

# FAREHAM

BOROUGH COUNCIL

## Minutes of the Audit and Governance Committee (to be confirmed at the next meeting)

**Date:** Monday, 19 September 2016

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

Miss T G Harper (Chairman)

P J Davies (Vice-Chairman)

**Councillors:** Mrs M Brady, J E Butts, Mrs T L Ellis and S D Martin

**Also  
Present:**



## 1. APOLOGIES

An apology of absence was received from Councillor F Birkett.

## 2. MINUTES

RESOLVED that the minute of the Audit and Governance Committee held on 27 June 2016 be confirmed and signed as a correct record.

## 3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following announcements:

### Fraud Awareness Campaign

Members will be aware that the Council has been carrying out a Fraud awareness campaign over the summer. This has resulted in a small increase in referrals compared to the same time last year. It has also been noted that "fraudulent application for housing" was the top searched phrase on our web and social media in July.

The campaign is continuing for a while longer and from the start of September has included publicity on the back of till receipts from Poundland in Fareham and Argos in Segensworth.

### Council Tax Collection Performance

The council tax collection statistics for all local authorities for 2015/16 have recently been published. We collected 98.9% of the tax due (approximately £58 million) which puts us joint 6<sup>th</sup> in the Country compared to other shire counties, and 18<sup>th</sup> out of all 326 councils.

### Review of Risk Management

Members will have received an email from the Head of Finance and Audit asking for their input to the review that is being carried out of the Council's risk management arrangements.

In particular she is asking for your thoughts on what could be provided to the Committee with particular feedback on:

- (a) whether there are any risks members feel are missing;
- (b) whether members feel they would benefit from presentations on individual risks, and the controls in place to mitigate them, as part of the Committee Work Programme; and
- (c) if so, which would be the top 4 risks that they would most like to have a presentation on.

Members are encouraged to respond with any thoughts or ideas you have.

#### 4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

In accordance with Standing Orders and the Council's Code of Conduct the following members declared an interest in the item referred to:-

Name	Item	Minute Number
Councillor Martin	External Audit – Audit Results Report	8
Councillor Butts	External Audit – Audit Results Report	8

#### 5. DEPUTATIONS

There were no deputations made at this meeting.

#### MATTERS CONSIDERED FOR CONFIRMATION

#### 6. REVIEW OF THE FUNCTIONS OF THE COMMITTEE

The Committee considered a report by the Director of Finance and Resources on a review of the functions of the Committee.

RESOLVED that the Committee recommends to Council that the minor changes to the constitution in respect of the functions of the Audit and Governance Committee, as set out in Appendix A to the report, be approved.

#### DECISIONS MADE UNDER DELEGATED POWERS

#### 7. STATEMENT OF ACCOUNTS

The Committee considered a report by the Director of Finance and Resources on the Statement of Accounts.

*(Councillor Mrs Brady joined the meeting during the consideration of this item)*

The Finance Strategy and Development Manager addressed the Committee and explained that there was an error in the report, on page 7 first paragraph should read "Business Rate Appeals – The business rate appeals provision increased by **42%** to **£3.8** million".

RESOLVED that the Statement of Accounts for 2015/16, attached as Appendix A, be approved and published by 30 September 2016.

#### 8. EXTERNAL AUDIT - AUDIT RESULTS REPORT

The Committee considered a report by the Director of Finance and Resources on the External Auditors annual results.

Councillor S D Martin declared a non-pecuniary interest on this item as he works with Ernst & Young but not specifically with the audit team.

Councillor J E Butts declared a non-pecuniary interest on this item as he holds a private pilot's licence and occasionally flies from Daedalus.

Councillor Butts enquired as to whether the revenue losses in regards to Daedalus were significant enough to feature in the statement of accounts. The Finance Strategy and Development Manager addressed the Committee and explained that the only reference to these losses was featured on page 22 of the report and that the figure was incorporated into the Planning Services figure.

RESOLVED that the Committee notes:-

(a) the content of the Annual Results report; and

(b) that the Director of Finance and Resources and the Chairman of the Audit and Governance Committee sign the Letter of Representation.

## **9. OVERVIEW OF COMPLAINTS AGAINST THE COUNCIL**

The Committee considered a report by the Director of Finance and Resources on an annual overview of the complaints against the Council.

RESOLVED that the Committee notes the content of the report.

## **10. REVIEW OF WORK PROGRAMME AND TRAINING PLAN**

The Committee considered a report by the Head of Finance and Audit which reviewed the Committee's work programme for 2016/17.

Members were reminded of the Chairman's earlier announcement regarding the Risk Register, and were asked for their thoughts on how often they would like to see an item on this on the Committee work programme and what kind of information they may be interested in. The Committee debated this at length and agreed that at the next meeting a short presentation be given outlining the risk register, how it works and how the Council manages the risk. This will allow members to gain a better understanding of the corporate risks and will help in them making a decision as to what format they would like to see this in going forward.

RESOLVED that the work programme for the remainder of the year, as set out in Appendix A to the report, be approved.

## **11. QUARTERLY AUDIT REPORT**

The Committee considered the quarterly audit report by the Head of Finance and Audit.

RESOLVED that the Committee notes the progress and findings arising from the Internal Audit Work.

(The meeting started at 6.00 pm  
and ended at 7.31 pm).

