

BABERGH AND MID SUFFOLK DISTRICT COUNCILS

MINUTES OF THE MEETING OF THE JOINT AUDIT AND STANDARDS COMMITTEE  
HELD IN THE COUNCIL CHAMBER, BABERGH DISTRICT COUNCIL ON MONDAY, 15  
MAY 2017

PRESENT: Frank Lawrenson (Vice-Chairman in the Chair)

Michael Creffield  
John Matthissen  
Alastair McCraw  
David Rose  
Jill Wilshaw

Lavinia Hadingham  
Margaret Maybury  
Suzie Morley  
Mike Norris  
Kevin Welsby

The following Members were unable to be present: Melanie Barrett, John Field, Lesley Mayes, Dave Muller, William Shropshire and Stephen Williams.

12 SUBSTITUTES AND APOLOGIES

It was noted that, in accordance with Committee and Sub-Committee Procedure Rules, substitutes were in attendance as follows:

Margaret Maybury (substituting for William Shropshire)  
Mike Norris (substituting for John Field)

13 DECLARATION OF INTERESTS

None declared.

14 MINUTES

**RESOLVED**

**That the Minutes of the meeting held on 13 March 2017 be confirmed and signed as a correct record.**

15 PETITIONS

None received.

16 QUESTIONS BY THE PUBLIC

None received.

17 QUESTIONS BY COUNCILLORS

None received.

18 PAPER JAC106 - END OF YEAR SIGNIFICANT RISKS POSITION STATEMENT AND PROGRESS REPORT

Claire Crascall, Internal Audit and Risk Management Officer, introduced Paper JAC106 detailing movements of Significant Risks up to 31 March 2017 and the work undertaken around risk management processes since April 2016. Together with John Snell, Corporate Manager – Internal Audit, she replied to Councillors' questions on various related matters.

Further support was provided by Katherine Steel, Assistant Director – Corporate Resources and Tom Barker, Assistant Director – Planning for Growth in response to specific questions within their area of responsibility.

During the course of the discussion, Councillors requested further clarification regarding Risks 2b and 2c, particularly in relation to the different inherent risk scores and no information regarding regeneration in Stowmarket. This would be referred to the relevant Assistant Director for clarification.

**RESOLVED**

**That the content of Paper JAC106, supported by Appendix A be noted.**

19 PAPER JAC103 - ANNUAL INTERNAL AUDIT REPORT 2016/17

Paul Jarvis, Internal Audit and Risk Management Officer, introduced Paper JAC103 detailing the work undertaken within Internal Audit during financial year 2016/17 and providing Councillors with a review of the variety and scope of projects and corporate activities supported through the work of the team. Together with John Snell, Corporate Manager – Internal Audit, he replied to Councillors' questions, including in relation to Universal Credits, Business Continuity, Payroll Data Processing and Cyber Security.

**RESOLVED**

**That the content of Paper JAC103, supported by Appendix A, be noted.**

20 PAPER JAC104 - LOCAL CODE OF CORPORATE GOVERNANCE 2016/17

John Snell, Corporate Manager – Internal Audit, introduced paper JAC104 to report and advise the Committee that the Councils' Local Code of Corporate Governance is compliant with the new Chartered Institute of Public Finance and Accountancy (CIPFA) / Society of Local Authority Chief Executives (SOLACE) / Framework for Delivering Good Governance in Local Government.

He advised the Committee that the Local Code of Corporate Governance will be reviewed annually and answered questions on various related matters.

During the course of the discussion, Councillors requested further information with regard to Code of Conduct training.

The Recommendation contained in 2.1 was then moved with an additional recommendation requesting that once the Code has been adopted, refresher training be provided for Councillors on the Code of Conduct if appropriate.

**RESOLVED**

- (1) That the Local Code of Corporate Governance, attached as Appendix A to Paper JAC104, be adopted.**
- (2) That the Monitoring Officer be requested to provide refresher training for Councillors on the Code of Conduct if appropriate.**

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**PAPER JAC105 - JOINT ANNUAL GOVERNANCE STATEMENT 2016/17**

John Snell, Corporate Manager – Internal Audit, introduced Paper JAC105 to enable the Committee to be satisfied that the Joint Annual Governance Statement (AGS), to accompany each Council's financial accounts for 2016/17, properly reflects the risk environment and any actions required to improve it.

**RESOLVED**

- (1) That Councillors are satisfied that the Joint Annual Governance Statement (AGS) 2016/17 (Appendix A to Paper JAC105) properly reflects the governance environment and any actions taken to improve it.**
- (2) That the AGS be endorsed subject to the Temporary Assistant Director – Law and Governance and Monitoring Officer being authorised to make any minor amendments and corrections prior to the Statement being finalised for publication.**
- (3) That approval of any significant amendments identified by the Temporary Assistant Director - Law and Governance and Monitoring Officer be delegated to her in consultation with the Chairs of the Committee.**
- (4) That it be noted that the finalised AGS will be signed by the Leader of each Council on behalf of the respective Council together with the Chief Executive on behalf of both Councils.**

The business of the meeting was concluded at 12.15 p.m.

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Chairman