

Audit and Standards Committee

Wednesday, 13 June 2018

10.00 am

Oak Room, County Buildings, Stafford

John Tradewell
Director of Strategy, Governance and Change
5 June 2018

A G E N D A

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes of the Meeting held on 12 March 2018 (10.00 a.m. - 10.05 a.m.)** (Pages 1 - 8)
4. **Internal Audit Outturn Report 2017-18 (10.05 a.m - 10.20 a.m.)** (Pages 9 - 28)

Report of the Director of Finance and Resources

5. **Exclusion of the Public (10.20 a.m. - 12.20 p.m.)**

The Chairman to move:-

“That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972 as indicated below”.

PART TWO
(reports in this section are exempt)

6. **Exempt Minutes of meeting held on 12 March 2018 (10.20 a.m)** (Pages 29 - 32)
7. **SAP Replacement Programme - Top Ten Risk Review and Limited Assurance Review (exemption paragraph 3) (10.20 a.m. - 10.45 a.m.)**

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|---|-------------------|
| a) My Finance - System Security (exemption paragraph 3) | (Pages 33 - 64) |
| b) My Finance - Data Migration (exemption paragraph 3) | (Pages 65 - 88) |
| c) My Finance - Interfaces (exemption paragraph 3) | (Pages 89 - 112) |
| d) My HR - System Security (exemption paragraph 3) | (Pages 113 - 142) |
| e) My HR - UAT Position Statement 1 (exemption paragraph 3) | (Pages 143 - 150) |
| f) My HR - UAT Position Statement 2 (exemption paragraph 3) | (Pages 151 - 164) |
| g) My HR - Data Migration Position Statement 1 (exemption paragraph 3) | (Pages 165 - 180) |
| h) My HR - Data Migration Position Statement 2 (exemption paragraph 3) | (Pages 181 - 194) |
| i) My Archiving - Data Archiving (exemption paragraph 3) | (Pages 195 - 214) |
| 8. Liberata Payroll System Review - Top Ten Risk and Limited Assurance Review (exemption paragraph 3) (10.45 a.m. - 11.00 a.m.) | (Pages 215 - 242) |
| 9. Sales to Cash System Review - Limited Assurance (exemption paragraph 3) (11.00 a.m. - 11.15 a.m.) | (Pages 243 - 262) |
| 10. Purchase Cards System Review - Limited Assurance Review (exemption paragraph 3) (11.15 a.m. - 11.30 a.m.) | (Pages 263 - 288) |
| 11. Special Educational Needs Disability (SEND) Action Plan - Limited Assurance Review (exemption paragraph 3) (11.30 a.m. - 11.40 a.m.) | (Pages 289 - 308) |
| 12. Mental Health - Recuperation of Health Contributions - Limited Assurance (exemption paragraph 3) (11.40 a.m. - 11.50 a.m.) | (Pages 309 - 328) |
| 13. Deputyships - Limited Assurance Review (exemption paragraph 3) (11.50 a.m. - 12 noon) | (Pages 329 - 358) |
| 14. Internal Audit Outturn Report 2017/18 - Appendix 2 (exemption paragraph 3) (12 noon - 12.10 p.m.) | (Pages 359 - 380) |

PART ONE

(Reports in this section are open to the public)

15. **Appointment of Independent Remuneration Panel Members 2018-19 (12.20 p.m. - 12.25 p.m.)** (Pages 381 - 382)
Report of the Director of Strategy, Governance and Change
16. **Audit Charter 2018 (12.25 p.m. - 12.30 p.m.)** (Pages 383 - 402)
17. **Internal Audit Strategy and Plan 2018 - 19 (12.30 p.m. - 12.50 p.m.)** (Pages 403 - 460)
Report of the Director of Finance and Resources
18. **Interim update report 2017-18 (12.50 p.m. - 1.00 p.m.)**
Verbal Update by Ernst & Young
19. **Correspondence received from Ernst & Young re Annual Audit Fees 2018-19 (1.00 p.m. - 1.05 p.m.)** (Pages 461 - 464)
20. **Forward Plan 2018 - 2019 (1.05 p.m. - 1.15 p.m.)** (Pages 465 - 474)

Membership

Derek Davis, OBE	Jeremy Oates
Mike Davies	Carolyn Trowbridge (Vice-Chairman)
Michael Greatorex	Ross Ward
Martyn Tittley (Chairman)	Bernard Williams
David Brookes	Victoria Wilson
Colin Greatorex	Jill Hood
Syed Hussain	Paul Northcott
Ian Lawson	

Note for Members of the Press and Public

Filming of Meetings

The Open (public) section of this meeting may be filmed for live or later broadcasting or other use, and, if you are at the meeting, you may be filmed, and are deemed to have agreed to being filmed and to the use of the recording for broadcast and/or other purposes.

Recording by Press and Public

Recording (including by the use of social media) by the Press and Public is permitted from the public seating area provided it does not, in the opinion of the chairman, disrupt the meeting.