

Derry City and Strabane District Council

Open Minutes of Assurance, Audit and Risk Committee held in the Council Chamber, Guildhall, Derry on Thursday 9 November 2017 at 4.00pm.

Present: - Councillor McGinley (in the Chair); Aldermen McClintock, Thompson; Councillors Carlin, Donnelly, Gallagher, Hastings, Kelly, McKeever, McMahon O'Reilly, Reilly and Robinson.

Non-Member of Committee: - Councillor Carr.

In Attendance: - Lead Assurance Officer (Mrs D McDonnell), Insurance and Risk Manager (Mrs A Begley) and Committee Services Assistant (Mrs S Lynch).

AAR94/17 Notice and Summons for Meeting

The Lead Assurance Officer read the Notice and Summons for the Meeting.

AAR95/17 Apologies

Apologies were received from Councillor Duffy.

AAR96/17 Declarations of Members' Interests

None.

Open for Decision

AAR97/17 Chairperson's Business

There was no Chairperson's Business.

AAR98/17 Confirmation of the Open Minutes of the Assurance, Audit and Risk Committee held on Thursday 5 October 2017

The Open Minutes of the Assurance, Audit and Risk Committee held on 5 October 2017 (AAR84/17 – AAR93/17) were confirmed and signed by the Chairperson.

AAR99/17 Matters Arising

There were no matters arising from the Minutes.

AAR100/17 Corporate Health, Safety and Wellbeing Update

The Lead Assurance Officer presented the above report. The purpose of the report was to provide Members with an update on discussions at the recent Health, Safety and Wellbeing committee meeting held on 11th Sept 2017 and to seek Members continued endorsement for the health and safety systems and processes within Council.

Councillor Hastings thanked the Lead Assurance Officer for the report. He referred to the Lisahally Cattle Market and asked for an update on the progress.

The Lead Assurance Officer advised Council had carried out an internal audit which prompted a review of the leased arrangements in place. She confirmed this was currently being discussed by the environment directorate from whom she would gain an update on progress. She agreed to update Members at the next meeting.

Councillor Reilly thanked the Lead Assurance Officer for the report. He referred to page 30 of the report and highlighted the high risk regarding traffic management at civic amenity sites. He asked when the recommendations were due to be implemented.

The Lead Assurance Officer stated that the traffic management measures related mainly to the new Pennyburn site which saw an increase in usage due to the closure of the Brandywell site. She advised that a traffic management system was in place but it was currently being reviewed to take account of the increase in traffic using the site.

Councillor Donnelly welcomed the report however felt there were gaps within it. He referred to his personal experience which involved the barrier outside the Guildhall. He declared that although a green light was showing the bollard didn't go down resulting in damage to the car that he was in. He reported the incident 2 months ago and despite bringing it up again at a recent Safety Awareness course he has yet to

receive a follow up phone call. He further stated that he believed the fault was reported two days before this incident.

The Lead Assurance Officer assured Councillor Donnelly that she would follow up on this issue and get back to him.

The Chair wished to convey thanks to the Corporate Health and Safety Officer for putting together the report and for the ongoing work involved.

The Committee

Recommended that Council endorse the contents of the report.

AAR101/17 Risk Review processes and update on Council Service Risk Registers

The Insurance and Risk Manager presented the above report. The purpose of the report was to update Members and seek their endorsement on ongoing Risk review processes in accordance with Council's Risk Management strategy. Also to provide an update on Service Risk Register reviews completed during the period from May to October 2017.

Alderman McClintock referred to page 78. She stated that she had received a query regarding HR whereby someone had enquired about the policy used during selection process and was advised that Council did not have a selection and recruitment policy but instead refer to Local Government guidelines.

The Insurance and Risk Manager advised that the risk related to recruitment and selection was not actually included within the reports presented. However this risk is detailed on the HR risk register. The Council follow the Local Government Staff Commission Codes of Practice in relation to recruitment and selection.

Councillor Gallagher made reference to page 79 and the point on Waste and Environmental management. One high risk related to the management of contractors. He stated the waste collection was different here than across the border where they were required to pay high cost for collection of their domestic refuse. He advised that due to this there is a high risk that waste from across the border could end up in Council's civic amenity sites.

The Insurance and Risk Manager advised that the report presented to Committee included only high-scoring service risks, and therefore the risk related to depositing of waste at Council facilities had not been included. This is however included on the full Waste and Environmental Management Risk Register, which will be presented at the next Audit Committee meeting.

Councillor Gallagher although happy with the response wanted clarity on other risks that existed aside from the one highlighted within the report.

The Lead Assurance Officer re-affirmed this was not the only risk within the Waste and Environmental management risk register. The report presented to Members today was a summary of all high scoring risks. She advised that the complete Waste and Environmental Management risk register would be presented at the next Committee meeting to show members that the above risks have been identified and action is being taken to mitigate them.

The Chair stated that a report in relation to this specific risk had recently been presented to and discussed by the Environment and Regeneration Committee. He recommended that this report was also presented to Audit Committee at the next meeting.

The Committee

Recommended that Council endorse the Service Risk Register report presented.

Open for Information

AAR102/17 Future Emergency Planning Group Model

The Lead Assurance Officer presented the above report details of which had been previously circulated to Members. The purpose of the report was to update Member's on the revised model for sub-regional civil contingencies in Northern Ireland and the associated transition arrangements and timescales.

The Committee

Recommended that Council note the contents of the report.

AAR103/17 Performance Improvement

The Lead Assurance Officer presented the above report details of which had been previously circulated to Members. The purpose of the report was to update Members in relation to the Council's Performance Improvement Responsibilities.

The Committee

Recommended that Council note the contents of the report.

AAR104/17 Other Business

Councillor Donnelly raised a query, although not on today's agenda was an item raised at a previous meeting. He requested an update on the progress of the centralisation of procurement.

The Lead Assurance Officer advised Members that a detailed report in relation to this was presented to the Committee in September 2017. She stated that the project had commenced and key staff were currently working with the providers to build a test system. Further updates would be presented to Committee as the project progressed.

Meeting terminated at 4.20pm.

Chairperson _____

Date _____