

Present

Councillor J N Smith (In the Chair)

Councillor D E Adamson  
Mrs C S Cookman  
G W Dadd

Councillor R W Hudson  
M Rigby

Also in Attendance

Councillor M S Robson

(An apology for absence was received from Councillor Mrs B S Fortune)

AGS.10

**CONSTITUTION – REVIEW OF RESPONSIBILITY FOR COUNCIL FUNCTIONS**

All Wards

**The subject of the decision:**

The Director of Corporate Services asked the Committee to consider making a recommendation to Council regarding an amendment to the Responsibility for Council Functions within the Council's Constitution.

Paragraph 5 of the Responsibility for Council Functions specified that Council approve the work plan for Scrutiny Committees on the advice of the Scrutiny Management Board; as the Scrutiny Management Board no longer existed it was considered unnecessary for the work of Scrutiny Committees to be approved by Full Council. It was therefore proposed that in future individual Reviews proposed by Scrutiny Committees be approved by Cabinet.

**Alternative options considered:**

None.

**The reason for the decision:**

To amend the Council Procedure Rules.

**THE DECISION:**

To recommend to Council that Scrutiny Committees agree their own work programmes and make any recommendations on the outcome of reviews to Cabinet or Council as appropriate.

The meeting closed at 10.50am

Chairman of the Committee

Present

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Councillor D E Adamson  
Mrs C S Cookman  
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Councillor R W Hudson  
M Rigby

Also in Attendance

Councillor M S Robson

(An apology for absence was received from Councillor Mrs B S Fortune)

AGS.11

**MINUTES**

**THE DECISION:**

That the minutes of the meeting of the Committee held on 27 June 2012 (AGS.3 - AGS.9), previously circulated, be signed as a correct record.

AGS.12

**RISK MANAGEMENT GUIDE**

All Wards

**The subject of the decision:**

The Director of Corporate Services submitted a report amending the risk management guidance document as part of the annual review of risk management.

**Alternative options considered:**

None.

**The reason for the decision:**

To give approval to the implementation of revised procedures.

**THE DECISION:**

That the revised risk management document be approved.

AGS.13

**ANNUAL GOVERNANCE STATEMENT 2011 - 12**

All Wards

**The subject of the decision:**

A report of the Director of Resources was considered which presented the findings of a review of the governance framework, incorporating systems of internal control

operating within the Council during 2011/12 and to approve the Annual Governance Statement.

**Alternative options considered:**

None.

**The reasons for the decision:**

To take account of the review of the system of internal control and approve the Annual Governance Statement.

**THE DECISION:**

That:-

- (1) the conclusion of the review of the system of internal control be agreed;
- (2) the content of the Annual Governance Statement for publication with the annual Statement of Accounts be approved.

AGS. 14

**STATUTORY AUDITOR – REPORT TO THE AUDIT COMMITTEE ON THE 2011/12 AUDIT**

All Wards

**The subject of the decision:**

The Director of Resources presented the statutory auditor's report on the 2011/12 audit together with the Council's Statement of Accounts for 2011/12 for approval.

Sarah Anderson from Deloitte attended the meeting and presented the statutory auditor's report on the audited Statement of Accounts.

As part of the annual Audit, the Council was required to write to the Audit Commission confirming the position regarding issues such as compliance with regulations and the accuracy of records. This letter was known as the management representation letter and was discussed and agreed by the Committee for signing on its behalf by the Council's S.151 Officer.

**Alternative options considered:**

None.

**The reason for the decision:**

To consider the findings, conclusions and recommendations from the Annual Audit; to confirm the position regarding issues such as compliance with regulations and the accuracy of records and to agree the Statement of Accounts.

**THE DECISION:**

That:

- (1) Deloitte's report on the 2011/12 Audit be accepted:

- (2) the Management Representation Letter be approved and signed by the Council's S.151 Officer; and
- (3) the audited Statement of Accounts for 2011/12 be approved.

AGS.15

**STATUTORY AUDITOR – QUARTERLY UPDATE**

All Wards

**The subject of the decision:**

The Director of Resources provided an opportunity for the Council's statutory auditor, Deloitte, to give an update to the Committee on its activities to date.

Sarah Anderson from Deloitte attended the meeting to provide the update and answer questions.

**Alternative options considered:**

None.

**The reason for the decision:**

To respond to a request from the Committee.

**THE DECISION:**

That the comments of the auditor on his quarterly update be noted.

AGS.16

**TIMING OF MEETINGS**

All Wards

**The subject of the decision:**

A report of the Director of Corporate Services was submitted which asked the Committee to consider the start time of its meetings.

It was practice to periodically review the start times of meetings and the commencement of a new civic year was considered the right time to do this. To help with this process Members were asked to indicate their preferred time for meetings to commence by specifying all the times that were suitable to them.

Forty Members responded to the survey, 34 Members chose a 10.00am start although 10 indicated that 9.00am or 9.30am would be preferred. Thirty Members opted for a 2.00pm start with 3 indicating a preference for 1.00pm or 1.30pm. Nineteen members chose a start time of 4.30pm and 10 for 6.00pm.

**Alternative options considered:**

None

**The reasons for the decision:**

To take account of the Committee's preference for the start time of meetings.

### THE DECISION:

That future meetings commence at 9.30am

The meeting closed at 10.50am

Chairman of the Committee