

# Minutes

## Governance Committee

26<sup>th</sup> June 2013



Councillors	Present	Councillors	Present
S Canning	Apologies	I C F Parker	Yes
H D Johnson (Chairman)	Yes	D E A Rice	Yes
D J Louis	Yes	V Santomauro	Yes
J M Money	Yes	C M Thompson	Apologies

### **In attendance:**

Chris Fleetham	Corporate Directors
Trevor Wilson	Head of Finance
Lesley Day	Audit, Insurance and Risk Manager
Alastair Peace	Member Services Manager
Alison Langridge	BDO (External Auditors)

### 1. **DECLARATIONS OF INTEREST**

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

### 2. **MINUTES**

**DECISION:** That the Minutes of the meeting of the Governance Committee held on 20<sup>th</sup> March 2013 be approved as a correct record and signed by the Chairman.

### 3. **QUESTION TIME**

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

### 4. **KEY FINANCIAL INDICATORS**

**DECISION:** That the report on the Key Financial Indicators as at 31<sup>st</sup> May 2013 be accepted.

**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.

### 5. **RISK MANAGEMENT – STRATEGIC AND OPERATIONAL RISKS**

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

**REASON FOR DECISION:** For members of the Governance Committee to be assured that the Council's strategic and operational risks, with a high risk rating, are being actively managed.

6. **INTERNAL AUDIT – ACTIVITY REPORT FOR THE PERIOD TO 3RD JUNE 2013 INCLUDING REPORTABLE RECOMMENDATIONS UPDATE**

**DECISION:** That the activity report for the period 5<sup>th</sup> March to 3<sup>rd</sup> June 2013 be accepted.

**REASON FOR DECISION:** To advise Members of the audit assignments completed for the period 5<sup>th</sup> March to 3<sup>rd</sup> June 2013

7. **WHISTLEBLOWING POLICY**

**DECISION:** That the Whistleblowing Policy be noted.

**REASON FOR DECISION:** To note and review the Whistleblowing Policy

8. **INTERNAL AUDIT ANNUAL REPORT 2012/2013**

**DECISION:** That the Internal Audit annual report for 2012/2013 be accepted.

**REASON FOR DECISION:** To accept the Internal Audit annual report for 2012/2013 in support of the Annual Governance Statement.

9. **ANNUAL GOVERNANCE STATEMENT 2012/2013.**

**DECISION:**

1. That it be recommended to Cabinet that the Annual Governance Statement for 2012/13 as detailed in Appendix A be approved for signing by the Leader of the Council and the Chief Executive;
2. The updated Local Code of Corporate Governance as detailed in Appendix B be agreed.

**REASON FOR DECISION:** To evidence that the Council has conducted a review of the effectiveness of its system of internal control for 2012/13, ensure that the Annual Governance Statement for 2012/13 is correct and in order for recommendation to be approved for signing by the Leader of the Council and the Chief Executive.

10. **AMENDMENT TO SCALE FEES 2013/2014**

**DECISION:** That the scale fees for the Council for 2013/2014 be noted.

**REASON FOR DECISION:** To advise Members of the scale fees 2013/2014

11. **GOVERNANCE COMMITTEE SELF-ASSESSMENT.**

**INFORMATION:** It was agreed that the Audit Insurance and Risk Manager would recirculate the Governance Committee Member self-assessment questionnaire at that the item be considered at the Committee's meeting in September.

It was also agreed that a member development event should be arranged with the External Auditors.

12. **FORWARD LOOK 2013/2014**

**DECISION:** That the report schedule for the next twelve 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 8.34pm.

H D Johnson  
(Chairman)