



## **MINUTES OF A MEETING OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 31st MAY 2012**

**PRESENT:** Councillor M Gant (Chair), Councillors R Kingstone, S Peaple and M Thurgood

**Officers** John Wheatley (Executive Director Corporate),  
Jane Hackett (Solicitor to the Council and Monitoring  
Officer),  
Stefan Garner (Director of Finance) and  
Angela Struthers (Head of Internal Audit Services)

**Visitors** James Cook (Audit Commission)  
Joan Barnett (Audit Commission)

### **1 APPOINTMENT OF CHAIR**

**RESOLVED:** That Councillor M Gant be appointed as Chair.

*(Moved by Councillor R Kingstone and seconded by Councillor M Thurgood)*

### **2 APPOINTMENT OF VICE-CHAIR**

**RESOLVED:** That Councillor R Kingstone be appointed as Vice-Chair.

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

### **3 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor P Seekings.

### **4 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 29 March 2012 were approved and signed as a correct record.

## **5 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

## **6 STATEMENT ON THE ROLE OF THE CHIEF FINANCE OFFICER**

The Report of the Executive Director Corporate Services providing members with information on the application of the Statement on the Role of the Chief Finance Officer, the benchmarking of existing arrangements and training for Members was considered. The Committee were invited to ask as the Executive Director Corporate Services for clarification on any matters.

**RESOLVED:** That the report be endorsed.

## **7 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 4<sup>th</sup> 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 report be endorsed subject to the agreed Audit Plan being circulated to Members.

## **8 FRAUD AND CORRUPTION UPDATE REPORT**

The Report of the Head of Internal Audit Services seeking Member approval for the adoption of the revised Counter Fraud and Corruption Policy Statement, Strategy and Guidance Notes and Whistleblowing Policy and endorsement of the compliance with Counter Fraud best practice and to provide Members with an update of Counter fraud work completed to date.

**RESOLVED:** That:

- 1 The Protecting the Public Purse for those charged with Governance and the associated recommendations from the Protecting the Public Purse and Fighting Fraud Locally reports be endorsed, and;
- 2 The Counter Fraud and Corruption Policy Statement, Strategy & Guidance Notes be endorsed, and;
- 3 The Whistleblowing Policy and compliance with the Code of Practice be endorsed, and;

- 4 The Fraud Risk Register be endorsed  
*(Moved by Councillor M Thurgood and seconded by  
Councillor S Peaple)*

**9 AUDIT & GOVERNANCE COMMITTEE SELF ASSESSMENT 2012**

The Head of Internal Audit Services gave an update on Training.

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**RESOLVED:** That the information was circulated to Members.

**10 UPDATE FROM AUDIT COMMISSION**

James Cook advised the Committee on the new Audit arrangements coming into force later in the year.

**RESOLVED:** That the information be endorsed.

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Chair

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