

**A MEETING OF THE STANDARDS AND GOVERNANCE COMMITTEE  
WAS HELD ON 19 JULY 2007**

Membership:

Councillors Carr, Kimber, Langdon, Smith (P), Wright and Mrs Wright (P)

Independent Members: Mr M J Heritage-Owen (P)  
Mr R V Perry (P)

It was reported that, in accordance with Standing Order 2.3.6, notice had been received that Councillor Hook would replace Councillor Kimber for the duration of this meeting.

**1. APOLOGIES**

Apologies for inability to attend the meeting were received on behalf of Councillors Wright, Langdon, Carr and Kimber.

**2. ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2007/08**

RESOLVED: That Mr Perry be elected as Chairman of the Committee for the Municipal Year 2007/08.

**3. ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2007/08**

RESOLVED: That Mr Heritage-Owen be elected as Vice-Chairman of the Committee for the Municipal Year 2007/08.

**4. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**5. MINUTES**

RESOLVED: That the Minutes of the meeting of the Standards and Governance Committee held on 23 April 2007 be approved and signed by the Chairman as a true and correct record.

**6. DEPUTATIONS**

There were no deputations.

## **7. PUBLIC QUESTIONS**

There were no public questions.

## **8. COMPLAINTS PROCEDURES AND ANALYSIS**

Consideration was given to a report of the Corporate Services Manager which was presented so that Members could monitor the formal complaints received during the 2006/07 financial year and provide feedback on a draft set of guidance notes for Officers involved in future complaints investigations.

Members were pleased that the number of complaints had been low and that all had been resolved. The complaints process was said to be an excellent platform for members of the public to make complaints.

RESOLVED: That the report of the Corporate Services Manager be noted and the set of guidelines for staff be approved.

## **9. LOCAL GOVERNMENT OMBUDSMAN: ANNUAL LETTER 2006/07**

Consideration was given to a report of the Borough Solicitor which advised the Committee of the Annual Letter 2006/07 received from the Local Government Ombudsman.

RESOLVED: That the report of the Borough Solicitor be noted.

## **10. ANNUAL REPORT 2006/07 OF THE HEAD OF INTERNAL AUDIT & RISK ASSURANCE**

Consideration was given to a report of the Head of Internal Audit and Risk Assurance which provided Members with the Annual Report for 2006/07.

RESOLVED: That the report of the Head of Internal Audit and Risk Assurance be noted.

## **11. INTERNAL AUDIT OUTCOME STATEMENT (Q1) 2007/08**

A verbal update was given on the end of quarter results. Members were informed that the audit process was at an advanced stage and in a favourable position. It was reported that the Council was on track to complete the agreed Audit Plan on time.

RESOLVED: That the update given by the Head of Internal Audit and Risk Assurance be noted.

## **12. INTERNAL AUDIT STRATEGIC PLAN 2007/10**

Consideration was given to a report of the Head of Internal Audit and Risk Assurance which presented to Members the three-year strategic audit plan for 2007/08 to 2009/10.

Members were advised that an 'F1' risk factor was an area of high risk and thus a priority for assessment. Officers agreed that an explanation of the F1, F2 and F3 factors would be included with the Plan in future.

**RESOLVED:** That approval be given to the adoption of the three-year strategic audit plan.

The meeting commenced at 6.00pm and concluded at 6.20pm.

CHAIRMAN