



MINUTES OF A MEETING OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 28th JULY 2021

PRESENT: Councillor M Summers (Chair), Councillors J Chesworth,
M J Greatorex, Dr S Peale and P Thurgood

Officers Stefan Garner (Executive Director Finance), Andrew
Wood (Audit Manager) and Tracey Pointon (Legal
Admin & Democratic Services Manager)

Visitors Will Guest from external auditors Grant Thornton

12 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Cooper and R Ford

13 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 9th June 2021 were approved and signed as a correct record.

(Moved by Councillor J Chesworth and seconded by Councillor S Peale)

14 DECLARATIONS OF INTEREST

There were no declarations of Interest.

15 AUDIT FINDINGS REPORT

Will Guest, from Grant Thornton the Council's external auditors, updated the Committee that due to unforeseen circumstances the audit has been delayed. It was agreed to defer the item until the next meeting in September.

16 MANAGEMENT REPRESENTATION LETTER

This item has been deferred to be discussed at the next Audit & Governance meeting

17 ANNUAL STATEMENT OF ACCOUNTS & REPORT 2020/21

Report of the Executive Director Finance to approve the Statement of Accounts (the Statement) for the financial year ended 31st March 2021 following completion of the external audit.

RESOLVED: That the Committee

1. approved the Annual Statement of Accounts 2020/21 and;
2. Agreed to delegate authority to the Chair of the Audit and Governance Committee to approve any changes and re-sign the accounts, if necessary, once we have received the Audit Findings Report from Grant Thornton and assurance from Staffordshire County Council's external auditors in relation to the Staffordshire Pension Fund and have any highlighted changes shown to the Committee before the Chair signs the accounts.

(Moved by Councillor M Summers and seconded by Councillor Dr S Peaple)

The Committee also thanked the External Auditors and the Accounts team for the hard work in preparing the final accounts

18 RISK MANAGEMENT QUARTERLY UPDATE

Report of the Assistant Director Finance to report on the Risk Management process and progress for Quarter 1 of the 2021/22 financial year. To present the revised report format, and a revised Risk policy document for approval. The report also includes comments and recommendations from a recent audit review of the risk process.

RESOLVED: That the committee

1. endorsed the revised Corporate Risk Register
2. approved the revised Risk Policy document and;
3. noted the Audit recommendations

(Moved by Councillor M Greatorax and Seconded by Councillor P Thurgood)

19 INTERNAL AUDIT PROGRESS UPDATE REPORT 2021/22 (QUARTER 1)

Report of the Audit Manager to provide Audit & Governance Committee with internal audit's progress report for the period to 30 June 2021 (Quarter1).

RESOLVED: That Committee

1. endorsed the report

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

20 AUDIT AND GOVERNANCE COMMITTEE TIMETABLE

The Committee reviewed the timetable.

RESOLVED: That Committee
Agreed to change the September meeting from 22nd
September to 16th September

*(Moved by Councillor M Summers and seconded by
Councillor P Thurgood)*

21 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 J Chesworth)*

22 REMOVAL OF RISK BASED VERIFICATION IN THE ADMINISTRATION OF HOUSING BENEFIT AND COUNCIL TAX SUPPORT

Report of the Assistant Director of Finance to inform of the removal of Risk Based Verification from the administration of Housing Benefit and Council Tax Support.

RESOLVED: That the Committee

endorsed the removal of Risk Based Verification from 14 July
2021

*(Moved by Councillor M Summers and seconded by
Councillor P Thurgood)*

Chair

DRAFT