



# MINUTES OF A MEETING OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 30th MARCH 2017

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

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

**VISITORS:** John Gregory and Joan Barnett (Grant Thornton)

## **58 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor M Summers

## **59 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 9 February 2017 were approved and signed as a correct record.

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

## **60 DECLARATIONS OF INTEREST**

There were no declarations of Interest.

## **61 INFORMING THE AUDIT RISK ASSESSMENT FOR TAMWORTH BOROUGH COUNCIL**

The Report of Grant Thornton (External Auditor) was considered

**RESOLVED:** That the Members endorsed the report of the External Auditor informing of the Audit Risk Assessment for 2016/17 for the Council

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

**62 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 the Members received the report of the External Auditor informing of the Progress Report and Update for Year Ended 31 March 2017

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

**63 THE AUDIT PLAN FOR TAMWORTH BOROUGH COUNCIL**

The Report of Grant Thornton (External Auditor) was considered

**RESOLVED:** That the Members endorsed the report of the External Auditor informing the Audit Plan for 2016/17 for the Council

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

**64 REVIEW OF THE TREASURY MANAGEMENT STRATEGY STATEMENT,  
MINIMUM REVENUE PROVISION POLICY STATEMENT AND ANNUAL  
INVESTMENT STATEMENT 2017/18 AND THE TREASURY MANAGEMENT  
STRATEGY STATEMENT AND ANNUAL INVESTMENT STRATEGY MID-  
YEAR REVIEW REPORT 2016/17**

The Executive Director Corporate Services reported on the review of the Treasury Management Strategy Statement, Minimum Revenue Provision Statement and Annual Investment Statement 2017/18 and the Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2016/17 approved by Council on 21<sup>st</sup> February 2017 and 13<sup>th</sup> December 2016 respectively was considered

**RESOLVED:** That the Members considered the Treasury Reports

detailed within the Executive Directors Report

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

## **65 FINAL ACCOUNTS 2016/17 – ACTION PLAN**

The Director of Finance provided an outline of the corporate requirements that will need to be achieved in order to produce the Council's Annual Statement of Accounts for 2016/17 (including deadlines but not including detailed responsibilities) and to obtain corporate commitment to the action plan.

### **RESOLVED:**

That the Members approved

- 1** the target of 26<sup>th</sup> May 2017 for closure of the final accounts and production of the Draft Statement of Accounts for 2016/17;
- 2** staffing resources be committed to the provision of appropriate information and support in order to meet the published timescales and the Committee receive progress updates;
- 3** Corporate Management Team (CMT) to receive a fortnightly update until completion of the audit; and
- 4** that the Audited Statement of Accounts be presented to the Audit and Governance Committee on 27<sup>th</sup> July 2017.

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

## **66 CHANGES TO THE CIPFA CODE OF PRACTICE AND PROPOSED ACCOUNTING POLICIES 2016/17**

The Director of Finance advised Members of the changes to the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom (the Code) and the proposed Accounting Policies for 2016/17.

### **RESOLVED:**

That the Members

approved that the changes to the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom were considered; and

proposed Accounting Policies for 2016/17 are approved

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

## **67 STANDARDS ALLEGATION COMPLAINT**

The Solicitor to the Council and Monitoring Officer advised Members on a recent complaint received in relation to an alleged breach of the Code of Conduct which occurred under the local arrangements that were put in place to deal with Standards allegations in terms of the Localism Act 2011 by Council on 19 June 2012.

**RESOLVED:** That the Members endorsed the findings of the contents of the report.

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

## **68 AUDIT AND GOVERNANCE COMMITTEE SELF ASSESSMENT**

The Head of Internal Audit Services completed a self-assessment of the effectiveness of the Audit and Governance Committee and produced an improvement action plan

**RESOLVED:** That the Members completed the self-assessment checklist

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

## **69 INTERNAL AUDIT CHARTER AND PLAN 2017-18**

The Head of Internal Audit Services advised Members of the proposed Internal Audit Charter and Plan for 2017-18 and provided Members with assurance on the appropriate operation of Internal Audit.

**RESOLVED:** That the Members endorsed the Internal Audit Charter and Plan 2017-18.

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

## **70 AUDIT AND GOVERNANCE COMMITTEE TIMETABLE**

The Committee reviewed and agreed the timetable.

## **71 THANKS GIVEN**

**RESOLVED:** To thank Grant Thornton and officers providing reports and to the staff working in the Accountancy and Audit Sections of the Council

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Chair