

AUDIT AND CORPORATE GOVERNANCE SCRUTINY COMMITTEE

MINUTES OF MEETING HELD ON 28 SEPTEMBER 2017

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AUDIT AND CORPORATE GOVERNANCE SCRUTINY COMMITTEE

MINUTES OF MEETING HELD ON 28 SEPTEMBER 2017

Present:

Councillor C Smith (Vice Chair in the Chair)

Councillor B Barnes
“ S J Ellis

Councillor G Butler
“ A Garrett

Also Present:

J Arnold - Assistant Director - Planning and Environmental Health
D Clarke - Assistant Director – Finance, Revenues and Benefits
S Cottam - Senior Governance Officer (Acting)
K Eastwood - Interim Team Leader
K Rowland - Licensing and Enforcement Officer
J Williams - Head of Internal Audit

291 Apologies for Absence

Apologies for absence had been received from Councillors G Morley and M Thacker.

292 Declarations of Interest

Members were requested to declare the existence and nature of any disclosable pecuniary interests and/or other interests, not already on their register of interests, in any item on the agenda and to withdraw from the meeting at the appropriate time.

There were no interests declared at this meeting.

293 Minutes of Last Meeting

RESOLVED – That the Minutes of the meeting of the Audit and Corporate Governance Scrutiny Committee held on 27 July 2017 be approved as a correct record and signed by the Chair.

294 Internal Audit Consortium Summary of Progress on the Annual Internal Audit Plan 2017/2018

The Committee considered the Internal Audit Consortium Summary of Progress on the Annual Internal Audit Plan for 2017/2018 which presented Members with information and progress made by the consortium in respect of the 2017/2018 Annual Internal Audit Plan. The report included a summary of the Internal Audit reports issued during the period and the work in progress. The Committee were advised that 10 reports had been issued and in respect of the audits being reported

it was confirmed that there were no issues arising relating to fraud that needed to be brought to the Committees attention. The Committee were advised that the following audits were currently in progress:

- Procurement
- Non Domestic Rates
- Members Allowances

The Committee were advised that any report returning as limited assurance or inadequate assurance these risks would be reported to the Committee.

RESOLVED – That the Audit and Corporate Governance Scrutiny Committee notes the report.

(Head of Internal Audit)

295 Key Issues of Financial Governance

The Committee considered a report of the Assistant Director – Finance, Revenues and Benefits which advised the Committee of the Key Issues of Financial Governance. The report included an Action Plan covering most significant issues raised by External and Internal Auditors, other inspections and other matters which would significantly impact upon the Council's financial governance arrangements. These included:

- The need to achieve a balanced budget over the period of the Medium Term Financial Plan.
- Management of Council's internal control arrangements
- Marginal reports in respect of Licensing, Health and Safety and also Transport administration, Social Media and Procurement.

The report contained details of the Council's current position in relation to these issues and the actions taken to address the risks.

RESOLVED – That the Committee notes the report and Action Plan in respect of the Key Issues of Financial Governance.

(Assistant Director – Finance, Revenues and Benefits)

296 Urgent Business Public Session

The Committee were advised that there was no urgent business to be considered in the public session of this meeting.

297 Exclusion of the Public

RESOLVED: That the public be excluded from the meeting during the discussion of the following items of business to avoid the disclosure to them of exempt information as defined in Part 1 of Schedule 12A to the Local Government Act 1972, (as amended by the Local Government (Access to Information) (Variation) Order 2006).

298 Internal Audit Reports

The Audit and Corporate Governance Scrutiny Committee considered the report of the Assistant Director – Finance, Revenues and Benefits concerning an update on the marginal Internal Audit report in relation to Taxi Licensing. James Arnold, Assistant Director – Planning and Environmental Health, Ken Eastwood, InterimTeam Leader and Kevin Rowland, Licensing and Enforcement Officer were in attendance at the meeting to provide a presentation update relating to the progress made on the marginal Internal Audit report and Action Plan.

The Committee were advised that the audit report was taken extremely seriously from senior management perspective. The Committee were advised that four officers in Licensing were dealing with the improvement work needed under the supervision of the Interim Team Leader who had been in post for the past six months.

Following the presentation Members asked various questions and commented that they found the presentation very helpful and informative.

The Chair on behalf of the Committee thanked the Assistant Director – Planning and Environmental Health, the Interim Team Leader and the Licensing and Enforcement Officer for attending the meeting.

RESOLVED – That the Audit and Corporate Governance Scrutiny Committee noted the presentation on Licensing Transformation and requested the presentation be sent to all Members of the Committee.

(Assistant Director – Finance, Revenues and Benefits)