

## **Decisions of the Audit Committee**

21 June 2012

### **Committee:**

\*Councillor Lord Palmer OBE, BA, FCA (Chairman)

\*Councillor Mark Shooter (Vice-Chairman)

### **Councillors:**

Alex Brodtkin

\* Geof Cooke

\*Hugh Rayner

\*Sury Khatri BSc (Hons), MSc

\*Graham Old

### **Independent Members:**

\*Richard Harbord

Debra Lewis

\* denotes Member Present

#### **1. MINUTES (Agenda Item 1):**

RESOLVED – That the decisions of the meeting held on 8 December 2011 be approved as a correct record.

#### **2. ABSENCE OF MEMBERS (Agenda Item 2):**

Apologies for absence were received from Councillor Alex Brodtkin and Ms Debra Lewis.

#### **3. DECLARATION OF MEMBERS' PERSONAL AND PREJUDICIAL INTERESTS (Agenda Item 3):**

There were no interests declared.

#### **4. PUBLIC QUESTION TIME (IF ANY) (Agenda Item 4):**

There were no public questions.

#### **5. MEMBERS' ITEM - ANNUAL REPORT OF THE AUDIT COMMITTEE 2011/2012 (Agenda Item 5):**

The Chairman of the Committee, Councillor Lord Palmer, introduced the Members' Item that he had submitted.

RESOLVED –

- (1) That the substance of the proposed Annual Report of the Audit Committee 2011/2012 (attached as Appendix 1) be noted and agreed.
- (2) That the Annual Report of the Audit Committee 2011/2012 be reported to Council.

#### **6. PROGRESS REPORT OF PROCUREMENT CONTROLS AND MONITORING ACTION PLAN (Agenda Item 6):**

The Assistant Director of Commercial Assurance introduced the report. She informed the Committee that all Contract Managers have now been trained. All contracts which

are now compliant with Contract Procedure Rules are kept in a central repository. However there were about twenty percent of contracts, which were not compliant. The Committee requested that a list of such [non compliant] contracts and their value be provided to members of the Committee by the end of July 2012.

RESOLVED – That the contents of the Action Plan and the progress to date be noted.

**7. CORPORATE ANTI FRAUD TEAM ANNUAL REPORT 2011-12 (Agenda Item 7):**

The Head of the Corporate Anti Fraud Team introduced the report.

RESOLVED - That the Corporate Anti Fraud Team (CAFT) Annual Report 2011-12 be noted.

**8. EXCEPTION RECOMMENDATIONS REPORT AND PROGRESS REPORT UP TO 6TH JUNE 2012 (Agenda Item 8):**

The Assistant Director of Finance - Audit and Risk Management introduced the report.

RESOLVED - That the progress against the Internal Audit Plan for 2012-13 to 6 June 2012 and the actions being taken to address some cases of non implementation of high priority recommendations be noted. The Committee requested that, with respect to Appendix D (Recommendation 4), an update is provided to the September 2012 meeting.

**9. INTERNAL AUDIT ANNUAL OPINION (Agenda Item 9):**

The Assistant Director of Finance - Audit and Risk Management introduced the report.

RESOLVED - That the contents of the Annual Opinion/Report be noted.

**10. ACCOUNTS AUDIT APPROACH MEMORANDUM (Agenda Item 10):**

Paul Hughes of Grant Thornton LLP (External Auditors) introduced the report.

RESOLVED – That Grant Thornton's Accounts Approach Memorandum be noted.

**11. QUARTERLY PROGRESS REPORTS - EXTERNAL AUDIT (Agenda Item 11):**

Paul Hughes of Grant Thornton LLP (External Auditors) gave a short verbal update and assured the Committee that the audit process was proceeding as planned.

**12. DRAFT ANNUAL GOVERNANCE STATEMENT 2011/2012 (Agenda Item 12):**

The Assistant Director of Finance - Audit and Risk Management introduced the report. She informed the Committee that the report will come back to the September 2012 meeting of the Committee after the audit process had concluded and would be updated for any issues noted during the period June-September.

RESOLVED – That the proposed Draft Annual Governance Statement for inclusion with the Statement of Accounts for 2011/12 be approved.

**13. UN-AUDITED STATEMENT OF ACCOUNTS 2011/12 (Agenda Item 13):**

The Deputy Chief Executive and Chief Finance Officer introduced the report.

## RESOLVED

- (1) That the un-audited Statement of Accounts 2011/12 be approved.
- (2) That the Accounting Policies included in the Statement of Accounts be adopted.
- (3) That the Deputy Chief Executive and Chief Finance Officer, in consultation with the Chairman of the Audit Committee, be authorised to agree significant changes, if any, to the Statement of Accounts, following discussion with the external auditor, and to inform members of the Committee accordingly.

The meeting finished at 8.50 pm