



**Minutes of Audit and Risk Management Committee Meeting
22 November 2021 held at Northern Areas Council Chambers**

The meeting was opened at 10.00am.

1. Attendance

Committee: Mayor Rodney Reid, Mr Peter Ackland, Mr Colin Byles and Mr Ian McDonald.

In Attendance: Legatus Group CEO Mr Simon Millcock and Finance Officer Mr Colin Davies.

Apology: Mayor Kathie Bowman (Chair).

2. Welcome

Mayor Rodney Reid chaired the meeting and welcomed everyone to the meeting.

3. Confirmation of Previous Minutes

Motion: That the minutes of the Legatus Group Audit and Risk Management Committee meeting held on 24 August 2021 be taken as read and confirmed.

Moved: Mayor Colin Byles Seconded: Ian McDonald **CARRIED**

Motion: That the minutes of the Legatus Group Audit and Risk Management Committee Special meeting held on 30 August 2021 be taken as read and confirmed.

Moved: Mayor Colin Byles Seconded: Ian McDonald **CARRIED**

4. Business Arising Not Otherwise on the Agenda

4.1 Committee positions

The meeting noted that Ian McDonald and Peter Ackland have been approved by the Legatus Group to continue their membership for 2 years until 7 September 2023.

4.2 Charter

The Legatus Group CEO provided a report following the Legatus Group September meeting for a review of the Charter and the variation to item 7.2.2. The meeting saw no need to vary the wording in the charter associated with item 6.5 that relates to the Audit Committee.

Motion: The committee notes the Legatus Group have complied with their requirements for gaining approval to vary Section 7.2.2 of their Charter and that the majority of Constituent Councils have approved the variation.

Moved: Mayor Peter Ackland Seconded: Colin Byles **CARRIED**

5. Financial Reports

5.1 20/21

The Legatus Group CEO provided a report with the agenda.

Motion: That the committee notes the report and recommends that the Legatus Group undertakes a review of its internal control framework surrounding the banking security procedures, level of insurance cover of assets and procurement practices.

Moved: Ian McDonald Seconded: Peter Ackland

CARRIED

5.2 2021/2022

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

Motion: That the committee notes the report.

Moved: Peter Ackland Seconded: Ian McDonald

CARRIED

General discussion held on the notes provided by the Legatus Group CEO re the current financial position and likely variations to the budget. The meeting noted that the budget had been adopted by the Board at their 11 June 2021 meeting and that they had noted the budget review as of the 31 July 2021 at their 3 September 2021 meeting.

Motion: That the Audit Committee holds a Special Meeting for the purpose of a Budget Review before the 10 December 2021.

Moved: Peter Ackland Seconded: Ian McDonald

CARRIED

Motion: That the Audit and Risk Management Committee meetings are held quarterly and to include a budget review based on the end of the month financial reports from the month preceding the meeting.

Moved: Peter Ackland Seconded: Colin Byles

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 outcome of the 3 September 2021 Legatus Group meeting re a workshop at their 10 December 2021 meeting. The meeting was advised of the Regional Management Group recommendation that the Legatus Group delay its Strategic Plan workshop on 10 December 2021 and that the Regional Management Group will further develop the draft Legatus Group Strategic Plan. They will then provide an updated draft for the March 2022 Legatus Group meeting. Consensus was for Simon Millcock to discuss with Mayor Heaslip Chair of the Legatus Group and Sam Johnson Chair of the Regional Management Group.

Motion: That the committee notes the report

Moved: Colin Byles Seconded: Ian McDonald

CARRIED

7. Policies – Vaccination / Covid-19

The Legatus Group CEO provided a report with the agenda. Consensus was for Simon Millcock to discuss with Mayor Heaslip Chair of the Legatus Group re providing online options for the 10 December 2021 meeting.

Motion: The committee recommend that the Legatus Group CEO develops a Legatus Group COVID-19 Management Plan with reference to its members, committees, contractors and officers.

Moved: Ian McDonald Seconded: Colin Byles

CARRIED

8. 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 with the need for it to be flexible awaiting the outcome of the review of the Strategic Plan.

Moved: Peter Ackland Seconded: Colin Byles

CARRIED

9. Other Business

10. Next meeting

To be confirmed