

DRAFT

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

GOVERNANCE AND AUDIT COMMITTEE

MINUTES OF THE MEETING HELD ON MONDAY, 20 FEBRUARY 2012

Councillors Present: Brian Bedwell (Substitute) (In place of Tony Vickers), Paul Bryant, David Holtby, Tony Linden and Quentin Webb

Also Present: Andy Day (Head of Policy and Communication) and Ian Priestley (Chief Internal Auditor),

Apologies for inability to attend the meeting: Councillor Jeff Beck, Councillor Julian Swift-Hook and Councillor Tony Vickers

PART I

23. Election of Chairman

In the absence of the Chairman and Vice-Chairman, Councillor Quentin Webb was elected Chairman for this meeting.

24. Minutes

The Minutes of the meeting held on 21 November 2011 were approved as a true and correct record and signed by the Chairman.

25. Declarations of Interest

There were no declarations of interest received.

26. Internal Audit - Interim Report for 2011/12 (GA2388)

The Committee considered a report (Agenda item 4) in connection with an interim report on outcomes of work performed by Internal Audit during 2011/12. The Chief Internal Auditor reported that of the work streams audited only one area, Grounds Maintenance – Planning and Countryside) was considered to have weak processes. The “weaknesses” related to not having a signed contract in place, the overall performance management framework needed strengthening and the process and procedures for monitoring the contract need to be more clearly defined and documented.

The Chief Internal Auditor reported that the contract had now been signed and only the issue of documenting the processes and procedures required completing.

The Committee, in noting the report of the Chief Internal Auditor, requested that this issue be revisited in six months time to ensure that the last remaining action was completed.

RESOLVED that:

- (1) the report of the Chief Internal Auditor be noted;
- (2) a progress report in relation to the Planning and Countryside (Grounds Maintenance) audit issue be made in six months time.

27. Amendments to the Constitution - Scheme of Delegation (C2454)

The Committee considered a report (agenda item 5) in connection with proposed amendments to the Council's Scheme of Delegation. The Head of Policy and Communication reported that the proposed changes to the Scheme of Delegation were due to:

- (a) the need to make references to the Personnel Committee;
- (b) changes in delegation to the Returning Officer;
- (c) amendments following the Senior Management Review;
- (d) changes in legislation.

RESOLVED that Council be recommended to approve the proposed changes to the Scheme of Delegation.

28. Amendments to the Constitution - Part 14 Management Structure (C2462)

The Committee considered a report (agenda item 6) relating to proposed changes to Part 14 - Management Structure of the Council's constitution. The proposed changes to the Management Structure were due to the recent Senior Management Review.

RESOLVED that Council be recommended to approve the proposed changes to Part 14 - Management Structure of the Council's Constitution.

(The meeting commenced at 6.00 pm and closed at 6.24 pm)

CHAIRMAN

Date of Signature