

**CANNOCK CHASE COUNCIL**  
**MINUTES OF THE MEETING OF THE**  
**AUDIT AND GOVERNANCE COMMITTEE**  
**MONDAY 20 AUGUST, 2012 AT 4.00 P.M.**  
**IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK**  
**PART 1**

PRESENT: Councillors

Ball, G. (Chairman)

Anslow, C.  
Bennett, C.

Bottomer, B.  
Molineux, G.N.

**10. Apologies**

Apologies for absence were received from Councillors B. Gamble, Vice Chairman and P. Gilbert.

**11. Declaration of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members**

No declarations of interests were made.

**12. Minutes**

RESOLVED:

That the Minutes of the meeting held on 26 June, 2012 be approved as a correct record and signed.

**13. Internal Audit Quarter 1 Report for 2012-13**

Consideration was given to the Report of the Chief Internal Auditor (Enclosure 4.1 – 4.2 of the Official Minutes of the Council).

The Chief Internal Auditor led Members through the report outlining the relevant key issues.

Councillor C. Bennett referred to the General Ledger IT Application and asked why overall security of the system was not being addressed. Stephen Baddeley, Chief Internal Auditor explained that the overall security of the system was being addressed with both the Head of Financial Management and the Accountant reviewing the setup of the ledger, reviewing audit control logs and establishing who should have access to the system.

Councillor C. Bennett referred to Information Management and asked if the requirement of additional resources in responding to this Audit was due to staff shortages. Judith Aupers, Head of Governance explained that the section had a limited number of staff and a number of

priorities, and it was likely that priority had been placed on the replacement CRM system. The Head of Governance advised Members that if there was no change in the Follow-up Audit at the next meeting, Members may wish to consider inviting the appropriate Head of Services to attend to explain what progress had been made.

RESOLVED:

That the contents of the Internal Audit Report for Quarter 1 of 2012-13, be noted.

#### **14. Strategic Risk Register**

Consideration was given to the Report of the Head of Governance (Enclosure 5.1 – 5.4 of the Official Minutes of the Council).

June Hall, Risk and Resilience Manager provided Members with an update on the strategic risks that the Council faced in delivering its objectives for the forthcoming year. She then referred to Appendix 1 which provided a summary of the risks.

Councillor C. Bennett referred to the last meeting and the Risk Management Implications stated in the Annual Governance Statement report. He explained that there were some significant issues which needed to be addressed and asked what action had been taken. The Head of Governance explained that the Strategic Risk Register action plans show the actions being taken to address each of the risks. In some instances action may be being taken but this did not necessarily mean that the risk score would change immediately although the scoring may change at the end of the year. In other cases it may be not always possible to address risks immediately, as other work has to be prioritised.

Members discussed this in detail and the Head of Governance advised that she would consult with the Risk & Resilience Manager to see if additional information could be provided in the report to show Members how much progress was being made in addressing each of the risk. She also advised Members that if they were not satisfied with the progress in addressing specific risks then it may be appropriate to ask the relevant Heads of Service to attend who could provide further information. She then referred to the direction of travel and advised that there were no immediate concerns.

Councillor C. Bennett referred to Risk 2 and the lack of staff wellbeing/low morale and asked if the risk should be increased to high as he raised concern that issues in both the work environment and personal lives of employees could impact on the efficiency of the Council. The Head of Governance responded and stated that this risk was classed as a medium as it has a moderate impact for the organisation and she went on to explain how the risk was scored.

RESOLVED:

That the progress in addressing the Strategic Risks be noted.

#### **15. Annual Governance Statement – Progress Report**

Consideration was given to the Report of the Head of Governance (Enclosure 6.1 – 6.3 of the Official Minutes of the Council).

The Head of Governance guided Members through the report highlighting the relevant issues for consideration. She explained that Annex 1 provided details of the significant governance issues identified and the actions planned to address them.

RESOLVED:

That the contents of the progress report on the Annual Governance Statement for 2011-12, be noted.

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CHAIRMAN

The meeting closed at 4.50 p.m.