
GOVERNANCE COMMITTEE
MINUTES OF THE MEETING HELD ON 10 DECEMBER 2012

<u>Present:</u>	Councillors Furnell (Chair), Daunt, Inglis and Keogh
<u>Independent Members</u>	Mr David Blake
<u>Apologies:</u>	Councillors Chaloner, Hannides and Kaur
<u>Also in Attendance</u>	Kate Handy and Mike Bowers, External Auditors

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

RESOLVED: that the minutes for the Committee meeting on 25th September 2012 be approved and signed as a correct record. (Copy of the minutes circulated with the agenda and appended to the signed minutes).

23. **RISK MANAGEMENT ACTION PLAN 2012-13: STATUS REPORT**

The Committee considered the report of the Head of Finance and IT providing a mid term status report on the Risk Management Action Plan 2012-13 as presented and approved by the Governance Committee at the meeting held on 2nd July 2012. The report reflects the position or status of the agreed actions. (Copy of report circulated with the agenda and appended to signed minutes).

RESOLVED: that the 'Risk Management Action Plan 2012-13: Status Report' document (Appendix) be noted.

24. **AUDIT COMMISSION: CERTIFICATION OF CLAIMS AND RETURNS - ANNUAL REPORT 2011/12**

The Committee considered the report of the Chief Internal Auditor regarding outcomes of the Audit Commission's Certification of Claims and Returns – Annual Report 2011/12; including observations arising from the assessment of the Council's arrangements for preparing claims and returns and information on claims that were amended or qualified. (Copy of report circulated with the agenda and appended to signed minutes).

25. **INTERNAL AUDIT: PROGRESS REPORT - 31 OCTOBER 2012**

The Committee received and noted the report of the Chief Internal Auditor summarising the activities of internal audit for the period ending 31st October 2012. (Copy of report circulated with the agenda and appended to signed minutes).

RESOLVED that further background information be circulated to the Committee regarding the use of mobile phones across the Council.