



MINUTES OF A MEETING OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 9th JUNE 2016

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

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

Visitors John Gregory and Joan Barnett

1 APPOINTMENT OF CHAIR

RESOLVED: That Councillor J Chesworth be appointed as Chair

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

2 APPOINTMENT OF VICE-CHAIR

RESOLVED: That Councillor M Summers be appointed as Vice-Chair

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

3 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor M Gant

4 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 31 March 2016 were approved and signed as a correct record.

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

5 DECLARATIONS OF INTEREST

There were no declarations of Interest.

6 FEE LETTER 2016-17

The Audit Fee Letter for 2016/17 of Grant Thornton (External Auditor) was considered

RESOLVED: That Members endorsed the Audit Fee Letter for 2016/17

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

7 AUDIT AND GOVERNANCE COMMITTEE UPDATE 9TH JUNE 2016

The Audit and Governance Progress and Update Report for Tamworth Borough Council for year ended 31 March 2016 was considered

RESOLVED: That Members endorsed the Audit and Governance Progress and Update Report for year ended 31 March 2016

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

8 PROPOSED CHANGES TO THE CONSTITUTION AND SCHEME OF DELEGATION

The Solicitor to the Council and Monitoring Officer requested members to consider the proposals put forward as amendments to the Constitution and Scheme of Delegation at Council on 24 May 2016

RESOLVED: That Members considered the proposals put forward as amendments to the Constitution and endorsed the same.

(Moved by Councillor XXX and seconded by Councillor XXX)

9 INTERNAL AUDIT ANNUAL REPORT/QUARTERLY REPORT 2015/16 QUARTER 4

The Head of Internal Audit reported on the outcome of Internal Audit's review of the internal control, risk management and governance framework in the 4th quarter of 2015/16 – to provide members with assurance of the ongoing 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 quarterly report and

issues raised be referred to the appropriate Director.

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

10 REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROL

The Head of Internal Audit reported on the effectiveness of the Council's System of Internal Control for the 2015/16 financial year.

RESOLVED: That Members endorsed the annual review of the effectiveness of the System of Internal Control for the 2015/16 financial year.

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

11 ANNUAL GOVERNANCE STATEMENT & CODE OF CORPORATE GOVERNANCE

The Head of Internal Audit informed 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 Members agreed

- 1** the 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

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

12 QUALITY ASSURANCE & IMPROVEMENT PROGRAMME

The Head of Internal Audit reported on the Quality Assurance & Improvement Programme in compliance with the Public Sector Internal Audit Standards.

RESOLVED: That Members endorsed the Quality Assurance & Improvement Programme

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

13 AUDIT & GOVERNANCE COMMITTEE SELF ASSESSMENT 2015/16

Report was For Information only

14 AUDIT AND GOVERNANCE COMMITTEE TIMETABLE

The Committee reviewed and agreed the timetable.

Chair