

AUDIT AND GOVERNANCE COMMITTEE

HELD: 29 JANUARY 2013
Start: 7.00pm
Finish: 8.30pm

PRESENT:

Councillors: Pope (Chairman)
Forshaw (Vice-Chairman)

Dereli	G. Jones
Gagen	Pendleton
Grant	Westley
G. Hodson	

Officers: Borough Solicitor (Mr T Broderick)
Borough Treasurer (Mr M Taylor)
Deputy Borough Treasurer (Mr M Kostrzewski)
Audit Manager (Mr M Coysh)
Insurance and Risk Officer (Mrs N Bryan)
Assistant Member Services Manager (Mrs J Denning)

In attendance: Clare Deegan (Grant Thornton)

21. APOLOGIES

Apologies for absence were received from Councillors Cheetham and Pryce-Roberts.

22. MEMBERSHIP OF THE COMMITTEE

There were no changes.

23. DECLARATIONS OF INTEREST

There were no declarations.

24. MINUTES

RESOLVED: That the minutes of the meeting of the Committee held on 25 September 2012 be received as a correct record and signed by the Chairman.

25. RISK MANAGEMENT FRAMEWORK

Consideration was given to the report of the Borough Treasurer, as contained on pages 179 to 182 of the Book of Reports, which set out details of the operation of the Risk Management Framework over the last twelve months and a review of the Risk Management Policy.

Members agreed that any escalation of risk should be reported to the relevant Portfolio Holder by the responsible Head of Service.

RESOLVED: A. That the continuing effective operation of the Risk Management Framework be noted.

- B. That the proposed amendment to the Risk Management Policy set out in paragraph 4.7 be endorsed for submission to Cabinet for formal approval.

26. INTERNAL AUDIT ACTIVITIES - APRIL TO DECEMBER 2012

Consideration was given to the report of the Borough Treasurer, as contained on pages 183 to 188 of the Book of Reports, which detailed progress against the 2012/13 Audit Plan to date.

RESOLVED: That the progress in the year to date be noted.

27. REGULATION OF INVESTIGATORY POWERS ACT - QUARTERLY MONITORING OF USE OF POWERS

Consideration was given to the report of the Borough Solicitor, as contained on pages 189 to 192 of the Book of Reports, the purpose of which was to monitor on a quarterly basis the use of the Regulation of Investigatory Powers Act 2000 (RIPA) to ensure it is being used consistently with the Council's Policy.

RESOLVED: That the Council's RIPA activity be noted.

28. INTERNAL AUDIT CHARTER

Consideration was given to the report of the Borough Treasurer, as contained on pages 193 to 204 of the Book of Reports, which was to consider proposals for a new Internal Audit Charter.

RESOLVED: A. That the Audit Charter attached at Appendix 1 to the report, be approved to take effect from 1/4/2013.

29. COUNCIL INSURANCE ARRANGEMENTS

Consideration was given to the report of the Borough Treasurer, as contained on pages 205 to 210 of the Book of Reports, which provided an update on insurance issues, claims history and investigation, and the tenants home contents insurance scheme, including the collaborative insurance procurement process to date.

RESOLVED: That the report be noted.

30. INFORMATION GOVERNANCE/DATA PROTECTION

Consideration was given to the report of the Borough Solicitor, as contained on pages 211 to 274 of the Book of Reports, the purpose of which was to enhance information governance/data protection arrangements by clarifying/formalising governance arrangements in line with recommended good practice.

The Borough Solicitor advised that appropriate training would be organised for Members.

RESOLVED: A. That the delegation to the Borough Solicitor at Constitution 4.2 A, B (i) para16 be amended to read "To co-ordinate compliance with the requirements of the data protection legislation, determine requests for disclosure of personal data and act as the Council's Senior Information Risk Owner (SIRO)."

B. That the updated Data Protection Policy attached at Appendix 2 to the report, be approved and it be noted that a proposal for additional resources of £30,000 will be submitted to Council in February 2013.

31. ANNUAL AUDIT LETTER 2011/12 AND PLANNED AUDIT FEE 2012/13

Consideration was given to the report of the Borough Treasurer, as contained on pages 275 to 282 of the Book of Reports, which set out the Audit Commission's Annual Audit Letter 2011/12 and provided details of Grant Thornton's planned audit fee for 2012/13.

RESOLVED: That the Audit Commission's Annual Audit Letter 2011/12 and the letter from Grant Thornton on the planned audit fee for 2012/13 be noted.

32. REVIEW OF ANTI MONEY LAUNDERING POLICY

Consideration was given to the report of the Borough Treasurer, as contained on pages 283 to 306 of the Book of Reports, which detailed the results of a review of the Council's Anti-Money Laundering Policy and Guidance and Procedure Notes.

RESOLVED: That the updated Anti-Money Laundering Policy and Guidance and Procedure Notes, as set out in Appendix 1 and 2 to the report, be endorsed for agreement.

33. WORK PROGRAMME

Consideration was given to the Committee's programme of work, as contained on page 307 of the Book of Reports.

RESOLVED: That the Work Programme be approved.

THE CHAIRMAN