



## **MINUTES OF A MEETING OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 25th OCTOBER 2012**

**PRESENT:** Councillor M Gant (Chair), Councillors J Garner, M Couchman and K Gant

Officers            John Wheatley (Executive Director Corporate Services)  
                         and Angela Struthers (Head of Internal Audit Services)

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

### **29    APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors M Clarke, P Seekings and M Thurgood.

### **30    MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 27 September 2012 were approved and signed as a correct record.

*(Moved by Councillor M Couchman and seconded by Councillor K Gant)*

### **31    DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

### **32    ANNUAL AUDIT LETTER 2011/12**

The Report of the Audit Commission was considered. This was the last report from the Audit Commission and future reports will be provided by Grant Thornton.

**RESOLVED:**    That the contents of the report be endorsed.

*(Moved by Councillor M Gant and seconded by Councillor J Garner)*

### **33 PROPOSED CHANGES TO FINANCIAL GUIDANCE**

The Report of the Head of Internal Services seeking member endorsement of the recently reviewed Financial Guidance which forms an important part of the Council's regulatory framework, and providing an opportunity for members of the Committee to raise any issues they consider appropriate on the subject was considered.

**RESOLVED:** The changes to Financial Guidance be endorsed.

*(Moved by Councillor M Couchman and seconded by Councillor J Garner)*

### **34 RISK MANAGEMENT REPORT**

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

**RESOLVED:** That:

- 1 The Risk Management Policy be approved, and;
- 2 The Corporate Risk Register be approved

*(Moved by Councillor K Gant and seconded by Councillor M Couchman)*

### **35 ANNUAL GOVERNANCE STATEMENT 2011/12 - UPDATE**

The Report of the Head of Internal Audit Services advising the Committee of the current position regarding 'significant governance issues' raised in the authority's Annual Governance Statement (AGS) 2011/12 and providing an opportunity for members of the Committee to raise any issues they consider appropriate was considered.

**RESOLVED:** That the structure provided be endorsed

*(Moved by Councillor M Gant and seconded by Councillor M Couchman)*

### **36 INTERNAL AUDIT QUARTERLY REPORT 2012/13**

The Report of the Head of Internal Services reporting on the outcome of Internal Audit's review of the internal control, risk management and governance framework in the 2<sup>nd</sup> quarter of 2012/13 and providing members with assurance of the ongoing effective operation of an internal audit function and enabling any

particularly significant issues to be brought to the Committee's attention was considered.

**RESOLVED:** That the quarterly report be endorsed.

*(Moved by Councillor J Garner and seconded by Councillor M Couchman)*

### **37 TRAINING FOR MEMBERS**

The Chair asked about potential training for the Committee around the following areas:

- Audit
- Financial
- Risk Management

This will be looked into.

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Chair