

FAREHAM

BOROUGH COUNCIL

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

Date: Monday, 17 July 2017

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillors: J E Butts (Chairman)

P J Davies (Vice-Chairman)

Councillors: Mrs M Brady, Mrs T L Ellis, Miss T G Harper and
Mrs S M Bayford (deputising for Mrs K Mandry)

**Also
Present:**



1. APOLOGIES

Apologies of absence were received from Councillor Mrs K Mandry and Councillor S D Martin.

2. MINUTES

RESOLVED that the minutes of the Audit and Governance Committee meeting held on the 13 March 2017 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements made at this meeting.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

MATTERS CONSIDERED FOR CONFIRMATION

6. FINANCIAL REGULATION 19 - WRITE OFFS

The Committee considered a report by the Director of Finance and Resources proposing an amendment to Financial Regulation 19 in respect of Write Offs.

Members sought clarity on some aspects of the report, in particular they asked the Head of Finance and Audit to expand on the information in paragraph 7. and subsequently Members asked this information be emphasised to Council when they are making the final decision to approve the revised regulation.

RESOLVED that the Committee: -

(a) consider the proposed changes; and

(b) that emphasis be made on the information given in paragraph 7 of the report to aid the Council to aid its decision in approving the revised regulation.

DECISIONS MADE UNDER DELEGATED POWERS

7. EXTERNAL AUDIT PROGRESS UPDATE

The Committee received a report by the Director of Finance and Resources summarising the work undertaken by the External Auditors since the last meeting.

RESOLVED that the Committee note the content of the report.

8. STATEMENT OF ACCOUNTS

The Committee considered a report by the Director of Finance and Resources on the Statement of Accounts 2016/17.

The Finance Strategy and Development Manager explained in more detail to Members the key matters of interest and drew attention to some differences to the Statement of Accounts from last year, due to the changes in the Accounts and Audit Regulations highlighted within the report.

RESOLVED that the Committee note: -

- (a) the unaudited Statement of Accounts for the year ended 31 March 2017 in Appendix A;
- (b) the audited Statement of Accounts for the year ended 31 March 2017 will be approved at the next Audit and Governance Committee on the 25 September 2017; and
- (c) the timescales for producing, approving and publishing the Statement of Accounts will be brought forward in future years in order to meet the requirements of the Accounts and Audit Regulations 2015.

9. QUARTERLY AUDIT REPORTS

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

RESOLVED that the Committee note the progress and findings arising from the internal audit work.

10. HEAD OF AUDITS ANNUAL OPINION

The Committee considered a report by the Head of Finance and Audit on the Head of Audit's Annual Opinion.

Members commented on the small reduction in recommendations being implemented in 2016/17 compared to previous years. The Head of Finance and Audit reassured Members that the Audit Team are currently working to roll out a new action database to other services to help improve the awareness of,

then implementation of recommendations and assist in stronger assurance for next year.

The Chairman asked that members be updated at a future meeting on the progress being made on the following: -

- i) Framework agreements (para 25 a)
- ii) Roll out of the new approach to Risk Management (para 25 c)
- iii) Action plan following the contract completion audit (para 27g)

RESOLVED that the Committee: -

- (a) note the contents of the report as a source of evidence for the 2016/17 Annual Governance Statement; and
- (b) that the following progress updates be brought back to future meetings:
 - i) Framework agreements (para 25 a)
 - ii) Roll out of the new approach to Risk Management (para 25 c)
 - iii) Action plan following the contract completion audit (para 27g)

11. ANNUAL GOVERNANCE STATEMENT

The Committee considered a report by the Head of Finance and Audit on the 2016/17 Annual Governance Statement.

Members asked that consideration could be made to amend the wording on page 153 – Risk Management, so that it is easier to understand the new approach to risk management.

RESOLVED that the Committee: -

- (a) approve the Annual Governance Statement for 2016/17, as attached in Appendix C of the report; and
- (b) approve the identified change required to amend the wording on page 153 – Risk Management.

12. REVIEW OF WORK PROGRAMME AND TRAINING PLAN

The Committee considered a report by the Head of Finance and Audit reviewing the Work Programme for 2017/18.

RESOLVED that the Committee approve the work programme for the rest of the municipal year 2017/18, as shown in Appendix A.

(The meeting started at 6.00 pm
and ended at 6.55 pm).