



# MINUTES OF A MEETING OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 1st JUNE 2017

**PRESENT:** Councillors M Summers (Chair), R Ford (Vice-Chair),  
J Chesworth, C Cooke, J Faulkner and M Greatorex

**Officers** John Wheatley (Executive Director Corporate Services), Stefan  
Garner (Director of Finance), Jane Hackett (Solicitor to the Council  
and Monitoring Officer) and Angela Struthers (Head of Internal  
Audit Services)

**Visitors** John Gregory and Joan Barnett (Grant Thornton)

## 1 APPOINTMENT OF CHAIR

**RESOLVED:** That Councillor M Summers be appointed as Chair

*(Moved by Councillor J Chesworth and seconded by  
Councillor R Ford)*

## 2 APPOINTMENT OF VICE-CHAIR

**RESOLVED:** That Councillor R Ford be appointed as Vice-Chair

*(Moved by Councillor M Summers and seconded by  
Councillor J Chesworth)*

## 3 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor R Kingstone

## 4 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 30 March 2017 were approved and signed as  
a correct record.

*(Moved by Councillor J Chesworth and seconded by Councillor M Summers)*

**5 DECLARATIONS OF INTEREST**

There were no declarations of Interest.

**6 PRESENTATION ON THE ROLE OF THE AUDIT AND GOVERNANCE COMMITTEE**

A presentation was given by Grant Thornton (External Auditor)

**7 FEE LETTER 2017/18**

The Audit Fee Letter for 2017/18 of Grant Thornton (External Auditor) was considered

**RESOLVED:** That Members endorsed the Audit Fee Letter for 2017/18

*(Moved by Councillor J Chesworth and seconded by Councillor M Summers)*

**8 AUDIT AND GOVERNANCE COMMITTEE UPDATE**

The Audit and Governance Progress and Update Report for Tamworth Borough Council for year ended 31 March 2017 was considered

**RESOLVED:** That Members endorsed the Audit and Governance Progress and Update Report for year ended 31 March 2017 and officers are thanked for their hard work in producing the accounts in such timely fashion.

*(Moved by Councillor M Summers and seconded by Councillor C Cooke)*

**9 PROPOSED CHANGES TO THE CONSTITUTION AND SCHEME OF DELEGATION**

The Solicitor to the Council and Monitoring Officer requested Members to consider the proposals put forward as amendments to the Constitution and

Scheme of Delegation at Council on 16 May 2017 in terms of Article 16 paragraph 2.16.12.

**RESOLVED:** That Members considered the proposals put forward as amendment to the Constitution and endorsed the same.

*(Moved by Councillor M Summers and seconded by Councillor J Faulkner)*

**10 REGULATION OF INVESTIGATORY POWERS QUARTERLY REPORT JUNE 2017**

The Solicitor to the Council and Monitoring Officer detailing the Council's Code of Practice for carrying out surveillance under the Regulation of Investigatory Powers Act 2000 (RIPA) specifying that quarterly reports will be taken to Audit and Governance Committee to demonstrate to elected members that the Council is complying with its own Code of Practice when using RIPA.

**RESOLVED:** That Members endorsed the quarterly RIPA monitoring report.

*(Moved by Councillor M Summers and seconded by Councillor J Chesworth)*

**11 STANDARD ALLEGATION COMPLAINT 1**

The Solicitor to the Council and Monitoring Officer advised Members on a recent complaint received in relation to an alleged breach of the Code of Conduct which occurred under the local arrangements that were put in place to deal with Standards allegations, in terms of the Localism Act 2011, by Council on 19 June 2012.

**RESOLVED:** That Members endorsed the findings of the contents of the report.

*(Moved by Councillor C Cooke and seconded by Councillor R Ford)*

**12 STANDARD ALLEGATION COMPLAINT 2**

The Solicitor to the Council and Monitoring Officer advised the Members of a recent complaint received in relation to an alleged breach of the Code of Conduct which occurred under the local arrangements that were put in place to deal with

Standards allegations, in terms of the Localism Act 2011, by Council on 19 June 2012.

**RESOLVED:** That Members endorsed the findings of the contents of the report.

*(Moved by Councillor M Summers and seconded by Councillor J Chesworth)*

### **13 ANNUAL GOVERNANCE STATEMENT & CODE OF CORPORATE GOVERNANCE**

The Head of Internal Audit Services informed Members of the process followed in producing an Annual Governance Statement and revised Code of Corporate Governance in accordance with statutory requirements, and to approve the proposed draft Annual Governance Statement and Code of Corporate Governance was considered.

**RESOLVED:** That Members agreed

- 1** that the Annual Governance Statement is appropriate for presentation to the External Auditor and for inclusion in the Annual Statement of Accounts; and
- 2** the Code of Corporate Governance

*(Moved by Councillor M Summers and seconded by Councillor J Faulkner)*

### **14 COUNTER FRAUD UPDATE**

The Head of Internal Audit Services provided Members with an update of Counter Fraud work completed during the financial year 2016/17.

**RESOLVED:** That Members

- 1** considered the report;
- 2** endorsed the Fraud Risk Register Summary; and
- 3** endorsed the Self-Assessment Against Counter Fraud and Corruption Best Practice

*(Moved by Councillor M Summers and seconded by Councillor J Faulkner)*

## 15 FINANCIAL GUIDANCE

The Head of Internal Audit Services seeking Member endorsement of the recently reviewed Financial Guidance which forms an important part of the Council's regulatory framework, and to provide an opportunity for Members to raise any issues they consider appropriate on the subject.

**RESOLVED:** That Members endorsed the changes to Financial Guidance.

*(Moved by Councillor C Cooke and seconded by Councillor J Chesworth)*

## 16 INTERNAL AUDIT ANNUAL /QUARTERLY REPORT

The Head of Internal Audit Services reported on the outcome of Internal Audit's review of the Internal Control, Risk Management and Governance Framework in the 4th quarter and the 2016/17 financial year – and provided Members with assurance of the ongoing effective operation of an internal audit function and enable any particularly significant issues to be brought to the Committee's attention.

**RESOLVED:** That Members considered and endorsed the report.

*(Moved by Councillor M Summers and seconded by Councillor R Ford)*

## 17 PUBLIC SECTOR INTERNAL AUDIT STANDARDS/QUALITY ASSURANCE & IMPROVEMENT PROGRAMME

The Head of Internal Audit Services reported on the External Quality Assessment completed to ensure compliance with the Public Sector Internal Audit Standards and the Quality Assurance and Improvement Programme as required by the Public Sector Internal Audit Standards.

**RESOLVED:** Members noted the

- 1 External Quality Assessment and the responses to the recommendations made; and
- 2 Quality Assurance and Improvement Programme.

*(Moved by Councillor C Cooke and seconded by Councillor J Faulkner)*

## **18 RISK MANAGEMENT UPDATE**

The Head of Internal Audit Services reported on the Risk Management process and progress to date for the current financial year.

**RESOLVED:** That Members endorsed the Corporate Risk Register and Risk Management Plan update.

*(Moved by Councillor J Faulkner and seconded by Councillor C Cooke)*

## **19 AUDIT & GOVERNANCE COMMITTEE SELF ASSESSMENT**

The report was for information only

## **20 AUDIT AND GOVERNANCE COMMITTEE TIMETABLE**

The Committee reviewed the timetable.

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Chair