



Audit & Governance

Committee

4th August 2009

MINUTES

Present:

Councillor Robin King (Chair), Councillor Greg Chance (Vice-Chair) and Councillors M Braley and W Norton

Also Present:

B Warwick (Standards Committee)

Officers:

B Haycock, T Kristunas and S Mullins

Committee Officers:

D Sunman

21. APOLOGIES

Apologies were received from Councillors Hall and Hopkins.

22. DECLARATIONS OF INTEREST

There were no declarations of interest.

23. MINUTES OF PREVIOUS MEETINGS

RESOLVED that

the minutes of the meetings held on 26 May and 30 June 2009 be confirmed as correct records and signed by the Chair.

24. GOVERNANCE ISSUES

Members considered a report on the principles contained in 'Delivering Good Governance in Local Government' Framework. They also considered a Members' and Officers' self assessment of the Council's Governance arrangements including an Action Plan, which had been implemented to address some of the gaps that had been identified.

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Chair

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RECOMMENDED that

- 1) **the principles contained in the ‘Delivering Good Governance in Local Government Framework’ be endorsed;**
- 2) **the draft Local Code of Governance, attached to the report at Appendix 3, be adopted; and**

RESOLVED that

- 3) **Members’ and Officers’ self assessment of the Council’s Governance arrangements, attached to the report at Appendix 1, be noted; and**
- 4) **Further reports be brought back to Committee on the areas of governance identified by the Committee for improvement.**

25. PARTNERSHIP ACTIVITY

Members received a report outlining the details of the Council’s partnership activity, which had been requested at an earlier meeting of the Committee. Officers reported that the Council had adopted the Partnership Governance Framework and Toolkit at its meeting on 22 June 2009. Members were informed that the first review of partnerships has been planned to take place at the beginning of 2010.

RESOLVED that

the Council’s partnership activity be noted.

(Officers were asked to amend the following Partnership details:
Redditch Community Safety Partnership – correct spelling for Cllr Hartnett.
Redditch Partnership – add Cllr Hartnett to list of elected Members.)

26. ANNUAL AUDIT AND INSPECTION LETTER - ACTION PLAN

The Committee received a report, which advised Members of the Action Plan prepared in response to the Audit Commission’s Annual Audit and Inspection Letter 2007/08.

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RESOLVED that

- 1) **the report be noted; and**
- 2) **a further report be prepared to update Members on current position regarding the issues identified in the Action Plan.**

27. RISK MANAGEMENT UP-DATE

Members considered a report which provided an update on the Council's risk management arrangements in line with the corporate risk management framework including risk management developments and activity. Officers circulated a 'hard' copy of the current Corporate Level - Risk Register and also presented the document electronically to enable clarification, where required.

RESOLVED that

the report be noted.

(Officers were requested to circulate copies of the Corporate Level – Risk Register to Members prior to meetings.)

28. INTERNAL AUDIT - ANNUAL REPORT 2008/09

The Committee received the Internal Audit Annual Report for 2008/09 and the Internal Audit Manager's annual opinion on the overall adequacy of the Council's internal control environment.

Officers reported that Internal Audit had been unable to complete its planned programme of works for 2008/09 due to a number of factors. These included:

- 1) the amount of staff sickness had been higher than anticipated;
- 2) the time taken to complete ongoing audits had been higher than anticipated;
- 3) time spent on other corporate projects and non-audit works had exceeded time planned; and
- 4) time spent on contingency items covering fraud and other special investigations had been higher than planned.

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Members were informed that as a result of the above factors, only 385 person days had been spent on planned audits as opposed to the 562 days originally included in the 2008/09 plan, the 21 audits affected had been rolled forward into the 2009/10 Audit Plan.

RESOLVED that

the report be noted.

29. ACTION MONITORING

Members considered an Action Monitoring Report, including a verbal up-date regarding Business Continuity.

RESOLVED that

the report be noted.

30. COMMITTEE WORK PROGRAMME

The Committee received a report on the planned work programme for 2009/11.

RESOLVED that

- 1) the report be noted; and**
- 2) meetings of the Committee be arranged in March, June, September and December each year, with an additional meeting at the end of June for approval of the Statement of Accounts; and**
- 3) the Calendar of meetings be amended accordingly.**

The Meeting commenced at 7.05 pm
and closed at 8.35 pm