

Audit & Governance Committee

Thu 24 Apr
2014
7.00 pm

Committee Room 2
Town Hall
Redditch



www.redditchbc.gov.uk

Access to Information - Your Rights

The Local Government (Access to Information) Act 1985 widened the rights of press and public to attend Local Authority meetings and to see certain documents. Recently the Freedom of Information Act 2000, has further broadened these rights, and limited exemptions under the 1985 Act.

Your main rights are set out below:-

- Automatic right to attend all Council and Committee meetings unless the business would disclose confidential or “exempt” information.
- Automatic right to inspect agenda and public reports at least five days before the date of the meeting.
- Automatic right to inspect minutes of the Council and its Committees (or summaries of business undertaken in private) for up to six years following a meeting.
- Automatic right to inspect lists of background papers used in the preparation of public reports.
- Access, upon request, to the background papers on which reports are based for a period of up to four years from the date of the meeting.
- Access to a public register stating the names and addresses and electoral areas of all Councillors with details of the membership of all Committees etc.
- A reasonable number of copies of agenda and reports relating to items to be considered in public must be made available to the public attending meetings of the Council and its Committees etc.
- Access to a list specifying those powers which the Council has delegated to its Officers indicating also the titles of the Officers concerned.
- Access to a summary of the rights of the public to attend meetings of the Council and its Committees etc. and to inspect and copy documents.
- In addition, the public now has a right to be present when the Council determines “Key Decisions” unless the business would disclose confidential or “exempt” information.
- Unless otherwise stated, all items of business before the Executive Committee are Key Decisions.
- (Copies of Agenda Lists are published in advance of the meetings on the Council's Website:
www.redditchbc.gov.uk

**If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact
Debbie Parker-Jones
Democratic Services**

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Welcome to today's meeting.

Guidance for the Public

Agenda Papers

The **Agenda List** at the front of the Agenda summarises the issues to be discussed and is followed by the Officers' full supporting **Reports**.

Chair

The Chair is responsible for the proper conduct of the meeting. Generally to one side of the Chair is the Committee Support Officer who gives advice on the proper conduct of the meeting and ensures that the debate and the decisions are properly recorded. On the Chair's other side are the relevant Council Officers. The Councillors ("Members") of the Committee occupy the remaining seats around the table.

Running Order

Items will normally be taken in the order printed but, in particular circumstances, the Chair may agree to vary the order.

Refreshments : tea, coffee and water are normally available at meetings - please serve yourself.

Decisions

Decisions at the meeting will be taken by the **Councillors** who are the democratically elected representatives. They are advised by **Officers** who are paid professionals and do not have a vote.

Members of the Public

Members of the public may, by prior arrangement, speak at meetings of the Council or its Committees. Specific procedures exist for Appeals Hearings or for meetings involving Licence or Planning Applications. For further information on this point, please speak to the Committee Support Officer.

Special Arrangements

If you have any particular needs, please contact the Committee Support Officer.

Infra-red devices for the hearing impaired are available on request at the meeting. Other facilities may require prior arrangement.

Further Information

If you require any further information, please contact the Committee Support Officer (see foot of page opposite).

Fire/ Emergency instructions

If the alarm is sounded, please leave the building by the nearest available exit – these are clearly indicated within all the Committee Rooms.

If you discover a fire, inform a member of staff or operate the nearest alarm call point (wall mounted red rectangular box). In the event of the fire alarm sounding, leave the building immediately following the fire exit signs. Officers have been appointed with responsibility to ensure that all visitors are escorted from the building.

Do Not stop to collect personal belongings.

Do Not use lifts.

Do Not re-enter the building until told to do so.

The emergency Assembly Area is on Walter Stranz Square.



Audit & Governance

Committee

24th April 2014

7.00 pm

Committee Room 2 Town Hall

Agenda

Membership:

Cllrs:	Derek Taylor (Chair)	Mark Shurmer
	Roger Hill (Vice-Chair)	Yvonne Smith
	Roger Bennett	Pat Witherspoon
	John Fisher	
Independent Member:	Dave Jones (non-voting co-opted)	

1. Apologies and named Substitutes	To receive the apologies for absence and details of any Councillor nominated to attend the meeting in place of a member of the Committee.
2. Declarations of Interest	To invite Councillors to declare any Disclosable Pecuniary Interests and/or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.
3. Minutes (Pages 1 - 16)	To confirm as a correct record the minutes of the meeting of the Audit & Governance Committee held on 16 th January 2014. (Minutes attached)
4. Audit & Governance Committee - Action List and Work Programme (Pages 17 - 22) Chief Executive	To consider the Audit & Governance Committee's on-going Action List and Work Programme. (Action List and Work Programme attached) (No Direct Ward Relevance)

