



## **MINUTES OF A MEETING OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 28th JULY 2021**

**PRESENT:** Councillor M Summers (Chair), Councillors J Chesworth, M J Greatorex, Dr S Peale and P Thurgood

**Officers** Stefan Garner (Executive Director Finance), Andrew Wood (Audit Manager) and Tracey Pointon (Legal Admin & Democratic Services Manager)

**Visitors** Will Guest from external auditors Grant Thornton

### **12 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors A Cooper and R Ford

### **13 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 9<sup>th</sup> June 2021 were approved and signed as a correct record.

*(Moved by Councillor J Chesworth and seconded by Councillor S Peale)*

### **14 DECLARATIONS OF INTEREST**

There were no declarations of Interest.

### **15 AUDIT FINDINGS REPORT**

Will Guest, from Grant Thornton the Council's external auditors, updated the Committee that due to unforeseen circumstances the audit has been delayed. It was agreed to defer the item until the next meeting in September.

### **16 MANAGEMENT REPRESENTATION LETTER**

This item has been deferred to be discussed at the next Audit & Governance meeting

## **17 ANNUAL STATEMENT OF ACCOUNTS & REPORT 2020/21**

Report of the Executive Director Finance to approve the Statement of Accounts (the Statement) for the financial year ended 31st March 2021 following completion of the external audit.

RESOLVED: That the Committee

1. approved the Annual Statement of Accounts 2020/21 and;
2. Agreed to delegate authority to the Chair of the Audit and Governance Committee to approve any changes and re-sign the accounts, if necessary, once we have received the Audit Findings Report from Grant Thornton and assurance from Staffordshire County Council's external auditors in relation to the Staffordshire Pension Fund and have any highlighted changes shown to the Committee before the Chair signs the accounts.

*(Moved by Councillor M Summers and seconded by Councillor Dr S Peaple)*

The Committee also thanked the External Auditors and the Accounts team for the hard work in preparing the final accounts

## **18 RISK MANAGEMENT QUARTERLY UPDATE**

Report of the Assistant Director Finance to report on the Risk Management process and progress for Quarter 1 of the 2021/22 financial year. To present the revised report format, and a revised Risk policy document for approval. The report also includes comments and recommendations from a recent audit review of the risk process.

RESOLVED: That the committee

1. endorsed the revised Corporate Risk Register
2. approved the revised Risk Policy document and;
3. noted the Audit recommendations

*(Moved by Councillor M Greatorex and Seconded by Councillor P Thurgood)*

## **19 INTERNAL AUDIT PROGRESS UPDATE REPORT 2021/22 (QUARTER 1)**

Report of the Audit Manager to provide Audit & Governance Committee with internal audit's progress report for the period to 30 June 2021 (Quarter1).

RESOLVED: That Committee

1. endorsed the report

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

## **20 AUDIT AND GOVERNANCE COMMITTEE TIMETABLE**

The Committee reviewed the timetable.

RESOLVED: That Committee  
Agreed to change the September meeting from 22<sup>nd</sup>  
September to 16<sup>th</sup> September

*(Moved by Councillor M Summers and seconded by  
Councillor P Thurgood)*

## **21 EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: That Members of the press and public be excluded from the meeting during consideration of the following item on the grounds that the business involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

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

## **22 REMOVAL OF RISK BASED VERIFICATION IN THE ADMINISTRATION OF HOUSING BENEFIT AND COUNCIL TAX SUPPORT**

Report of the Assistant Director of Finance to inform of the removal of Risk Based Verification from the administration of Housing Benefit and Council Tax Support.

RESOLVED: That the Committee

endorsed the removal of Risk Based Verification from 14 July  
2021

*(Moved by Councillor M Summers and seconded by  
Councillor P Thurgood)*

---

Chair

DRAFT