

Board of Governance of the Comptroller and Auditor General

MEETING

held on 7 March 2019 at 11:20 am
at the Government of Jersey London Office, 4th Floor, 2 Queen Anne's Gate
Buildings, Dartmouth Street, London SW1H 9BP

MINUTES

Present	Peter Price	Chairman
	Russel Griggs	Independent Member
	Grace Nesbitt	Independent Member
	Karen McConnell	Comptroller and Auditor General
In attendance	Stephen Warren	Deputy Comptroller and Auditor General

The Chairman welcomed Mrs Nesbitt to her first meeting as a member of the Board following her appointment by the States Assembly.

19/01 Item 1: Declarations of interest

Members of the Board confirmed that their declarations of interest were up to date.

The Board noted that the Deputy Comptroller and Auditor General had a potential interest in Item 14: Appointment Process for the next Comptroller and Auditor General and would withdraw from the meeting for that item.

19/02 Item 2: Chairman's update

The Chairman reported that the main focus since the previous meeting had been the arrangements for the appointment of the next Comptroller and Auditor General.

19/03 Item 3: Minutes of the meeting held on 9 October 2018

The Board received and agreed to adopt, subject to minor amendments, the minutes of its meeting held on 9 October 2018.

19/04 Item 4: Matters arising from the minutes of the meeting held on 9 October 2018

The Board received a report from the Deputy Comptroller and Auditor General detailing the actions agreed at its meeting of 9 October 2018 and the steps subsequently taken.

The Board noted the report.

The Comptroller and Auditor General provided an update in relation to the arrangements for the appointment of the next Comptroller and Auditor General.

19/05 Item 5: Schedule of potential changes to legislation and advice sought from H M Attorney General

The Board received a report from the Deputy Comptroller and Auditor General detailing potential changes to legislation previously identified by the Board and the advice received from H M Attorney General.

The Board noted the report.

19/06 Item 6: The Comptroller and Auditor General's report

The Board received a report from the Comptroller and Auditor General.

The Board noted and endorsed the two business cases in respect of the contract for the provision of communications and administrative support.

19/07 Item 7: Financial Update

The Board received a report from the Deputy Comptroller and Auditor General, including an analysis of performance against budget for the year ended 31 December 2018.

The Board noted the report.

19/08 Item 8: Annual Report and Accounts

The Board received a report from the Deputy Comptroller and Auditor General and:

- draft Annual Accounts;
- a mockup of the format proposed for the Annual Report; and
- an initial draft of the Annual Report circulated to members of the Board at the meeting.

The Board:

FOR PUBLICATION

- noted the report;
- welcomed the plans for earlier publication of the Annual Report and Accounts;
- noted the draft Annual Accounts; and
- welcomed the style proposed for the Annual Report.

The Board agreed to provide comments on the initial draft of the Annual Report by email.

The Comptroller and Auditor General agreed to:

- **ensure that the source of funding of the Office was clearly reflected in the Annual Report and Accounts; and**
- **ensure that the Annual Report and Accounts clearly indicated that her term of office was non-renewable.**

The Chairman agreed to draft his introduction to the Annual Report, if possible by 31 March 2019.

19/09 Item 9: Assurance statement on the expenses of the Comptroller and Auditor General

The Board received a report from the Deputy Comptroller and Auditor General.

The Board noted the arrangements in place to ensure the accuracy and appropriateness of the expenses incurred by the Comptroller and Auditor General.

The Board authorised the Chairman to sign and date the assurance statement for and on behalf of the Board of Governance.

19/10 Item 10: Gifts and hospitality register

The Board received a report from the Deputy Comptroller and Auditor General and reviewed the register for the whole of 2018 and for 2019 to date.

The Board noted the report and the contents of the register.

19/11 Item 11: Risk register

The Board received a paper from the Deputy Comptroller and Auditor General and the risk register for the Office.

The Board noted the report and reviewed the contents of the register.

19/12 Item 12: Forward look

The Board reviewed the draft forward look.

Subject to inclusion of a 'forward look' item for Autumn 2019, the Board agreed the forward look.

19/13 Item 13: Date and time of next meetings

The Board received and noted a paper from the Deputy Comptroller and Auditor General.

The Board agreed that:

- **it would meet on Wednesday 24 July 2019 at the Government of Jersey London Office; and**
- **it would meet on Monday 14 October 2019 in Jersey, the specific timing of the meeting to be determined in light of other meetings that might be arranged.**

The Deputy Comptroller and Auditor General withdrew from the meeting. The Comptroller and Auditor General took the minute for the remaining item

19/14 Item 14: Appointment process for the next Comptroller and Auditor General

A general discussion took place covering next steps in the process. The Board noted that, apart from answering questions from the recruitment consultants and prospective candidates, the Comptroller and Auditor General would play no further role in the process.

The meeting closed at 14:00.