



## **MINUTES OF A MEETING OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 28th MARCH 2019**

**PRESENT:** Councillor M Summers (Chair), Councillors R Claymore, C Cooke, J Faulkner and M Greatorex

**Officers** Stefan Garner (Executive Director Finance), Lynne Pugh (Assistant Director Finance), Angela Struthers (Head of Audit & Governance) and Kerry Beavis (Principal Auditor)

**Visitors** Laurelin Griffiths

### **55 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 14<sup>th</sup> February 2019 were approved and signed as a correct record.

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

### **56 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor R Kingstone and Councillor M Gant

### **57 DECLARATIONS OF INTEREST**

There were no declarations of Interest.

### **58 AUDIT COMMITTEE PROGRESS REPORT AND SECTOR UPDATE**

The Audit Progress and Sector Update report of Grant Thornton (External Auditor) was considered

**RESOLVED:** That Members endorsed the report

*(Moved by Councillor M Summers and seconded by Councillor M Greatorex)*

**59 INFORMING THE AUDIT RISK ASSESSMENT**

The Report of Grant Thornton (External Auditor) was considered

**RESOLVED:** That the Members endorsed the report of the External Auditor informing of the Audit Risk Assessment for 2018/19 for the Council

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

**60 REVIEW OF THE TREASURY MANAGEMENT STRATEGY STATEMENT, MINIMUM REVENUE PROVISION POLICY STATEMENT AND ANNUAL INVESTMENT STATEMENT 2019/20 AND THE TREASURY MANAGEMENT STRATEGY STATEMENT AND ANNUAL INVESTMENT STRATEGY MID-YEAR REVIEW REPORT 2018/19**

The Executive Director Finance reported on the review of the Treasury Management Strategy Statement, Minimum Revenue Provision Statement and Annual Investment Statement 2019/20 and the Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2018/19 approved by Council on 26<sup>th</sup> February 2019 and 11<sup>th</sup> December 2018 respectively was considered

**RESOLVED:** That the Members considered the Treasury Reports detailed within the Executive Directors Report

*(Moved by Councillor R Claymore and seconded by Councillor M Greatorex)*

**61 FINAL ACCOUNTS 2018/19 - ACTION PLAN**

The Executive Director Finance provided an outline of the corporate requirements that will need to be achieved in order to produce the Council's Annual Statement of Accounts for 2018/19 (including deadlines but not including detailed responsibilities) and to obtain corporate commitment to the action plan

**RESOLVED** That Members approved

- 1 The target of 24<sup>th</sup> May 2019 for closure of the final accounts and production of a the statement for 2018/19
- 2 Staffing resources be committed to the provision of

appropriate information and support in order to meet the published timescales and the Committee receive progress updates (if required);

**3** CMT receive a fortnightly update until completion of the audit; and

**4** That the Statement be presented to the Audit & Governance Committee on 25<sup>th</sup> July 2019

The Committee thanked all staff involved in the process.

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

## **62 INTERNAL AUDIT CHARTER & PLAN 2019/20**

The Head of Audit and Governance advised Members of the Internal Audit Charter and Plan for 2019-20, and provided members with assurance on the appropriate operation of Internal Audit.

**RESOLVED** That Committee

Endorsed the attached Internal Audit Charter and Plan 2019-20

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

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

The Audit and Governance Committee completed a self-assessment of the effectiveness of the Committee to inform an improvement action plan

**RESOLVED:** That Members of the Committee completed the self-assessment checklist

## **64 AUDIT AND GOVERNANCE COMMITTEE TIMETABLE**

The Committee reviewed and agreed the timetable.

## **65 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** That Members of the press and public be excluded from the

meeting during consideration of the Community and Development Services Update on the grounds that the business involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

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

**66 RISK BASED VERIFICATION**

**RESOLVED:** That the Committee

Approved the ongoing adoption of a Risk Based Verification (RBV) Policy in determining evidence requirements for the assessment of new Housing Benefit and Council Tax Reduction claims.

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

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Chair