



MINUTES OF A MEETING OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 28th MARCH 2013

PRESENT: Councillor M Gant (Chair), Councillors J Garner, M Clarke,
M Couchman, K Gant, P Seekings and M Thurgood

Officers John Wheatley (Executive Director Corporate Services),
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 (Grant Thornton)
Joan Barnett (Grant Thornton)

48 APOLOGIES FOR ABSENCE

None

49 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 31 January 2013 were approved and signed as a correct record.

(Moved by Councillor M Couchman and seconded by Councillor M Clarke)

50 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

51 THE AUDIT PLAN FOR TAMWORTH BOROUGH COUNCIL

The Report of Grant Thornton (External Auditor) was considered.

RESOLVED: The Report be received.

52 REVIEW OF THE TREASURY MANAGEMENT STRATEGY STATEMENT, MINIMUM REVENUE PROVISION POLICY STATEMENT AND ANNUAL INVESTMENT STATEMENT 2013/14

The Report of Executive Director Corporate Services seeking to review the Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Statement 2013/14 approved by Council on 26th February 2013 was considered.

RESOLVED: That the Committee receive and review the Treasury Management Strategy Statement, Minimum Reserve Provision Policy Statement and Annual Investment Statement 2013/14 approved by Council on 26 February 2013.

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

53 FINAL ACCOUNTS 2012/13 - ACTION PLAN

The Report of the Director of Finance providing an outline of the corporate requirements that will need to be achieved in order to produce the Council's Annual Statement of Accounts for 2012/13 (including deadlines but not including detailed responsibilities) and seeking to obtain corporate commitment to the action plan was considered.

RESOLVED: That:

- 1 The target of 14th June 2013 for closure of the final accounts and production of a draft statement for 2012/13 be approved, and;
- 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) and;
- 3 The statement be presented to the Audit and Governance Committee on 26th September 2013.

(Moved by Councillor J Garner and seconded by Councillor M Clarke)

54 RISK MANAGEMENT UPDATE

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: The Corporate Risk Register be approved.

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

55 FRAUD AND CORRUPTION UPDATE REPORT

The Report of the Head of Internal Audit Services providing Members with an update of Counter Fraud and Corruption work completed to date during the financial year 2012/13 was considered.

RESOLVED: That:

- 1 The updated Counter Fraud Work Plan be endorsed, and;
- 2 The Fraud Risk Register be endorsed.

(Moved by Councillor M Thurgood and seconded by Councillor K Gant)

56 INTERNAL AUDIT CHARTER AND PLAN 2013/14

The Report of the Head of Internal Audit Services advising Members of the proposed Internal Audit Charter and Plan for 2013-2014, and providing Members with assurance on the appropriate operation of Internal Audit was considered.

RESOLVED: That the Internal Audit Charter and Plan 2013-2014 be endorsed.

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

57 SELF ASSESSMENT - MEASURING THE EFFECTIVENESS OF THE AUDIT & GOVERNANCE COMMITTEE

The Report of the Head of Internal Audit Services seeking to complete a self assessment of the effectiveness of the Audit and Governance Committee and to produce an improvement action plan if required was considered.

RESOLVED: That a self assessment checklist be completed by Members in order to formulate an improvement plan if required.

(Moved by Councillor M Gant and seconded by Councillor M Clarke)

58 REVIEW OF MEMBERS' ALLOWANCES

The Report of the Solicitor to the Council and Monitoring Officer informing Members of the Audit and Governance Committee of the report of the Independent Remuneration Panel and the recommendations adopted by Council on 19 March 2013 in relation thereto was considered.

RESOLVED: That Audit and Governance Committee considered the report

of the Independent Remuneration Panel and the recommendations adopted by Council on 19 March 2013 and subject to the 10 % Attendance Allowance renamed as 'Additional Payment SRA' be endorsed.

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

59 REGULATION OF INVESTIGATORY POWERS ACT 2000

The Report of the Solicitor to the Council and Monitoring Officer was considered.

RESOLVED: That the quarterly RIPA monitoring report be endorsed.

(Moved by Councillor M Clarke and seconded by Councillor M Couchman)

Chair