

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
AUDIT AND GOVERNANCE COMMITTEE
TUESDAY, 19 NOVEMBER, 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)

Dudson, A. Johnson, J.
Gamble, B. Molineux, G.

Also Present Grant Patterson, Director – Grant Thornton (External Auditors)
Andrew Reid, Senior Manager – Grant Thornton (External Auditors)

26. Apologies

No apologies were received.

27. 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.

28. Minutes

Councillor Johnson commented that the External Auditors were referred to by different names/titles in the Minutes which had caused confusion when reading them through.

The Head of Governance and Senior Committee Officer responded that this would be rectified in future sets of Minutes.

RESOLVED:

That the Minutes of the meeting held on 24 September 2013 be approved as a correct record and signed.

29. Annual Governance Statement – Quarter 2 Progress Report

Consideration was given to Report of Head of Governance (Item 4.1 – 4.8 of the Official Minutes of the Council).

Councillor Gamble queried what the present timescale was in respect of updating and refreshing the Constitution.

The Head of Governance replied that where no date was shown, the action should have been completed by September 2013; however clarification would be sought from the Council's Monitoring Officer for when this was likely to be completed.

RESOLVED:

That the report be noted.

30. Internal Audit – Quarter 2 Report 2013-14

Consideration was given to the Report of the Chief Internal Auditor (Item 5.1 – 5.14 of the Official Minutes of the Council).

Councillor Molineux queried if the issues found as part of the Housing Maintenance and Stores Function Audit had been addressed.

The Chief Internal Auditor replied that action was being taken to address the problem of paperwork not being signed off correctly and that site inspectors/managers monitored job tickets to ensure that the right stock was used and excess wastage avoided.

Councillor Johnson queried how often stock audits were conducted.

The Chief Internal Auditor replied that the Internal Audit team carried out checks every few years as directed by the Audit Needs Assessment; however the Housing Maintenance team had a rolling stock take programme in place throughout the year, with higher value stock being checked more regularly.

RESOLVED:

That the report be noted.

31. Strategic Risk Register

Consideration was given to the Report of the Head of Governance (presented by the Risk & Resilience Manager) (Item 6.1- 6.14 of the Official Minutes of the Council).

The Risk & Resilience Manager advised that in respect of risk 16, 'Impact of Benefit Reform' and the action; 'Develop Action Plan to mitigate detrimental impacts where possible', the Head of Housing and Waste Management

submitted a report to Cabinet on 19 September 2013 which made recommendations to help overcome the identified detrimental impacts. With all recommendations being approved, a 6 monthly review would be carried out accordingly.

Councillor Gamble then asked for an explanation of the overall progress summary for risk 4 'Failure to ensure services are effectively commissioned, managed and delivery value for money'.

The Head of Governance replied that work on this had been re-prioritised as the Head of Commissioning had taken on additional responsibilities with regard to Parks and Open Spaces; current key projects included the Hednesford Park development work and the Cannock Stadium site.

RESOLVED:

That the progress during the second quarter of 2013-14 be noted.

32. Grant Certification Work for Cannock Chase District Council 2012-13

Consideration was given to the Report of the External Auditors (Item 7.1 -7.14 of the Official Minutes of the Council).

Councillor Dudson asked whether there was likely to be an increase in the Grant Certification fee in the near future.

The External Auditors replied that an increase may happen, although hopefully not, however it would be dependent on the level of work undertaken. Furthermore, any increases must first be approved by the Audit Commission, who were generally reluctant to do so without sound reason.

RESOLVED:

That the report be noted.

The meeting closed at 4:45pm

CHAIRMAN