



**MINUTES OF A MEETING OF THE
AUDIT AND GOVERNANCE COMMITTEE
HELD ON 3rd JUNE 2015**

PRESENT: Councillors J Chesworth (Chair), J Oates (Vice-Chair), J Goodall, S Goodall, K Norchi and T People

Officers John Wheatley (Executive Director Corporate Services), Jane Hackett (Solicitor to the Council and Monitoring Officer), Angela Struthers (Head of Internal Audit Services) and Kerry Beavis (Principal Auditor)

Visitors Joan Barrett

1 APPOINTMENT OF CHAIR

RESOLVED: That Councillor J Chesworth be appointed as Chair.

(Moved by Councillor J Goodall and seconded by Councillor S Goodall)

2 APPOINTMENT OF VICE-CHAIR

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

(Moved by Councillor J Chesworth and seconded by Councillor J Goodall)

3 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor J Faulkner

4 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 26th March 2015 were approved and signed as a correct record.

(Moved by Councillor J Oates and seconded by Councillor J Chesworth)

5 DECLARATIONS OF INTEREST

There were no declarations of Interest.

6 PROPOSED CHANGES TO THE CONSTITUTION AND SCHEME OF DELEGATION

Report of the Solicitor to the Council and Monitoring Officer on the proposals put forward as amendments to the Constitution and Scheme of Delegation at Council on 26 May 2015 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 J Chesworth)

7 AUDIT AND GOVERNANCE COMMITTEE SELF ASSESSMENT

Audit and Governance Committee Self Assessment 2014/15 completed at Audit and Governance Committee held on 26th March 2015 was received by the Committee.

8 REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL CONTROL

Report of the Head of Internal Audit Services on the effectiveness of the Council's System of Internal Control for the 2014/15 financial year was considered.

RESOLVED: That the Committee endorsed the annual review of the effectiveness of the System of Internal Control for the 2014/15 financial year.

(Moved by Councillor J Goodall and seconded by Councillor J Oates)

9 QUALITY ASSURANCE AND IMPROVEMENT PROGRAMME

Report of the Head of Internal Audit Services on the Quality Assurance & Improvement Programme in compliance with the Public Sector Internal Audit Standards was considered.

RESOLVED: That the Committee endorsed the Quality Assurance and Improvement Programme.

(Moved by Councillor J Chesworth and seconded by Councillor J Oates)

10 FRAUD AND CORRUPTION UPDATE REPORT

Report of the Head of Internal Audit Services providing Members with an update of Counter Fraud work completed to date during the financial year 2014/15.

RESOLVED: That the Committee endorsed the recommendations in the report

- 1 updated fighting fraud checklist for Governance
- 2 counter fraud work plan; and
- 3 Fraud Risk Register

(Moved by Councillor J Chesworth and seconded by Councillor S Goodall)

**11 INTERNAL AUDIT ANNUAL REPORT/QUARTERLY REPORT 2014/15
QUARTER 4**

Report of the Head of Internal Audit Services on the outcome of the Internal Audit review of the Internal Control, Risk Management and Governance Framework in the 4th quarter of 2014/15 – to provide Members with assurance of the ongoing effective operation of the internal audit function and enable any particularly significant issues to be brought to the Committee's attention.

The Committee received and considered the Quarterly report.

(Moved by Councillor J Chesworth and seconded by Councillor J Oates)

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

Report of the Head of Internal Audit Services to inform Members of the Committee 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

RESOLVED: That the committee agreed

1. the proposed Annual Governance Statement as appropriate for presentation to the External Auditor and for inclusion in the Annual Statement of Accounts; and
2. the Code of Corporate Governance

(Move by Councillor J Goodall and seconded by Councillor S Goodall)

13 RISK MANAGEMENT UPDATE

Report of the Head of Internal Audit Services to report on the Risk Management process and progress to date for the current financial year was considered.

RESOLVED That the Committee endorsed the report

(Moved by Councillor J Chesworth and seconded by Councillor J Oates)

14 AUDIT AND GOVERNANCE COMMITTEE TIMETABLE

The Committee reviewed and agreed the timetable.

Chair