

Briefing Notes

Audit Committee

11 January 2012

Responsible officer: Bryan Parsons

Corporate Governance Group

This briefing paper contains information to keep Members informed of matters relating to the work of the Committee, no decisions are required but members can make comments on the work of the group or suggestions for additional action.

1. Why has this come to Audit Committee?

1.1 To update the Committee on the work of the Corporate Governance Group (CGG).

2. Summary

2.1 The council has a statutory duty to prepare an annual governance statement (AGS) to be approved as part of the annual statement of accounts. The AGS includes a Significant Issues Action Plan (SIAP); this is approved by the Audit Committee and indicates how the council is complying with the code of corporate governance including internal control arrangements. The audit committee need to satisfy itself that the AGS fairly reflects the arrangements within the council.

2.2 The CGG which is chaired by the Chief Executive and routinely meets to;

- monitor and challenge the internal controls (Annual Certificates of Assurance checklist),
- monitor progress against any recommendations that arise from external audit assessments,
- consider progress against the SIAP; and
- monitor the risk management procedures.

The minutes of the CGG since the last the last Audit Committee are being provided to the Audit Committee so that they will have a more informed view of the issues when the AGS is presented to it for approval.

3. Conclusion

The CGG have agreed terms of reference and considers information from a range of internal control sources and assurance checks. These issues and the outcomes from the checks are placed within appropriate action plans, discussed and monitored. The CGG would welcome any comment or input from the audit committee on progress against the action plan or items recorded within the CGG minutes.

4. Summary of supporting information

- Appendix 1 minutes of the Corporate Governance Group meetings on the 6th October,
- Appendix 2 minutes of the Corporate Governance Group meetings on the 1st December
- Appendix 3 a copy of the most up to date version of the 2010 Annual Governance Statements Significant Issues Action Plan

Further information

- 4.1** If you require any further information on any of these issues please contact;
Governance officer on 01242 264189 or email; bryan.parsons@cheltenham.gov.uk