



## **MINUTES OF A MEETING OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 28th JUNE 2012**

**PRESENT:** Councillor M Gant (Chair), Councillors R Kingstone, P Seekings and M Thurgood

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

**Visitors** James Cook (Audit Commission)  
Joan Barnett (Audit Commission)

### **11 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor S Peale.

### **12 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 31 May 2012 were approved and signed as a correct record.

*(Moved by Councillor R Kingstone and seconded by Councillor M Thurgood)*

### **13 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

### **14 COMMUNICATION WITH THE AUDITOR**

The Audit Commission gave a presentation on their report relating to International Standards in Accounting (UK & Ireland) as they affect the Council.

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

The Report of the Head of Internal Audit Services informing Members of the Committee of the process followed in producing a Corporate Annual Governance Statement and revised Code of Corporate Governance in accordance with

statutory requirements, and seeking approval for the proposed draft Statement and Code of Corporate Governance was considered.

- RESOLVED:** That:
- 1 The proposed Annual Governance Statement be agreed by the Committee as appropriate for presentation to the external auditor and for inclusion in the Annual Statement of Accounts, and;
  - 2 The proposed Code of Corporate Governance be approved.

## 16 DRAFT STATEMENT OF ACCOUNTS 2011/12

The Report of the Director of Finance receiving the Draft Statement of Accounts (the Statement) for the financial year ended 31<sup>st</sup> March 2012 was considered.

- RESOLVED:** That Members review the Annual Statement of Accounts 2011/12.

## 17 PROPOSED CHANGES TO THE CONSTITUTION AND CODE OF CONDUCT

The Report of the Solicitor to the Council and Monitoring Officer seeking to consider the proposals put forward as amendments to the Constitution at Council on 17 May 2012 in terms of article 15 paragraph 15.02 and the sanctions available when a Member fails to comply with the Code of Conduct was considered.

- RESOLVED:** That:
- 1 The following amendments be made to 6.03 **Specific functions**:  
  
(iv) question members of the executive and committees and chief officers about their view on issues and proposals affecting the area and receive a reply/progress statement from the responsible body or member within 3 calendar months, relating to any recommendations accepted by Full Council or Cabinet which have been referred from the scrutiny process; and  
*(Moved by Councillor M Thurgood and seconded by Councillor M Gant)*
  - 2 Article 10 A – Nominations Committee be changed to  
  
10A. 01 The Council will establish a standing committee of five members to :-
    1. Consider nominations to be made to the Council pursuant to section 249(1) of the Local Government

Act 1972 for conferring the title of honorary alderman or honorary alderwomen on persons who have, in the opinion of the Council, rendered eminent services to the Council.

2. Consider nomination to be made to the Council pursuant to section 249(5) of the Local Government Act 1972 to admit to be honorary freeman or honorary freewomen of the Borough of Tamworth persons who are of distinction and who have, in the opinion of the Council, rendered eminent services to the Borough.

The Committee shall be attended by the Monitoring Officer or the Deputy Monitoring Officer.

#### 10A. 02 **Composition**

(a) **Membership.** The nominations committee will be composed of at least:

- five Councillors
- one person who is not a councillor or an officer of the Council;

(a) **Chairing the Committee.** The Chairman and Vice-Chairman will be appointed in accordance with Council Procedure Rules;

(b) **Independent members.** Independent members will be entitled to vote at meetings.

#### 10A. 03 **Role and Function**

The Nominations Committee will have the following roles and functions:

1. Consider nominations to be made to the Council pursuant to section 249(1) of the Local Government Act 1972 for conferring the title of honorary aldermen or honorary alderwomen on persons who have, in the opinion of the Council, rendered eminent services to the Council;
2. Consider nominations to be made to the Council pursuant to section 249(5) of the

Local Government Act 1972 to admit to be honorary freemen or honorary freewomen of the Borough of Tamworth persons who are of distinction and who have, in the opinion of the Council, rendered eminent services to the Borough;

3. Maintain a publicly accessible application process for the two above honours;
  4. Any approved applications are referred to Full Council for Full Council approval;
  5. Act as a sponsor to a new application, make referral to, or support an existing application that nominates a Tamworth resident to any outside bodies' awards or recognition scheme;
  6. Seek nominations from the Tamworth public, persons worthy of public recognition for their service or work for the Borough of Tamworth.
- 3 The following amendment be made to  
**11.2 Questions on notice at Ordinary Meetings of the Council:**
- Subject to Rule 11.4, a member of the Council may ask :
- Any member in receipt of a Special Responsibility Allowance, except the Mayor and Deputy Mayor;
  - A question on any matter in relation to which the Council has powers or duties or which affects Tamworth.
- 4 The following be added:  
**1.8 Decisions to be taken by the executive**  
(c) The executive are to reply to recommendations accepted from Full Council or the Scrutiny Committees within a 3 month period;

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Chair