

Minutes

Governance Committee



15th January 2014

Councillors	Present	Councillors	Present
S Canning	Yes	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	Yes

In attendance:

Chris Fleetham	Corporate Director
Ian Hunt	Head of Governance
Trevor Wilson	Head of Finance
Cherie Root	Head of Business Solutions
Phil Myers	Financial Services Manager
Lesley Day	Audit, Insurance and Risk Manager
Tracey Headford	Performance Improvement Officer
Alastair Peace	Member Services Manager
Alison Langridge	BDO (External Auditors)

25. **DECLARATIONS OF INTEREST**

INFORMATION: There were no interests declared.

26. **MINUTES**

DECISION: That the Minutes of the meeting of the Governance Committee held on 18th September 2013 be approved as a correct record and signed by the Chairman.

27. **PUBLIC QUESTION TIME**

INFORMATION: There were no questions asked or statements made.

28. **FIRST AND SECOND QUARTER PERFORMANCE MANAGEMENT REPORT 2013/14**

DECISION: That the First and Second Quarter Performance Management Report 2012/13 be noted.

REASON FOR DECISION: To consider the First and Second Quarter Performance Management Report 2013/14.

29. **KEY FINANCIAL INDICATORS**

INFORMATION: It was noted that the total budget for salaries for the year should be reported as being over budget by £145,000 (not under budget).

DECISION: That the report of the Key Financial Indicators as at 30th November 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.

30. **TREASURY MANAGEMENT STRATEGY STATEMENT**

DECISION:

1. That the proposed key elements and changes to the Treasury Management Strategy Statement as outlined in the report be noted.
2. That it be recommended to Cabinet:

That it be recommended to Council that the proposed amendments to the Treasury Management Strategy Statement be approved.

REASON FOR DECISION: To demonstrate appropriate scrutiny of the Council's Treasury Management Strategy Statement prior to approval by Council.

31. **INTERNAL AUDIT ACTIVITY REPORT**

DECISION: That the activity report for the period 28th August 2013 to 19th December 2013 be accepted.

REASON FOR DECISION: To advise Members of the audit assignments completed for the period 28th August to 19th December 2013.

32. **ANNUAL AUDIT LETTER 2012 - 13**

DECISION: That the Annual Audit Letter for 2012-13 be received.

REASON FOR DECISION: To receive the Annual Audit Letter for 2012-13.

33. **EXTERNAL AUDITOR'S GRANT CLAIMS AND RETURNS CERTIFICATION**

DECISION: That the certification of grant claims and returns for the financial year ended 31 March 2013 be received.

REASON FOR DECISION: To receive the report on the certification of grant claims and returns for the financial year ended 31 March 2013.

34. **PUBLIC SECTOR INTERNAL AUDIT STANDARDS – INTERNAL AUDIT BUDGET 2014/2015**

DECISION: That the Internal Audit budget and resource plan 2014-15 be approved.

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

35. **SINGLE FRAUD INVESTIGATION SERVICE**

DECISION: That the current proposals and implications of the introduction of the Single Fraud Investigation Service be noted.

REASON FOR DECISION: To be aware of the current proposals and implications of the introduction of the Single Fraud Investigation Service

36. **MONITORING OFFICER'S ANNUAL STANDARDS REPORT**

INFORMATION: It was agreed that future Monitoring Officer's Annual Standards Report would contain more information on the allegations contained in the report.

DECISION: That the Monitoring Officer's Annual Standards Report be noted.

REASON FOR DECISION: The Monitoring Officer is required to report to the Governance Committee on the discharge of the standards regime.

37. **PROCEDURES FOR HANDLING COMPLAINTS UNDER THE MEMBER CODE OF CONDUCT**

INFORMATION: In response to a question, the Monitoring Officer outlined the role of the Independent Persons in the procedures for handling complaints under the Member Code of Conduct. It was agreed that subject to outlining the role of the Independent Persons in respect of appeals, the procedures be adopted by Committee.

DECISION:

1. That subject to outlining the role of the Independent Persons in respect of appeals, the procedures for handling complaints under the Member Code of Conduct detailed in Appendix 1 of the report be adopted by the Governance Committee.
2. That the Assessment Criteria for the Initial Assessment of Complaints at Appendix 2 of the report be adopted.

REASON FOR DECISION: To ensure that the process for managing complaints is clear and appropriate for the Council and ensure a consistent approach.

38. **FORWARD LOOK TO JANUARY 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.

The meeting commenced at 7.15pm and closed at 8.30pm.

H D Johnson
(Chairman)