

# Minutes

## Governance Committee



18<sup>th</sup> September 2013

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

**In attendance:**

Chris Fleetham	Corporate Director
Trevor Wilson	Head of Finance
Phil Myers	Financial Services Manager
Lesley Day	Audit, Insurance and Risk Manager
Tracey Headford	Performance Improvement Officer (for agenda item 5 only)
Alastair Peace	Member Services Manager
Alison Langridge	BDO (External Auditors)
Lisa Clampin	BDO (External Auditors)

13. **DECLARATIONS OF INTEREST**

**INFORMATION:** There were no interests declared.

14. **MINUTES**

**DECISION:** That the Minutes of the meeting of the Governance Committee held on 26<sup>th</sup> June 2013 be approved as a correct record and signed by the Chairman.

15. **QUESTION TIME**

**INFORMATION:** There were no questions asked or statements made.

16. **FOURTH QUARTER AND ANNUAL PERFORMANCE MANAGEMENT REPORT 2012/13**

**DECISION:** That the Fourth Quarter and Annual Performance Management Report 2012/13 be noted.

17. **KEY FINANCIAL INDICATORS**

**DECISION:** That the report of the Key Financial Indicators as at 31<sup>st</sup> July 2013 be noted.

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

18. **INTERNAL AUDIT ACTIVITY REPORT INCLUDING REPORTABLE RECOMMENDATIONS UPDATE**

**DECISION:** That the activity report for the period 3<sup>rd</sup> June 2013 to 27<sup>th</sup> August 2013 be accepted.

**REASON FOR DECISION:** To advise Members of the audit assignments completed for the period 3<sup>rd</sup> June 2013 to 27<sup>th</sup> August 2013.

19. **STATEMENT OF ACCOUNTS 2012/13**

**DECISION:** That the Statement of Accounts for 2012/13 be approved, subject to the changes required by the External Auditor in relation to the Council's involvement with the Community Housing Investment Partnership Board.

**REASON FOR DECISION:** To comply with the Audit and Accounts Regulations that Members approve the Statement of Accounts after receiving the findings of the external audit.

20. **ANNUAL GOVERNANCE REPORT 2012/13**

**INFORMATION:** The External Auditor representatives outlined plans to resolve outstanding matters in the Annual Governance Report in order that they could issue an unqualified opinion. Members agreed that, subject to the planned resolution of the outstanding matters, the Annual Governance Report 2012/13 be accepted and recommended to Cabinet for approval.

**DECISION:** That it be recommended to Cabinet:

1. That subject to the planned resolution of the outstanding matters, the Annual Governance Report 2012/13 be accepted.
2. That the unadjusted misstatement identified in the report is not adjusted.

**REASON FOR DECISION:** To comply with the Accounts and Audit Regulations which require Councillors to receive the findings of the External Auditor before approving the Statement of Accounts.

21. **PUBLIC SECTOR INTERNAL AUDIT STANDARDS**

**INFORMATION:** Members noted that the Audit Manager has other managerial responsibilities including Insurance, Risk, Benefit Fraud, Cashiers, Mail Room and Business Continuity with a potential for conflict of interests. However, Members also noted that arrangements are in place to ensure that the post holder is not involved in audit reviews of these areas and accepts any recommendations resulting from the audit reviews in order to maintain independence.

Members agreed some amendments to the wording in the Audit Charter noted by the Audit Manager.

## **DECISION:**

1. That the adoption of the Public Sector Internal Audit Standards be approved.
2. That the Internal Audit Charter as set out in Appendix 1 to the report be approved.
3. That it be noted that the Audit Manager has other managerial responsibilities including Insurance, Risk, Benefit Fraud, Cashiers, Mail Room and Business Continuity and that arrangements are in place to ensure that the post holder is not involved in audit reviews of these areas and accepts any recommendations resulting from the audit reviews in order to maintain independence.
4. That it be noted that the Audit Manager does not hold the professional qualification required by the Standards, but does possess the knowledge, skills and competence to manage and deliver the service.
5. That the proposals for the Committee's functional reporting responsibilities be agreed.

**REASON FOR DECISION:** To ensure that there is compliance with the Public Sector Internal Audit Standards which form part of the statutory responsibility to maintain an adequate and effective internal audit.

## 22. **TREASURY MANAGEMENT ANNUAL REPORT 2012/13 AND MID-YEAR REPORT 2013/14**

**DECISION:** That it be recommended to Cabinet that the Treasury Management Combined Annual Report 2012/13 and Mid-Year Report 2013/14 be recommended to Council for acceptance.

**REASON FOR DECISION:** The Council has adopted the CIPFA Code of Practice for Treasury Management in Public Services which requires that Full Council receives an annual report and mid-year review of its treasury management function

## 23. **GOVERNANCE COMMITTEE SELF-ASSESSMENT**

**INFORMATION:** Members agreed that informal discussions should be held to consider future Committee Member development needs.

**DECISION:** To note Members' responses to the questionnaire in respect of the Governance Committee's self-assessment.

## 24. **FORWARD LOOK 2013/2014**

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

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

The meeting commenced at 7.15pm and closed at 9.07pm.

H D Johnson (Chairman)