

Minutes

Governance Committee

20th March 2013



Councillors	Present	Councillors	Present
S Canning (from 7.58pm)	Yes	D M Reid	No
M C M Lager (Chairman)	Yes	D E A Rice	Yes
D J Louis	Apologies	V Santomauro	No
J M Money	Yes	C M Thompson	No

In attendance:

Cherie Root	Head of Business Solutions
Lesley Day	Audit, Insurance and Risk Manager
Matt Mills	Business Improvement Manager (until 7.55pm)
Phil Myers	Financial Services Manager
Alastair Peace	Member Services Manager
Chloe Glock	Member Services Apprentice

Lisa Clampin	PKF (UK) LLP (External Auditors)
Alison Langridge	PKF (UK) LLP (External Auditors)

44 **DECLARATIONS OF INTEREST**

INFORMATION: There were no interests declared.

45 **MINUTES**

DECISION: That the Minutes of the meeting of the Governance Committee held on 16th January 2013 be approved as a correct record and signed by the Chairman.

46 **QUESTION TIME**

INFORMATION: There were no questions asked or statements made.

47 **PROJECT MANAGEMENT.**

INFORMATION: The Committee received a presentation on the Council's Change Control Process from the Business Improvement Manager.

48 **KEY FINANCIAL INDICATORS**

DECISION: That the report on the Key Financial Indicators as at 28th February 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.

49 **INTERNAL AUDIT ACTIVITY REPORT FOR THE PERIOD TO 5TH MARCH 2013**

DECISION: That the activity report for the period 21st December 2012 to 5th March 2013 be accepted.

REASON FOR DECISION: To advise Members of the audit assignments completed for the period 21st December 2012 to 5th March 2013.

50 **EXTERNAL AUDITORS PLANNING LETTER 2013-14.**

DECISION: That the External Auditor's Planning Letter 2013/2014 be noted.

REASON FOR DECISION: To advise Members of the Planning Letter 2013/2014.

51 **ANTI-FRAUD STRATEGY AND PROTECTING THE PUBLIC PURSE 2012**

INFORMATION: A slight amendment was agreed to the wording on the role of the External Auditors which was noted.

DECISION: That the Counter Fraud Strategy be approved.

REASON FOR DECISION: To ensure that the Authority has an approved Counter Fraud Strategy.

52 **GOVERNANCE COMMITTEE SELF ASSESSMENT.**

INFORMATION: Members approved the Committee's draft self-assessment. As regards to assessment of Members skills, experience and provision of training for identified gaps, it was agreed that Committee Members would be invited to complete a mini CV and questionnaire. It was agreed that the Audit and Insurance Manager would seek the comments of the Chairman on the mini CV and questionnaire before issuing them to Committee Members.

DECISION: That the Committee's Self-Assessment document be agreed.

REASON FOR DECISION: To assist Governance Committee Members with advice and good practice in carrying out the self-assessment.

53 **GOVERNANCE COMMITTEE ANNUAL REPORT 2012/2013.**

DECISION: That the report be approved for presentation to Council.

REASON FOR DECISION: To agree a report on the Committee's activities during 2012/2013 and to approve its presentation to Council.

54 **FORWARD LOOK 2013/2014.**

INFORMATION: Members agreed to add the following items to the report schedule for 2013-14:

- Review of Standards Regime and Code of Conduct for Members
- Review of Whistleblowing Policy
- External Audit Planning Letter 2014-15 (March 2014)
- External Auditors Annual Letter (January 2014)

DECISION: That subject to the addition of the above items, 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.

55 **FRAUD AND ERROR CONTROLS.**

DECISION: That the External Auditors be informed that the Council's response on Fraud and Error Controls is as set out in the report.

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 240.

56. **EXCLUSION OF PUBLIC AND PRESS**

DECISION: That under Section 100 (A) (4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12 (A) of the Act.

Although the following items were taken in Private Session they do not contain any confidential information and are therefore admissible in the public domain

57 **STRATEGIC INTERNAL AUDIT PLAN 2013-17 AND RISK ANALYSIS.**

DECISION: That the Internal Audit Plan 2013/2017 as detailed in Appendix A be endorsed.

REASON FOR DECISION: To request Members to endorse the Internal Audit Plan for 2013 – 2017

The meeting commenced at 7.15pm and closed at 8.57pm.

M C M LAGER
(Chairman)