

KENT COUNTY COUNCIL

GOVERNANCE AND AUDIT COMMITTEE

MINUTES of a meeting of the Governance and Audit Committee held in the Darent Room, Sessions House, County Hall, Maidstone on Tuesday, 30 June 2009.

PRESENT: Mr R W Bayford, Mr A R Chell, Mr C Hibberd, Mr J F London, Mr R L H Long, TD, Mr J Ozog (Substitute for Mr P W A Lake), Mr R J Parry, Mr T Prater, Mr R Tolputt and Mr C T Wells

ALSO PRESENT: Ms S J Carey and Mr J D Simmonds

OFFICERS: Ms L McMullan (Director of Finance), Mr N Vickers (Head of Financial Services), Mr A Wood (Head of Financial Management), Mrs C Head (Chief Accountant), Mrs D Mattingly (Corporate Risk & Insurance Manager), Miss J Purvis (Improvement & Engagement Officer), Ms J Dawson (Head of Audit and Risk), Mrs J Armstrong (Senior Audit Manager), Mr C Bainbridge (Director of Community Safety & Regulatory Services), Mr P Mulholland (Group Leader, Property and Commercial) and Mr A Tait (Democratic Services Officer)

UNRESTRICTED ITEMS

17. Election of Vice-Chairman

(Item 1)

Mr R Tolputt moved, seconded by Mr A R Chell that Mr M V Snelling be elected Vice-Chairman of the Committee.

Carried with no opposition.

18. Terms of Reference and dates of future meetings

(Item 2)

(1) The Committee noted its Terms of Reference subject to the following minor amendments:-

(f) the deletion of "Best Value Inspectorate" and its replacement by "the Audit Commission; and

(j) the deletion of "Strategic Director (Resources) and its replacement by "Director of Finance."

(2) The Committee noted the following future meeting dates:-

Wednesday, 16 September 2009;

Tuesday, 1 December 2009;

Friday, 30 April 2010;

Wednesday, 30 June 2010;

Wednesday, 15 September 2010; and

Tuesday, 30 November 2010.

- (3) RESOLVED that subject to (1) above, the Terms of Reference and dates of future meetings be noted.

19. Minutes - 4 March 2009 and 25 June 2009 (To Follow)

(Item 4)

- (1) The Minutes of the Committee meeting held on 25 June 2009 were tabled.
- (2) RESOLVED that the Minutes of the meetings held on 4 March 2009 and 25 June 2009 are correctly recorded and that they be signed by the Chairman.

20. Trading Activities Sub-Group (Oral report)

(Item 5)

- (1) The Terms of Reference of the Trading Activities Sub-Group had been circulated in the supplementary papers.
- (2) The Committee agreed to a minor amendment to the Terms of Reference of the Sub-Group so that its membership would be 2 Conservative and 1 Liberal Democrat Member with an invitation also being extended to the Labour Group to nominate one Member.
- (3) RESOLVED that subject to (2) above, the Terms of Reference and membership of the Trading Activities Sub-Group be agreed.

21. Draft Internal Audit Annual Report 2008/09

(Item 6)

- (1) The report has been circulated to Members with the supplementary papers.
- (2) RESOLVED that approval be given to the Head of Audit and Risk's Annual Report.

22. External Audit Progress Report (To Follow)

(Item 7)

RESOLVED that the report be noted.

23. Annual Audit Fee letter 2009/10

(Item 8)

RESOLVED that the report be noted.

24. Annual Inspection Fee letter 2009/10

(Item 9)

RESOLVED that the report be noted.

25. Treasury Management Annual Review

(Item 10)

(1) Mr J D Simmonds, Cabinet Member for Finance was present for this item pursuant to Committee Procedure Rule 2.24 and spoke.

(2) RESOLVED that the report be noted.

26. Annual Audit and Inspection Letter

(Item 11)

RESOLVED that the report be noted.

27. Draft Statement of Accounts 2008/09 (including Annual Governance Report)

(Item 12)

(1) The Audit Commission's Annual Governance Report had previously been circulated to the Committee.

(2) RESOLVED that:-

(a) approval be given to the Statement of Accounts for 2008/09 subject to the Chairman and Liberal Democrat Group Spokesman being informed of any changes which may be made to the Accounts following completion of the external audit; and

(b) the recommendations made in the Annual Governance Report be noted.

28. Ombudsman Complaints

(Item 13)

The Committee deferred consideration of this item to its next meeting.

29. Annual Report on surveillance activities carried out by KCC between January and December 2008

(Item 14)

RESOLVED to:-

(a) note the report;

(b) note the manner in which KCC's formal Policy and Protocol and Surveillance (including the acquisition of Communications data) has been used and followed during the previous year, including the type of criminal offences where surveillance has been used or communications data has been requested; and

(c) note the use of a periodic audit across KCC senior managers to ascertain activities which may fall within the ambit of the Regulation of Investigatory Powers Act 2000 (RIPA).

30. Strategic Risk Register

(Item 15)

RESOLVED that the revised Strategic Risk Register be noted.

31. Internal Audit Progress Report

(Item 16)

(1) The response of the Managing Director of Children, Families and Education to the findings of the audit on Cluster Funding had previously been circulated to the Committee.

(2) RESOLVED that the report be noted.