

GOVERNANCE SUB-COMMITTEE
Minutes of Meeting held 17th January 2017

Present: Councillor E Connor (Chairman)
 Councillors D Langan and I Roberts

Staff: Mr. P Davison (Clerk)

GSC **Election of Chairman**
16/17/001 Councillor E Connor was nominated for the position of Chairman.
RESOLVED: that Councillor be elected.

GSC **Election of Vice-Chairman**
16/17/002 Councillor I Roberts was nominated for the position of Vice-Chairman.
RESOLVED: that Councillor be elected.

GSC **Declarations of Interest**
16/17/003 There were no declarations of interest submitted.

GSC **Apologies for Absence.**
16/17/004 Apologies for absence were submitted from Councillors J White and W Hill
RESOLVED: that the apologies submitted be APPROVED.

GSC **Public Participation**
16/17/005 There were no members of the public present.

GSC **Internal Audit Terms of Reference**
16/17/006 The Clerk summarised the changes from the previous document, mainly with regard to the updated legislation and Members considered the draft strategy previously circulated.

RECOMMENDED: that
 (i) The draft Internal Audit Terms of Reference be put to the Full Council for approval.

GSC **Internal Audit Budget Action Plan 2016**
16/17/007 Members considered the updated budget action plan previously circulated. This was placed in context of the asset management plans recently created and the five year Strategic plan recently approved by the parish council.

RECOMMENDED: that
 (i) The updated Internal Audit Action Plan be put to the Full Council for approval.

GSC **Internal Audit Review 2016**
16/17/008 Members considered the review of Internal Audit and noted that the Internal Audit Annual Audit plan for 2016 and the Internal Audit Annual Report had not been previously circulated for their approval.

The Clerk advised that when these documents were created he was absent and he had not been provided with these documents upon his return. Although not statutory documents, the Clerk advised that they should be included in the annual June meeting to inform the Annual Governance Statement and would now continue to do so upon his return.

RECOMMENDED: that
 (i) Subject to minor changes and reference the parish council's previous resolution HPC/16/16/118, to dissolve the Governance Sub-Committee after its meeting on 17th January 2017 that;
 (ii) The Internal Audit Review be put to the Full Council for approval.

GSC
16/17/009

Financial Risk Assessment

Members considered the Financial Risk Assessment previously circulated. The Clerk answered questions regarding the assessment. Members considered further risk mitigation for the Social Welfare Centre regarding physical security and associated events, particularly the larger ones and required further assurance be provided in this area.

RECOMMENDED:

- (i) The risk mitigations identified for larger council events be included in the risk assessment.
- (ii) Reference to the Governance Sub-Committee be amended where appropriate to reflect its dissolution after 17th January 2017
- (iii) The amended risk assessment be put to the full council for approval.

GSC
16/17/010

Corporate Risk Review 2016

Members considered the draft Corporate Risk Review previously circulated. The Clerk summarised the changes in ratings and risks from the previous year. Each risk was considered in turn and much discussion ensued.

RECOMMENDED: that the Corporate Risk Review be put to the full council for approval.

GSC
16/17/011

Policy Schedule Review

The Clerk stated that in line with the council's approved Performance Management Framework, the council's policies were required to be reviewed over the course of the next year. The Clerk summarised the information previously circulated and answered questions with regard to the existing statutory policies and documents the council already had in place.

The Clerk recommended which policies should be reviewed first and asked Members which other policies they would like prioritizing on a programme of work to be reviewed.

RESOLVED: that

- (i) The statutory documents and policies listed, be reviewed by the Clerk and recommendations for amendments or new policies where appropriate, be brought back to the parish council or relevant committee in accordance with the timescales set out in the Performance Management Framework.
- (ii) Subject to (i) being completed, the following policies be reviewed or created and brought back to the parish council to consider;
 - Audio recording of council meetings.
 - Time off in lieu.
 - Anti-fraud and corruption policy.
 - Whistleblowing/confidential reporting policy.
- (iii) The programme of policy review to be further reviewed subject to the completion of (i) and (ii).

Meeting closed at 9pm.