

FERRYHILL TOWN COUNCIL

CORPORATE GOVERNANCE COMMITTEE

Minutes of the meeting of the **Corporate Governance Committee** held in the Council Chamber, Town Hall, Ferryhill, at 6pm on **TUESDAY, 2nd APRIL 2019**.

PRESENT: *Councillors:* J. Cansella, D. Farry, K. Graham, N. Jones and Z. Roddam

Officials: D. Shingleton, Accountant; G. Fletcher, Internal Auditor

C37.18-19 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor C Woods.

C38.18-19 **MEMBERS DISPENSATION**

No requests for dispensations were received.

C39.18-19 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

C40.18-19 **PUBLIC PARTICIPATION**

There were no members of the public present.

C41.18-19 **MINUTES OF THE MEETING HELD ON 6 MARCH 2019**

RESOLVED:

That the minutes of the meeting held on 6 March 2019 be agreed as a correct record.

C42.18-19 **INTERNAL AUDIT REPORTS**

- a) Members considered the Internal Audit Annual Report for the year 2018/2019. It was noted that the assurance level for the year was Substantial/Full. This was based on eleven audits being undertaken during the year, of which seven received full assurance and four received substantial assurance. The Report formed the basis for the completion of the internal audit section of the Annual Governance and Accountability Return (AGAR) which will be considered by Members in May.
- b) Members considered the Audit Plan for the year 2019/2020. The Plan was the second year of the auditor's three year plan. It included annual audits of high risk areas, and four audits which are undertaken every other year.

RESOLVED:

That Members:

- a) Note and accept the Annual Report for the year 2018/2019; and;
- b) Accept the Audit Plan for the year 2019/2020.

C43.18-19 ANNUAL GOVERNANCE STATEMENT

Members considered the report from the Accountant on the Annual Governance Statement. This provided details of the systems and procedures which need to be in place to allow the Council to tick the “yes” box on the AGAR to be approved in May. The Report will be submitted to the Council meeting in April.

RESOLVED:

- a) That the report be received.

C44.18-19 PARTNERSHIP WORKING AGREEMENTS/CONTRACTS

The Accountant reported that he had received today documents relating to winter maintenance, fire inspections, IT facilities and support, shutter door maintenance and HR support. He considered it too late to copy and circulate to members. The Chair expressed her concerns that, despite the request for copies of all such agreements/contracts being made some months ago, this had still not been received. The Chair stressed the importance of having documents in place which are properly prepared, current and signed. She also expressed concern at Council equipment (such as display boards) being loaned to organisations without agreements in place.

RESOLVED:

- a) that a full and complete list of all partnership working agreements/contracts be provided to the Committee by no later than 31 May 2019;
- b) that with immediate effect, no Council equipment is loaned to organisations until an appropriate agreement is in place;
- c) that the situation regarding Approach Too be reported to the next meeting.

C45.18-19 STANDING LIST OF SUPPLIERS

Members considered the report from the Accountant on developing a standing list of suppliers for works, including a proposed advert.

RESOLVED:

- a) that the request for hourly rates from potential suppliers be removed from the advert;
- b) that potential suppliers be requested to confirm they have adequate insurance arrangements in place and that their employment practises are legitimate;

- c) that the list covers work up to a value of £5,000;
- d) that the list of works covered be expanded from that currently shown;
- e) that preference be given to potential suppliers in the Ferryhill area, but to include others up to a radius of about ten miles from the centre of Ferryhill.

C46.18-19 POLICY REVIEW

Members considered a number of policies under the “Finance” heading which the Accountant had reviewed and updated.

RESOLVED:

That:

- a) Honorarium and Acting Up – the updated Policy be agreed.
- b) Anti-Fraud and Corruption – the updated Policy be agreed subject to the following changes to
 - i) paragraph 1.6 on page 2 - Second bullet point to read “Unauthorised use of public funds *or equipment*” and fifth bullet point to read “Falsifying of expense claims *and TOIL, holiday and mileage records*”
 - ii) paragraph 4.3 on page 15 to read “and/or the Internal Auditor” on line 3.
- c) Treasury Management – the updated Policy be agreed.
- d) Whistleblowing – the updated Policy be agreed.
- e) Grants and Donations – this Policy has already been updated and approved by Council and has been included for completeness.
- f) Awards and Gifts – the updated Policy be agreed subject to the removal of “*and suitable gift will be sent, value no more than £20*” from the Section headed “Get Well Soon” at the top of page 4.
- g) A memo be sent to all staff drawing their attention to the Policies covering Anti-Fraud and Corruption and Whistleblowing.
- h) The updated Policies be submitted for approval to the Council meeting in April.
- i) In relation to other Policies, Financial Regulations be reviewed in the light of the latest NALC model, and the Capability Policy should be a priority for be review. The Risk Management Policy will be considered at the meeting of this Committee dedicated to addressing Risk.

C47.18-19 CONSTITUTION

The Accountant had submitted this document following changes to Standing Orders in relation to delegation, which had highlighted the need for review. However, Members felt that the document was too significant to be considered in detail at this meeting.

RESOLVED:

That the review of the Constitution be deferred until the next meeting.

C48.18-19 DATE OF NEXT MEETING

RESOLVED:

That the date of the next meeting be Tuesday, 30th April 2019 at 6.00pm.

There being no further business the meeting was closed at 7.15pm

CERTIFIED AS A TRUE RECORD

CHAIR.....

DATE.....