

Appendix 2

Audit and Governance Committee Decision Summary

Meeting: 27th November 2020

Agenda/Minutes: [Audit and Government Committee – 27 November 2020](#)

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1	Apologies and Declarations of Interests	There were no apologies. There were no declarations of interest.
2	Mayor for the Combined Authority in attendance	Mayor James Palmer attended to answer questions from the Committee and provided an update on the MCHLG and the Combined Authority activities.
3	Chair's Announcements	<ol style="list-style-type: none">1. Value for Money workshop run by Aileen Murphie from National Audit Office to follow on from the conclusion of the meeting.2. The Chair updated the Committee on two recent attempts to defraud the Combined Authority of funds.<ul style="list-style-type: none">- Both attempts were made by fraudsters intercepting e-mails and changing bank details in an attempt for payments to be made to an incorrect bank account.- The internal auditors, RSM were made aware of both attempts in accordance with the Combined Authority's anti-fraud policy.- RSM are working with 3C, our IT providers to establish the course of events and whether any Combined Authority e-mail account has been compromised.- The Combined Authority has not lost any funds as a result of these fraud attempts.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ul style="list-style-type: none"> - RSM will bring forward their proposed audit on IT systems, which was planned to include a review of network and Cyber security. - RSM will bring a report to the January meeting.
4	Minutes of the Previous Meeting and Action Notes	The Minutes were approved as a correct record and the actions from the previous meeting noted.
5	Lancaster Way	<p>The Committee received the report which provided the Committee with an update on the independent value for money review of the Lancaster Way project, as jointly commissioned by the Combined Authority (CPCA) and Cambridgeshire County Council (CCC).</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1) To note the findings and recommendations of the independent value for money report, as prepared by KPMG. 2) To note the joint response from CPCA and Cambridgeshire County Council, and progress made to address the report's recommendations. 3) To report the findings and recommendations to the Transport and Infrastructure Committee 4) The Committee requested that an update on the progress of the actions against the recommendations in report be brought to the next meeting.
6	Relationship between Risk and Change Control	<ol style="list-style-type: none"> 1. The Committee received the report which provided the Committee with a proposed Relationship between Risk and Change Control document, which is to enhance the current Risk Management Strategy and establish an early warning notification and change control process.

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		<p>2. The Committee was requested to review the Relationship between Risk and Change Control document and suggest any changes they would like to put forward as a recommendation to the Combined Authority Board.</p> <p>RESOLVED:</p> <p>Recommend to the Combined Authority the adoption of the proposed Relationship between Risk and Change Control document</p>
7	Corporate Risk Register	<p>The Committee reviewed the Combined Authority Corporate Risk Register.</p> <p>RESOLVED:</p> <p>The Committee noted that RSM were undertaking an audit of the Risk Management Strategy so some changes on how risk is managed and reported may be coming forth.</p> <p>The Committee were advised that the recent incidents of fraud would be considered and a decision would be taken on whether it needed to be escalated to the corporate risk register.</p>
8	End of Year Financial Statements 2019/20 and External Audit and Opinion	<p>The Committee received the report which asked them to approve:-</p> <ul style="list-style-type: none"> a) the final Statement of Accounts 2019/20 b) the Annual Governance Statement 2019/20 c) the Management Representation Letter 2019/20 d) the External Auditors report 2019/20 <p>RESOLVED:</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>a) The Committee agreed to approve the final Statement of Accounts 2019/20 received and to delegate to the Chairman to approve further minor changes to the Statement of Accounts if needed before the deadline of 30 November 2020.</p> <p>b) The Committee agreed to approve the Annual Governance Statement 2019/20</p> <p>c) The Committee agreed to approve the Management Representation Letter 2019/20</p> <p>d) The Committee agreed to approve the External Auditors Report 2019/20</p> <p>e) The Committee requested that some clarity around the settlement payment for the interim CFO be provided by the Interim Monitoring Officer</p>
9	Internal Audit Plan 2020/21	<p>The Committee received the proposed 2020/21 internal audit plan and three-year internal audit strategy.</p> <p>RESOLVED:</p> <p>The Committee noted the report and requested that the Business Board and the CAM SPV be included within the review of the processes in place for the appointments to Boards and Committees.</p>
10	Adult Education Budget	<p>The Committee received the report which provide an update for the Committee on the Adult Education Budget arrangements for Audit and Assurance.</p> <p>RESOLVED:</p> <p>The Committee noted the report and requested that a further update be brought to the March meeting.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
11	Work Programme for the Audit & Governance Committee	<p>The work programme was received and noted.</p> <p>RESOLVED:</p> <p>A report with an update on the progress of the actions against the recommendations on Lancaster Way be brought to the next meeting</p> <p>A report on the audit on Cyber Security and IT systems and the attempted fraud to come to the January Committee meeting.</p> <p>A further update on the Adult Education Budget to come to the March committee meeting.</p>
12	Date of next meeting	Friday, 29 January 2021 from 10.00 a.m. via the Zoom platform.

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