



Meeting **GOVERNANCE AND ETHICS COMMITTEE**

Date **Wednesday 19 July 2017**

**membership**

Persons absent are marked with 'A'

**COUNCILLORS**

Bruce Laughton (Chairman)

A      Nicki Brooks  
Steve Carr  
Kate Foale  
Stephen Garner  
John Handley

Tony Harper  
Errol Henry JP  
Rachel Madden  
Phil Rostance  
Mike Quigley MBE

**OFFICERS IN ATTENDANCE**

Rob Disney  
Keith Ford  
Jayne Francis-Ward  
Nigel Stevenson  
James Ward  
Clare Winter

} Resources

Caroline Baria                      Adult Social Care, Health & Public Protection  
Cherry Dunk

Tony Crawley                      KPMG External Auditors

**MINUTES**

The Minutes of the last meeting held on 15 June 2017, having been previously circulated, were confirmed and signed by the Chairman.

**APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Steve Carr.

The following temporary changes of membership, for this meeting only, were reported:-

- Councillor Stephen Garner had replaced Councillor Andy Sissons.

## **DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS**

None.

## **INTERNAL AUDIT PLAN PROCESS**

Rob Disney (Head of Internal Audit) gave a presentation outlining the processes involved in the Internal Audit Plan process, including risk assessment, prioritisation, resource allocation and consultation.

### **RESOLVED: 2017/009**

That the contents of the presentation be noted.

## **ANNUAL FRAUD REPORT 2016-17**

Rob Disney introduced the report and Caroline Baria (Service Director, Commissioning, Access & Safeguarding) and Cherry Dunk (Group Manager, Quality & Market Management) highlighted the anti-fraud work undertaken by Adult Care Financial Services. During discussions, Members requested a further update on the issue of deprivation of assets to a future meeting.

### **RESOLVED: 2017/010**

- 1) That the Committee notes the content of the Annual Fraud Report 2016-17.

## **INTERNAL AUDIT ANNUAL REPORT – 2016-17**

### **RESOLVED: 2017/011**

That the Head of Internal Audit's Annual Report for 2016-17 be noted.

## **FINANCIAL REGULATIONS WAIVERS 2016-17**

### **RESOLVED: 2017/012**

That the Financial Regulations Waivers 2016-17 and the continued progress in keeping waivers to a minimum be noted.

## **CHANGES TO DEMOCRATIC SERVICES STAFFING STRUCTURE**

### **RESOLVED: 2017/013**

- 1) That the revised staffing structure for Democratic Services, attached at Appendix 2, be approved.
- 2) That the revised staffing structure be reviewed after six months to ensure business needs are being appropriately met.

## **WORK PROGRAMME**

### **RESOLVED: 2017/014**

That the work programme be noted.

The meeting closed at 2.05 pm.

CHAIRMAN