

## **Corporate Governance Committee – 27 September 2010**

Present: Councillors Beaven, Coles, Denington, Hall, Henley, Miss James, O'Brien, Thorne, A Wedderkopp, and Wilson.

Officers: Mrs S Adam (Strategic Director), Mrs D Durham (Democratic Support Manager), Mr P Fitzgerald (Financial Services Manager), Mr C Gunn (Group Auditor, South West Audit Partnership), Mr R Sealy (Performance and Client Manager), Mr D Webb (Client and Performance Officer)

Also Present: Councillor Williams  
Mr T Brown, South West Audit Partnership  
Mr B Bethell and Mr C Peachey, Audit Commission

(The meeting commenced at 6.15 pm)

### **38. Appointment of Chairman**

**Resolved** that Councillor Denington be appointed as Chairman of the Corporate Governance Committee for the remainder of the Municipal Year.

### **39. Apology**

Councillor Govier.

### **40. Minutes**

The minutes of the meeting held on 28 June 2010 were taken as read and were signed.

### **41. Declaration of Interests**

Councillor Henley declared a personal interest as a Member of Somerset County Council.

### **42. Audit Commission Annual Governance Report 2009/2010**

Mr Brian Bethell and Mr Chris Peachey of the Audit Commission introduced Taunton Deane Borough Council's Annual Governance Report 2009/2010.

Details of key areas of judgement and audit risk were reported, together with weaknesses identified in internal control.

The preparation and audit of accounts had been challenging due to the implementation issues with the SAP system. This meant that more time had been spent by officers and external auditors to ensure sufficient internal controls were in place to protect the organisation's accounting systems were in place and working.

A number of errors had been identified in the financial statements and these were reported. The accounts had been adjusted and a revised financial statement would be presented to the Committee.

Key messages were captured in an Action Plan which had been submitted to Members.

Members commended staff for the hard work that they had done, during the implementation of the SAP system. A huge amount of resource had been required to get the SAP system to work and it was a credit to the staff.

**Resolved** that:

- (1) The unadjusted misstatements in the accounts be noted;
- (2) The letter of representation be approved; and
- (3) The Action Plan be noted.

#### **43. Internal Audit Plan Progress Report**

Considered report previously circulated, which provided an update on the significant findings and recommendations for the period July to September 2010.

Details were also reported of the operational audits and managed audits completed which included the main issues raised and the management responses thereto.

Details of the reviews currently in progress were also provided.

**Resolved** that the report be noted.

#### **44. Health and Safety Update**

Mr David Woodbury, the Health and Safety Advisor, presented the Health and Safety Report updating Members on strategic issues including the DLO.

**Resolved** that the Health and Safety Action Plan be noted.

#### **45. Risk Management**

Considered report previously circulated, updating Members on the current position of Risk Management, the process by which risks were identified, evaluated and controlled, Risk Management was one of the key elements of the Corporate Governance Framework.

Reported that progress made in the implementation of Risk Management was as follows:

- The Corporate Risk Register had been reviewed by the Corporate Management Team and Theme Managers group;
- Control Measures and Planned Actions had been updated by all Managers; and
- Risk scoring had been updated to reflect the most up to date position.

**Resolved** that the progress with Risk Management and the actions planned be noted.

#### **46. Update to Various Parts of the Constitution**

The Constitutional Sub-Committee had recently reviewed Part 3 of the Constitution following the Core Council Review and the Budget and Policy Framework Procedure rules. The recommendations were presented by the Chairman of the Constitutional Sub-Committee, Councillor Denington.

Members discussed the recommended amendments and agreed the changes proposed by the Sub-Committee.

**Resolved** that Council be recommended to agree the proposed amendments to the Constitution.

(The meeting ended at 8.05 pm).