit and Risk Management Committee Meeting

13 November 2020

Northern Areas Council Chambers

The meeting was opened at 10.00am.

1. Attendance

Committee: Mayor Kathie Bowman (Chair), Mayor Denis Clark, Mr Colin Byles, Mr Peter Ackland and Mr Ian McDonald.

In Attendance: Legatus Group CEO Mr Simon Millcock

2. Confirmation of Previous Minutes

Motion: That the minutes of the previous Legatus Group Audit and Risk Management Committee meeting held on 21 August 2020 be taken as read and confirmed

Moved: Colin Byles Seconded: Ian McDonald

CARRIED

3. Business Arising Not Otherwise on the Agenda

3.1 Charter Review.

The Legatus Group CEO provided a report on the variation to the Charter.

Motion: The committee notes the variation to the charter requirements have been complied with.

Moved: Peter Ackland Seconded: Mayor Denis Clark

CARRIED

3.2 Review of Strategic, Business Plan and Budget

The Legatus Group CEO provided a report on the progress of the review.

Motion: That the committee notes that the review has commenced.

Moved: Ian McDonald Seconded: Mayor Denis Clark

CARRIED

4. Financial Report

4.1 Annual Financial Report 2019/2020

The Legatus Group CEO provided a report including a letter from the Legatus Group Auditors and responses from Legatus Group CEO and Finance Officer along with a report showing the Budget Comparison report for the audited 2019/2020 financial year. The meeting discussed the level of management with the regards Human Resources and processes re approval for payments.

Motions:

1. That the committee recommends the Legatus Group investigates options for the provision of financial management services for the Legatus Group.

Moved: Mayor Denis Clark Seconded: Peter Ackland

CARRIED

2. That the Budget Comparison report for the audited 2019/2020 financial report is noted and presented to the Legatus Group for their confirmation.
3. That the Legatus Group be provided with uniformed presentation of Finances statements as required in the Local Government (Financial Management) Regulations 2011, section 7 and 9 for all budget reviews.
4. That the Committee notes the Legatus Group now has a Policy Register.
5. That a review and update of the effectiveness of internal controls operating throughout the Group is undertaken in consultation with the Legatus Group Audit and Risk Management Committee.
6. That the Legatus Group CEO provides a report on disaster recovery procedures in consultation with the Legatus Group Audit and Risk Management Committee on all the Legatus Group business operations to identify areas that can reduce the risk of future events having an adverse impact on the Legatus Group.

Items 2 -6 Moved: Peter Ackland

Seconded: Ian McDonald

CARRIED

4.2 Financial Report 2020/2021

The Legatus Group CEO provided a report including (1) current balance sheet and profit and loss statement for the July-Sept 2021 period (2) Budget Comparison report for the first quarter 2020/2021 and (3) Interim report on the LGA Research and Development Scheme Funding. General discussion on the progress of projects and that reports to the Legatus Group on these projects could include their current progress of outcomes.

Motion: That the committee notes the report.

Moved: Colin Byles Seconded: Mayor Denis Clark

CARRIED

5. Legatus Group Work Plan

The Legatus Group CEO provided a report with the agenda on the Legatus Group Work Plan.

Motion:

1. That the committee notes the work plan is up to date and that it will now include (1) investigating options around financial management services subject to the board's approval and (2) reviews and report on internal controls and disaster recovery procedures.

Moved: Colin Byles Seconded: Peter Ackland

CARRIED

Motion:

2. That the Legatus Group considers using an external facilitator for the next Legatus Group CEOs performance review.

Moved: Mayor Denis Clark Seconded: Ian McDonald

CARRIED

6. Other Business

Nil

7. Next meeting

Friday 19 February 2021 10.30am Council Chambers Jamestown.

Meeting Closed at 11.35am

Signed as a true and correct record:

Chairman _____ Dated / /

DRAFT