



**MINUTES OF A MEETING OF THE
AUDIT AND GOVERNANCE COMMITTEE
HELD ON 26th JULY 2018**

PRESENT: Councillor M Summers (Chair), Councillors R Claymore, C Cooke and J Faulkner

Officers Kerry Beavis (Principal Auditor), Stefan Garner (Executive Director Finance), Lynne Pugh (Assistant Director Finance) and Angela Struthers (Head of Audit & Governance)

Visitors Laurelin Griffiths and John Gregory

14 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor R Kingstone, Councillor M Gant and Councillor M Greatorex

15 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 7th June 2018 were approved and signed as a correct record.

(Moved by Councillor M Summers and seconded by Councillor C Cooke)

16 DECLARATIONS OF INTEREST

There were no declarations of Interest.

17 UPDATE FROM EXTERNAL AUDITORS

RESOLVED: That the update from the External Auditors be endorsed

(Moved by Councillor C Cooke and seconded by Councillor R Claymore)

18 AUDIT FINDINGS REPORT 2017-18

RESOLVED: The Audit Findings for Tamworth Borough Council were presented to the Members by Grant Thornton and a discussion followed

Members thanked the external audit team for their hard work in meeting the deadline

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

19 MANAGEMENT REPRESENTATION LETTER 2017-18

A Management Representation Letter was submitted to the Members by the Executive Director Finance

RESOLVED: That the letter of representation was approved and agreed by Members

(Moved by Councillor M Summers and seconded by Councillor R Claymore)

20 ANNUAL STATEMENT OF ACCOUNTS & REPORT 2017/18

The Executive Director Finance requested Members to approve the Statement of Accounts (the Statement) for the financial year ended 31st March 2018 following completion of the external audit.

Resolved That Members approved the Annual Statement of Accounts 2017/18

(Moved by Councillor J Faulkner and second by Councillor C Cooke)

21 REGULATION OF INVESTIGATORY POWERS ACT 2000

The Report of the Assistant Director – Partnerships on the Regulation of Investigatory Powers Act 2000 updated the Members on the Council's Code of Practice for carrying out surveillance under the Regulation of Investigatory Powers Act 2000 (RIPA) which specified that quarterly reports be taken to Audit &

Governance Committee to demonstrate to elected members that the Council complied with its own Code of Practice when using RIPA

RESOLVED That the RIPA monitoring report for the quarter to 30 June 2018 be endorsed

(Moved by Councillor M Summers and second by Councillor C Cooke)

22 RISK MANAGEMENT UPDATE

The Assistant Director Finance reported on the Risk Management process and progress to date for the current financial year.

RESOLVED That the Corporate Risk Register be endorsed

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

23 INTERNAL AUDIT UPDATE REPORT 2018/19 QUARTER 1

The Head of Audit and Governance reported on the outcome of Internal Audit's review of the internal control, risk management and governance framework in the 1st quarter of 2018/19 – 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 the Internal Audit Report was considered and endorsed

(Moved by Councillor M Summers and second by Councillor C Cooke)

24 INTERNAL AUDIT CHARTER

The Head of Audit and Governance sought the Members' endorsement of the revised Internal Audit Charter following the recent management restructures and changes to the role of the Head of Audit & Governance.

RESOLVED That the Internal Audit Charter be endorsed

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

25 COUNTER FRAUD UPDATE

The Head of Audit and Governance provided Members with an update of Counter Fraud work completed during the financial year 2017/18

RESOLVED That the Committee:

- 1 Considered this report; and
- 2 Endorsed the Fraud Risk Register Summary (Appendix 1)

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

26 CHANGES TO POLICIES

The Head of Audit and Governance sought Member approval to revise Policies under the remit of the Head of Audit & Governance to take into account changes to job titles following the recent management restructure.

RESOLVED That approval be given to the Head of Audit & Governance to amend policies within her remit to show current post titles

(Moved by Councillor C Cooke and second by Councillor M Summers)

27 AUDIT AND GOVERNANCE COMMITTEE TIMETABLE

The Committee reviewed the timetable.

Chair