

Minutes

Governance Committee

26th March 2014



Councillors	Present	Councillors	Present
S Canning	Yes (from 7.26pm)	I C F Parker	Yes
H D Johnson (Chairman)	Yes	D E A Rice	No
D J Louis	Apologies	V Santomauro	Yes
J M Money	Yes	C M Thompson	Apologies

In attendance:

Chris Fleetham	Corporate Director
Ian Hunt	Head of Governance
Trevor Wilson	Head of Finance
Lesley Day	Audit, Insurance and Risk Manager
Alastair Peace	Member Services Manager
Chloe Glock	Member Services Apprentice
Liana Nicolson	BDO (External Auditors)

39. **DECLARATIONS OF INTEREST**

INFORMATION: There were no interests declared.

40. **MINUTES**

DECISION: That the Minutes of the meeting of the Governance Committee held on 15th January 2014 be approved as a correct record and signed by the Chairman.

41. **PUBLIC QUESTION TIME**

INFORMATION: There were no questions asked or statements made.

42. **KEY FINANCIAL INDICATORS – 28TH FEBRUARY 2014**

DECISION: That the report of the Key Financial Indicators as at 28th February 2014 be noted.

REASON FOR DECISION: To accept evidence that the Council adopts good practice in actively monitoring its financial performance and actively manages issues that may arise.

43. **INTERNAL AUDIT – ACTIVITY REPORT FOR THE PERIOD TO 5TH MARCH 2014**

DECISION: That the activity report for the period 20th December 2013 to 5th March 2014 be accepted.

REASON FOR DECISION: To acknowledge the audit assignments completed for the period 20th December 2013 to 5th March 2014.

44. **INTERNAL AUDIT PLAN 2014-2015**

DECISION: That the Internal Audit Plan 2014/2015 as detailed in Appendix A be noted and endorsed.

REASON FOR DECISION: To give Members endorsement to the Internal Audit Plan for 2014/2015 in order to comply with the Public Sector Internal Audit Standards.

45. **EXTERNAL AUDIT PLAN 2013-2014**

DECISION: That the External Audit Plan for 2013/2014 be noted.

REASON FOR DECISION: To confirm that Members are aware of the coverage of the External Audit Plan for 2013/2014

46. **PROTECTING THE PUBLIC PURSE 2013**

DECISION:

1. That the Audit Commission's Protecting the Public Purse 2013 and the Audit Commission's Fraud Briefing be acknowledged.
2. That the completed 'Fighting Fraud Checklist for Governance' and the current counter-fraud arrangements be noted.
3. That "Questions for Councillors to support 2013 individual fraud briefings" be noted and agreed.

REASON FOR DECISION: To acknowledge the current and ongoing fraud risks and the counter fraud arrangements that are in place.

47. **STRATEGIC RISK MANAGEMENT**

INFORMATION: In response to a question, the Head of Finance agreed to raise with Management Board consideration of including the roll out of Superfast Broadband in the Economic Development part of the Risk Register.

DECISION: That the Strategic Risk Register and the Action Plans for managing the high rated risks be noted and endorsed.

REASON FOR DECISION: The Governance Committee are assured that the Council's strategic and operational risks, with a high risk rating, are being actively managed.

48. **OFFICE OF SURVEILLANCE COMMISSIONERS INSPECTION REPORT**

DECISION: That the conclusions and recommendations of the Office of Surveillance Commissioners Inspection Report be noted.

REASON FOR DECISION: To acknowledge the conclusions and recommendations resulting from the Office of Surveillance Commissioners Inspection Report.

49. **GOVERNANCE COMMITTEE ANNUAL REPORT 2013-2014**

INFORMATION: Members agreed that the Annual Report should include that new Members of the Committee received some general training on the role of the Committee on their appointment.

DECISION: That the report be approved and presented to Council.

REASON FOR DECISION: To agree a report on the Committee's activities during 2013/2014 and to approve its presentation to Council.

50. **FORWARD LOOK – TWELVE MONTHS TO MARCH 2015**

DECISION: That the report schedule for the next 12 month period be noted.

REASON FOR DECISION: To agree the work and reports which will be undertaken and presented to the Governance Committee over the coming 12 months.

51. **FRAUD AND ERROR DISCUSSIONS WITH THOSE CHARGED WITH GOVERNANCE**

DECISION: That responses set out the report to questions from the External Auditors be agreed.

REASON FOR DECISION: To advise the External Auditors of the Committee's response to the questions raised in relation to the International Standards of Auditing
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The meeting commenced at 7.15pm and closed at 8.26pm.

H D Johnson
(Chairman)