

# FAREHAM

BOROUGH COUNCIL

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

**Date:** Monday, 21 September 2015

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

Councillor T G Knight (Chairman)

Councillor G Fazackarley (Vice-Chairman)

**Councillors:** Miss T G Harper, D L Steadman, C J Wood, L Keeble  
(deputising for P J Davies) and D J Norris (deputising for P W  
Whittle, JP)

**Also  
Present:**



**1. APOLOGIES**

Apologies of absence were received from Councillors P J Davies and P W Whittle, JP.

**2. MINUTES**

RESOLVED that the minutes of the Audit and Governance Committee held on 29 June 2015 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed to the meeting Kate Handy and Martin Young from Ernst & Young (External Auditors).

**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.

**6. OVERVIEW OF COMPLAINTS AGAINST THE COUNCIL**

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

RESOLVED that the content of the report be noted.

**7. EXTERNAL AUDIT - AUDIT RESULTS REPORT**

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

RESOLVED that the Committee notes:-

- (a) the content of the Annual Results Report, as set out in Appendix A of the report;
- (b) the Director of Finance and Resources and the Chairman of the Audit and Governance Committee sign the Letter of Representation, as set out in Appendix B to the report.

**8. STATEMENT OF ACCOUNTS**

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

The Chairman addressed the Committee to advise them that there was a proposed change to the recommendation on the report, which should now

read 'That the Statement of Accounts for 2014/15, attached at Appendix A, be approved and published by 30 September, subject to the remaining outstanding matters of audit being resolved without amendment.

In the event that amendments are deemed necessary by the Director of Finance and Resources, that these are made in consultation with the Chairman of the Audit and Governance Committee, and the Accounts be re-signed prior to publication'.

RESOLVED that the Statement of Accounts for 2014/15, attached at Appendix A, be approved and published by 30 September, subject to the remaining outstanding matters of audit being resolved without amendment.

In the event that amendments are deemed necessary by the Director of Finance and Resources, that these are made in consultation with the Chairman of the Audit and Governance Committee, and the Accounts be re-signed prior to publication.

## **9. QUARTERLY AUDIT REPORT**

The Committee received a report by the Director of Finance and Resources which gave an update on the quarterly internal audit progress.

RESOLVED that the Committee note the progress and findings that have arisen from the Internal Audit work.

## **10. HEAD OF AUDIT'S ANNUAL OPINION**

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

RESOLVED that the Committee note the content of the report as a source of evidence for the 2014/15 Annual Governance Statement.

## **11. REVIEW OF MEMBERS TRAINING AND DEVELOPMENT AND DETERMINATION OF PROGRAMME**

The Committee considered a report by the Director of Finance and Resources on a review of Members training and development and determination of the programme.

The report was presented by the Democratic Services Manager who took suggestions from Members on what to include in the training.

Councillor Wood suggested that as part of the induction pack, a list of Council services and who to contact for these services should be provided to help new Councillors identify who to contact with an enquiry. In addition to this he also suggested that there is a live running document containing this information which all Councillors can access which will be continually updated with any of the changes that occur within departments and with people.

Councillor Miss Harper suggested that the new member induction training also be open to all current Members as they may find it useful as a refresher training for them.

Councillor Keeble suggested that Councillor emails contain the Councillor's picture on them as Officer ones do, as this will help Officers and members of the public to identify new Councillors.

The Chairman addressed the Panel on this item and suggested that group parties should have a buddy system to help guide new members in their role as a Councillor.

RESOLVED that the Committee:-

- (a) approves the framework for the 2015/16 programme as set out in Appendix A of the report;
- (b) approves the new Member induction programme as set out in Appendix B; and
- (c) recommends that Group Leaders note the suggestion made by the Committee for a buddy system for new Members as it is felt that this is a current weakness.

## **12. ANNUAL GOVERNANCE STATEMENT**

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

RESOLVED that the Annual Governance Statement for 2014/15, as set out in Appendix C of the report, be approved.

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

The Committee considered a report by the Director of Finance and Resources which reviewed the Committee's work programme and training plan.

The Monitoring Officer addressed the Committee and informed them that the working group for the review of the Constitution will have their first report with proposed changes to Disciplinary Procedures of Senior Officers and Review of the Members Code of Conduct.

RESOLVED that the Committee's work programme for 2015/16 is approved.

(The meeting started at 6.00 pm  
and ended at 7.23 pm).