

MINUTES OF THE JOINT AUDIT AND STANDARDS COMMITTEE MEETING HELD AT
THE COUNCIL OFFICES, NEEDHAM MARKET ON MONDAY 20 JUNE 2016

PRESENT: **BABERGH**

Michael Creffield
David Rose
Fenella Swan

MID SUFFOLK

John Field
Lavinia Hadingham
John Matthissen
Lesley Mayes
Suzie Morley (Chairman)
Dave Muller
Kevin Welsby
Jill Wilshaw

1 SUBSTITUTES AND APOLOGIES

An apology for absence was received from Councillors Tony Bavington, John Hinton, William Shropshire and John Ward.

2 DECLARATION OF INTERESTS

There were no declarations of interest.

3 MINUTES

RESOLVED

That the Minutes of the meeting held on 18 April 2016 be confirmed and signed as a correct record.

4 PETITIONS

None received.

5 QUESTIONS FROM THE PUBLIC

None received

6 QUESTIONS FROM MEMBERS

None received.

7 JOINT ANNUAL GOVERNANCE STATEMENT 2015/16

The purpose of report JAC80 was to enable the Committee to be satisfied that the Joint Annual Governance Statement (AGS), to accompany each Council's financial accounts 2015/16, properly reflected the risk environment and any actions required to improve it.

The Corporate Manager – Internal Audit introduced the report and answered Members questions including:

- When Members would be briefed and be able to contribute to the new Performance Monitoring.
- As the Chief Executive was leaving, this should be recognised in the report as it was felt that this was a significant risk.
- If previous Risk Register discussions and suggested amendments had been taken into account for this report.

The Officer advised that a report would be coming to a future meeting, on performance management. He advised that the departure of the Chief Executive would be taken into account, and he confirmed that discussions at the Joint Audit and Standards Committee had resulted in some minor changes to the Risk Register, which had been endorsed by the Senior Leadership Team and approved by the Strategy and Executive Committees in June.

By 10 votes to 0 with 1 abstention.

RESOLVED

- 1. That Members are satisfied that the Joint Annual Governance Statement (AGS) 2015/16 (Appendix A to the report) properly reflects the risk environment and any actions taken to improve it**
- 2. That the AGS be endorsed subject to the Interim Assistant Director – Law and Governance being authorised to make any minor amendments and corrections prior to the Statement being finalised for publication**
- 3. That any significant amendments identified by the Interim Assistant Director – Law and Governance be delegated to her in consultation with the Chairmen of the Joint Audit and Standards 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.**

8 ANNUAL INTERNAL AUDIT REPORT 2015/16

The purpose of report JAC81 was to inform Councillors of the work undertaken within Internal Audit during the Financial Year 2015/16 and provided Councillors with a review of the variety and scope of projects and corporate activities which were supported through the work of the team.

The Audit and Risk Management Services Officer advised the Committee that the report had been written taking on board comments by Members from previous committee meetings, and so more detail and content had been included.

Members queried the differences between Babergh and Mid Suffolk District Councils that the report highlighted, and Officers advised that this was due in part to two different control environments, as well as it being a transitional year for both District Councils. Going forward this would change as the workforce becomes more aligned and unified.

They also queried the Business Continuity section of the report and asked for further detail on the incidents referenced. Officers advised that the incidents encountered this year had shown that the Council was able to cope, and business continuity measures deployed meant that activities were able to continue. There had been post event reviews to determine lessons learnt and these would be incorporated in the Business Continuity Plan.

By a unanimous vote.

RESOLVED

That the contents of Report JAC81, supported by Appendix A, be noted.

9 JOINT ANNUAL TREASURY MANAGEMENT REPORT – 2015/16

Report JAC82 was part of the Council's management and governance arrangements for Treasury Management activity under the CIPFA Code of Practice on Treasury Management ('the Code'). It provided Members with a comprehensive assessment of activities for the year. The report specifically set out performance of the treasury management function, the effects of the decisions taken and the transactions executed in the past year and on any circumstances of non-compliance with the Council's treasury management policy statement and treasury management practices. It also included performance on Prudential Indicators which were set in the 2015/16 Treasury Management Strategy. The figures contained in the report were subject to the external auditors review which would conclude in September 2016.

The Corporate Manager – Financial Services answered Members questions and advised that the different interest rates between Babergh and Mid Suffolk District Council were due to the time each loan was taken out, and the amount taken. She advised that funds that had been allocated to the CCLA Funding Circle and not yet invested, were still held by the Council.

By a unanimous vote.

RECOMMENDATION TO COUNCIL

That the Treasury Management activity for the year 2015/16 be noted. Further, that it be noted that performance was in line with the Prudential Indicators set for 2015/16.

10 NON-SALARY EXPENSES

Report JAC83 provided information in relation to the non-salary expenses of the senior managers across Babergh and Mid Suffolk District Councils.

The Corporate Manager – Financial Services advised Members that due to an oversight, this report included information from both 2014-2015 and 2015-2016. Going forward this will be an annual report.

Members questioned conference attendance fees and were advised by Officers that some conferences included presentations by Babergh and Mid Suffolk District Council, as well as being for information gathering.

Members queried if travel expenses for all staff between both sites was available and they were advised that at present this information was not available, however it was being evaluated as part of the accommodation review.

Members were satisfied with the information contained in the report.

By a unanimous vote.

RESOLVED

That the contents of Report JAC83 be noted.

11 WORK PLAN

RESOLVED

That the contents of Report JAC84 be noted.

12 **RESOLUTION TO EXCLUDE THE PUBLIC**

By a unanimous vote

RESOLUTION

That under section 100(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act in the paragraphs registered against the item:

<i>Item</i>	<i>Schedule 12a Reason</i>
13	3

13 **CONFIDENTIAL MINUTE OF THE MEETING HELD 18 APRIL 2016**

Report JAC79

The confidential minute of the meeting held on 18 April 2016 was confirmed as a correct record.

The business of the meeting was concluded at 11:20 a.m.

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Chairman