
GOVERNANCE COMMITTEE
MINUTES OF THE MEETING HELD ON 23 SEPTEMBER 2013

Present: Councillors Furnell (Chair), Daunt, Inglis, Keogh (Vice-Chair), Parnell and Thorpe

Independent Members Mr D Blake and Mr G Wilkinson

Apologies: Councillor Laming

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

RESOLVED: that the minutes for the Committee meeting on 15th July 2013 be approved and signed as a correct record. (Copy of the minutes circulated with the agenda and appended to the signed minutes).

8. **ANNUAL REPORT ON INTERNAL COMPLAINTS/LOCAL GOVERNMENT OMBUDSMAN COMPLAINTS**

The Committee received a verbal update from the Senior Solicitor (Corporate) regarding internal and Local Government Ombudsman complaints. It was highlighted that there had been a decrease in the number of complaints received, although often they were complex complaints. It was noted that a report would be provided to the December meeting.

9. **ANNUAL GOVERNANCE STATEMENT 2012-13 AND REVIEW OF 2011-12 ANNUAL GOVERNANCE STATEMENT**

The Committee considered the report of the Head of Finance and IT seeking to review the Annual Governance Statement 2012-13 and to note the status of the 2011-12 Action Plan. (Copy of the report circulated with the agenda and appended to the signed minutes).

It was noted that an updated Annual Governance Statement Action Plan would be brought to the February 2014 meeting and that a report on the Anti-Fraud and Corruption Policy would be brought to the December meeting.

RESOLVED that the Draft Annual Governance Statement 2012-13 be approved and that the status of the 2011-12 Action Plan be noted.

10. **RISK MANAGEMENT ACTION PLAN 2013-14: STATUS REPORT**

The Committee received and noted the report of the Head of Finance and IT regarding the Risk Management Action Plan 2013-14: Status Report. (Copy of the report circulated with the agenda and appended to the signed minutes).

It was noted that an update on Risk Management would be provided to the December meeting.

11. **STATEMENT OF ACCOUNTS 2012/13**

The Committee considered the report of the Head of Finance and IT seeking approval of the statement of accounts 2012/13. (Copy of the report circulated with the agenda and appended to the signed minutes).

RESOLVED that the Statement of Accounts 2012-13 be signed subject to any changes required after the completion of the Audit.

12. **CHANGES TO THE COUNCIL'S CONSTITUTION - COUNCIL PETITION SCHEME**

The Committee considered the report of the Director of Corporate Services seeking comments on recommendations to changes to the Council's Constitution. (Copy of the report circulated with the agenda and appended to the signed minutes).

RESOLVED that the recommendations for changes to the Council's Constitution as set out in the report be approved.

13. **ANNUAL REPORT ON THE NEW MEMBERS CODE OF CONDUCT / LOCALISM ACT 2011**

The Committee received and noted the report of the Head of Legal, HR and Democratic Services regarding the Members Code of Conduct. (Copy of the report circulated with the agenda and appended to the signed minutes).

14. **MEMBER LEARNING AND DEVELOPMENT**

The Committee considered the report of the Head of Legal, HR and Democratic Services seeking comments and endorsement of the Member Development Strategy. (Copy of the report circulated with the agenda and appended to the signed minutes).

RESOLVED that the Member Development Strategy be endorsed with the addition of Corporate Parenting being included in the programme.

15. **EXCLUSION OF THE PRESS AND PUBLIC - CONFIDENTIAL PAPERS INCLUDED IN THE FOLLOWING ITEM**

RESOLVED that in accordance with the Council's Constitution, specifically the Access to Information Procedure Rules contained within the Constitution, the press and public be excluded from the meeting in respect of any consideration of the following item.

Confidential Appendix 1 contains information deemed to be exempt from general publication by virtue of Category 3 of paragraph 10.4 of the Council's Access to Information Procedure Rules.

16. **TREASURY MANAGEMENT STRATEGY AND PRUDENTIAL LIMITS MID YEAR REVIEW**

The Committee considered the report of the Head of Finance and IT regarding the Treasury Management Strategy and Prudential Limits Mid Year review. (Copy of the report circulated with the agenda and appended to the signed minutes).

RESOLVED that:-

- (i) the current and forecast position with regards to these indicators and to endorse any changes be noted;

- (ii) the continued proactive approach to Treasury Management has led to reductions in borrowing costs and safeguarded investment income be noted; and
- (iii) the action taken in response to the down rating of the Authority's Bankers, (Co-Operative Bank), as set out in the Confidential Appendix to this report be noted.

17. **EXCLUSION OF THE PRESS AND PUBLIC - CONFIDENTIAL PAPERS INCLUDED IN THE FOLLOWING ITEM**

RESOLVED that in accordance with the Council's Constitution, specifically the Access to Information Procedure Rules contained within the Constitution, the press and public be excluded from the meeting in respect of any consideration of the following item.

Confidential Appendices contain information deemed to be exempt from general publication by virtue of Categories 3 and 5 of paragraph 10.4 of the Council's Access to Information Procedure Rules.

18. **INTERNAL AUDIT PROGRESS REPORT - AUGUST 2013**

The Committee received and noted the report of the Chief Internal Auditor regarding internal audit progress to the period August 2013. (Copy of the report circulated with the agenda and appended to the signed minutes).

It was noted that a progress report would be brought to the December meeting regarding Non Residential Care Contributions.

19. **EXTERNAL AUDIT - AUDIT RESULTS - ISA 260**

The Committee considered the report of the Chief Internal Auditor regarding the external auditor's 'Audit Results Report'. (Copy of the report circulated with the agenda and appended to the signed minutes).

RESOLVED that the Letter of Representation as circulated at the meeting be signed by the Chair and the Chief Financial Officer.