

**AUDIT AND GOVERNANCE COMMITTEE**

**MEETING HELD AT THE TOWN HALL, BOOTLE  
ON 27 JUNE 2018**

PRESENT: Councillor Brennan (in the Chair)  
Councillor Roche (Vice-Chair)

Councillors Blackburne, Linda Cluskey, Pugh,  
John Sayers, Shaw, Anne Thompson and  
Sir Ron Watson

**1. JILL COULE - HEAD OF REGULATION AND COMPLIANCE**

The Chair, Councillor Brennan, indicated that this afternoon's meeting of the Committee would be the last to be attended by Jill Coule, Head of Regulation and Compliance. Jill had been with Sefton since 2010 but would be leaving the Authority at the end of June to take up the position of Chief Legal Officer to the Liverpool City Region Combined Authority. On behalf of the Committee Councillor Brennan placed on record its appreciation for all the help and guidance Jill had given to Members and wished her every success for the future in her new role at the Combined Authority.

**2. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor McGinnity.

**3. DECLARATIONS OF INTEREST**

No declarations of any personal or disclosable pecuniary interest were received.

**4. MINUTES**

RESOLVED:

That the Minutes of the Meeting held on 21 March 2018 be confirmed as a correct record.

**5. CODE OF CORPORATE GOVERNANCE AND CONSTITUTION  
UPDATE**

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The Committee considered the report of the Head of Regulation and Compliance that provided a refreshed version of the code of Corporate Governance and an update on the work being undertaken to refresh the Council's Constitution.

Mrs Jill Coule, Head of Regulation and Compliance presented the report and answered questions thereon.

A Member asked whether the Constitution made explicit reference to procedures for amending the Constitution. The Head of Regulation and Compliance stated that she would arrange to have procedures for making amendments to the Constitution, written in the Constitution.

RESOLVED: That

- (1) the draft Code of Corporate Governance be approved;
- (2) the work being undertaken to effect a review of the Council's Constitution be noted; and
- (3) the Head of Regulation and Compliance to arrange for the Constitution to be amended to include procedures for making amendments to the Constitution.

**6. FINANCIAL PROCEDURE RULES & CONTRACT PROCEDURE RULES**

The Committee considered the joint report of the Head of Corporate Resources and the Head of Commissioning Support and Business Intelligence, seeking approval for revisions to the Financial Procedure Rules and Contract Procedure Rules and referral of both to Council for approval.

Mr Stephan Van Arendsen, Head of Corporate Resources and Mr Peter Moore, Head of Commissioning Support and Business Intelligence presented the report. No questions were asked.

RESOLVED: That

- (1) the revision to the Financial Procedure Rules set out in Appendix 1 to the report be approved;
- (2) the revision to the Contract Procedure Rules set out in Appendix 3 to the report be approved;
- (3) the amended Financial Procedure Rules and Contract Procedure Rules be referred to Council for approval.

**7. TREASURY MANAGEMENT OUTTURN 2017/18**

The Committee considered the report of the Head of Corporate Resources which provided the Treasury Management outturn position for the full year to 31 March 2018 and the update to 31 May 2018, reviewing the effects of decisions taken in pursuit of the Treasury Management Strategy and the implications of changes resulting from the regulatory, economic and market factors affecting the Council's treasury management activities.

The Service Manager - Treasury and Capital, presented the report and answered questions thereon.

RESOLVED:

That the Treasury Management outturn position for 2017/18 be noted.

**8. DRAFT STATEMENT OF ACCOUNTS 2017/2018**

The Committee considered the report of the Head of Corporate Resources which presented the Draft unaudited Statement of Accounts in advance of the final audited Draft Statement of Accounts to be presented for approval in July 2018.

The Head of Corporate Resources presented the report and answered questions thereon.

RESOLVED: That

- (1) the draft unaudited Statement of Accounts for 2017/18 be noted;
- (2) the timetable for completion of the external audit to be conducted by Ernst and Young LLP be noted;
- (3) It be noted that the externally audited Statement of Accounts will be submitted for approval by the Audit and Governance Committee at its meeting on 25 July 2018;
- (4) It be agreed that Members will receive a half hour briefing session immediately prior to the meeting of the Audit and Governance Committee meeting on 25 July 2018; and
- (5) Members will be invited to submit any questions on the draft Statement of Accounts for response by Officers and to inform consideration of the final Statement of Accounts 2017/18, at the July meeting.

**9. ANNUAL REPORT AND OPINION OF THE CHIEF INTERNAL AUDITOR 2017/18**

The Committee considered the report of the Chief Internal Auditor which summarised the work of internal audit during 2017/18 and provided the Chief Internal Auditor's opinion on the overall control environment operating within the Council during the year.

Ms Laura Williams, Chief Internal Auditor, presented the report. No questions were asked.

RESOLVED:

That the work of the Chief Internal Auditor undertaken during 2017 and the overall opinion on the control environment of the Council during that period be noted.

**10. RISK AND AUDIT SERVICE PERFORMANCE**

The Committee considered the report of the Chief Internal Auditor that detailed the performance and key activities of the Risk and Audit Service for the period 6 March to 13 June 2018.

Ms Laura Williams, Chief Internal Auditor presented the report. No questions were asked.

RESOLVED: That

- (1) the progress in the delivery of the 2017/18 and 2018/19 Internal Audit Plans and the activity undertaken for the period 6 March to 13 June 2018 be noted; and
- (2) the contributions made by the Health and Safety, Insurance and Risk and Resilience teams in managing the Council's key risks be noted.

**11. CORPORATE RISK MANAGEMENT**

Further to Minute No.43 of 21 March 2018, the Committee considered the report of the Chief Internal Auditor that provided an update on the Corporate Risk Register.

Ms Laura Williams, The Chief Internal Auditor, presented the report and indicated that since the last meeting the Corporate Risk Register had been fully updated; that two new risks had been identified and no risks had been removed or de-escalated from the Register. No questions were asked.

RESOLVED:

That the contents of the updated Corporate Risk Register be noted; in particular, the major risks facing the Council and the controls and planned actions in place to mitigate these.

## 12. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act. The Public Interest Test has been applied and favoured exclusion of the information from the press and public.

## 13. WRITE OFF OF IRRECOVERABLE BUSINESS RATES AND COUNCIL TAX WITH BALANCES OVER £10,000

The Committee considered the report of the Head of Corporate Resources on the Revenue Service's write-off of irrecoverable Business Rates and Council Tax debts with balances over £10,000.

RESOLVED:

That the individual debts detailed in the appendices to the report, totalling £174,430.80, be approved for write-off.

## 14. DATES OF FUTURE MEETINGS

The Chair advised Members of future meeting dates of the Audit and Governance Committee 2018/19:

<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday 25 July 2018 <b>(Additional Special Meeting</b> for Consideration of Statement of Accounts)	3.00 pm	Southport Town Hall
Wednesday 19 September 2018	3.00 pm	Bootle Town Hall
Wednesday 5 December 2018	3.00 pm	Southport Town Hall

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Wednesday 20 March 2019      3.00 pm    Bootle Town Hall

RESOLVED:

That the 2018/19 dates for Audit and Governance Committee meetings be noted.