

# 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, 11 FEBRUARY 2013

**Councillors Present:** Jeff Beck (Chairman), Paul Bryant, David Holtby, Tony Linden, Julian Swift-Hook (Vice-Chairman), Tony Vickers and Quentin Webb

**Also Present:** Andy Day (Head of Strategic Support), Gary Lugg (Head of Planning & Countryside), Ian Priestley (Chief Internal Auditor) and Gary Rayner (Development Control Manager),

#### PART I

##### 26. Minutes

The Minutes of the meeting held on 26 November 2012 and the Special meeting on the 08 November were approved as a true and correct record and signed by the Chairman subject to the time of the conclusion of the meeting on 26 November being amended to read "6.50pm".

##### 27. Declarations of Interest

There were no declarations of interest received.

##### 28. Internal Audit - Interim Report for 2012/13 (GA2552)

The Committee was informed that the CIPFA Code of Practice for Internal Audit in Local Government required the "Head of Internal Audit" to make a formal report annually to the Council. In addition, arrangements also had to be made for interim reporting to the organisation in the course of the year.

Ian Priestley reported that no fundamental weaknesses had been identified in the Council's internal control framework through work carried out by Internal Audit. Where audit work identified weaknesses then management action had been taken to resolve issues identified. Overall the internal control framework remained robust.

The Committee noted that there were two audits where a "weak" opinion was given. These related to Parking and Homelessness. Both of these areas were now considered to be satisfactory.

One follow up audit was considered to be unsatisfactory and Gary Lugg and Gary Rayner had therefore been asked to attend the meeting to provide and update on the progress being made to rectify this position. Gary Lugg reported that the majority of the work required to be undertaken would have been the responsibility of the Enforcement Team Leader, however, this post had now been deleted from the establishment. The timeframe for completing these tasks had therefore slipped.

Gary Lugg reported that the majority of the work required had now been undertaken. Most of the recommendations had followed Best Practice Guidance issued by the Government who were now proposing to withdraw this document. The significant piece of work centred on the development of an "Enforcement Policy". This policy had now

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been drafted and would be making its way through the Planning Policy Task Group followed by a formal decision via the Individual Decision route.

Members reported that they were satisfied with the progress made and were pleased to note the impending publication of an Enforcement Policy.

**RESOLVED that:** the report be noted.

*(The meeting commenced at 6.00 pm and closed at 6.30 pm)*

**CHAIRMAN** .....

**Date of Signature** .....