



## **Minutes of Audit and Risk Management Committee Meeting 24 August 2021 Northern Areas Council Chambers & via Zoom**

The meeting was opened at 10.30am.

### **1. Attendance**

**Committee:** Mayor Kathie Bowman (Chair), Mayor Rodney Reid and Mr Colin Byles in person and Mr Ian McDonald via zoom.

**In Attendance:** Legatus Group CEO Mr Simon Millcock and Finance Officer Mr Colin Davies in person

**Apology:** Mr Peter Ackland

### **2. Welcome**

Mayor Bowman welcomed everyone to the meeting.

### **3. Confirmation of Previous Minutes**

Motion: That the minutes of the previous Legatus Group Audit and Risk Management Committee meeting held on 3 June 2021 be taken as read and confirmed.

Moved: Mayor Rodney Reid    Seconded: Colin Byles

**CARRIED**

### **4. Business Arising Not Otherwise on the Agenda**

#### **4.1 Access to financial reports**

The meeting noted that all members have been given access to the read only Xero files.

#### **4.2 Moving into confidence**

The Legatus Group CEO provided a report following the recommendation from the Legatus Group June meeting.

Motion: That the committee notes that a formal motion should be held as per the act and charter when the Legatus Group excludes people from attendance at their meeting.

Moved: Mayor Rodney Reid    Seconded: Colin Byles

**CARRIED**

#### **4.3 New Policies**

The Legatus Group CEO provided a report and two draft new policies (1) Budget Framework Policy and (2) Code of Conduct for Employees.

Motion: That the committee recommends the Legatus Group adopt the Employee Code of Conduct Policy and the Business Plan Policy.

Moved: Ian McDonald    Seconded: Colin Byles

**CARRIED**

## **5. Financial Reports**

### **5.1 20/21**

The Legatus Group CEO provided a report with the agenda and advised that due to several factors that the audited report has yet to be received. As such a special meeting will be arranged to discuss once it has been received from the auditor.

### **5.2 2021/2022**

The Legatus Group Finance Officer provided the Legatus Group Financial Management Report for the 2021/2022 Financial Year and the Profit and Loss Report until 31 July 2021.

Motion: That the committee notes the report.

Moved: Mayor Rodney Reid      Seconded: Ian McDonald

**CARRIED**

### **5.3 Subscription Fees**

The Legatus Group CEO provided a report with the agenda regarding the current timing of members subscriptions.

Motion: That the committee recommends the Legatus Group vary its Charter at Section 7.2.2 to read: The amount of each Constituent Council's subscription will be decided at the meeting where they adopt the Annual Business Plan and Budget and that subscriptions will be due and payable within one month of a written request from the Chief Executive Officer for payment.

Moved: Mayor Rodney Reid      Seconded: Ian McDonald

**CARRIED**

## **6. Strategic Plan and Long-Term Financial Plan**

The Legatus Group CEO provided a report on the progress of the Strategic Plan and the Legatus Group Finance Officer provided the draft Long Term Financial Plan to accompany the Strategic Plan.

Motion:

1. That the committee notes that the Legatus Group received the report on the review of the Strategic Plan and that the draft Strategic Plan will be presented to the 3 September 2021 Legatus Group meeting for consideration.
2. That the committee notes the level of reserves identified in the Long Term Financial Plan is subject to continued council membership fees and the LGA annual contributions which provides a level of equity that has been previously identified as appropriate until 30 June 2024.

Moved: Mayor Rodney Reid      Seconded: Ian McDonald

**CARRIED**

## **7. Legatus Group Work Plan**

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

Motion: That the committee notes the work plan is up to date.

Moved: Colin Byles      Seconded: Mayor Rodney Reid

**CARRIED**

## **8. Other Business**

### **8.1 Committee positions**

The Legatus Group CEO advised that the two-year appointments for the positions of Ian McDonald and Peter Ackland have expired and that the charter allows them to be eligible for reappointment. Ian McDonald indicated he would be willing to continue and Peter Ackland is currently on leave.

Motion: That the committee recommends the Legatus Group reappoint Ian McDonald to the Audit and Risk Management Committee and subject to his confirmation of being willing to continue Peter Ackland is also reappointed.

Moved: Mayor Rodney Reid      Seconded: Colin Byles

**CARRIED**

### **8.2 Appointment of Auditor**

The meeting discussed the need at the AGM for the appointment of an auditor.

Motion: That the committee recommends the Legatus Group reappoints Dean Newberry as the Legatus Group Auditors for 2021/2022.

Moved: Colin Byles      Seconded: Mayor Rodney Reid

**CARRIED**

### **8.3 Delegation of authority for the CEO**

The Legatus Group CEO discussed his current level of delegation for approving contracts which is \$5,000. There have been several projects with contracts in the mid range between \$5,000 and \$10,000 which have been where the supplier already has a successful service history with the Council. These fall into the Legatus Groups Procurement Policy of Direct Sourcing - No quotations necessary and the policy allows an amount of up to \$20,000.

Motion: That the committee recommends that the Legatus Group approve raising the level of delegation for the Legatus Group CEO to \$10,000.

Moved: Colin Byles      Seconded: Mayor Rodney Reid

**CARRIED**

## **9. Next meeting**

To be confirmed following AGM. *Meeting Closed at 11.30am*

Signed as a true and correct record:

Chairman \_\_\_\_\_ Dated            /    /