

You are requested to attend a meeting of the Corporate Governance Committee to be held in The John Meikle Room, The Deane House, Belvedere Road, Taunton on 28 September 2015 at 18:15.

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### Agenda

- 1 Apologies
- 2 Minutes of the meeting of the Corporate Governance Committee held on 22 June 2015 (attached).
- 3 Public Question Time
- 4 Declaration of Interest  
To receive declarations of personal or prejudicial interests, in accordance with the Code of Conduct.
- 5 Grant Thornton External Audit - Audit Findings. Report of the Audit Manager and Appointed Auditor (attached).  
Reporting Officer: Peter Barber
- 6 Approval of the Statement of Accounts. Report of the Assistant Director of Resources (attached).  
Reporting Officer: Paul Fitzgerald
- 7 SWAP Internal Audit - Process Report 2015/16. Report of the Assistant Director of South West Audit Partnership (attached).  
Reporting Officer: Alistair Woodland
- 8 Corporate Risk Update. Report of the Corporate Strategy and Performance Manager (attached).  
Reporting Officer: Paul Harding
- 9 Corporate Governance Action Plan. Report of the Corporate Strategy and Performance Manager (attached).  
Reporting Officer: Paul Harding
- 10 Corporate Governance Committee Forward Plan - details of forthcoming items to be considered by the Corporate Governance Committee and the opportunity for Members to suggest further items (attached)

Bruce Lang  
Assistant Chief Executive

01 December 2015

Members of the public are welcome to attend the meeting and listen to the discussions.

There is time set aside at the beginning of most meetings to allow the public to ask questions.

Speaking under “Public Question Time” is limited to 4 minutes per person in an overall period of 15 minutes. The Committee Administrator will keep a close watch on the time and the Chairman will be responsible for ensuring the time permitted does not overrun. The speaker will be allowed to address the Committee once only and will not be allowed to participate further in any debate.

Except at meetings of Full Council, where public participation will be restricted to Public Question Time only, if a member of the public wishes to address the Committee on any matter appearing on the agenda, the Chairman will normally permit this to occur when that item is reached and before the Councillors begin to debate the item.

This is more usual at meetings of the Council’s Planning Committee and details of the “rules” which apply at these meetings can be found in the leaflet “Having Your Say on Planning Applications”. A copy can be obtained free of charge from the Planning Reception Desk at The Deane House or by contacting the telephone number or e-mail address below.

If an item on the agenda is contentious, with a large number of people attending the meeting, a representative should be nominated to present the views of a group.

These arrangements do not apply to exempt (confidential) items on the agenda where any members of the press or public present will be asked to leave the Committee Room.

Full Council, Executive, Committees and Task and Finish Review agendas, reports and minutes are available on our website: [www.tauntondeane.gov.uk](http://www.tauntondeane.gov.uk)



Lift access to the John Meikle Room and the other Committee Rooms on the first floor of The Deane House, is available from the main ground floor entrance. Toilet facilities, with wheelchair access, are also available off the landing directly outside the Committee Rooms.



An induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter.

**For further information about the meeting, please contact the Corporate Support Unit on 01823 356414 or email [r.bryant@tauntondeane.gov.uk](mailto:r.bryant@tauntondeane.gov.uk)**

If you would like an agenda, a report or the minutes of a meeting translated into another language or into Braille, large print, audio tape or CD, please telephone us on 01823 356356 or email: [enquiries@tauntondeane.gov.uk](mailto:enquiries@tauntondeane.gov.uk)

**Corporate Governance Committee Members:-**

Councillor V Stock-Williams (Chairman)  
Councillor J Blatchford (Vice-Chairman)  
Councillor N Cavill  
Councillor S Coles  
Councillor D Cossey  
Councillor A Govier  
Councillor T Hall  
Councillor J Hunt  
Councillor R Lees  
Councillor R Ryan  
Councillor Miss F Smith  
Councillor A Sully  
Councillor C Tucker  
Councillor D Webber  
Councillor D Wedderkopp

**28/09/2015, Report:Corporate Governance Action Plan Update**  
Reporting Officers:Paul Harding

**28/09/2015, Report:Corporate Risk Update Report**  
Reporting Officers:Paul Harding

**28/09/2015, Report:Grant Thornton External Audit - Audit Findings**  
Reporting Officers:Peter Barber

**28/09/2015, Report:Approval of the Statement of Accounts**  
Reporting Officers:Paul Fitzgerald

**28/09/2015, Report:SWAP Internal Audit - Progress Update Report 2014/15**  
Reporting Officers:Alistair Woodland

**07/12/2015, Report:Health and Safety Six Monthly Update Report**  
Reporting Officers:Catrin Brown

**07/12/2015, Report:Grant Thornton External Audit - Annual Audit Letter 2014/15**  
Reporting Officers:Peter Barber

**07/12/2015, Report:Grant Thornton External Audit Update**  
Reporting Officers:Peter Barber

**07/12/2015, Report:SWAP Internal Audit - Progress Report 2014/15**  
Reporting Officers:Alistair Woodland

**Report:Corporate Counter-Fraud Update**  
Reporting Officers:Heather Tiso,Paul Fitzgerald

**Report:Going Concern Assessment**  
Reporting Officers:Paul Fitzgerald