

August 12th, 2020

Mid and East Antrim Borough Council uses Livescribe Echo Smartpen technology in order to support minute taking of meetings. This meeting will therefore be audio recorded, but following ratification of the minutes, the recording will be destroyed.

**Notice Of Meeting**

You are requested to attend a Meeting of the

Mid and East Antrim Audit and Scrutiny Committee

to be held on **Tuesday, 18th August 2020** at **6:30 pm** in **Council Chamber, The Braid, Ballymena.**

Yours sincerely



Anne Donaghy,  
Chief Executive, Mid and East Antrim Borough Council.

# Agenda

## 1 Notice of Meeting

## 2 Apologies

## 3 Declarations of Interest

## 4 ITEMS FOR CONSIDERATION/DECISION

### 4.1 Audit and Scrutiny Committee Terms of Reference - Circulated

[A&S Terms of Reference.pdf](#)

*Not included*

## 5 INFORMATION AND NOTING

### 5.1 Minutes of Audit and Scrutiny Committee meeting held on 18 February 2020 - Circulated

[Appendix.pdf](#)

*Not included*

[AS Cttee \(Audit Scrutiny\) - 18 Feb 2020.pdf](#)

*Not included*

***Reserved Matters - In accordance with Council policy, representatives of the Press will not be in attendance for this section of the Meeting.***

**Only Audit Committee Members should be in attendance for this section of the meeting**

## 6 ITEMS FOR CONSIDERATION/DECISION

### 6.1 Audit and Scrutiny Committee Training - Circulated

[6.1 AS Committee Training for Elected Members Aug 2020.pdf](#)

*Not included*

[6.1 Appendix 1- Outline A&S Committee Training Plan - September 2020.pdf](#)

*Not included*

## 7 UPDATES FOR MEMBERS

### 7.1 Internal Audit Summary Report - Circulated

[7.1 Internal Audit Summary Report.pdf](#)

*Not included*

#### (a) Review of Health and Safety

[7.1 a Review of Health and Safety.pdf](#)

*Not included*

(b)	<b>Management of New Suppliers</b> 📄 <i>7.1 b Management of new suppliers.pdf</i>	<i>Not included</i>
(c)	<b>2018/2019 Recommendations Follow-up</b> 📄 <i>7.1 c 2018-19 Recommendations Follow Up.pdf</i>	<i>Not included</i>
<b>7.2</b>	<b>2019/2020 Internal Audit Assurance Statement - Circulated</b> 📄 <i>7.2 Annual Internal Audit Assurance Report.pdf</i>	<i>Not included</i>
<b>7.3</b>	<b>Review of the Effectiveness of the Internal Audit Function - Circulated</b> 📄 <i>7.3 Review of Effectiveness of the Internal Audit Function.pdf</i>	<i>Not included</i>
<b>7.4</b>	<b>2019/2020 Governance Documentation - Circulated</b> 📄 <i>7.4 Governance Documentation Cover Report.pdf</i>	<i>Not included</i>
(a)	<b>Self-assessment of Audit and Scrutiny Committee - Circulated</b> 📄 <i>7.4 Appendix 1 Self-assessment Audit and Scrutiny Committee.pdf</i>	<i>Not included</i>
(b)	<b>Annual Governance statement Checklist - Circulated</b> 📄 <i>7.4 Appendix 2 Annual Governance Statement Checklist.pdf</i>	<i>Not included</i>
(c)	<b>Annual Governance Statement - Circulated</b> 📄 <i>7.4 Appendix 3 2019-20 Governance Statement.pdf</i>	<i>Not included</i>
<b>7.5</b>	<b>Audit and Scrutiny Committee Additional Duties - Circulated</b> 📄 <i>7.5 Audit and Scrutiny Committe Add Duties.pdf</i>  📄 <i>7.5 Appendix 1 - Grants Appeals Procedure.pdf</i>	<i>Not included</i>  <i>Not included</i>
<b>7.6</b>	<b>2020/2021 Internal Audit Plan - To follow</b>	
<b>7.7</b>	<b>Review of Corporate Risk Register</b> 📄 <i>7.7 Review of Corporate Risk Register.pdf</i>  📄 <i>7.7 Appendix 1 Corporate Risk Register Summary.pdf</i>	<i>Not included</i>  <i>Not included</i>

## 8 INFORMATION AND NOTING

### 8.1 2019/2020 Financial Statements (Unaudited) - Circulated

[8.1 2019-20 Financial Statements.pdf](#)

*Not included*

**Only Scrutiny Committee Members should be in attendance for this section of the meeting**

## 9 ITEMS FOR CONSIDERATION/DECISION

There are no items for decision.

## 10 UPDATES FOR MEMBERS

### 10.1 Performance

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***Reserved Matters - In accordance with Council policy, representatives of the Press will not be in attendance for this section of the Meeting.***

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#### 10.1.1 Performance Improvement Plan Year-End Progress Report - Circulated

[10.1.1 Performance Improvement Plan Year-End Progress Report.pdf](#)

*Not included*

[10.1.1 Appendix 1 PIP Year End 19-20 final version for Committee.pdf](#)

*Not included*

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***Open Committee***

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