

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, 14 FEBRUARY 2011

Councillors Present: Jeff Beck (Chairman), Adrian Edwards (Substitute) (In place of Paul Bryant), David Holtby, Tony Linden, Julian Swift-Hook (Vice-Chairman) and Quentin Webb

Also Present: Andy Day (Head of Policy and Communication) and Ian Priestley (Assurance Manager - Finance), Moira Fraser (Democratic Services Manager)

Apologies for inability to attend the meeting: Councillor Paul Bryant

PART I

31. Minutes

The Minutes of the meeting held on 15th November 2010 were approved as a true and correct record and signed by the Chairman.

32. Declarations of Interest

There were no declarations of interest received.

33. Internal Audit Interim Report for 2010/11 (GAC 2114)

Ian Priestley updated the Committee on the outcomes of the work performed by Internal Audit during 2010-11.

The Internal Audit found that the Council's main financial systems were very sound and well controlled. Ian also informed Members that audits on other systems were all assessed as satisfactory or better. The one area of concern related to two follow up audits in Property Services where the absence of a working asset management database hampered implementation of the agreed recommendations.

RESOLVED that Members note the contents of the report and consider whether the actions identified in the report were adequate.

34. Council Governance (C2199)

Andy Day updated the Committee on the proposed changes in the Council's current scrutiny structures with effect from 01 April 2011 and as a consequence, the amendments to the previously approved timetable of meetings.

He also updated the Council in relation to the Localism Bill and to the timetable for the introduction of any new governance structures (Committee System).

Andy proposed that the Council's current scrutiny structure be amended to contain the once Overview and Scrutiny Management Commission with effect from the 01 April 2011.

Until the Localism Bill becomes legislation no further work will be undertaken on the possible structures associated with the Committee based decision making model.

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RESOLVED that

- (1) That the Council's current scrutiny governance structures be amended from one Overview and Scrutiny Management Commission and five Select Committees to one Overview and Scrutiny Management Commission with effect from 1 April 2011.
- (2) That the previously approved timetable of meetings for 2011/12 be amended to reflect the changes to the Council's scrutiny structures.
- (3) That the Council notes the position in relation to the timetable for the introduction of any new governance structures (Committee system).

35. Amendments to the Constitution - Changes to the Terms of Reference of the Standards Committee and Governance and Audit Committee (C2195)

Moira Fraser updated the Committee on the Terms of Reference for the Standards Committee and the Governance and Audit Committee amendments which were in line with the recommendations of an Internal Audit of the management of the Council's Constitution.

It was proposed that the Terms of Reference of the Standards Committee be extended to include the recommendation of improvements to the relevant sections of the Constitution covering Councillor conduct and ethical standards. It was also proposed that Part 7 of the Council's Constitution be amended and that any corresponding references to the Governance and Audit Committee and the Standards Committee be delegated to the Monitoring Officer to amend.

RESOLVED that:

- (1) **The Terms of Reference of the Standards Committee be extended as set out in paragraph 2.1 and Appendix B to the report.**
- (2) **Part 7 of the Council's Constitution be amended as set out in paragraph 1.6 and 1.7 of this report.**
- (3) Any further corresponding changes to references in the Constitution to the Governance and Audit Committee and the Standards Committee be delegated to the Monitoring Officer to amend (e.g. Part 1 Summary and Explanation).

(The meeting commenced at 6.00 pm and closed at 7.19 pm)

CHAIRMAN

Date of Signature