

## COUNCIL

27 March 2012

### Report of Chair of Audit & Governance Committee

#### Audit & Governance Annual Report

#### **Purpose**

To advise Members on the action taken by the Audit & Governance Committee for the municipal year 2011/2012.

#### **Recommendation**

**Members are requested to note the findings of the contents of the report.**

#### **Executive Summary**

Article 10 of the Constitution requires a report to be made to Council detailing action taken by the committee in the form of minutes and including any recommendations arising therefrom.

In this current municipal year Audit & Governance Committee have met on five occasions to date and the relevant minute entries from the meetings are as follows:

#### **26 May 2011**

#### COMMUNICATION WITH THE AUDITOR TAMWORTH BOROUGH COUNCIL AUDIT 2010/11

The report of the Audit Commission was considered.  
Resolved: That the contents of the Report be endorsed

#### INTERNAL AUDIT QUARTERLY REPORT 2010/11

The report of the Head of Internal Audit Services informed members on the outcome of Internal Audit's review of the internal control, risk management and governance framework in the 4th quarter of 2010-11 and provided 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 quarterly report be endorsed.

#### COUNTER FRAUD & CORRUPTION 2010/11

The report of the Head of Internal Audit Services on the counter fraud and corruption work completed to date was completed.

Resolved: That the counter fraud and corruption report be endorsed.

## VIREMENTS UPDATE

The Deputy Director Corporate Finance, Exchequer and Revenues advised Members that following presentation to the committee on 21st October of 2 higher level virements processed during the first half of the 2010/11 financial year, no higher level virements had been processed during the second half of the financial year. Following changes to financial guidance at the meeting on 31st March, this provided an opportunity for members to review the level and timing of virement monitoring reports.

Resolved: That a half yearly report of virements be brought to Committee highlighting the virements authorised by Chief Officers and Heads of Service that are above the previous virement limit of £25,000.

## **30 June 2011**

### ANNUAL AUDIT FEE 2011/12 LETTER

The Report of the Audit Commission was considered.

Resolved: That the contents of the report be endorsed and documented.

### ANNUAL GOVERNANCE STATEMENT & CODE OF CORPORATE GOVERNANCE

The Report of the Head of Internal Audit Services informing Members of the Committee of the process followed in producing a Corporate Annual Governance Statement and revised code of Corporate Governance in accordance with statutory requirements, and to approve the proposed draft Statement and Code of Corporate Governance was considered.

Resolved: That:

- a) The process followed was endorsed and the document setting out the current position within the Authority on the various sources of assurance and evidence was approved, and;
- b) The proposed Annual Governance Statement be agreed by the Committee as appropriate for presentation to the external auditor and for inclusion in the Annual Statement of Accounts, and;
- c) The proposed Code of Corporate Governance was agreed, and;
- d) A report in September will be made to the Committee on the progress of the Governance Action Implementation Plan

### DRAFT ACCOUNTING POLICIES 2010/11

The Report of The Deputy Director Corporate Finance, Exchequer & Revenues seeking to approve the draft accounting policies adopted for the production of the 2010/11 Statement of Accounts was Considered.

Resolved that the draft Accounting Policies for the 2010/11 Statement of Accounts, was endorsed.

#### REGULATION OF INVESTIGATORY POWERS ACT 2000

The report of the Solicitor to the Council and Monitoring Officer was considered.

Resolved That the quarterly RIPA monitoring report was endorsed.

#### **22 September 2011**

#### ANNUAL STATEMENT OF ACCOUNTS & REPORT 2010/11

The report of the Corporate Director Resources seeking approval of the Statement of Accounts for the financial year ended 31<sup>st</sup> March following completion of the external audit was considered.

RESOLVED: That:

- 1 Members endorsed the Annual Statement of Accounts 2010/11, and;
- 2 The Management representations letter was endorsed.

#### ANNUAL GOVERNANCE REPORT

The report of the Audit Commission was considered.

RESOLVED: That the Annual Governance report with the recommendations was endorsed.

#### LOCAL GOVERNMENT OMBUDSMAN'S ANNUAL REVIEW AND REPORT 2010/11

The report of the Solicitor to the Council and Monitoring Officer seeking to advise the Committee of the views of the Local Government Ombudsman in relation to complaints against the Borough Council and proved an opportunity for members of the Committee to raise any issues they consider appropriate and consider appropriate the effectiveness of investigations relating to Tamworth Borough Council was considered.

