



Meeting **GOVERNANCE AND ETHICS COMMITTEE**

Date **Monday 7 September 2020 (commencing at 10.30am)**

membership

Persons absent are marked with 'A'

COUNCILLORS

Bruce Laughton (Chairman)
Kevin Rostance (Vice-Chairman)

Nicki Brooks
Steve Carr **A**
Kate Foale **A**
John Handley **A**
Errol Henry JP

Rachel Madden
Phil Rostance
Keith Walker
Martin Wright

SUBSTITUTE MEMBERS

Richard Butler for John Handley
Liz Plant for Kate Foale

OFFICERS IN ATTENDANCE

Ainsley Macdonnell Adult Social Care and Health Department

Rob Disney Chief Executive's Department
Keith Ford
Patrick Hoban
Emily Jackson
Jo Kirkby
Marjorie Toward
Nigel Stevenson
Angela Wendels

OTHERS IN ATTENDANCE

John Gregory Grant Thornton – External Auditors
Lorraine Noak

1. MINUTES

The Minutes of the last meeting held on 21 July 2020, having been previously circulated, were confirmed and signed by the Chairman.

2. APOLOGIES FOR ABSENCE

The following apologies for absence were reported:-

Councillor Steve Carr - holiday
Councillor John Handley – other reasons
Councillor Kate Foale

3. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

None

4. LOCAL GOVERNMENT AND SOCIAL CARE OMBUDSMAN'S ANNUAL REVIEW LETTER 2020

Jo Kirkby, Team Manager, Complaints and Information introduced the report which informed Members of the latest Annual Review Letter.

RESOLVED: 2020/025

That no actions were required in relation to the issues contained within the report.

5. NATIONAL AUDIT OFFICE GUIDANCE FOR AUDIT AND RISK COMMITTEES ON FINANCIAL REPORTING AND MANAGEMENT

Rob Disney, Group Manager – Assurance, introduced the report which offered assurance that the Council's arrangements for financial reporting and management were compliant with National Audit Office guidance.

RESOLVED: 2020/026

That no further reports or actions were required arising from the self-assessment.

6. CORPORATE RISK MANAGEMENT UPDATE

Rob Disney, Group Manager – Assurance, introduced the report which provided an update on the Council's arrangements for corporate risk management and proposed a schedule of future updates and member training.

RESOLVED: 2020/027

- 1) That the updated corporate risk register be approved.
- 2) That the Committee receives further proposals for a refresh of the Council's approach to risk management, along with suggested training.

7. INTERNAL AUDIT 2020-21 TERM 1 REPORT AND 2020-21 TERM 2 PLAN

Rob Disney, Group Manager – Assurance, introduced the report which provided details of the work carried out by Internal Audit in Term 1 of 2020-21 and sought Members' views on the Internal Audit Plan for Term 2.

RESOLVED: 2020/028

- 1) That no further actions or follow-up reports were required.

- 2) That it be agreed that the planned coverage of Internal Audit's work in Term 2 of 2020-21 would deliver assurance to the Committee in priority areas.

8. ANNUAL FRAUD REPORT 2019-20

Rob Disney, Group Manager – Assurance, introduced the report and responded to Members' feedback on its contents.

RESOLVED: 2020/029

- 1) That the contents of the Annual Fraud Report 2019/20 be noted.
- 2) That Members' feedback on the adequacy of the Council's current and planned arrangements for tackling fraud and corruption be noted by Internal Audit.

9. GOVERNANCE AND ETHICS COMMITTEE ANNUAL REPORT 2019-20

The Chairman of the Committee, Councillor Bruce Laughton, introduced the report which detailed the work of the Committee in the previous year and outlined planned areas of work in the current year.

RESOLVED: 2020/030

That the contents of the report be agreed and be submitted to Full Council to give a formal appraisal of the achievements of the Committee in 2019-20 and to set out the planned areas of work for the current year.

10. GRANT THORNTON – EXTERNAL AUDIT UPDATE

John Gregory, Engagement Lead, Grant Thornton (the Council's external auditors) introduced the report and gave a verbal update on progress made to date with the external audit of the 2019-20 Statement of Accounts.

RESOLVED: 2020/031

That the contents of the verbal update be noted.

11. UPDATE ON USE OF COUNCILLORS' DIVISIONAL FUND

Keith Ford, Team Manager, Democratic Services, introduced the report which provided the latest six monthly update on expenditure through the Councillors' Divisional Fund (CDF).

During discussions, Members suggested that consideration should be given to possibly amending the CDF Policy to introduce a maximum amount for any single application. Members felt that the Committee could be given the power to approve applications over any agreed limit.

RESOLVED: 2020/032

That further consideration be given to a potential change to the CDF policy to introduce a financial limit on any single application.

12. UPDATE ON USE OF RESOURCES BY COUNCILLORS

Keith Ford, Team Manager, Democratic Services, introduced the report which provided an update on the use of resources by Councillors and their support officers.

RESOLVED: 2020/033

- 1) That the continued use by a local Divisional Member of Stapleford Town Council as a venue for quarterly public consultation meetings, at a cost of £30 per booking, be approved.
- 2) That the continued use by the local Divisional Member of a meeting room at Nuthall Parish Council Focus Point as a venue for Councillor Surgeries, at a cost of £12.50 per surgery (with 11 surgeries booked throughout the year), be approved.
- 3) That no further information or actions were required on the resources expenditure for the period October 2019 – March 2020.
- 4) That the Committee move to an annual reporting cycle on this issue, with any Committee approvals required on specific resource issues to be covered through individual reports to the Committee.

13. WORK PROGRAMME

During discussions, Members requested that further guidance for Members on conduct in virtual meetings be developed and officers suggested that the possibility of offering a training course on virtual meetings be explored.

RESOLVED: 2020/034

That the work programme be agreed, with no further changes required.

The Chairman thanked Patrick Hoban and Emily Jackson, the new apprentices in the Internal Audit team, for attending the meeting and wished them well in their new careers.

The meeting closed at 12.02 pm.

CHAIRMAN