

Audit Committee – 12 April 2011

Minutes of the meeting of the **Audit Committee** held on **12 April 2011** when there were present:-

Vice-Chairman: Cllr Mrs G A Lucas-Gill (in the chair)

Cllr J P Cottis
Cllr J R F Mason

Cllr K A Gibbs

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Mrs J Dillnutt, T Livings, Mrs J A Mockford, D G Stansby and Mrs B J Wilkins.

OFFICERS PRESENT

Y Woodward	- Head of Finance
T Metcalf	- Audit and Performance Manager
S Worthington	- Committee Administrator

ALSO PRESENT

L Clampin	- PKF
L Hine	- PKF

102 MINUTES

The Minutes of the meeting held on 2 March 2011 were approved as a correct record and signed by the Chairman.

103 EXTERNAL AUDIT REPORT

The Committee considered the report of the Head of Finance presenting three reports from PKF relating to fee outturn summary and grant certification for 2009/10 and annual audit plan for 2010/11.

Resolved

- (1) That the three reports from PKF, covering the fee outturn summary for 2009/10, grant certification report and recommendations and annual audit plan for 2010/11 be noted.
- (2) That the planned audit fee for 2010/11 be noted and agreed. (HF)

104 PKF ANNUAL GOVERNANCE REPORT 2009/10 – UPDATE OF RECOMMENDATIONS

The Committee considered the report of the Head of Finance drawing Members' attention to the recommendations from the 'Annual Governance Report, 2009/10'.

Resolved

That the monitoring sheets for the external audit recommendations be agreed. (HF)

105 STRATEGY AND TERMS OF REFERENCE FOR INTERNAL AUDIT

The Committee considered the report of the Head of Finance asking Members to approve the updated strategy and terms of reference for Internal Audit document.

Resolved

- (1) That the revised strategy and terms of reference for Internal Audit be approved.
- (2) That the strategy and terms of reference for Internal Audit continue to be reviewed and reported annually within the Annual Governance Statement but not reported separately for annual approval unless significant changes are recommended. (HF)

106 ANNUAL AUDIT PLAN FOR 2011/12

The Committee considered the report of the Head of Finance asking Members to approve the annual audit plan for 2011/12.

Officers advised that the trainee auditor would be transferred to cover maternity leave in Accountancy. The number of audit days had accordingly been reduced, however there would still be sufficient coverage for the audit plan.

Resolved

That the 2011/12 audit plan be agreed. (HF)

107 SCHEDULE OF BUSINESS FOR THE AUDIT COMMITTEE – 2011/12

The Committee considered the report of the Head of Finance providing Members with a schedule of business for 2011/12 from External and Internal Audit.

It was noted that, given that there were only three meetings of the Audit Committee scheduled in the new Municipal year, the Agendas for these meetings were likely to be full and that it was vital that Members were able to read all reports in a timely manner.

107 Resolved

That the schedule of business for the Audit Committee in 2011/12 be noted. (HF)

EXCLUSION OF THE PRESS AND PUBLIC

Resolved

That the press and public be excluded from the meeting for the remaining item of business on the grounds that exempt information, as disclosed in paragraph 3 of Part 1 of the Local Government Act 1972, would be disclosed.

108 INTERNAL AUDIT ANNUAL REPORT AND OPINION 2010/11

The Committee considered the exempt report of the Head of Finance informing Members of the progress of Internal Audit work during the year and reporting the opinion of the Audit and Performance Manager in respect of the effectiveness of the systems of internal controls that exist within the Authority.

Resolved

- (1) That the annual report be noted.
- (2) that the Audit and Performance Manager's opinion on the systems of internal control be confirmed. (HF)

109 AUDIT REPORT

The Committee considered the exempt report of the Head of Finance drawing Members' attention to completed audit investigations and providing an update of audit recommendations.

Resolved

- (1) That the conclusions and results from the audits in appendices 2 and 3 be agreed.
- (2) That the updated information on the audit recommendations, outlined in appendix 4, be agreed. (HF)

Audit Committee – 12 April 2011

The meeting closed at 7.45 pm..

Chairman

Date

If you would like these minutes in large print, Braille or another language please contact 01702 318111.