

AUDIT AND GOVERNANCE COMMITTEE

**MEETING HELD AT THE TOWN HALL, BOOTLE
ON 25 JUNE 2014**

PRESENT: Councillor Roberts (in the Chair)
Councillors Brennan, Lord Fearn, John Joseph Kelly,
Lappin and Shaw
ALSO PRESENT: Mr. E. Davies (Independent Member)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ashton and his substitute Councillor Robertson, Councillor M. Dowd and his substitute Councillor Dams, Councillor McGinnity and Councillor Papworth and his substitute Councillor Dutton.

2. DECLARATIONS OF INTEREST

No declarations of interest were received.

3. MINUTES

RESOLVED:

That the Minutes of the meeting held on 16 April 2014 be confirmed as a correct record.

**4. HEARINGS SUB-COMMITTEE RECOMMENDATIONS -
RESPONSE BY CLERK OF MAGHULL TOWN COUNCIL**

Further to Minute No. 55 (2) of the meeting on 16 April 2014, the Committee considered the report of the Director of Corporate Services which set out the response of the Clerk of Maghull Town Council to the recommendations made by the Hearings Sub-Committee following a recent investigation of a complaint made against a Maghull Town Councillor.

RESOLVED: That

- (1) the Clerk's response be noted; and
- (2) Maghull Town Council be recommended to consider minuting meetings on any future occasions when the circumstances are similar to those referred to in this complaint.

5. INTERNAL AUDIT ANNUAL REPORT 2013/14

The Committee considered the report of the Head of Corporate Finance and ICT reviewing Internal Audit and Risk Management activity for 2013/14 and setting out the Chief Internal Auditor's opinion on the overall adequacy and effectiveness of the Council's internal control environment. The annual report included a summary of work to investigate cases of suspected fraud.

The Head of Corporate Finance and ICT presented the report and answered questions thereon. She also thanked and commended the Audit Team for their work and positive response to challenges over the past year.

RESOLVED: That

- (1) the report be noted;
- (2) it be noted that the Chief Internal Auditor is satisfied that the Council continues to operate within an adequate and generally effective overall control environment; and
- (3) the Head of Corporate Finance and ICT be requested to submit details of the progress of the asbestos audit within the Health and Safety Audit Plan to future meetings of this Committee.

6. INTERNAL AUDIT ANNUAL PLAN 2014/15

The Committee considered the report of the Head of Corporate Finance and ICT which attached the proposed Internal Audit Annual Plan for 2014/15.

RESOLVED:

That the Internal Audit Annual Plan for 2014/15, as attached to the report, be approved.

7. HEALTH AND SAFETY AUDIT ANNUAL PLAN 2014/15

The Committee considered the report of the Head of Corporate Finance and ICT setting out a proposed Health and Safety Audit Plan for 2014/15, which included a detailed methodology for selecting areas of audit which was flexible enough to accommodate departmental requests or heightened risk as a result of change or other evidence, as agreed at the Corporate Health and Safety Committee on 21 May 2014.

RESOLVED: That

- (1) the Health and Safety Audit Plan for 2014/15, as attached to the report, be approved; and
- (2) in relation to the “dealing with aggression in children’s social care settings”, the Head of Corporate Finance and ICT be requested to inform this Committee, at a future meeting, whether restraint is being used in such settings and what procedures are in place for monitoring the mental health of children in those settings.

8. 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.

9. CORPORATE RISK REGISTER - QUARTERLY UPDATE

Further to Minute No. 49 of 26 March 2014, the Committee considered the report of the Head of Corporate Finance and ICT setting out a revised Corporate Risk Register which had been updated to reflect the Council’s current risks and associated controls. Some of the risks had been re-worded to provide clarity and four new risks had been added.

RESOLVED: That

- (1) the report be noted;
- (2) the updated Corporate Risk Register be approved; and
- (3) the Head of Corporate Finance and ICT be requested to forward a copy of the Corporate Risk Register handbook to all Members of the Committee.