



**MINUTES OF A MEETING OF THE
AUDIT AND GOVERNANCE COMMITTEE
HELD ON 27th MARCH 2014**

PRESENT: Councillor M Gant (Chair), Councillors M Thurgood, M Couchman, K Gant, S People and P Seekings

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

Visitors Joan Barnett (Grant Thornton)
Neil Rudd (Grant Thornton)

52 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor S Pritchard.

53 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 30 January 2014 were approved and signed as a correct record.

(Moved by Councillor M Thurgood and seconded by Councillor M Couchman)

54 DECLARATIONS OF INTEREST

There were no declarations of Interest.

55 FINAL ACCOUNTS 2013/14 - ACTION PLAN

The Report of the Director of Finance providing an outline of the corporate requirements that will need to be achieved in order to produce the Council's annual Statement of Accounts for 2013/14 (including deadlines but not including detailed responsibilities) and to obtain corporate commitment to the action plan was considered.

RESOLVED: That:

- 1 The target of 16 June 2014 for closure of the final accounts and production of a draft statement for 2013/14 be approved;

- 2 Staffing resources be committed to the provision of appropriate information and support in order to meet the published timescales and the Committee receive progress updates (if required), and;
- 3 The statement be presented to the Audit and Governance Committee on 25 September 2014.
(Moved by Councillor S Peuple and seconded by Councillor M Thurgood)

56 AUDIT & GOVERNANCE COMMITTEE SELF ASSESSMENT

The Report of the Head of Internal Audit Services seeking to complete a self assessment of the effectiveness of the Audit and Governance Committee and produce an improvement action plan if required was considered.

RESOLVED: That members of the Committee completed the self assessment checklist at appendix A in order to formulate an improvement plan if required.

(Moved by Councillor M Gant and seconded by Councillor M Couchman)

57 INTERNAL AUDIT CHARTER AND PLAN 2014-2015

The Report of the Head of Internal Services advising Members of the proposed Internal Audit Charter and Plan for 2014-2015, and providing Members with assurance on the appropriate operation of Internal Audit was considered.

RESOLVED: That the Internal Audit Charter and Plan 2014-2015 be endorsed.

(Moved by Councillor M Thurgood and seconded by Councillor S Peuple)

58 RISK MANAGEMENT 2013-14

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 Members of the Committee endorse the Risk Management Process 2013/14 report.

(Moved by Councillor K Gant and seconded by Councillor P Seekings)

59 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.

(Moved by Councillor M Gant and seconded by Councillor S Peaple)

60 AUDIT PLAN - 2013-14

The Report of Grant Thornton (External Auditor) was considered.

RESOLVED: That Members of the Committee endorse the Audit Plan for Tamworth Borough Council to year end 31 March 2014.

61 GRANT CERTIFICATION WORK PLAN

The Report of Grant Thornton (External Auditor) was considered.

RESOLVED: That Members of the Committee endorse the Grant Certification Work Plan for Tamworth Borough Council to year end 31 March 2014.

62 AUDIT AND GOVERNANCE COMMITTEE UPDATE

The Report of Grant Thornton (External Auditor) was considered.

RESOLVED: That Members of the Committee endorse the Audit and Governance Committee Update for Tamworth Borough Council to year end 31 March 2014.

63 AUDITING STANDARDS - INFORMING THE AUDIT RISK ASSESSMENT

The Report of Grant Thornton (External Auditor) was considered.

RESOLVED: That Members of the Committee endorse the Informing the Audit Risk Assessment for Tamworth Borough Council to year end 31 March 2014.

Chair

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