Minutes

Date	27 March 2025
Time	11.00 - 13.00
Location	Teams
Item number	**Notes**
1	**Attendees**: Annie Child, SAAA **AC**; Sallyanne Jeffrey, ADA **SJ**; Derek Kemp, Chair **DK**; Andrew Kendrick, NAO **AK**; Alan Mellor, SLCC **AM**; Mark Mulberry, IAF **MM**; Robert Pritchard, SPCA (NALC Representative) **RP**; Carolyn Rossiter, SAAG (NAO Representative) **CR**; Hazel Watton, CIPFA **HW**. Claire Reed, secretariat **CLR.** **Apologies**: Matthew Hemsley, MHCLG **MH**; Sophie Squibbs, MHCLG **SS;** Naomi Whitmore, CIPFA **NW.**
2	**Introductions** The Panel welcomed Emma Dwan who is new to the Parish Council Domains Helper Service, part of the Government Digital Service (GDS). Khidr Suleman, also of the GDS briefed the panel on the Service's aim to host all smaller precepting authorities (around 8,903) on gov.uk domains. The Service is also looking at how best to support the circa 1,400 authorities that don't precept; usually an authority owns the relationship with the supplier and makes some sort of payment for the service. There is currently no funding available for authorities wishing to move to a gov.uk domain, however, the wholesale cost has come down and some registrars are still offering a £100 discount (list available on SLCC website).
3	**Declarations of Interest** DK declared a commercial interest as his business produces accounts under Proper Practices.
4	**Notes from the meeting held on 13 February 2025** Agreed
5	**Practitioners' Guide 2025** The following changes were agreed: ▪ Paragraph 5.214 (p.57) - revert to the original wording in the 2024 guide (paragraph 5.220 p.57). ▪ Move paragraph 1.26 (p.12) from Assertion 3 to Assertion 10. ▪ Move paragraphs 5.74-5.77 (pp.42-3) from AGS Assertion 3 to AGS Assertion 10. **Action: CLR to update the guide, and changes document, and send a copy to Panel members.**

	▪ Section 4 – Best Practice in Internal Audit (pp24-33). The Panel considered the proposal from the IAF to move guidance on internal audit into Proper Practices following the publication of CIPFA's 2024 guidance on Global Internal Audit Standards. The guidance states that 'some smaller authorities may...follow guidance issued by...JPAG'. The Panel took the view that whist the document suggests it has power to issue guidance it does not have a duty to do so. I was agreed that it was too late to make changes to the 2025 guide and that a such a significant change to the Proper Practices would require a consultation. The matter is to be referred to the TWG. **Action: MM to feedback to the IAF/ TWG**.
6	**Review of Proper Practices – Project Plan** CLR shared the draft project plan with the Panel. It was agreed that comms should be brought forward and that consultation with software providers should be added to the plan. It was agreed that the initial consultation should be carried out by inviting comments on an issues document/ plans in principle. **Action: AC/ CLR to draft the issues document and share with the Panel by end of April (comments due by 16 May); CLR to update the plan.**
8	**Any other business** ▪ The SAAA Corporate Services Manager will be taking on the SAPPP Secretariat at the beginning of April. ▪ CIPFA will be commissioned to re-write the Proper Practices. ▪ The next Panel meeting will be in either June or October depending on need.

Claire Reed
Secretariat

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