



# MINUTES OF A MEETING OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 30th JUNE 2016

**PRESENT:** Councillors J Chesworth (Chair), M Summers (Vice-Chair), C Cooke, J Faulkner, M Gant, R Kingstone and J Oates

**Officers** Stefan Garner (Director of Finance), Angela Struthers (Head of Internal Audit Services), Karen Taylor (Head of Benefits) and Lynne Pugh (Chief Accountant)

**Visitors** Joan Barnett (Grant Thornton)

## **15 APOLOGIES FOR ABSENCE**

None

## **16 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 9 June 2016 were approved and signed as a correct record.

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

## **17 DECLARATIONS OF INTEREST**

There were no declarations of Interest.

## **18 DRAFT ANNUAL STATEMENT OF ACCOUNTS & REPORT 2015/16**

The Director of Finance requested Members to receive the Draft Statement of Accounts (the Statement) for the financial year ended 31<sup>st</sup> March 2016 was considered.

**RESOLVED:**

- That the Members
- 1 received and reviewed the Annual Statement of Accounts 2015/16; and
- 2 rewarded their thanks to the Finance team

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

## **19 COUNTER FRAUD & CORRUPTION UPDATE REPORT**

The Head of Internal Audit Services provided Members with an update of Counter Fraud work completed during the financial year 2015/16.

- RESOLVED:** That the Members
- 1** are to be provided with an explanation on mitigation measures for the theft of intellectual property to move from 12 to 8;
  - 2** endorsed the Fraud & Corruption Risk Register; and
  - 3** endorsed the Self Assessment Against Counter Fraud & Corruption Best Practice

*(Moved by Councillor M Gant and seconded by  
Councillor C Cooke)*

## **20 INTERNAL AUDIT CUSTOMER SATISFACTION SURVEY 2016**

That the Head of Internal Audit Services reported to Members on the outcome of Internal Audit's customer satisfaction survey.

- RESOLVED:** That the Members considered this report and had no issues to raise.

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

## **21 RISK MANAGEMENT UPDATE**

The Head of Internal Audit Services reported to Members on the Risk Management process for the financial year 2015/16.

- RESOLVED:** That the Members

- 1 endorsed the Corporate Risk Register 2015/16;
- 2 endorsed the Risk Management Plan 2015/16; and
- 3 requested the Head of Internal Audit to report back on alternative proposals for an opportunity risk register.

*(Moved by Councillor C Cooke and seconded by  
Councillor M Gant)*

## **22 AUDIT AND GOVERNANCE COMMITTEE TIMETABLE**

The Committee reviewed the timetable.

## **23 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** That members of the press and public be now excluded from the meeting on the grounds that the business involves the likely disclosure of exempt information as defined in Paragraph 7 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended)

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

## **24 RISK BASED VERIFICATION POLICY**

The Portfolio Holder for Assets and Finance requested the Members to approve the adoption of a Risk Based Verification (RBV) Policy in determining evidence requirements for the assessment of new/changes to Housing Benefit and Council Tax Reduction claims was considered.

**RESOLVED:** That the Members endorsed the recommendation as contained in the report.

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

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Chair