



# MINUTES OF A MEETING OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 9th FEBRUARY 2017

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

**OFFICERS:** John Wheatley (Executive Director Corporate Services), Angela Struthers (Head of Internal Audit) and Janice Clift (Democratic and Elections Officer)

**VISITORS:** Joan Barnett (Grant Thornton)

## 47 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor R Kingstone

## 48 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 27 October 2016 were approved and signed as a correct record.

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

## 49 DECLARATIONS OF INTEREST

There were no declarations of Interest.

## 50 AUDIT AND GOVERNANCE COMMITTEE UPDATE FOR TAMWORTH BOROUGH COUNCIL PROGRESS REPORT AND UPDATE YEAR ENDED 31 MARCH 2017

The Report of Grant Thornton (External Auditor) was considered

**RESOLVED:** That Members endorsed the report and thanks were given to the officers for their work involved.

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

**51 CERTIFICATION WORK FOR TAMWORTH BOROUGH COUNCIL YEAR ENDED 31 MARCH 2016**

The Report of Grant Thornton (External Auditor) was considered

**RESOLVED:** That Members endorsed the report and thanks were given to the officers for their work involved.

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

**52 QUARTERLY RIPA REPORT FEBRUARY 2017**

The Solicitor to the Council and Monitoring Officer reported on the Council's Code of Practice for carrying out surveillance under the Regulation of Investigatory Powers Act 2000 (RIPA) specifying that quarterly reports be taken to Audit and Governance Committee to demonstrate to elected members that the Council is complying with its own Code of Practice when using RIPA.

**RESOLVED:** That Members endorsed the RIPA monitoring report for the quarters to 30 September 2016 and to 31 December 2016.

*(Moved by Councillor J Chesworth and seconded by Councillor C Cooke)*

**53 REGULATION OF INVESTIGATORY POWERS ACT 2000 ADOPTION OF POLICY AND PROCEDURE**

The Solicitor to the Council and Monitoring Officer advised Members of the proposed amendments to the Corporate Policy governing the Regulation of Investigatory Powers Act 2000 in light of the new requirements introduced by recent legislative change and Home Office Guidance and seeking their consideration and recommendations in relation thereto.

**RESOLVED:** That Members

- 1 considered the changes to the RIPA policy on Directed Surveillance, Covert Human Intelligence Sources (CHIS) and Acquisition of Communications Data;
- 2 satisfied themselves that the changes meet the requirements imposed on the Council in terms of the

legislation and Codes of Practice;

**3** provided comments as required; and

**4** recommended approval to Cabinet and Council

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

#### **54 COUNTER FRAUD UPDATE**

The Head of Internal Audit Services provided Members with an update of Counter Fraud work completed during the financial year 2016/17.

**RESOLVED:**

That Members

**1** considered this report and had no issues to raise;

**2** endorsed the Fraud and Corruption Risk Register Summary; and

**3** endorsed the Fraud Response Plan 2016/17

*(Moved by Councillor C Cooke and seconded by  
Councillor J Faulkner)*

#### **55 INTERNAL AUDIT UPDATE REPORT 2016/17**

The Head of Internal Audit Services reported on the outcome of Internal Audit's review of the internal control, risk management and governance framework in the 3rd quarter of 2016/17 – and provided members with assurance of the on-going effective operation of an internal audit function and enable any particularly significant issues to be brought to the Committee's attention.

**RESOLVED:**

That Members considered the report and had no issues to raise

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

#### **56 RISK MANAGEMENT UPDATE**

The Head of Internal Audit Services reported on the Risk Management process and progress to date for the current financial year.

- RESOLVED:** That Members endorsed the
- 1 Corporate Risk Register; and
  - 2 Risk Management Action Plan

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

## **57 AUDIT AND GOVERNANCE COMMITTEE TIMETABLE**

The Committee reviewed and agreed the timetable and also agreed for a meeting of the Committee to be held on 27 July 2017

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Chair