



## MINUTES OF A MEETING OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 27th OCTOBER 2016

**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), Jane Hackett (Solicitor to the Council and Monitoring Officer) and Angela Struthers (Head of Internal Audit Services)

**Visitors** Joan Barnett (Grant Thornton)

### **36 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor R Kingstone

### **37 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 22 September 2016 were approved and signed as a correct record.

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

### **38 DECLARATIONS OF INTEREST**

There were no declarations of Interest.

### **39 ANNUAL AUDIT LETTER 2015/16**

The Annual Audit Letter 2015/16 of Grant Thornton (External Auditor) was considered.

**RESOLVED:** That Members endorsed the Annual Audit Letter for Tamworth Borough Council and thanks were given to the officers for their work involved.

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

**40 APPOINTMENT OF EXTERNAL AUDITOR – RE ACCOUNTS AUDIT COMMENCING 2018/19**

The Executive Director of Corporate Services advised Members of the options process and legislative requirement to appoint External Auditors for the Accounting Period 2018/19 and to also to seek Member endorsement of the recommended option for Cabinet and Council approval.

- RESOLVED:** That Members endorsed that
- 1 Cabinet recommends to Council that the Authority opts into the appointing person arrangements made by the Public Sector Audit Appointments (PSAA) for the appointment of External Auditors, and
  - 2 the Executive Director Corporate Services confirms their interest in undertaking the opt in appointing process following ratification by Council and has delegated powers in relation to the appointment process.

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

**41 REVIEW OF ANTI-MONEY LAUNDERING POLICY**

The Solicitor to the Council and Monitoring Officer provided the Members with a review of the Council's key Anti-Money Laundering Policy.

- RESOLVED:** That Members
- 1 approved the revised Anti-Money Laundering Policy and that it be referred to Council for adoption in the Council's Policy Framework; and
  - 2 requested a further report in 12 months' time on any cash payments made over the said period

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

**42 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 2016/17.

- RESOLVED:** That Members
- 1 considered this report and had no issues to raise;
  - 2 endorsed the Fraud Risk Register Summary; and
  - 3 endorsed the Fraud Response Plan 2016/17

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

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

The Head of Internal Audit Services reported on the outcome of Internal Audit's customer satisfaction survey for the 2016/17 financial year to date.

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

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

#### **44 INTERNAL AUDIT 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 1st 6 months of 2016/17 – it 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 the Members considered the report and had no issues to raise.

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

#### **45 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
- 1** the Corporate Risk Register;
  - 2** the revised Risk Management policy; and
  - 3** the Risk Management Action Plan.

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

#### **46 AUDIT AND GOVERNANCE COMMITTEE TIMETABLE**

The Committee reviewed and agreed the timetable.

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Chair