

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
AUDIT AND GOVERNANCE COMMITTEE
TUESDAY, 20 AUGUST, 2013 AT 4.00 P.M.
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK
PART 1

PRESENT:
Councillors

Ball, G.D. (Chairman)
Bottomer, B. (Vice-Chairman)

Gamble, B. Molineux, G.N.
Johnson, J.

Also Present Grant Patterson, Director, Grant Thornton UK LLP

11. Apologies

An apology for absence was received from Councillor A. Dudson.

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

No Declarations of Interests were made in addition to those already confirmed by Members in the Register of Members' Interests.

13. Minutes

RESOLVED:

That the Minutes of the meeting held on 25 June, 2013 be approved as a correct record and signed.

14. Strategic Risk Register

Consideration was given to the Report of the Head of Finance (Enclosure 4.1 – 4.4 of the Official Minutes of the Council).

The Risk and Resilience Manager provided an overview of the report which set out details of the Council's Risk Management arrangements for managing the Strategic Risks facing the Council in delivering its objectives and the outcome of the annual review of the strategic risks.

RESOLVED:

That the Committee is satisfied with the outcome of the Annual Review of the Council's Risk Management arrangements and the progress during the first quarter of the 2013/14 financial year.

15. Internal Audit Charter

Consideration was given to the Report of the Chief Internal Auditor (Item 5.1 – 5.3 of the Official Minutes of the Council).

The Chief Internal Auditor explained that the Internal Audit Charter was a formal document that defined Internal Audit's purpose, authority and responsibility.

RESOLVED:

That the Internal Audit Charter be approved.

16. Public Sector Internal Audit Standards

Consideration was given to the Report of the Chief Internal Auditor (Item 6.1 – 6.9 of the Official Minutes of the Council).

The Chief Internal Auditor explained that the report informed the Committee of the new Public Sector Internal Audit Standards and the Internal Audit Section's conformance with them. A summary of the main elements of the Public Sector Internal Audit Standards was contained in Appendix 1. Additionally, Appendix 2 was an action plan of areas where it was considered changes were necessary.

RESOLVED:

That the current level of conformance be noted and the action plan to address any gaps in conformance be approved.

17. Internal Audit – Quarter 1 Report for 2013-14

Consideration was given to the Report of the Chief Internal Auditor (Item 7.1 – 7.13 of the Official Minutes of the Council).

The Chief Internal Auditor presented the report which outlined the progress in the first quarter of 2013-14.

Members attention was drawn to the Streetscene – Street Cleansing function audit which had been classified as Needs Fundamental Change. Members were advised that the majority of the issues identified in the audit had arisen as a result of the need to bring the Street Cleansing service back

in-house quickly following the former contractor going into administration; this resulted in limited attention being given to the establishment of an appropriate control framework as the focus was to ensure the service was delivered without interruption. A detailed action plan has been agreed with the new management to ensure that the necessary improvements could be prioritised and actioned and the new Head of Service was working with the Audit team to address the issues.

The Chief Internal Auditor commented on the two Follow-up Audits for Information Security Management and Computer Virus Protection Review. It was explained that most of the recommendations were still in progress and that insufficient progress had been made to revise the level of assurance. Therefore, both of these would have a second follow-up later in the year.

A Member asked whether Managers could be called in to discuss the progress of the recommendations. The Chief Internal Auditor confirmed that the Committee had the ability to call in Managers but advised that it may be beneficial to wait and see what progress has been made at the second follow-up audit before deciding whether to call in the relevant Manager and ask for an explanation for the lack of progress.

RESOLVED:

That the contents of the Internal Audit Report for Quarter 1 of 2013-14 be noted.

CHAIRMAN

(The meeting closed at 4.40pm)