

MINUTES OF THE JOINT AUDIT AND STANDARDS COMMITTEE MEETING
HELD AT THE COUNCIL OFFICES, NEEDHAM MARKET ON MONDAY 1
SEPTEMBER 2014 AT 10:00 A.M.

PRESENT:

BABERGH

MID SUFFOLK

Dave Busby (Chairman)
Robert Lindsay
Brian Riley
Tony Roberts
Len Young

Gerard Brewster
Patricia Godden

1 SUBSTITUTES AND APOLOGIES

Apologies for absence were received from Councillors David Burn, James Cartlidge, Stuart Gemmill, Kathie Guthrie, Liz Gibson-Harries, Frank Lawrenson and Jane Storey.

2 DECLARATION OF INTERESTS

None received.

3 MINUTES

RESOLVED

That the Minutes of the meeting held on [30 June 2014](#) be confirmed and signed as a correct record.

4 PETITIONS

None received.

5 QUESTIONS FROM THE PUBLIC

None received

6 QUESTIONS FROM MEMBERS

None received.

7 JOINT ANNUAL GOVERNANCE STATEMENT 2013/14

Members had before them [Report JAC33](#). The purpose of the report was to enable the Committee to be satisfied that the Joint Annual Governance Statement (AGS), to accompany each Council's financial accounts 2013/14, properly reflected the risk environment and any actions required to improve it.

Following consideration of the AGS and clarification of various areas by the Corporate Manager – Internal Audit Members requested the following minor amendments:

- Paragraph 7: Amend to read 'The Strategic Plan will be supported by a delivery programme ...'
- Paragraph 9: Clarification or amendment required regarding the term 'decisions are being out'
- Paragraph 10: Amend spelling of 'Ernst and Young'.

It was also suggested that the inclusion of a glossary of abbreviations and a Management Structure Chart would be helpful in aiding both Members and the public in understanding the document.

Members emphasised the importance of ensuring that the Councils performed to the standards set in the AGS over the coming year. Officers confirmed that there were processes in place to monitor performance and any areas of concern would be raised and dealt with.

RESOLVED

- 1. That Members are satisfied that the Joint Annual Governance Statement (AGS) 2013/14 (Appendix A to the report) properly reflects the risk environment and any actions taken to improve it.**
- 2. That subject to (1) above, the AGS be endorsed subject to the Head of Corporate Organisation being authorised to make any minor amendments and corrections prior to the Statement being finalised for publication.**

Further that approval of any significant amendments identified by the Head of Corporate Organisation be delegated to him in consultation with the Chairs of the Committee.

- 3. That it be noted that the finalised AGS will be signed by the Chief Executive on behalf of both Councils in consultation with the Leader of each Council on behalf of the respective Council.**

8 NON-SALARY EXPENSES

The Head of Corporate Resources submitted [Report JAC34](#), which responded to a request from the Committee to provide information in relation to the non-salary expenses of the senior managers across Babergh and Mid Suffolk District Councils for the year ended 31 March 2014.

It was noted that the payment of professional subscriptions had previously been different between the two Councils but this had now been aligned and was included in the report. The Head of Corporate Resources also confirmed that claims for both travel expenses and mobile phone usage by other Officers was monitored by the relevant Corporate Manager and that travel costs would be a factor in the current Accommodation Review.

Members agreed the non-salary expenses for 2013/14 were reasonable and requested that a further report be brought in twelve months.

RESOLVED

That the contents of the report be noted and that a further report be brought in twelve months.

9 COMMISSIONING ODT

Members had before them [Report JAC35](#) which informed the Committee about the role of the Commissioning Operational Delivery Team (ODT) in response to a request from Members.

The Corporate Manager – Commissioning and Procurement emphasised that the ODT's role was an enabling one and that commissioning/procurement was service area based with oversight of spend at the relevant level. The Committee was advised that in order to support the Councils' Strategic Priority to help deliver sustainable local economic growth, the possibility of using local suppliers where viable was being investigated.

Members raised various questions which were responded to by the Corporate Manager, who also clarified areas where concerns were raised.

RESOLVED

That the information provided with regard to the role of the Commissioning ODT be noted.

10 TEXTILES RECYCLING BAG SCHEME

Members had previously requested information on the Suffolk Waste Partnership (SWP) textiles scheme. The Head of Environment submitted [Report JAC36](#) which updated Members on the textile scheme and also the work being undertaken by LMB to trial their patented textiles collection sack in Babergh.

The Head of Environment responded to Members' questions and clarified various areas of concern. Members generally supported the scheme but said its success depended on an efficient replacement bag service. It was suggested that as well as being available at various outlets, eg the Council Offices, post offices, village stores, a new bag should be delivered to every household on a quarterly basis as this would encourage use. The Committee also requested that bags be taken to Full Council meetings for collection by Members.

RESOLVED

That information on the SWP textiles scheme and the trialling of LMB's patented textiles bags in Babergh be noted.

11 WORK PLAN

It was noted that the following two items requested at the previous meeting had not yet been added to the Work Plan and officers confirmed that this would be done:

- 10 November – Integrated Significant Business Risks – Risk Refreshment (subject to results of workshop being available)
- 16 March – Single Fraud Investigation Service

RESOLVED

That the contents of [Report JAC37](#) be noted.

The business of the meeting was concluded at 12:20pm.

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Chairman