



## **MINUTES OF A MEETING OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 27th JUNE 2013**

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

**Officers** John Wheatley (Executive Director Corporate Services),  
Stefan Garner (Director of Finance) and Angela  
Struthers (Head of Internal Audit Services)

**Visitors** James Cook (Grant Thornton)  
Joan Barnett (Grant Thornton)

### **7 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor S Pritchard

### **8 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

### **9 RESPONSES FROM FRAUD QUESTIONNAIRE**

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

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

### **10 INTERIM VFM REPORT (USING AUDIT COMMISSION VFM TOOLS)**

A presentation was given by Grant Thornton (External Auditor) on the Value for Money Report.

### **11 INTERIM AUDIT WORK UPDATE**

Grant Thornton (External Auditor) gave a verbal update on Interim Audit Work.

**RESOLVED:** That the content of the update be noted.

**12 FEE LETTER**

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

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

**13 ANNUAL GOVERNANCE STATEMENT & CODE OF CORPORATE GOVERNANCE**

The Report of the Head of Internal Audit Services informing Members of the process followed in producing an Annual Governance Statement and revised Code of Corporate governance in accordance with statutory requirements, and to approve the proposed draft Annual Governance Statement and Code of Corporate Governance was considered.

**RESOLVED:** That:

- 1 The 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 Code of Corporate Governance be agreed.

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

**14 STATEMENT ON THE ROLE OF THE CHIEF FINANCE OFFICER AND THE HEAD OF INTERNAL AUDIT**

The Report of the Head of Internal Audit Services providing members with information on the application of the Statement on the Role of the Chief Finance Officer and the Statement of the Role of the Head of Internal Audit and the benchmarking of existing arrangements was considered.

**RESOLVED:** That the Report be endorsed.

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

**15 DRAFT ANNUAL STATEMENT OF ACCOUNTS & REPORT 2012/13**

The Report of the Director of Finance containing the Draft Annual Statement of Accounts (the statement) for the financial year ended 31 March 2013 was considered.

**RESOLVED:** That the Annual Statement of Accounts be reviewed.

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

## **16 INTERNAL AUDIT ANNUAL OPINION AND QUARTERLY REPORT**

The Report of The Head of Internal Audit Services reporting on the outcome of Internal Audit's review of the internal control, risk management and governance framework in the 4<sup>th</sup> quarter of 2012/13 and providing members with assurance of the ongoing effective operation of the internal audit function and enabling any particularly significant issues to be brought to the Committee's attention was considered.

**RESOLVED:** That the Committee considered the annual opinion and quarterly report and raised issues it deemed appropriate.

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

## **17 REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT**

The Report of the Head of Internal Audit Services providing members with the findings of the review of the effectiveness of Internal Audit was considered.

**RESOLVED:** That:

- 1 The report be endorsed, and;
- 2 The Internal Audit staff be thanked for their work.

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

## **18 FRAUD QUARTERLY UPDATE**

The Report of the Head of Internal Audit Services providing Members with an update of Counter Fraud work completed to date during the financial year 2013/14 was considered.

**RESOLVED:** That:

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

*(Moved by Councillor M Gant and seconded by Councillor P Seekings)*

**19 AUDIT AND GOVERNANCE COMMITTEE SELF ASSESSMENT 2012/13**

The Audit and Governance Committee Self Assessment 2012/13 was noted by the Committee.

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Chair