

Audit and Governance Committee

Agenda

Date: Wednesday, 17th November, 2010
Time: 10.00 am
Venue: Committee Suite 2/3 - Westfields, Middlewich Road, Sandbach, CW11 1HZ

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. **Apologies for Absence**
2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any personal and/or prejudicial interests in any item on the agenda.

3. **Public Speaking Time/Open Session**

In accordance with Procedure Rules Nos. 11 and 35 a total period of 10 minutes is allocated for members of the public to address the Committee on any matter relevant to its work.

Individual members of the public may speak for up to 5 minutes but the Chairman will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers. There is no requirement to give notice of the intention to make use of public speaking provision; however, as a matter of courtesy, a period of 24 hours' notice is encouraged.

Members of the public should provide 3 clear working days' notice, in writing, if they wish to ask a question at the meeting, in order for an informed answer to be given.

For requests for further information

Contact: Carol Jones
Tel: 01270 686471
E-Mail: carol.jones@cheshireeast.gov.uk

4. **Minutes of Previous Meeting** (Pages 1 - 6)

To approve as a correct record the Minutes of the Meeting held on 30 September 2010.

5. **Final Account Memorandum** (Pages 7 - 24)

The Final Accounts Memorandum relating to the audit of the accounts for 2009-2010 is set out in the appendix to the report of the Borough Treasurer and Head of Assets.

Representatives from the Audit Commission will be in attendance.

6. **Code of Corporate Governance** (Pages 25 - 46)

The joint report of the Head of Internal Audit and Compliance and the Borough Solicitor seeks approval for the Code of Corporate Governance which has been revised to take account of the Chartered Institute of Public Finance and Accountancy (CIPFA)'s "*Application Note to Delivering Good Governance in Local Government: a Framework*".

The Committee is asked to adopt the Code of Corporate Governance as a basis for self-assessment, continuous improvement and as a contributor to the production of the Annual Governance Statement.

7. **Annual Governance Statement 2010-2011** (Pages 47 - 52)

The joint report of the Head of Internal Audit and Compliance and the Borough Solicitor recommends a process for the completion of the annual Governance Statement for 2010-11 in accordance with best practice.

8. **Risk Management Update Report - Key Corporate Risks** (Pages 53 - 58)

The report of the Head of Policy and Performance provides an update on the risk management framework of the Council and its Key Corporate Risks.

The Committee is asked to consider and comment on the Key Corporate Risks and the approach outlined in the report.

9. **Internal Audit - Terms of Reference** (Pages 59 - 64)

The report of the Head of Internal Audit and Compliance informs the Committee of the content of the Terms of Reference for the Internal Audit function at Cheshire East and asks Members to note that they will be amended following the publication of CIPFA's document "*The Role of the Head of Internal Audit in Public Service Organisations*".

10. **Internal Audit Strategy** (Pages 65 - 72)

The report of the Head of Internal Audit and Compliance informs the Committee of the content of the Internal Audit Strategy and asks Members to note that it will be amended following the publication of CIPFA's document "*The Role of the Head of Internal Audit in Public Service Organisations*".

11. **Whistleblowing Policy** (Pages 73 - 90)

The report of the Head of Internal Audit and Compliance invites the Committee to consider and endorse, in principle, the proposed changes to the Council's Whistleblowing Protocol and to note that there will need to be consultation with unions before the proposed amendments can be finalised.

12. **Review of Corporate Compliments, Suggestions and Complaints Procedures** (Pages 91 - 94)

The report of the Customer Relations Manager provides a summary of performance during the first and second quarters against the defined Corporate Compliments, Suggestions and Complaints policy and procedure. It also summarises the performance of complaints received under the Adult Social Care Complaints Procedures and the Children's Social Care Complaints Procedures.

The report is presented to this Committee to enable Members to be assured that arrangements in place are sufficiently robust.

13. **Work Plan** (Pages 95 - 104)

The report of the Head of Internal Audit and Compliance presents an updated Work Plan for the Committee's consideration.

PART 2 – THERE ARE NO PART 2 ITEMS