
GOVERNANCE COMMITTEE
MINUTES OF THE MEETING HELD ON 27 APRIL 2015

Present: Councillors Burke (Chair), Chamberlain, Daunt, Inglis, Keogh (Vice-Chair), Noon and O'Neill

Apologies: Mr D Blake and Mr G Wilkinson

34. **STATEMENT FROM THE CHAIR**

The Chair noted that the changes recommended to Council at the last meeting relating to Independent Members had been confirmed and expressed the thanks of the Committee and the Council to David Blake and Geoff Wilkinson for their services as Independent members to the Committee.

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

RESOLVED: that the minutes for the Committee meeting 9th February 2015 be approved and signed as a correct record.

36. **ANNUAL REVIEW OF THE CONSTITUTION**

The Committee considered the report of the Head of Legal and Democratic Services reviewing and updating the Constitution.

The Panel noted that following amendments set by Central Government there would be some minor changes to the Scheme of Delegation.

RESOLVED

- (i) That additional changes to the Constitution would be circulated to Committee by email prior to the Annual Council Meeting; and
- (ii) That Committee would recommend that Council agreed the proposed changes set out in the report to the Constitution at Council

37. **RISK MANAGEMENT STRATEGY 2015-16 AND ANNUAL ACTION PLAN**

The Committee considered the report of the Chief Financial Officer seeking approval of the Risk Management Strategy 2015-16 and the Annual Action Plan.

Members sought assurances about the processes used by officers during assessment of risk. It was explained that this was done through an analysis of the likelihood and impact of the risk occurring. Members requested that, in the early new municipal year, a training session detailing the assessment process be held.

RESOLVED

- (i) that the Risk Management Strategy 2015-16 as set out in Appendix 1 of the report, be noted and approved;

- (ii) that the Risk Management Action Plan for 2015-16 as set out in Appendix 2 of the report, be noted and approved; and
- (iii) that the Risk Management Actions: Status Report 2014-15 as set out in Appendix 3 of the report, be noted.

38. **EXTERNAL AUDIT PLAN YEAR ENDING 31 MARCH 2015**

The Committee received and noted the report of the Chief Internal Auditor regarding the External Auditor's Plan for the year ending 31 March 2015.

39. **INTERNAL AUDIT CHARTER 2015-16**

The Committee considered the report of the Chief Internal Auditor detailing the Internal Audit Charter 2015-16.

RESOLVED that the Internal Audit Charter 2015-16 be approved.

40. **INTERNAL AUDIT PLAN 2015-16**

The Committee considered the report of the Chief Internal Auditor regarding the Internal Audit Annual Plan 2015-16.

RESOLVED that the Internal Audit Plan for 2015 2016 be approved.

41. **INTERNAL AUDIT PROGRESS REPORT - MARCH 2015**

The Committee received and noted the report of the Chief Internal Auditor regarding internal audit progress to the period March 2015.