

# FAREHAM

BOROUGH COUNCIL

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

**Date:** Monday, 15 March 2021

**Venue:** Microsoft Teams Virtual Meeting

**PRESENT:**

**Councillor** J E Butts (Chairman)

**Councillor** S D Martin (Vice-Chairman)

**Councillors:** P J Davies, T Davies, Mrs T L Ellis, Mrs C Heneghan and J G Kelly

**Also  
Present:**



**1. APOLOGIES**

There were no apologies of absence received at the meeting.

**2. MINUTES**

RESOLVED that the Minutes of the Audit and Governance Committee meeting held on the 23 November 2020 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

There were no announcements made by the Chairman 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.

**6. EXTERNAL AUDIT CERTIFICATION REPORT**

The Committee considered a report by the Head of Housing and Benefits on the External Audit Certification Report which sets out the findings from the 2019/20 housing benefit subsidy certification work carried out by the External Auditors (KPMG).

RESOLVED that the Audit and Governance Committee:-

- a) consider the findings of the Annual Certification Report 2019/20 submitted to the Department of Work and Pensions by the Council's external auditors; and
- b) commented on the finding as appropriate.

**7. EXTERNAL AUDIT ANNUAL AUDIT LETTER 2019/20**

The Committee considered the Annual Audit letter 2019/20, by the External Auditors Ernst and Young, which summaries the findings from the 2019/20 audit.

RESOLVED that the Audit and Governance Committee notes the contents of the Annual Audit Letter 2019/20 submitted by the Council's external auditors, attached as Appendix A to the report.

**8. TREASURY MANAGEMENT STRATEGY AND INDICATORS**

The Committee considered a report from the Finance Manager, on the Treasury Management Strategy and Indicators for 2021/22.

RESOLVED that the Audit and Governance Committee note the Treasury Management Strategy and Prudential Indicators for 2021/22, attached as Appendix A to this report.

## **9. REVIEW OF MEMBERS TRAINING DEVELOPMENT PROGRAMME**

The Committee considered a report by the Head of Democratic Services reviewing the Members Training and Development Programme.

The Head of Democratic Services explained that although limited formal training and briefings were provided during the last year, all Members have learnt and developed new skills in attending and fully participating in virtual meetings during the period of national lockdown in response to the Covid-19 pandemic and that this amount of skills development should not be underestimated.

The Chairman, on behalf of the Committee, thanked all Members of the Committee Team for the help and support in facilitating all the Council's virtual meetings during the pandemic.

It was also highlighted to Members that there was an error within recommendation d), as the year should be 2021 not 2020 as stated in the report.

RESOLVED that the Audit and Governance Committee: -

- a) notes the Schedule of Training and Development for 2019/20 as outlined in Appendix A;
- b) agrees that the draft member's training and development schedule for each forthcoming municipal year will be approved at the last Audit and Governance Committee of each municipal year;
- c) notes the contents of the member's training and development schedule for 2020/21, at Appendix B;
- d) approves the draft new members' induction booklet 2021 as set out in Appendix C; and
- e) agrees the content of the new members' induction booklet is reviewed by the Audit and Governance Committee every three years.

## **10. INTERNAL AUDIT PROGRESS REPORT**

The Committee considered a report by the Head of Finance and Audit providing assurances arising from the Internal Audit work and updating the Committee on the progress being made in delivering the audit plans.

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

**11. ANNUAL REPORT OF THE AUDIT AND GOVERNANCE COMMITTEE**

The Committee considered the Annual Report from the Head of Finance and Audit on the work of the Audit and Governance Committee.

RESOLVED that the Audit and Governance Committee: -

- a) notes the contents of the report; and
- b) submits the revised work programme for 2021/22, as shown in Appendix C, to Council for endorsement.

(The meeting started at 6.00 pm  
and ended at 7.07 pm).