

Board of Governance of the Comptroller and Auditor General

MEETING

**held on 24 March 2017 at 10:00 am
by video conference**

MINUTES – For publication

Present	Peter Price Russel Griggs Karen McConnell	Chairman (home) Independent Member (home) Comptroller and Auditor General (Government of Jersey London Office)
In attendance	Stephen Warren	Deputy Comptroller and Auditor General (Government of Jersey London Office)

17/01 Item 1: Declarations of interest

No members of the Board declared an interest.

17/02 Item 2: Chairman's update

The Chairman thanked those involved, including Ian Summers, for the substantial input into preparation of papers for the meeting.

The Chairman noted the publication of the Comptroller and Auditor General's report on the Jersey Innovation Fund, the fallout from it and the publicity generated. The Comptroller and Auditor General updated the Board on the three subsequent investigations commissioned by the States and highlighted that she would be meeting the QC commissioned to investigate the role of politicians in the Fund.

17/03 Item 3: Minutes of the meeting held on 15 December 2016

The Board reviewed the draft minutes of the meeting held on 15 December 2016.

The Board agreed to adopt the minutes of its meeting held on 15 December 2016.

17/04 **Item 4: Matters arising**

The Board reviewed a paper presented by the Deputy Comptroller and Auditor General on matters arising from its meeting held on 15 December 2016.

In answer to a question from Professor Griggs, the Board received an update from the Comptroller and Auditor General and Deputy Comptroller and Auditor General on the testing of disaster recovery arrangements that had been undertaken and the plan to subscribe to a Cloud-based back up service.

The Board agreed to receive a paper on the Office's arrangement for disaster recovery at its Autumn 2017 meeting.

17/05 **Item 5: Draft Standing Orders and Relationship Code**

The Board considered a paper presented by the Deputy Comptroller and Auditor General and draft Standing Orders, a Relationship Code and a Code of Conduct prepared by a consultant.

The Chairman noted the iterative process that had been adopted in preparing the drafts and the reflection of comments on previous drafts in the versions of the Standing Orders, Relationship Code and Code of Conduct before the Board. The Chairman also recognised that, because of leave, the Comptroller and Auditor General had not had the opportunity to comment on earlier drafts of these documents.

The Board agreed that:

- **the Comptroller and Auditor General and Deputy Comptroller and Auditor General would prepare revised drafts of the three documents to reflect the Comptroller and Auditor General's high level comments and the specific decisions of the Board; and**
- **the Board would consider the revised drafts at its meeting to be held on 10 July 2017.**

The Board proceeded to discuss specific matters highlighted by the Comptroller and Auditor General, the Deputy Comptroller and Auditor General and the consultant.

17/07 **Item 7: Comptroller and Auditor General's report**

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

17/08 Item 8: Financial update

The Board considered a paper presented by the Deputy Comptroller and Auditor General.

The Board considered the proposed format for financial reporting to the Board. The Board was of the view that it would be difficult to assess whether it met its needs until it had seen a version populated with figures.

The Board agreed that:

- **the first quarterly financial update should use the format appended to the report presented by the Deputy Comptroller and Auditor General; and**
- **the Board would consider whether it wished changes to the format of reporting at its next meeting.**

17/09 Item 9: Risk register

The Board received a paper presented by the Deputy Comptroller and Auditor General and an updated risk register.

In discussion Professor Griggs stated that it would be helpful for the register to include arrows indicating the direction of movement of risks both before and after mitigation.

The Comptroller and Auditor General agreed to update the risk register to reflect the direction of travel of risks.

17/10 Item 10: Draft Complaints Policy for the Office of the Comptroller and Auditor General

The Board received a paper presented by the Deputy Comptroller and Auditor General and the draft Complaints Policy for the Office of the Comptroller and Auditor General.

The Board had no suggested changes to the draft Complaints Policy.

The Comptroller and Auditor General agreed to finalise and publish the complaints policy on the Office's website.

17/11 Item 11: Draft Relationship Code for the Office of the Comptroller and Auditor General

The Board received a paper presented by the Deputy Comptroller and Auditor General and a draft Relationship Code for the Office of the Comptroller and Auditor General.

The Board had no suggested changes to the draft Relationship Code.

The Comptroller and Auditor General agreed to finalise and publish the Relationship Code on the Office's intranet.

17/12 Item 12: Forward look

The Board received a paper presented by the Deputy Comptroller and Auditor General.

The Board agreed to the addition of:

- **revised versions of its draft Standing Orders, Relationship Code and Code of Conduct to the agenda for its July meeting; and**
- **a paper on disaster recovery to its agenda for its Autumn meeting.**

The Chairman asked about the Comptroller and Auditor General's annual work programme.

The Comptroller and Auditor General agreed to share the plan when issued.

17/13 Item 13: Date and time of next meeting

The Board confirmed that its next meeting would be held on Monday 10 July at the Jersey Audit Office, 31 Broad Street, St Helier, Jersey.

The Comptroller and Auditor General emphasised the importance of early booking to secure the lowest costs in the peak summer season.

The Comptroller and Auditor General agreed to advise the independent members of the Board of the arrangements for booking travel and accommodation.

The Comptroller and Auditor General agreed to seek to arrange meetings between Board members and stakeholders once travel plans were finalised.

17/14 Chairman's Closing Remarks

The Chairman concluded the meeting by saying that he thought that the meeting had been productive and that valuable work had been undertaken by the consultant to prepare drafts of the Standing Orders, Relationship Code and Code of Conduct for the Board.

The meeting closed at 11:55.