

GOVERNANCE COMMITTEE



AGENDA

THIS MEETING IS OPEN TO THE PUBLIC

Date: Thursday 28th June 2012

Time: 7.15pm

Venue: Council Chamber, Causeway House, Bocking End, Braintree, CM7 9HB

Membership:

Councillor S Canning	Councillor D M Reid
Councillor M C M Lager (Chairman)	Councillor D E A Rice
Councillor D J Louis	Councillor V Santomauro
Councillor J M Money	Councillor C M Thompson

Members are requested to attend this meeting, to transact the following business:-

PUBLIC SESSION

1. **Apologies for Absence.**
2. **Member Declarations.**
 - (i) To declare any 'personal' or 'personal and prejudicial' interests relating to items on the agenda having regard to paragraphs 8 to 12 (inclusive) of the Code of Conduct for Members in Part 5 of the Constitution and having taken appropriate advice (where necessary) before the meeting.
 - (ii) To declare the existence and nature of any instruction given by or on behalf of a political group to any Councillor who is a member of that group as to how that Councillor shall speak or vote on any matter before the Committee or the application or threat to apply any sanction by the group in respect of that Councillor should he/she speak or vote on any particular matter.
3. **Minutes.** To approve the minutes of the meeting of the Audit Committee held on 29th March 2012. (Copy previously circulated).
4. **Question Time.** (See paragraph below)

Monitoring

5. **Fourth Quarter Performance Management Report 2011/12.** To consider the attached report. (Page 1)

6. **Impact of Foreign Currency Exchange Rates - Icelandic Banks.** To consider the attached report. (Page 5)
7. **Key Financial Indicators – 31st May 2012.** To consider the attached report. (Page 12)

Audit and Governance

8. **Internal Audit Activity Report for the Period to 1st June 2012.** To consider the attached report. (Page 16)
9. **Internal Audit Annual Report 2011/2012.** To consider the attached report. (Page 20)
10. **Annual Governance Statement 2011/2012.** To consider the attached report. (Page 29)
11. **Audit Commission Work Programme and Scale of Fees 2012/2013.** To consider the attached report. (Page 62)
12. **Consultation on Auditor Appointment from 2012/13.** To consider the attached report. (Page 73)

Risk Management

13. **Operational Risk Management.** To consider the attached report. (Page 77)

Committee Operation

14. **Training Arrangements.** To receive a verbal report.
15. **Audit Committee Activities 2011/2012.** To consider the attached report. (Page 103)
16. **Forward Look 2012/13.** To consider the attached report. (Page 107)
17. **Terms of Reference.** To receive an update following the decision of Council on 11th June 2012. (Verbal report).
18. **Urgent Business.** To consider any matter, which in the opinion of the Chairman should be considered in public by reason of special circumstances (to be specified), as a matter of urgency.
19. To agree the exclusion of the public and press for the consideration of the following item for the reasons set out in Part 1 of Schedule 12(A) of the Local Government Act 1972.

At the time of compiling the Agenda, there were no items for inclusion in this part of the Agenda.

PRIVATE SESSION

20. **Urgent Business.** To consider any matter, which in the opinion of the Chairman should be considered in private by reason of special circumstances (to be specified), as a matter of urgency.

Alastair Peace

Member Services Manager

QUESTION TIME

Immediately after the Minutes of the previous meeting have been approved there will be a period of up to 30 minutes when members of the public can speak about Council business or other matters of local concern. During this period Councillors who have declared a personal and prejudicial interest in any item of business on the agenda may also speak as permitted by the Council's Code of Conduct for Members. Whilst members of the public can remain to observe the whole of the public part of the meeting, Councillors with a personal and prejudicial interest must withdraw whilst the item of business in question is being considered.

Members of the public wishing to speak should contact the Council's Member Services Section on 01376 552525 or e-mail alison.webb@braintree.gov.uk prior to the meeting. The Council's "Question Time" leaflet explains the procedure and copies of this may be obtained at the Council's offices at Braintree, Witham (library) and Halstead (library).

If you require any further information relating to this Agenda, or wish to forward your apologies for absence, please contact Alison Webb on (01376) 552525 Ext. 2614 or e-mail alison.webb@braintree.gov.uk

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