RESOLVED: That:

- 1 The Annual Review Letter was endorsed, and;
- 2 The Annual Report was endorsed.

#### INTERNAL AUDIT CUSTOMER SATISFACTION SURVEY

The report of the Head of Internal Audit Services reporting on the outcome of Internal Audit's Customer Satisfaction Survey –providing members with assurance of the ongoing effective operation of an internal audit function was considered.

#### INTERNAL AUDIT QUARTERLY REPORT 2011/12

The report of the Head of Internal Audit Services reporting on the outcome of Internal Audit's review of the internal control, risk management and governance framework in the 1<sup>st</sup> quarter of 2011/12 – providing members with assurance of the ongoing effective operation of an internal audit function and enabling any particularly significant issues to be brought to the Committee's attention was considered.

RESOLVED: That the Committee endorsed the report.

#### ANNUAL GOVERNANCE STATEMENT 2010/11 – UPDATE

The report of the Head of Internal Audit Services seeking to advise the Committee of the current position regarding "significant and other governance issues" raised in the Authority's Annual Governance Statement 2010/11 and providing an opportunity for members of the Committee to raise any issues they considered appropriate was considered.

#### CIPFA AUDIT BENCHMARKING CLUB 2010 RESULTS

The report of the Head of Internal Audit Services providing the results of the Chartered Institute of public Finance and Accountancy Audit Benchmarking exercise completed detailing the actual figures for the financial year 2010/11 and the estimated figures for the financial year 2011/12 was considered.

#### **27 October 2011**

#### RISK MANAGEMENT REPORT 2011/12

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

RESOLVED: That the Committee considered and endorsed the Risk Management Process and the progress made to date for the current financial year.

#### INTERNAL AUDIT QUARTERLY REPORT 2011

The Report of the Head of Internal Audit Services informing Members on the outcome of Internal Audit's review of the internal control, risk management and governance framework in the second quarter of 2011/12, and providing Members with assurance of the ongoing effective operation of an internal audit function and enabling any particularly significant issues to be brought to the Committee's attention was considered.

RESOLVED: That the Committee considered and endorsed the Internal Audit Review and the assurance of an ongoing effective operation of the internal audit function.

#### REGULATION OF INVESTIGATORY POWERS ACT 2000

The Report of the Solicitor to the Council informing members of the surveillance carried out under the Regulation of Investigatory Powers Act 2000 was considered.

RESOLVED: That the quarterly RIPA monitoring report which indicated that no RIPA Applications in the quarterly period to 30 September 2011 was endorsed.

## **26 January 2012**

### REGULATION OF INVESTIGATORY POWERS ACT 2000

The Report of the Solicitor to the Council and Monitoring Officer informing members of the surveillance carried out under the Regulation of Investigatory Powers Act 2000 was considered.

RESOLVED: That the quarterly RIPA monitoring report be endorsed.

### ANNUAL AUDIT LETTER AUDIT 2010/11

The Report of the Audit Commission was considered.

RESOLVED: That the contents of the report be endorsed.

### CERTIFICATION OF CLAIMS AND RETURNS - ANNUAL REPORT AUDIT 2010/11

The Report of the Audit Commission was considered.

RESOLVED: That the contents of the report be endorsed.

### VIREMENTS UPDATE 2011/12

The Report of the Deputy Director Corporate Finance, Exchequer & Revenues advising Members of the higher level virements processed during the first half of the 2011/12 financial year was considered.

RESOLVED: That the contents of the report be endorsed.

### INTERNAL AUDIT QUARTERLY REPORT 2011/12

The Report of the Head of Internal Audit Services reporting on the outcome of Internal Audit's review of the internal control, risk management and governance framework in the 3<sup>rd</sup> quarter of 2011/12 – 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 was considered.

RESOLVED: That the Committee considered and endorsed in Internal Audit Review and the assurance of an ongoing effective operation of the internal audit function.

#### RISK MANAGEMENT REPORT 2011/12

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

RESOLVED: That the Committee considered and endorsed the Risk Management Process and the progress made to date for the current financial year.

#### **Financial Implications**

There are no financial implications arising from this report.

For further information please contact Councillor M Gant, Chair of Audit & Governance Committee on Extn: 264