

**Board of Governance of the Comptroller and Auditor General**

**MEETING**

**held on 19 October 2022 at 09:00**

**at de Carteret House, 7 Castle Street, St Helier, Jersey JE2 3BT**

**MINUTES**

<b>Present</b>	Grace Nesbitt	Chair
	Russel Griggs	Senior Independent Member
	Rob Tinlin	Independent Member
	Lynn Pamment	Comptroller and Auditor General
<b>In attendance</b>	Stephen Warren	Deputy Comptroller and Auditor General and Secretary to the Board of Governance

**22/40 Item 1: Declarations of interests**

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

Members of the Board:

- noted that the Register of interests was up to date; and
- confirmed that they had no specific interests in the matters on the agenda.

**22/41 Item 2: Chair's update**

The Chair reported on the meeting held with the Chief Minister on 18 October 2022.

**22/42 Item 3: Minutes of the meeting held on 28 June 2022**

The Board received and agreed to adopt the minutes of the meeting of the Board held on 28 June 2022.

**22/43 Item 4: Risk Register**

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

The Board reviewed the risk register, focussing on reputational risks.

**The Comptroller and Auditor General agreed to review the entries in respect of the following risks:**

- ***R02: Audit work lacks impact with Government of Jersey, States Assembly and wider public and R03: Unproductive relationship with Public Accounts Committee and key officers; and***
- ***F01: Insufficient resources available to discharge responsibilities.***

**22/44 Item 5: Annual strategic review, including review of the operation of the Board of Governance**

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

The Board discussed:

- the actions taken in response to the review of the operation of the Board undertaken by the UK National Audit Office (NAO);
- the steps necessary to secure the appointment of another member of the Board
- the strategic framework for the Board's work; and
- the frequency, timing and focus of Board meetings

**The Board agreed that:**

- **the Deputy Comptroller and Auditor General would share the results of the survey completed by Board members**
- **the actions from the review of the Board undertaken by the NAO had been implemented or were in hand and that the schedule of actions could therefore be closed**

- **the Deputy Comptroller and Auditor General would prepare and share with members of the Board a timetable for the recruitment of another Board member; and**
- **the Board should hold an additional meeting specifically for the purpose of considering estimates for submission to the Chair of the Public Accounts Committee for inclusion in the Government Plan, the timing to be dependent on the budget cycle.**

**22/45 Item 6: Matters arising**

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

**22/46 Item 7: Comptroller and Auditor General's report**

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

- reports issued and planned
- interaction with the States Assembly, including the Public Accounts Committee
- developments within the States of Jersey
- developments within the Jersey Audit Office; and
- external engagement.

The Board noted the report.

**22/47 Item 8: External communications**

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

- the extent and nature of the use of the Office's website; and
- other communication developments.

The Board noted in particular:

- the impact of the General Election on publications and website views
- the posting of video content to accompany the release of report; and
- the introductory leaflet prepared for new States members.

**22/48 Item 9: Finance update**

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

- performance against budget for the year to 30 September 2022
- the projected out-turn for the year ending 31 December 2022; and
- the agreement of estimates for the Government Plan 2023 - 2026.

The Board noted in particular:

- the estimated impact of inflation for the estimated out-turn for 2022; and
- the inclusion of the estimates submitted to the Chair of the Public Accounts Committee in the Government Plan 2023 - 2026.

**22/49 Item 10: Climate-related risks and opportunities for the Office of the Comptroller and General**

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

- Jersey's Carbon Neutral Roadmap
- the climate-related risks and opportunities for the Jersey Audit Office
- a draft Climate Strategy and Carbon Neutral Roadmap; and
- plans for adopting appropriate metrics.

The Board:

- noted the report; and
- endorsed the draft Climate Strategy and Carbon Neutral Roadmap contained in the report.

**22/50 Item 11: Auditors appointed by the Comptroller and Auditor General: Annual review**

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

- the results of the file reviews undertaken of completed 2021 audits on behalf of the Comptroller and Auditor General
- the further audit quality activities planned

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- plans for engagement with the audit firms appointed by the Comptroller and Auditor General; and
- plans for future procurement and appointment of auditors of financial statements.

The Board noted in particular the positive results of the file reviews undertaken by the Institute of Chartered Accountants in England and Wales.

### **22/51 Item 12: Jersey Audit Office Code, policies and procedures**

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

- a plan to implement the findings of the review of INTOSAI pronouncements reported to the June 2022 meeting of the Board
- an analysis of the implications of the publication of the new chapter of the Public Finances Manual for the Office and plans for policy development
- an update the Board on planned developments in relation to other policies and procedures; and
- a draft updated Travel Policy.

**The Board agreed the amended Travel Policy.**

**The Comptroller and Auditor General agreed by 10 November 2022 to provide the Board with an action plan including target dates for drafting and adoption of the changes to the Code, policies and procedures detailed in the report.**

### **22/52 Item 13: Schedule of potential changes in legislation and advice sought from H M Attorney General**

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

**The Board agreed to replace the previous proposed change to legislation 'to make provision to allow the Comptroller and Auditor General to employ staff directly' to 'to make provision that any States employee performing a function of the Comptroller and Auditor General shall be treated as a member of the Comptroller and Auditor General's staff for the purposes of the Comptroller and Auditor General (Jersey) Law 2014.'**

**22/53 Item 14: Gifts and hospitality register**

The Board received and noted without discussion a report from the Deputy Comptroller and Auditor General.

**22/54 Item 15: Forward look**

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

- a forward look for the next two meetings
- items identified for consideration beyond the next two meetings; and
- a schedule of stakeholders for potential engagement during Autumn visits to Jersey.

**The Board agreed that:**

- **it should receive a report on policies and procedures at each meeting of the Board; and**
- **the Deputy Comptroller and Auditor General should liaise with the external auditor of the Office of the Comptroller and Auditor General, Grant Thornton Limited, with a view to the report to Those Charged with Governance being available for a meeting of the Board in March 2023.**

**22/55 Item 16: Dates of future meetings**

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

**The Board agreed that:**

- **the timing of meetings should be revisited in light of its decision to hold a meeting for the purposes of considering the estimates for inclusion in the Government Plan to be submitted to the Chair of the Public Accounts Committee; and**
- **the Deputy Comptroller and Auditor General should consult with members of the Board about a tentative date for a virtual meeting of the Board in March 2023.**

*The meeting closed at 12:45.*