

**CANNOCK CHASE COUNCIL**  
**MINUTES OF THE MEETING OF THE**  
**AUDIT AND GOVERNANCE COMMITTEE**  
**HELD ON MONDAY, 22 AUGUST, 2011 AT 4.00 P.M.**  
**IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK**

**PART 1**

PRESENT: Councillors

Burnett, J. (Chairman)  
Ball, G. D. (Vice-Chairman)

Burnett, G.                      Molineux, G. N.  
Fisher, P. A.

**9. Apologies**

An apology for absence was submitted on behalf of Councillor G. C. Brown.

(The Head of Governance explained that Mr. G. Patterson and Ms. E. Mayne from the Audit Commission were not able to be present due to work commitments, but would be attending the next meeting of the Committee to present their report.)

**10. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members**

No declarations of interests were submitted.

**11. Minutes**

RESOLVED:

That the Minutes of the meeting held on 27 June, 2011 be approved as a correct record and signed by the Chairman, subject to the correction that Councillor G. N. Molineux had submitted an apology for non attendance.

**12. Internal Audit Quarter 1 Report**

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 reported that the table on page 2 of the Appendix to the report contained the cumulative performance against the Audit Plan at the end of the first quarter of 2011-12. He gave details of the 2 audits completed, those that had commenced but not yet completed, and follow-ups in relation to a number of reviews undertaken in the previous six months.

Details of the full audit plan for 2011-12 was listed at Appendix 2 to the report and it was explained that the Committee would be informed of any changes made, particularly relating to shared services.

A question was raised with respect to the effect that shared services with Stafford Borough Council may have and whether this would lead to an increase in limited assurances being given. It was explained that detailed reviews would be undertaken and where changes to procedures were made, guidance would be offered. It was considered that by using best practices from the two authorities that this could lead to an improvement in services.

RESOLVED:

That:-

The contents of the Internal Audit Report for Quarter 1 of 2011-12 be noted.

### **13. Strategic Risk Register**

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

The Risk & Resilience Manager gave an overview of the Report. It was reported that a major review of the Strategic Risk Register had been carried out by Leadership Team and it had been revised to align it more closely with the Council's priorities. As requested at the last meeting of the Committee, date lines had been added to the Register.

Councillor Ball raised concern with respect to Risk No. B4, 'lack of political consensus on priorities for the District' being added to the Register. The Head of Governance explained that this had been included in the risk register as a consequence of the change in administration following the May elections. It was not intended as a criticism of Cabinet but is an acknowledgement that the new Cabinet has a number of challenging issues that it needs to familiarise itself with and that it is a minority administration which could make it difficult for them to achieve political consensus on key decisions. It was also explained that this is only a risk and that it may not materialise in practice.

With respect to concerns raised relating to Risk No. B13 'failure to meet the needs of vulnerable people in privately owned properties who require adaptations to remain in their own homes, it was explained that the Head of Environmental Health was the Lead Officer on this issue. Ways of seeking alternative funding for the adaptations were being explored.

RESOLVED:

That the Strategic Risk Register be noted.

### **14. Annual Governance Statement Progress Report**

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

Concern was raised with respect to the Constitution which a Working Party had previously been considering. The Head of Governance explained that work was still ongoing and it would be

presented to Council for approval in sections with changes highlighted.

RESOLVED:

That the contents of the progress report on the Annual Governance Statement for 2010-11 be noted.

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CHAIRMAN

(The meeting closed at 4.35 pm)