

AUDIT COMMITTEE

26 MAY 2011

Present:- Councillors Page (Chairman), Skeels (Vice-Chairman), Challinor, Talbot.

Substitute Members:- Councillor Casey (for Councillor Double).

In Attendance:- Head of Financial Services, Head of Benefits and Revenues (items 1 - 5 only), Deputy Head of Financial Services, Head of Internal Audit, Audit Manager, Democratic Services Officer.

Also in Attendance:- Carl Pettitt (Engagement Manager – Audit Commission).

(10.00 a.m. – 11.44 a.m.)

1.. WELCOME

The Chairman welcomed those present to this the first meeting of the Committee with its new membership and those present introduced themselves.

2. APOLOGIES FOR ABSENCE

An apology for absence was submitted on behalf of Councillor Double.

3. MINUTES

The minutes of the meeting of the Committee held on 24 March 2011 were approved as a correct record and signed by the Chairman.

4. CASHIER SERVICE AUDIT

The Head of Benefits and Revenues attended to answer Members' questions and report on the issues contained in the Audit report originally presented to the Committee at their meeting on 24 March 2011, minute 41(b)(i) refers.

It was moved by Councillor Talbot, seconded by Councillor Skeels and:-

RESOLVED – That the actions in place to rectify the issues raised by internal audit be noted.

5. REPORT ON INTERNAL AUDIT - FEBRUARY - MARCH 2011, ANNUAL REPORT OF THE HEAD OF INTERNAL AUDIT 2010/11 AND ANNUAL REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT

The Committee had before them the periodic report on the Internal Audit function for the period mid-February 2011 to 31 March 2011, the Head of Internal Audit's Annual Report and the annual review of the effectiveness of the system of internal audit.

Following a detailed presentation and consideration of the report and outcomes from a number of recent audits, Members requested that they be provided with details of those items having minor exceptions, specifically Cemeteries and Crematorium and Development

Control, and the Audit Manager agreed to circulate this information to Members of the Committee.

The Chairman requested that a new “traffic light” system of highlighting issues in the report of internal audit be introduced, and the Audit Manager undertook to investigate the matter as part of other amendments to reporting requirements that will be reviewed shortly.

It was:-

RESOLVED – (a) That the contents of the report be noted.

(b) That the Committee notes the good progress being made.

6. AUDIT COMMISSION'S AUDIT PLAN 2010/11 AND AUDIT FEE LETTER 2011/12

The Committee were asked to approve the Audit Commission's Audit Plan for 2010/11 and gave consideration to the Audit Commission's Audit Fee Letter for 2011/12.

Carl Pettitt, attending in the absence of Engagement Lead, Martin Searle, gave Members an overview of the external audit process, testing strategy and Value for Money conclusion criteria.

It was moved by Councillor Talbot, seconded by Councillor Challinor and:-

RESOLVED - (a) That the Audit Plan for 2010/11, attached as an Appendix to item A.3 of the Report of the Head of Financial Services, be approved.

(b) That the Annual Audit Fee Letter for 2011/12, attached as an Appendix to item A.3 of the Report of the Head of Financial Services be approved.

7. AUDIT COMMITTEE - TABLE OF OUTSTANDING ISSUES

The Committee were updated on the progress of items identified in the Table of Outstanding Issues as requiring further action or responses, and those items which had been completed since the last meeting.

The Head of Financial Services advised that she intended to offer an informal training session for new Members of the Committee before the next meeting due to be held on 27 June 2011.

It was:-

RESOLVED – That the progress against the Table of Outstanding Issues be noted.

Chairman