
GOVERNANCE COMMITTEE
MINUTES OF THE MEETING HELD ON 15 APRIL 2019

Present: Councillors Keogh (Chair), Kataria (Vice-Chair), Harwood, Noon and White (mins 50 – 53)

Apologies: Councillors Parnell and Whitbread

47. **APOLOGIES**

Apologies were received from Councillors Parnell and Whitbread.

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

RESOLVED: that the minutes for the Committee meeting on 11th February 2019 be approved and signed as a correct record.

49. **ANNUAL REVIEW OF THE CONSTITUTION**

The Committee considered the report of the Director of Legal and Governance setting out the Annual Review of the Constitution.

In particular the Committee noted that changes were being proposed to Council Procedure Rules, Contract Procedure Rules, Chief Officer Employment Panel as detailed in the report and the Officer Scheme of Delegations updated to reflect revised job titles and other minor matters to remove duplication and to include delegations required to give effect to new and revised legislation, no new delegations were included.

RESOLVED: that the proposed changes to the Constitution be recommended to Council at its Annual General Meeting for adoption.

50. **INTERNAL AUDIT PROGRESS REPORT 2018-19**

The Committee received and noted the report of the Chief Internal Auditor providing an internal audit progress report for the period 31st January to 31st March 2019.

51. **ANNUAL INTERNAL AUDIT PLAN 2019-20**

The Committee considered the report of the Chief internal Auditor detailing the proposed Annual Internal Audit Plan 2019-2020 as detailed in Appendix 1 of the report.

The Committee referenced the planned IT audits and the potential service impact of these particularly when Capita return to the Local Authority. It was acknowledged that this was a valid point and audit timings would be aligned to ensure minimal impact on service areas. In addition it was noted that it was also a positive and helpful process for these audits to be undertaken and an opinion provided in order that improvements could be identified.

RESOLVED: that the provisional Annual Internal Audit Plan for 2019-2020 as detailed in Appendix 1 be approved.

52. **EXTERNAL AUDIT PROGRESS REPORT**

The Committee received and noted the report of the External Auditor detailing the external audit progress report for the year ending 31st March 2019 as detailed in Appendix 1 of the report.

53. **PROGRAMME AND PROJECTS QUARTERLY REPORT**

The Committee received and noted the report of the Interim Director of Finance and Commercialisation providing a summary of key corporate projects and programmes in formal stages of project governance.

The Committee requested that for future update reports that a section on the finances of the projects was included and indicated such information as any budget re-alignments that had been required together with the date the project had been included on the programme.