



**MINUTES OF A MEETING OF THE
AUDIT AND GOVERNANCE COMMITTEE
HELD ON 6th JUNE 2019**

PRESENT: Councillor M Summers (Chair), Councillor M Bailey (Vice-Chair),
C Cooke, M Greatorex, M Oates and P Thurgood

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

Visitors Phil Jones and Laurelin Griffiths
(External Auditors)

Apologies received from: Councillor(s) J Faulkner

1 APPOINTMENT OF VICE-CHAIR

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

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

2 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 28th March 2019 were approved and signed
as a correct record.

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

3 DECLARATIONS OF INTEREST

There were no declarations of Interest.

4 ROLE OF THE AUDIT COMMITTEE

Presentation given by Laurelin Griffiths and Phil Jones from Grant Thornton on the Role of the Audit Committee

5 UPDATE FROM EXTERNAL AUDITORS

Verbal update – external auditors on-site completing final accounts work and no issues.

The Chair requested a private meeting to be arranged with Grant Thornton and the Audit & Governance Committee after the next meeting.

6 EXTERNAL AUDITORS FEE LETTER

The Audit Fee Letter for 2019/20 of Grant Thornton (External Auditor) was considered

RESOLVED: That Members endorsed the Audit Fee Letter for 2019/20

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

7 ANNUAL GOVERNANCE STATEMENT & CODE OF CORPORATE GOVERNANCE

Members were informed 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,

- a) The Annual Governance Statement was agreed by the Committee as appropriate for presentation to the external auditor and for inclusion in the Annual Statement of Accounts; and
- b) The Code of Corporate Governance was agreed.

(Moved by Councillor M Summers and seconded by Councillor M Greatorex)

An additional recommendation was agreed;

RESOLVED That,

Zoe Wolicki to attend the next meeting to provide

an update on E induction, PDR process,
Communications Strategy

Councillor M Summers to liaise with relevant
Scrutiny Chair regarding E – learning review

(Moved by Councillor M Summers and seconded by Councillor M Bailey)

8 INTERNAL AUDIT UPDATE REPORT 2018/19 QUARTER 4 AND ANNUAL REPORT

To report to Committee the outcome of Internal Audit's review of the internal control, risk management and governance framework in the 4th quarter and the 2018/19 financial year, also 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 Committee;
Considered the attached report.

(Moved by Councillor C Cooke and seconded by Councillor P Thurgood)

9 INTERNAL AUDIT CUSTOMER SATISFACTION RESULTS

Committee was updated on the outcome of Internal Audit's customer satisfaction survey.

RESOLVED That Committee;
Considered the report.

(Moved by Councillor M Bailey and seconded by Councillor M Greatorex)

10 PUBLIC SECTOR INTERNAL AUDIT STANDARDS AND QUALITY ASSURANCE & IMPROVEMENT PROGRAMME

To report on the compliance with the Public Sector Internal Audit Standards and the Quality Assurance & Improvement Programme (as required by the Public Sector Internal Audit Standards).

RESOLVED That Committee endorsed

- The compliance with the Public Sector

Internal Audit Standards; and

- The Quality Assurance & Improvement Programme.

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

11 COUNTER FRAUD UPDATE

Members were provided with an update of the Counter fraud work completed during the 2018/19 financial year.

RESOLVED The Committee
Considered the report

(Moved by Councillor P Thurgood and seconded by Councillor M Greatorex)

12 AUDIT & GOVERNANCE COMMITTEE SELF-ASSESSMENT

The Audit and Governance Committee completed a self-assessment of the effectiveness of the Committee to inform an improvement action plan

RESOLVED: That Members of the Committee completed the self-assessment

(Moved by Councillor M Summers and seconded by Councillor M Bailey)

13 REGULATION OF INVESTIGATORY POWERS ACT 2000

RESOLVED The Committee endorsed the RIPA monitoring report for the quarter to 31 March 2019.

(Moved by Councillor M Summers and seconded by Councillor M Greatorex)

14 AUDIT AND GOVERNANCE COMMITTEE TIMETABLE

The Committee reviewed the timetable.

As requested by the chair, at the close of the meeting the members of the Audit and Governance Committee met in private with the Head of Audit and Governance.

Chair

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