

Meeting **GOVERNANCE AND ETHICS COMMITTEE**

Date **Wednesday 27 September 2017 (commencing at 1.00pm)**

**membership**

Persons absent are marked with 'A'

**COUNCILLORS**

Bruce Laughton (Chairman)  
Andy Sissons (Vice-Chairman)

Jim Creamer  
Steve Carr A  
John Handley  
Tony Harper  
Errol Henry JP

Rachel Madden A  
Mike Pringle  
Mike Quigley MBE  
Phil Rostance

**OFFICERS IN ATTENDANCE**

Glen Bicknell  
Heather Dickinson  
Rob Disney  
Keith Ford  
Nigel Stevenson

} Resources

Cherry Dunk  
Paul McKay  
Bridgette Shilton

} Adult Social Care, Health & Public Protection

Tony Crawley  
Sayeed Haris

KPMG External Auditors

**MINUTES**

The Minutes of the last meeting held on 19 July 2017, having been previously circulated, were confirmed and signed by the Chairman.

**APOLOGIES FOR ABSENCE**

Apologies for absence was received from Councillor Steve Carr and Councillor Rachel Madden.

**DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS**

None.

## **STATEMENT OF ACCOUNTS 2016-17**

Glen Bicknell (Senior Accountant) gave a presentation which included legal requirements, context and changing timelines for producing the Statement of Accounts and answered Members' queries.

Tony Crawley (External Auditor) introduced the External Audit Report 2016/17 (appendix B of the report) and clarified that the finalised version of this document would be subsequently shared with Members.

During discussions, it was agreed that any minor amendments to the Statement of Accounts approved by the Section 151 Officer, in consultation with the Chairman of the Committee, would be shared with Members.

### **RESOLVED: 2017/015**

- a) That the letter of representation be approved.
- b) That the Statement of Accounts 2016-17 be approved and authority be delegated to the Section 151 Officer, in consultation with the Chairman of the Committee, to make further minor amendments if necessary.

## **INTERNAL AUDIT CHARTER**

### **RESOLVED: 2017/016**

That the revised Internal Audit Charter be approved.

## **FOLLOW UP OF INTERNAL AUDIT RECOMMENDATIONS**

During discussions, the Committee Chairman highlighted that he would be holding monthly meetings with Rob Disney (Head of Internal Audit) to look in more detail at specific areas. The Chairman invited Committee Members to raise any issues, on an ongoing basis, to feed into those meetings.

### **RESOLVED: 2017/017**

That no further, more detailed updates on progress from relevant managers in the areas of activity covered within the report were required at this stage.

## **EXTERNAL QUALITY ASSESSMENT OF INTERNAL AUDIT**

### **RESOLVED: 2017/018**

- 1) That the Committee's role within the review process follows the suggested approach detailed in paragraph 6 of the report.
- 2) That the outline specification for inviting tenders for the independent review of the system of internal audit, with reference to appendix 1 and 2 of the report, be agreed.

## **DEPRIVATION OF ASSETS IN FINANCIAL ASSESSMENTS FOR PEOPLE RECEIVING COUNCIL FUNDED CARE AND SUPPORT**

Paul McKay (Service Director, South Nottinghamshire and Public Protection) Cherry Dunk (Group Manager, Quality and Market Management) and Bridgette Shilton (Team Manager – Adult Care Financial Services) introduced the report and answered Members' queries.

### **RESOLVED: 2017/019**

That no further information was required at this stage on the areas of work detailed within the report.

## **INFORMATION COMMISSIONER'S OFFICE MONETARY PENALTY NOTICE-HOME CARE ALLOCATION SYSTEM**

Paul McKay (Service Director, South Nottinghamshire and Public Protection) introduced the report and answered Members' queries.

### **RESOLVED: 2017/019**

- 1) That the Information Commissioner's Office findings and monetary fine in respect of the Home Care Allocation System be acknowledged.
- 2) That the Committee received further reports on the progress of the Information Governance Improvement Plan.

## **WORK PROGRAMME**

During discussions, the Committee Chairman underlined that cross-party input into the review of the Councillor Code of Conduct would be sought.

### **RESOLVED: 2017/020**

That no further changes were required to the work programme.

The meeting closed at 2.13 pm.

CHAIRMAN