



## **MINUTES OF A MEETING OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 8th FEBRUARY 2024**

**PRESENT:** Councillor D Maycock (Chair), Councillors B Clarke, S Doyle, B Price (Vice-Chair), R Pritchard and P Thurgood

**Officers** Anna Miller (Assistant Director – Growth & Regeneration), Andrew Wood (Audit Manager), Joanne Goodfellow (Assistant Director Finance), Nicola Hesketh (Monitoring Officer), Tracey Pointon (Legal Admin & Democratic Services Manager) and Laura Sandland (Democratic and Executive Support Officer)

### **48 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor S Daniels

### **49 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 15<sup>th</sup> November 2023 were approved and signed as a correct record.

*(Moved by Councillor D Clarke and seconded by Councillor B Price)*

### **50 DECLARATIONS OF INTEREST**

There were no declarations of Interest.

### **51 INTERNAL AUDIT QUARTER 3 PROGRESS REPORT & EXTERNAL QUALITY ASSESSMENT ACTION PLAN**

Report of the Audit Manager provided the Audit & Governance Committee with internal audit's progress report for the period to 31st December 2023. In addition,

updated on internal audit's progress in implementing the External Quality Assessment Action Plan for 2023/24.

**Resolved that the Committee:**

1. Noted Internal Audit's Quarterly Progress Report (Appendix 1) ; and
2. Noted External Quality Assessment Action Plan (Appendix 2)

*(Moved by Councillor B Price and seconded by Councillor P Thurgood)*

**52 RISK MANAGEMENT QUARTERLY UPDATE QT3 2023/24**

Report of the Assistant Director Finance reported on the Risk Management process and progress for Quarter 3 of the 2023/24 financial year.

**Resolved that the Committee**

1. Endorsed the Corporate Risk Register.
2. Reviewed and approved the revised Corporate Risk Strategy/Policy.

*(Moved by Councillor B Clarke and seconded by Councillor S Doyle)*

**53 AUDIT COMMITTEE EFFECTIVENESS**

Report of the Audit Manager undertook the annual self-assessment of Audit & Governance Committee effectiveness and provided an update in relation to the appointment of independent member/s to the Committee.

**Resolved that the Committee:**

1. considered the attached self-assessment checklist (Appendix 3) and endorsed any actions to improve its effectiveness as appropriate.
2. Noted the current position in relation to appointment of an Independent Member to the Committee.

Committee also moved the following recommendations.

3. Agreed that the Audit Manager make a representation to CIPFA stating the process of recruiting an independent member has

not been productive as a small district council.

4. Tasked the Audit Manager to look at the feasibility of a 'member swap' from a neighbouring authority to this Audit & Governance committee and vice versa.

*(Moved by Councillor R Pritchard and seconded by Councillor S Doyle)*

#### **54 CONSTITUTION & SCHEME OF DELEGATION UPDATE**

Report of the Monitoring Officer presented the necessary changes made to the Constitution following a number of changes as identified within the report and its appendices.

##### **Resolved that the Committee:**

1. Endorsed and recommended to Council the adoption of changes to the Constitution which are necessary following staff changes and policy amendments. The report also includes other constitutional changes to improve the Council's governance.

*(Moved by Councillor D Maycock and seconded by Councillor B Clarke)*

#### **55 AUDIT AND GOVERNANCE COMMITTEE TIMETABLE**

The Committee reviewed the timetable. There were no changes/additions

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

**RESOLVED:** That members of the press and public be now 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 (as amended).

*(Moved by Councillor B Clarke and seconded by Councillor B Price)*

#### **57 FHSF RISK FEB 244**

Report of the Assistant Director - Growth & Regeneration updated the committee on FHSF Risks.

##### **Resolved that the Committee:**

1. Endorsed the report.
2. Endorsed the risk register.

Committee also moved 2 further recommendations.

3. REDACTED
4. REDACTED

*(Moved by Councillor R Pritchard and seconded by Councillor B Price)*

The Committee thanked Officers for ongoing work on the project.

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Chair