

AUDIT SUB-COMMITTEE

17th December 2014

PRESENT:-

Conservative Group

Councillors Harrison (Chairman) and Ford (Vice-Chairman)

Labour Group

Councillors Dunn and Shepherd

AS/16.

APOLOGIES

Councillor Murray

AS/17.

MINUTES

The Open Minutes of the Meeting held on 24th September 2014 were approved as a true record.

AS/18.

DECLARATIONS OF INTEREST

None received.

AS/19.

TO RECEIVE ANY QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PRODEDURE RULE NO 10.

None received.

AS/20.

TO RECEIVE ANY QUESTIONS FROM MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PRODEDURE RULE NO 11.

None received.

AS/21.

INTERNAL AUDIT QUARTERLY PROGRESS REPORT

The Sub-Committee considered the Internal Audit Quarterly Progress Report, prepared by Internal Audit. This summarised the performance and activity of Internal Audit between 1st September 2014 and 30th November 2014. Ten audit assignments were completed during the period, all of which received a comprehensive or reasonable rating so there were no specific issues to be brought to the Committee's attention.

It was reported that Customer Satisfaction ratings with the service delivery were high.

A question was raised in regard to the number of Key Financial Systems audits that yet to be undertaken. The Audit Manager explained that these are usually done early in the year closer to the financial year end.

The Audit Manager highlighted the details of the recommendation tracking with the majority of recommendations being implemented and some still being implemented, but it was considered a low number in comparison to other organisations. There were a total of 55 recommendations not reached by the agreed implementation date. The Audit Manager explained that more realistic date setting may be required for recommendations in order that they be achieved within time.

RESOLVED:-

That the report be accepted. No specific issues be reported back to the Finance & Management Committee arising from it.

AS/22.

EFFECTIVENESS OF AUDIT COMMITTEES

The Audit Manager presented the report providing a synopsis of the latest Chartered Institute of Public Finance and Accountancy (CIPFA) guidance on Audit Committees, together with the self-assessment on good practice.

The CIPFA Guidance:

- states the purpose of an audit committee
- sets out the CIPFA position statement.
- specifies the key regulations which could be addressed by the terms of reference of an Audit Committee and provides some suggested Terms of Reference.

The Sub Committee discussed the options for considering the CIPFA guidance and completion of the self-assessment. It was agreed that the rest of this report would be considered at the February 18th 2015 Sub-committee following a special meeting in January 2015 to complete the self-assessment.

RESOLVED:-

That a special meeting be arranged on Tuesday 27th January 2015 to discuss the report and to carry out a self-assessment based on the CIPFA template.

AS/23.

TERMS OF REFERENCE

The Sub-Committee considered a report from The Head of the Internal Audit Partnership. The report described that it is good practice to review the Committee's terms of reference on an annual basis and outlined the suggested amendments to the Committee's terms of reference following the annual review. Appendix 2 to the report highlighted the changes to the current Sub-Committee's terms of reference, which were set by Council in June 2006. The Sub Committee discussed the proposed changes to the terms of reference.

RESOLVED:-

That the proposed changes to the terms of reference be accepted and reported to Finance and Management Committee.

AS/24.

LOCAL CODE OF CORPORATE GOVERNANCE – WORK PLAN 2014/15

The Legal and Democratic Services Manager presented a report that reviewed the progress associated with updating and strengthening the Council's Corporate Governance arrangements as set out in the approved Work Plan. This plan was approved by the Committee in June 2014. Appendix 1 to the report described the progress of the agreed Work Plan for 2014/15.

The Sub-committee considered the report. Clarification was sought if Item 2 on the Work Plan to 'Introduce a new Leadership and Development Programme for Managers' had started. The Legal and Democratic Services Manager confirmed that the Programme has started.

In reference to item 4 of the Work Plan, concerns were raised that parishes are slow in taking up neighbourhood plans with only 1 so far looking at the process. It was confirmed that others were looking but further promotion of this was required. It was suggested this should be done through Parish Liaison in particular.

In response to a question relating to item 3 of the Work Plan, the Legal and Democratic Services Manager confirmed that an Induction Programme for Members is currently being set up.

RESOLVED:-

That progress on the Action Plan for 2014/15 be considered and noted.

J. HARRISON

CHAIRMAN

The meeting terminated at 4:30 p.m.