

WEST LINDSEY DISTRICT COUNCIL

MINUTES of a Meeting of the Governance and Audit Committee held in the Council Chamber at the Guildhall, Gainsborough on Thursday 9 April 2015, commencing at 7.00pm.

Present: Councillor Giles McNeill (Chairman)

Councillor Gillian Bardsley
Councillor Chris Day
Councillor Ian Fleetwood
Councillor Malcolm Leaning
Councillor Anne Welburn

Alison Adams (Independent Co-opted Member)
Peter Walton (Independent Member)

In Attendance:

Ian Knowles	Director of Resources and S151 Officer
Alan Robinson	Strategic Lead – Democratic and Business Support
James O’Shaughnessy	Business Improvement Manager
Katie Coughlan	Governance and Civic Officer

Also In Attendance

Lucy Pledge	Internal Auditor – Lincolnshire Audit
Rachel Abbott	Internal Auditor – Lincolnshire
Tony Crawley	External Auditor – KPMG.

Apologies: Councillor Ken Bridger
Councillor Sue Rawlins

78 PUBLIC PARTICIPATION

There was no public participation.

79 MINUTES

Meeting of the Governance and Audit Committee held on 26 February 2015

RESOLVED that the Minutes of the meeting of the Governance and Audit Committee held on 26 February 2015 be approved and signed as a correct record.

80 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest made.

81 MATTERS ARISING SCHEDULE SETTING OUT CURRENT POSITION OF PREVIOUSLY AGREED ACTIONS AS AT 30 MARCH 2015 (GA.53 14/15)

Members gave consideration to the Matters Arising Schedule which set out the current position of all previously agreed actions as at 30 March 2015.

RESOLVED that progress on the Matters Arising Schedule as set out in report GA.53 14/15, be received and noted.

82 CERTIFICATION OF GRANTS AND CLAIMS (GA.54 14/15)

Members gave consideration to a report which presented the outcome of Grant Claims certifications for 2013/14.

RESOLVED that the information contained within the report be received and noted.

83 EXTERNAL AUDIT PLAN (GA.55 14/15)

Consideration was given to a report which explained the process of the External Audit of the Statement of Accounts and approach to Value for Money Audit 2014/15.

Members sought and received information on the revised timetable for the adoption of Accounts in the future.

RESOLVED that the information contained within the report be received and noted.

84 INTERNAL AUDIT PLAN 2014/15 DECEMBER TO FEBRUARY (GA.56 14/15)

Members gave consideration to a report which provided an update of progress by the Audit Partner, against the 2014/15 annual programmes agreed by the Audit Committee in March 2014.

In presenting the report Officers advised that a further 5 audits had been completed since writing the report and the number of outstanding actions had reduced.

Committee sought an update on the progress made with the Planning Audit. Officers confirmed the delay had been overcome and action was on-going. Disappointment was expressed that this had not been completed within the originally agreed timescale.

Members also sought information around the role and make-up of the Corporate Information Governance Group.

In responding to Members questions regarding the two outstanding actions relating to the Investment Decision Audit, Officers outlined the details of each and advised that one had now been completed. Discussions were ongoing with Audit to ensure all agreed actions were appropriate and timely.

RESOLVED that the information contained within the report be received and noted.

85 INTERNAL AUDIT PLAN (GA.57 14/15)

Members gave consideration to a report which presented the proposed internal Audit Plan for 2015/16.

Assurance was sought that Members could input into the Plan and the ways they could engage was outlined. Members were reminded of their option to have a private meeting with Audit.

RESOLVED that the Internal Audit Plan 2015/16 be approved.

86 AGS ACTION PLAN PROGRESS REPORT (GA.58 14/15)

Consideration was given to a report which reviewed the progress with the Annual Governance Statement 2103/14 Action Plan.

Assurance was sought and received that the Management Structure Action would be completed and Officers outlined the progress to date.

Members enquired how and where they received assurance around the JPU and were advised that in the first instance they should seek this from Officers and the Members they had appointed onto the Joint Committee. It was further noted that an internal report on this matter was due for consideration at the Committee's next meeting.

RESOLVED that Members have assurance that the current position of the Annual Governance Statement Action Plan for 2013/14 will result in the completion of all actions by September 2015.

Note: Councillor Ian Fleetwood declared a non-pecuniary interest in the above item of business the Council's reserve Member on the CLJSPC.

87 GOVERNANCE PROCESSES AND ASSURANCE MAP (GA.59 14/15)

Consideration was given to a report which presented the draft Governance Assurance Map.

There were mixed views regarding the usefulness and format of the document. It was suggested that a large copy be displayed in the Members Room.

RESOLVED that:

- (a) the Map be presented on an annual basis to the Committee as a way of providing assurance in relation to governance related processes; and
- (b) a large copy of the map be displayed in the Members' Room.

88 ACCOUNTING POLICIES AND ACTUARY ASSUMPTIONS FOR 2014/15 (CLOSURE OF ACCOUNTS) (GA.60 14/15)

Members gave consideration to a report which sought scrutiny of the accounting policies and actuary assumptions that would be used for the preparation of the 2014/15 accounts.

RESOLVED that the proposed Accounting Policies as included at Appendix 1 and the pensions assumptions as included at Appendix 2 of report GA.60 14/15 be approved.

89 MEMBER TRAINING UPDATE (GA.61 14/15)

Consideration was given to a report which updated Committee on the training undertaken by Members to date during 2014/15.

It was suggested that lay Members should be invited to attend all sessions included within the Member Induction Programme.

RESOLVED that the information be received and noted.

90 CONSTITUTION REVIEW (GA.62 14/15)

Consideration was given to a report which proposed a number of amendments to the Constitution for consideration by the Governance and Audit prior to being recommended to Full Council.

It was noted that further amendments would be made prior to the document being submitted to Council to reflect changes in statute relating to disciplinary matters of Chief Officers.

RESOLVED that:

- (a) the outcome of the Annual Review be noted;

- (b) It be **RECOMMENDED** to Council that :
- (i) the amendments detailed at Section 2 of the report and the Constitution as appended be approved for immediate implementation;
 - (ii) In light of the on-going structure review at a Strategic Lead level, the Monitoring Officer, in consultation with the Chairman of the Governance and Audit Committee and the Deputy Leader of the Council, be granted delegated authority to make any required housekeeping amendments to relevant sections of the Constitution; and
 - (iii) the Governance and Audit Committee be delegated to make any changes to the Financial and Contract Procedure Rules between Annual Councils.

91 WORK PLAN (GA.63 14/15)

Members considered their work plan for remaining meetings during the ensuing civic year.

RESOLVED that the work plan as at 30 March 2015 be noted.

92 EXCLUSION OF PUBLIC AND PRESS

RESOLVED that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

93 QUICKLINE BUSINESS PLAN / PAYMENTS – MONITORING REPORT (GA.64 14/15)

Members received a report for assurance purposes and to give the committee confidence that Quickline were able to meet the conditions of the loan.

In presenting the report Officers indicated at present the arrangement was in line with expectations with only one area of concern. The reasons for this were outlined to Members, but assurance was offered that this matter was monitored on monthly basis by CLT.

At the request of Members the relationship between BDUK and Quickline was outlined together with how this was effecting provision across the District and the negotiations which were ongoing.

RESOLVED that having received the monitoring information, Members be assured that the conditions of the loan are being met / can be met.

In closing the meeting, the Chairman expressed his thanks to retiring Members of the Committee, these being Councillors Rawlins and Leaning.

The meeting concluded at 8.32 pm.

Chairman