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GOVERNANCE COMMITTEE  
MINUTES OF THE MEETING HELD ON 15 JULY 2013

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Present: Councillors Furnell (Chair), Daunt, Inglis, Keogh, Laming and Parnell

Independent Members Mr David Blake

Apologies: Councillor Kaur and Mr G Wilkinson - Independent Member

1. **ELECTION OF VICE-CHAIR**

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

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

**RESOLVED:** that the minutes for the Committee meeting on 30<sup>th</sup> April 2013 be approved and signed as a correct record subject to the amendment to the title of minute 37 to include the word 'fee' – amended title to read External Audit: Annual Audit Fee Letters 2012/13 and 2013/14. (Copy of the minutes circulated with the agenda and appended to the signed minutes).

3. **FREEDOM OF INFORMATION, DATA PROTECTION AND REGULATION OF INVESTIGATORY POWERS ACTS: ANNUAL REVIEW 2012-13**

The Committee received and noted the report of the Head of Legal, HR and Democratic Services detailing annual statistical information for the financial year 2012-13 regarding the form and type of requests received and the impact of the legislation to the Council under Freedom of Information Act and associated legislation; the Data Protection Act and the Council's activity under the Regulation of Investigatory Powers Acts. (Copy of the report circulated with the agenda and appended to the signed minutes).

4. **REVIEW OF PRUDENTIAL LIMITS AND TREASURY MANAGEMENT OUTTURN 2012/13**

The Committee received and noted the report of Head of Finance (Chief Financial Officer) detailing the Treasury Management activities and performance for 2012/13 against the approved Prudential Indicators for External Debt and Treasury Management. (Copy of the report circulated with the agenda and appended to the signed minutes).

5. **CHIEF INTERNAL AUDITOR'S ANNUAL REPORT AND OPINION 2012/13**

The Committee considered the report of the Chief Internal Auditor regarding the adequacy and effectiveness of the Council's internal control environment for the year ending 31<sup>st</sup> March 2013. (Copy of the report circulated with the agenda and appended to the signed minutes).

It was highlighted to the Committee that the Council's framework of governance, risk management and management control had been graded as 'Adequate' which in fact represented 'a good place to be' in terms of the current economic climate and that a move up to the next level of 'substantial' would have considerable resource implications.

It was noted that further updates regarding the use of mobile phones within the Authority, and non residential care contributions would be provided to a future meeting of the Committee.

**RESOLVED** that the Chief Internal Auditor's Annual Report and Opinion for 2012/13 be approved.

6. **EXTERNAL AUDIT ANNUAL PLAN - YEAR ENDING 31 MARCH 2013**

The Committee received and noted the report of the External Auditor detailing the auditor's proposed audit approach and scope for the 2012/13 audit (in accordance with the requirements of the Audit Commission Act 1998, the Code of Audit Practice, the Standing Guidance, auditing standards and other professional requirements) summarising the External Auditor's assessment of the key risks and outlining the planned audit strategy in response to those risks. (Copy of the report circulated with the agenda and appended to the signed minutes).