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5. Risk Monitoring & Reporting	To receive presentations from Heads of Service on the key operational risks identified within the following service areas: • Housing • Business Transformation Also, to receive any additional Officer and/or Lead Risk Member (Councillors Bennett and Smith) oral updates in relation to risk monitoring activity which has taken place since the last meeting of the Committee. (Presentations and oral reports) (No Direct Ward Relevance)
6. Fraud Monitoring	To receive any additional Officer and/or Lead Fraud Member (Councillors Fisher and Hill) oral updates in relation to fraud monitoring activity which has taken place since the last meeting of the Committee. (Oral reports) (No Direct Ward Relevance)
7. Annual Governance Statement 2013/2014 - Progress Update Financial Services Manager	To receive an oral update from the Financial Services Manager on current progress in relation to the drafting of the Annual Governance Statement for 2013/2014 and to seek any required member input into this. (Oral report) (No Direct Ward Relevance)
8. Grant Thornton Progress Update - Executive Director, Finance and Resources (Pages 23 - 42) Executive Director, Finance and Resources	As agreed at the meeting held on 16th January 2014, to receive a written report from the Executive Director, Finance and Resources, detailing the action plan to address the issues raised in the External Auditors progress report 2013/14. (Report attached) (No Direct Ward Relevance)

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9. Grant Thornton - Certification Work Report 2012/13 and Certification Plan 2013/14 (Pages 43 - 56) Executive Director, Finance and Resources	To present Members with the Grant Thornton Claims Certification Letter for 2012/03 and the Certification Plan for 2013/14 from the Council's External Auditors Grant Thornton. (Report attached) (No Direct Ward Relevance)
10. Grant Thornton Auditing Standards 2013/14 (Pages 57 - 86) Executive Director, Finance and Resources	To present Members with the Auditing Standards report for 2013/14 from the Councils External Auditors Grant Thornton. (Report attached) (No Direct Ward Relevance)
11. Grant Thornton Audit Plan 2013/14 (Pages 87 - 104) Executive Director, Finance and Resources	To present Members with the Audit Plan 2013/14 from the Council's External Auditors Grant Thornton. (Report Attached) (No Direct Ward Relevance)
12. Grant Thornton - Audit Fee Letter 2014/15 (Pages 105 - 110) Executive Director, Finance and Resources	To present Member with the Audit Fee letter for 2014/15 from the Council's External Auditors Grant Thornton and to approve the level of fee. (Report attached) (No Direct Ward Relevance)
13. Portfolio Holder update - Quarterly Budget Monitoring Councillor John Fisher	To receive an oral update from Councillor John Fisher, Portfolio Holder for Corporate Management, on the latest Finance Monitoring Report referred to the Executive Committee. (Oral report) (No Direct Ward Relevance)
14. Internal Audit - Monitoring Report (Pages 111 - 146) Executive Director, Finance and Resources	To consider the Internal Audit Monitoring Report as at 31st March 2014. (Report attached) (No Direct Ward Relevance)

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15. Internal Audit - Annual Audit Plan 2014/2015 (Pages 147 - 154) Executive Director, Finance and Resources	To consider the Internal Audit Annual Audit Plan 2014/2015. (Report attached) (No Direct Ward Relevance)
16. Review of the effectiveness of the Audit & Governance Committee 2013/14 - Chair's Report (Pages 155 - 164)	To review the effectiveness of the Audit & Governance Committee during the 2013/14 Municipal Year. (Oral report) (Audit & Governance Committee Procedure Rules and Terms of Reference attached) (No Direct Ward Relevance)
17. Calendar of Meetings 2014/15	Members are asked to note the following meeting dates of the Committee for the 2014/15 Municipal Year: • Thursday 3rd July 2014; • Thursday 25th September 2014; • Thursday 22nd January 2015; and • Thursday 23rd April 2015. All meetings will commence at 7.00pm. There will be an additional Member Briefing for all members of the Committee at 7.00pm on Thursday 11th September 2014 on the Statement of Accounts; prior to the Committee's formal consideration of the Statement of Accounts at the 25th September 2014 meeting. (No Direct Ward Relevance)

18. Exclusion of the Public

Should it be necessary, in the opinion of the Chief Executive, to consider excluding the public from the meeting in relation to any items of business on the grounds that exempt information is likely to be divulged, it may be necessary to move the following resolution:

“that, under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (*to be specified*) of Part 1 of Schedule 12 (A) of the said Act, as amended.”

These paragraphs are as follows:

Subject to the “public interest” test, information relating to:

- Para 1 – any individual;
- Para 2 – the identity of any individual;
- Para 3 – financial or business affairs;
- Para 4 – labour relations matters;
- Para 5 – legal professional privilege;
- Para 6 – a notice, order or direction;
- Para 7 – the prevention, investigation or prosecution of crime;

may need to be considered as ‘exempt’.