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**REPORT FOR: GOVERNANCE, AUDIT,  
RISK MANAGEMENT and  
STANDARDS COMMITTEE**

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<b>Date of Meeting:</b>	16 September 2019
<b>Subject:</b>	Draft GARMS Committee Annual Report
<b>Responsible Officer:</b>	Dawn Calvert – Director of Finance
<b>Exempt:</b>	No
<b>Wards affected:</b>	ALL
<b>Enclosures:</b>	Appendix 1 – Draft Annual Report

## **Section 1 – Summary and Recommendations**

This report sets out the draft GARMS Committee Annual Report for Council in compliance with the requirements of the GARMS Committees Terms of Reference.

**Recommendations:**

The Committee is requested to:

- Consider the draft report attached at Appendix 1;
- Provide any comments/changes required to the report;
- Agree any recommendations the Committee may wish to make as part of the report;
- To delegate to the Head of Internal, in consultation with the Chair, the production of a foreword to be added to the report;
- Agree, subject to the above, for the report to be presented to Council.

## **Section 2 – Report**

### **Background**

- 2.1 As part of the 2017/18 annual governance review it was identified that the audit committee role, undertaken by the GARMS Committee, had not been specifically reviewed against best practice, as contained in CIPFA guidance, for several years. This was identified as a minor governance gap and to address this an Internal Audit review of the audit committee was included in the 2018/19 Internal Audit Plan, and undertaken in Q2/Q3 of that year.
- 2.2 The draft Internal Audit report outlining the findings of the review was presented to the Committee in December 2018. The report's recommendations were agreed overall at the meeting with members indicating that they would wish to add more detailed information into the action plan as it progressed.
- 2.3 The proposed final report was therefore presented and suggested ways to progress the agreed recommendations agreed at the April 2019 Committee meeting.
- 2.4 One of the key recommendations in report was for the Committee to produce an Annual Report on its performance for those charged with governance: the Council and a template for the report was agreed. This requirement was also included in the Committee's update Terms of Reference as a result of the review and agreed by Council in February 2019.

### **Draft Annual Report**

- 2.5 The proposed draft Annual Report is attached at Appendix 1 for the Committee's consideration, input and agreement.

### **Legal Implications**

There are no legal implications.

### **Financial Implications**

There are no financial implications.

### **Risk Management Implications**

Risk included on Directorate risk register? No

Separate risk register in place? No

If an Annual Report is not provided to Council the Committee will not be fulfilling their Terms of Reference and will not be complying with best practice as set out in the CIPFA guidance.

### **Equalities implications / Public Sector Equality Duty**

Was an Equality Impact Assessment carried out? No (n/a)

### **Council Priorities**

The GARMS Committee contributes to all the corporate priorities by enhancing the robustness of the control environment and governance mechanisms that directly or indirectly support these priorities.

### **Section 3 - Statutory Officer Clearance**

Name: Dawn Calvert	<input checked="" type="checkbox"/>	Chief Financial Officer
Date: 04/09/19		
Name: Caroline Eccles	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 04/09/19		

Name: Charlie Stewart	<input checked="" type="checkbox"/>	Corporate Director
Date: 03/09/19		

<b>Ward Councillors notified:</b>	<b>NO</b>
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## **Section 4 - Contact Details and Background Papers**

**Contact:** Susan Dixon, Head of Internal Audit & Corporate Anti-Fraud, 02084241420

**Background Papers:** None