



## **MINUTES OF A MEETING OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 26th JUNE 2014**

**PRESENT:** Councillor M Gant (Chair), Councillors J Chesworth,  
M Couchman, J Faulkner, R Kingstone, J Oates and P Seekings

**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)

### **1 APPOINTMENT OF CHAIR**

**RESOLVED:** That Councillor M Gant be appointed as Chair.

*(Moved by Councillor R Kingstone and seconded by Councillor J Chesworth)*

### **2 APPOINTMENT OF VICE-CHAIR**

**RESOLVED:** That Councillor J Chesworth be appointed as Vice-Chair.

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

### **3 APOLOGIES FOR ABSENCE**

None

### **4 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 27 March 2014 were approved and signed as a correct record.

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

### **5 DECLARATIONS OF INTEREST**

There were no declarations of Interest.

**6 AUDIT AND GOVERNANCE COMMITTEE UPDATE**

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

**RESOLVED:** That Members of the Committee endorsed the Audit and Governance Committee Update for Tamworth Borough Council to year end 31 March 2014.

**7 FEE LETTER 2014/2015**

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

**RESOLVED:** That the content of the report be endorsed. It was noted that the fee was unchanged for 2014/15.

**8 STATEMENT ON THE ROLES OF THE CHIEF FINANCE OFFICER & THE HEAD OF INTERNAL AUDIT SERVICES**

The Report of the Executive Director – Corporate Services seeking to provide members with information on the application of the Statement on the Role of the Chief Finance officer and the Statements of the role of the Head of Internal Audit and the benchmarking of existing arrangements was considered.

**RESOLVED:** That Members of the Committee endorsed the Statement on the Roles of the Chief Finance Officer and the Head of Internal Audit Services report.

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

**9 DRAFT ANNUAL STATEMENT OF ACCOUNTS & REPORT 2013/14**

The Report of the Director of Finance setting out the Draft Statement of Accounts (the Statement) for the financial year ended 31 March 2014 was considered.

**RESOLVED:** That Members of the Committee received for review the Draft Annual Statement of Accounts and report 2013/14.

*(Moved by Councillor J Faulkner and seconded by Councillor R Kingstone)*

## **10 ANNUAL GOVERNANCE STATEMENT AND 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 seeking approval of the proposed draft Annual Governance Statement and Code of Corporate Governance was considered.

**RESOLVED:** That:

- 1 The Annual Governance Statement be endorsed by the Committee as appropriate for presentation to the external auditor, and inclusion in the Annual Statement of Accounts, and;
- 2 The Code of Corporate Governance be endorsed.

*(Moved by Councillor J Chesworth and seconded by Councillor R Kingstone)*

## **11 PUBLIC SECTOR INTERNAL AUDIT STANDARDS AND QUALITY ASSURANCE & IMPROVEMENT PROGRAMME**

The Report of the Head of Internal Audit Services seeking to report on the Internal Assessment against the Public Sector Internal Audit Standards (PSIAS) and the Quality Assurance and Improvement Programme was considered.

**RESOLVED:** That the Committee endorsed:

- 1 The record of compliance against the Public Sector Internal Audit Standards and Quality Assurance and Improvement Programme, and;
- 2 The completion of an external assessment against the Public Sector Internal Audit Standards every five years to comply with the Standards.

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

## **12 INTERNAL AUDIT ANNUAL REPORT 2013/14**

The Report of the Head of Internal Audit Services seeking to report 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 2013/14 – providing Members with assurance of the ongoing effective operation of an internal audit function and enabling any particular significant issues to be brought to the Committee's attention was considered.

**RESOLVED:** That the Committee endorsed the quarterly report that stated that 'reasonable assurance' can be given.

*(Moved by Councillor J Chesworth and seconded by Councillor J Faulkner)*

### **13 RISK MANAGEMENT UPDATE**

The Report of the Head of Internal Audit Services reporting on the Risk Management performance for the 2013/14 financial year and the action plan for 2014/15 was considered.

**RESOLVED:** That the Committee endorsed:

- 1 The Risk Management Policy;
- 2 The Risk Management Action Plan 2014/15, and;
- 3 The Corporate Risk Register.

*(Moved by Councillor J Faulkner and seconded by Councillor R Kingstone)*

### **14 FINANCIAL GUIDANCE**

The Report of the Head of Internal Audit services seeking Member endorsements of the recently reviews 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:** That Members endorsed the changes to Financial Guidance.

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

### **15 REGULATION OF INVESTIGATORY POWERS ACT 2000**

The Report of the Solicitor to the Council and Monitoring Officer informing Members of the surveillance carried out under the Regulation of Investigatory Powers Act 2000 was considered.

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

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

**16 PROPOSED CHANGES TO CONSTITUTION AND SCHEME OF DELEGATION**

The Report of the Solicitor to the Council and Monitoring Officer considering the proposals put forward as amendments to the Constitution and Scheme of Delegation at Council on 5 June 2014 in terms of Article 16 paragraph 2.16.2 was considered.

**RESOLVED:** That the Committee endorsed the proposals put forward as amendments to the Constitution.

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

**17 AUDIT & GOVERNANCE COMMITTEE SELF ASSESSMENT 2013/14**

The Audit and Governance Committee Self Assessment 2013/14 was received by the Committee.

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Chair