

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CORPORATE GOVERNANCE COMMITTEE held in the CIVIC SUITE (LANCASTER/STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, CAMBS, PE29 3TN on Wednesday, 29 November 2023

PRESENT: Councillor N Wells – Chair.

Councillors A M Blackwell, J Clarke, J A Gray, J E Harvey, P J Hodgson-Jones, S A Howell, A R Jennings, P Kadewere, T D Sanderson and I P Taylor.

APOLOGY: An apology for absence from the meeting was submitted on behalf of Councillor E R Butler.

35 MINUTES

The Minutes of the meeting held on 27th September 2023 were approved as a correct record and signed by the Chair.

36 MEMBERS' INTERESTS

No declarations were received at the meeting.

37 INTERNAL AUDIT SERVICE: PROGRESS REPORT

The Committee received a report by the Internal Audit Manager (a copy of which is appended in the Minute Book) that informed Members of the work completed and was undertaken by the Internal Audit Service. It incorporated not only progress against the Internal Audit Plan but also audit actions tracking information. Which provided visibility to Members of the progress being made in closing out audit actions in order to mitigate risk impacts and to strengthen governance. It also provided information of any resource information from within the Team and any revised Internal Audit Plan for the remainder of the year which can be used for informing the Committee on any governance issues or developments.

The Committee noted tracking information on overdue audit actions – those actions that have not been implemented by management by the agreed due date. Currently there are 23 such overdue actions (26 reported to the Committee in the last report) and this report presents the action owners' updates on progress.

The risk management and Business Continuity Planning (BCP) summary findings are reported (with caveat that the BCP is still at draft stage) together with initial details of the District Council response and update.

In accordance with the Internal Audit Charter, the Internal Audit Manager continues to report functionally to the Corporate Governance Committee and administratively to the Director of Finance and Corporate Resources. They have

maintained organisational independence and have had no constraints placed upon them in respect of determining overall audit coverage, audit methodology, the delivery of the audit plan or proposing actions for improvement or forming opinions on individual audit reports issued.

As a result of discussions on the report the Chair moved, and it was

RESOLVED

that the contents of the report be noted.

38 CORPORATE GOVERNANCE COMMITTEE PROGRESS REPORT

The Committee received and noted a report (a copy of which is appended in the Minute Book) on progress of actions in response to any decisions taken at previous meetings.

As a result of discussions on the report the Chair moved, and it was

RESOLVED

that the contents of the report be noted.

39 EXCLUSION OF PRESS AND PUBLIC

RESOLVED

that the press and public be excluded from the meeting because the business to be transacted contains information relating to the financial or business affairs of any particular person (including the authority holding that information).

40 CORPORATE GOVERNANCE COMMITTEE EFFECTIVENESS

The Committee received a high-level review that incorporated the key principles set out in CIPFA's Position Statement that are the essential factors in developing an effective audit committee. A regular self-assessment should be used to support the planning of the audit committee work programme and training plans. It will also inform the annual report.

As a result of discussions on the report the Chair moved, and it was

RESOLVED

that the areas identified for development were noted by the Committee for further action.

Chair