



## Minutes

of the Meeting of the

## Audit Committee

**Thursday, 5th June 2014**

held at the Town Hall, Weston-super-Mare, Somerset.

Meeting Commenced: 3.00 pm Meeting Concluded: 5.06pm

### Councillors:

P Tony Moulin (Chairman)

P Mary Blatchford

A Bob Garner

P David Jolley

P Deborah Yamanaka

### Independent Member

P Tony Roche

P: Present

A: Apologies for absence submitted

**Also in attendance:** Peter Barber (Grant Thornton)

**Officers in attendance:** Caroline Andrews (Corporate Services), Steve deBruin (Corporate Services), Peter Cann (Corporate Services), Heather Sanders (Corporate Services), Peter Sloman (Corporate Services), Tammy Weeks (Corporate Services), Jeff Wring (Corporate Services)

### AUD Declarations of Interest by Members

1

None.

### AUD Minutes of the Meeting held on 06 February 2014 (Agenda item 4)

2

**Resolved:** that the minutes of the meeting be approved as a correct record.

### AUD External Audit (Agenda item 6)

3

A representative of Grant Thornton presented the following items:

#### **Audit Committee update (6b)**

The Committee noted the report.

#### **2013/14 Audit Plan (6b)**

The Committee noted the report.

**2013/14 Grant Certification work plan (6c)**

The Committee noted the report.

**Planned audit fee for 2014/15 (6d)**

The Committee noted the report.

**Annual review of governance in local government (6e)**

The Committee noted the report.

**AUD 4 Internal Audit Annual Report 2013-14 (Agenda item 7a)**

The Head of Audit and Assurance presented a report regarding the Annual Audit Assurance Plan 2013-14, confirming that the plan had now been fully delivered. The Committee commended the achievement of the Internal Audit Service, extending thanks to the whole team for this year's outstanding performance. The Head of Audit and Assurance also updated the Committee regarding joint working arrangements with Bath & North East Somerset Council.

The Committee noted the Head of Audit and Assurance's formal opinion that the internal control framework was satisfactory.

Members sought assurance that the control issue relating to payroll leavers had been addressed and in the absence of the Executive Member, the Head of Financial Management undertook to follow this matter up on behalf of the Committee.

**AUD 5 Internal Audit Strategic Statement and Audit Assurance Plan 2014-15 (Agenda item 7b)**

The Head of Audit and Assurance presented a report inviting the Committee to approve the Annual Audit Strategic Statement and Assurance Plan 2014-15.

**Resolved:** that the Annual Audit Strategic Statement and Assurance Plan 2014-15 be approved.

**AUD 6 Business Continuity Report 2013-14 (Agenda item 8a)**

The lead officer for Business Continuity presented a report outlining progress in 2013-14 in implementing the Council's Business Continuity Strategy 2012-15.

The Committee noted the report.

**AUD 7 Business Continuity Management Strategy 2012-15 and Business Continuity Action Plan 2014-15 (Agenda item 8b)**

The lead officer for Business Continuity presented a report inviting the Committee to endorse the refreshed Business Continuity Management Strategy 2012-15 and the draft Business Continuity Action Plan for 2014-15.

**Resolved:** that the Business Continuity Management Strategy 2012-15 and the draft Business Continuity Action Plan for 2014-15 be endorsed.

**AUD 8 Counter Fraud Report 2013-14 (Agenda item 9a)**

The lead officer for Counter Fraud presented a report outlining progress made during the second half of 2013-14 in implementing the Council's Counter Fraud Strategy 2013-14.

Noting progress the Committee commended the valuable work being undertaken.

**AUD 9 Counter Fraud Action Plan 2014-15 (Agenda item 9b)**

The lead officer for Counter Fraud presented a report setting out the Counter Fraud Action Plan for 2014-15.

**Resolved:** that Counter Fraud Action Plan 2014-15 be approved.

**AUD 10 Risk Management Report 2013-14 (Agenda item 10a)**

The Head of Audit and Assurance presented a report outlining progress made during 2013-14 in implementing the Council's Risk Management Strategy 2013-17 and 2013-14 Improvement Plan.

The Committee noted the report.

**AUD 11 Risk Management Strategy 2014-17 and Action Plan 2014-15 (Agenda item 10b)**

The Head of Audit and Assurance presented a report inviting the Committee to note the refreshed Risk Management Strategy for 2014-17 and to approve the Risk Management Action Plan for 2014-15.

The Committee noted the refreshed Risk Management Strategy for 2014-17.

**Resolved:** that the Risk Management Action Plan for 2014-15 be approved.

**AUD 12 Audit Committee Annual Report 2014-15 (Agenda item 11)**

The Chairman presented a report outlining the proposals for compilation and agreement of the Audit Committee's Annual Report, advising that the Annual Report would be submitted to the Committee's next meeting for approval and subsequent recommendation to the full Council.

**AUD 13 Joint Working (Agenda item 12)**

This matter had been discussed under Minute No. AUD 4.

**AUD 14 Appointment of second independent member to the Audit Committee (Agenda item 13)**

The Business Audit Manager updated the Committee regarding forthcoming interviews.

**AUD 15 Work programme (Agenda item 14)**

The Committee considered its forward work plan.

Members considered whether it was realistic to add Business Continuity and Emergency Management to the packed schedule, deciding instead to look at these issues at some future point as there were more pressing matters in hand.

**Resolved:** that the forward work programme be agreed

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Chairman

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