
GOVERNANCE COMMITTEE
MINUTES OF THE MEETING HELD ON 2 JULY 2012

Present: Councillors Furnell (Chair), Chaloner, Daunt, Inglis and Kaur

Apologies: Councillors Hannides, Keogh and Mrs E Hale

Also in attendance: Kate Handy and Mike Bowers – Audit Commission

1. **ELECTION OF THE VICE-CHAIR**

RESOLVED that Councillor Kaur be appointed Vice-Chair for the remainder of the municipal year.

2. **STATEMENT FROM THE CHAIR**

On behalf of the Committee, the Chair expressed thanks to the Chairs of the previous Standards and Governance Committee and Audit Committee,

3. **MINUTES OF PREVIOUS MEETING (INCLUDING MATTERS ARISING)**

RESOLVED: that the minutes for the Committee meetings held on 8th and 28th September 2011 be approved and signed as a correct record. (Copy of the minutes circulated with the agenda and appended to the signed minutes).

4. **RISK MANAGEMENT STRATEGY 2012-13 AND ANNUAL ACTION PLAN**

The Committee considered the report of the Head of Finance detailing the Council's Risk Management Strategy 2012-13 and Annual Action Plan. The Strategy set out the Council's overall approach to managing risk and is subject to annual review to ensure that it reflects good practice and remains aligned with current business processes and practices. The annual Risk Management Action Plan summarised the intended activity/actions in the forthcoming period to further develop and embed risk management. (Copy of report circulated with the agenda and appended to signed minutes).

The Committee noted with regard to the Risk Management Action Plan that all actions were completed with the exception of "Managing Risks in Partnerships" which was subject to revision in the light of guidance from the new administration in respect of the new approach to partnerships.

RESOLVED:-

- (i) that the Risk Management Strategy 2012-13 be noted and approved;
- (ii) that the Risk Management Action Plan for 2012-13 be noted and approved; and
- (iii) that the status report on the Risk Management Action Plan for 2011-12 be noted.

5. **CHIEF INTERNAL AUDITOR'S ANNUAL REPORT AND OPINION 2011/12**

The Committee received and noted the report of the Chief Internal Auditor reviewing the adequacy and effectiveness of the Council's system of internal control internal and summarising audit work for the year ending 31st March 2012. (Copy of the report circulated with the agenda and appended to the signed minutes).

6. **BRIBERY ACT POLICY**

The Committee received and noted the report of the Chief Internal Auditor seeking approval for the Bribery Act Policy in accordance with the legislative requirements of the Bribery Act 2010. (Copy of the report circulated with the agenda and appended to the signed minutes).

The Committee noted that the Policy consolidated the Council's approach in meeting the requirements of the Act. It also noted the process through which it was intended the Council would maintain its high standards and protect the organisation, employees, Members and business partners against allegations of bribery and corruption was .

RESOLVED that the Bribery Act Policy be approved.

7. **AUDIT COMMISSION: UPDATE REPORT AND AUDIT PLAN FOR THE AUDIT OF THE 2011/12 FINANCIAL ACCOUNTS**

The Committee received and noted the report of the Chief Internal Auditor regarding the Audit Commission's Update Report and Audit Plan for the Audit of the 2011/12 Financial Accounts; providing an update on progress in the delivery of the Council's external auditors' responsibilities and on the externalisation of the Audit Practice and key emerging national issues and developments. (Copy of the report attached to the Agenda and appended to the signed minutes).

8. **MEETING SCHEDULE AND WORK PLAN**

The Committee considered potential items for the Committee's work plan and schedule for the forthcoming municipal year.

The Committee also considered alternative start times for the Committee meetings

RESOLVED that future meetings of the Committee commence at 6pm.