

# Norfolk Records Committee

## Accounts Approval and Urgent Business Sub-Committee

### Minutes of the Meeting held on 25 June 2010

#### Present:

Mr P Duigan  
Mr D Murphy (Chairman)  
Mr R Rockcliffe

**\*\*\* Immediately prior to this meeting, Members of the sub-committee attended a 45-minute training session with finance officers on issues covered in the following reports. \*\*\***

#### 1. Apologies for Absence

An apology was received from Mrs E A Nockolds.

#### 2. Election of Chairman

Mr Murphy was elected as Chairman of the sub-committee for the ensuing year.

#### 3. Election of Vice-Chairman

Mr Duigan was elected as Vice-Chairman of the sub-committee for the ensuing year.

#### 4. Minutes

The minutes of the previous meeting held on 24 June 2008 were confirmed by the Committee and signed by the Chairman.

#### 5. Declarations of Interest

There were no declarations of interest.

#### 6. Matters of Urgent Business

There were no matters of urgent business.

#### 7. Norfolk Audit Service Annual Report 2009/10 on the Norfolk Records Committee

- 7.1 The annexed report (7) by the Head of Finance was received. The report introduced the Annual Internal Audit Report which summarised the internal audit work carried out in 2009-10, reported on Internal Audit's performance, provided assurance that financial, non-financial controls, and risk management arrangements existed and were effective, and provided details of the relevant sections of the Council's 2010-11 internal audit plan.

## **Resolved**

- 7.2 To adopt the Council's Anti-Fraud and Corruption Strategy.
- 7.3 To note the key message from the Records Committee Annual Internal Audit Report for 2009-10 which was "Based on an analysis of the audit work carried out and report issues, the Chief Internal Auditor can assure the Committee that, the adequacy and effectiveness of internal control and risk management during 2009-10 was 'acceptable'."
- 7.4 To note that the systems of internal audit and internal control were adequate and effective during 2009-10 for the purpose of the latest regulations.
- 7.5 To note that arrangements for fraud were adequate and had been reviewed in light of the economic downturn.
- 7.6 To note that the content of the 2010-11 Audit Plan forms the Norfolk Audit Service (NAS) Annual Report.

## **8. Annual Governance Statement**

- 8.1 The annexed report (8) by the Head of Finance was received. The report introduced the proposed Annual Governance Statement 2009-10 and provided assurance that the Norfolk Records Committee's governance framework, including the system of internal control, was adequate and effective.
- 8.2 During the discussion, it was noted that since the organisational review of Norfolk County Council's senior management structure, the officer responsible for signing off the Annual Governance Statement would be the Director of Community Services (not the Director of Corporate Resources) and this would need to be amended throughout the document.
- 8.3 It was noted that Members had had specific training prior to this meeting regarding the annual governance statement.

## **Resolved**

- 8.4 To support the annual review of the Annual Governance Statement.
- 8.5 To note that the Council's Code of Corporate Governance has been reviewed by the Monitoring Officer and was considered adequate.
- 8.6 To note that the governance arrangements for 2009-10 were considered to be adequate and effective.
- 8.7 To note that, based on the evidence provided and reviewed, the key controls were complete, accurate, and current.
- 8.8 To note that Chief Officers recognised the 'corporate ownership' of the Norfolk Records Committee's governance requirements and they were comfortable with the review approach set out in 4.2 and 4.3 of the report.
- 8.9 To note that the Annual Governance Statement was incorporated into the Annual Statement of Accounts.

8.10 To approve the Annual Governance Statement for signing by the Chairman and the Director of Community Services.

## **9. 2009/10 Final Accounts**

The annexed report (9) by the Head of Finance was received. This report detailed the final accounts of the Norfolk Records Committee for 2009-10.

During the discussion the following points were made:

- It was noted that there was a draft agreement for the constitution of the Committee which could be amended as needed as the Local Government Review (LGR) process had almost concluded.
- It was noted that Members had received specific training prior to this meeting regarding the approval of the Annual Statement of Accounts.
- As with the previous item, it was noted that since the organisational review of Norfolk County Council's senior management structure, the officer responsible for signing off the Annual Governance Statement would be the Director of Community Services (not the Director of Corporate Resources) and this would need to be amended throughout the document.
- A correction was made to page 84 of the agenda within the Statement of Accounts 2009-10, to delete 'Norfolk Highways Agency Joint Committee' and replace this with 'Norfolk Records Committee'.

### **Resolved**

To approve the Joint Committee's Statement of Accounts for 2009-10.

The meeting ended at 11:30am.

**Mr D Murphy, Chairman**



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