



**Service Director – Legal, Governance and
Commissioning**

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Governance and Commissioning

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Decision Summary

Committee:
AUDIT COMMITTEE

Date:

Committee Clerk:

TEL:

CORPORATE GOVERNANCE AND

FRIDAY 29 SEPTEMBER 2023

Nicola Sylvester

01484 221000

Chair

Councillor James Homewood

Councillors Attended

Councillor Yusra Hussain

Councillor Naheed Mather

Councillor Melanie Stephen

Councillor John Taylor

Councillor Kath Pinnock

Attendees

Martin Dearnley – Head of Internal Audit

Rachel Firth – Finance Manager (Virtual)

Chris Read – Corporate Customer Standards Officer

Clare Armitage – L & OD Partner

Sarah Simpson – Assistant Corporate Customer Standards Manager

Rachel Qureshi – Audit Manager

Simon Straker – Audit Manager

Sarah Brown – Acting Head of Welfare and Exchequer

Co-optees

Chris Jones

Ex-Officio Members

Councillor Paul Davies

Apologies

Councillor Harry McCarthy

Councillor Elizabeth Smaje (ex-officio)

1 Membership of the Committee

To receive any apologies for absence, or details of substitutions to the Committee membership.

Apologies for absence were received from Councillor McCarthy and Councillor Smaje (ex-officio)

The Committee noted the changed to the membership of Corporate Governance and audit and welcomed Councillor Mather.

2 Minutes of Previous Meeting

To approve the Minutes of the meeting of the Committee held on 14 July 2023 and 12 September 2023.

RESOLVED:

- 1) That the minutes of the meeting of 14th July 2023 be approved as a correct record.
 - 2) That the minutes of the meeting of 12 September 2023 be approved as a correct record with the amendment that Councillor Paul Davies was in attendance.
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3 Declarations of Interest

Committee Members will be asked to advise if there are any items on the Agenda in which they have a Disclosable Pecuniary Interest, which would prevent them from participating in any discussion or vote on an item, or any other interests.

There were no declarations of interest.

4 Admission of the Public

Most debates take place in public. This only changes where there is a need to consider certain issues, for instance, commercially sensitive information or details concerning an individual. You will be told at this point whether there are any items on the agenda which are to be discussed in private, by virtue of the reports containing information which falls within a category of exempt information as contained at Schedule 12A of the Local Government Act 1972.

It was noted that Agenda item 14 would be considered in private session.

5 Deputations/Petitions

The Committee will receive any petitions and/or deputations from members of the public. A deputation is where up to five people can attend the meeting and make a presentation on some particular issue of concern. A member of the public can also submit a petition at the meeting relating to a matter on which the body has powers and responsibilities.

In accordance with Council Procedure Rule 10, Members of the Public must submit a deputation in writing, at least three clear working days in advance of the meeting and shall subsequently be notified if the deputation shall be heard. A maximum of four deputations shall be heard at any one meeting.

There were no deputations or petitions received.

6 Public Question Time

To receive any public questions.

In accordance with Council Procedure Rule 11, the period for the asking and answering of public questions shall not exceed 15 minutes.

Any questions must be submitted in writing at least three clear working days in advance of the meeting.

There were no public questions.

7 Corporate Governance and Audit Committee Annual Report

To consider the Corporate Governance and Audit Committee Annual report.

Contact: Nicola Sylvester, Principal Governance and Democracy Engagement Officer.

RESOLVED:

- 1) That the Committee noted the assurances set out in the report that the Committee complied with CIPFA's Position Statement: Audit Committees in Local Authorities and Police
 - 2) That the draft annual report at Appendix A be approved and considered at Council.
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8 Corporate Customer Standards Annual Report 2022/23

To receive an update on Corporate Customer Standards complaint handling for the year 2022/23.

Contact: Chris Read, Corporate Customer Standards Officer

RESOLVED: That the report be noted.

9 Annual Report on bad debt write-offs 2022/23

To consider the Annual Report on bad debt write offs 2022/23.

Contact: Sarah Brown, Acting Head of Welfare & Exchequer Services
Mark Stanley, Senior Manager, Welfare & Exchequer Services.

RESOLVED: That the report be noted.

10 Audit Findings Report 2021/22

To consider the Audit Findings Report 2021/22.

Contact: Grant Thornton, External Auditor

RESOLVED: That the report be noted.

11 Annual Governance Statement 2022/23

To consider the Annual Governance Statement 2022/23.

Contact: Simon Straker, Audit Manager.

RESOLVED:

- 1) That approval be given to the Annual Governance Statement 2022/23,
 - 2) That authority be delegated to the Chief Executive in consultation with the Leader of the Council to make necessary minor amendments to the statement.
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12 Internal Audit Update 2023/24

To receive the Internal Audit Update 2023/24.

Contact: Martin Dearnley, Head of Risk & Internal Audit.

RESOLVED:

- 1) That the Audit plan for the second half of 2023/24 be approved,
- 2) That authority be given for the Head of Internal Audit to vary the proposed audit plan as is considered necessary in line with ensuring Internal Audit can effectively provide corporate assurance and to meet the needs of the organisation,
- 3) That the new Internal Audit Quarterly Report format be noted,
- 4) That the assessment of individual school audits be noted,
- 5) That the Chair of the Committee liaises with the Head or Risk regarding assurances around budget management and produce a report to be considered by the Committee at a future meeting.

13 Exclusion of the Public

To resolve that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

RESOLVED: That acting under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act, as specifically state in the undermentioned minute.

14 Internal Audit Update 2023/24

Exempt appendix in relation to agenda item 12.

RESOLVED: That the Committee noted the exempt information, which was an appendix to Agenda item 12.
