

**WYRE FOREST DISTRICT COUNCIL**

**AUDIT COMMITTEE**

**COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY,  
KIDDERMINSTER**

**2ND DECEMBER 2013 (6PM)**

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**Present:**

Councillors: E Davies (Chairman), J Phillips (Vice-Chairman), P Dyke, J Greener, M B Kelly, D C H McCann, J W Parish and C Rogers.

**Observers:**

Councillor N J Desmond.

**AUD.22 Apologies for Absence**

There were no apologies for absence

**AUD.23 Appointment of Substitutes**

There were no appointment of Substitutes.

**AUD.24 Declarations of Interests by Members**

No declarations of interest were made.

**AUD.25 Minutes**

**Agreed: The minutes of the meeting held on 23<sup>rd</sup> September 2013 be confirmed as a correct record of the meeting and signed by the Chairman.**

**AUD.26 Audit Update**

The Committee received an update from Grant Thornton.

Members were taken through the report and were advised that the audit benefit grant claim had now been completed and Mike Oliver and Becky Weston were thanked for the support they had provided.

Members were advised that procurement would be an agenda item for the next meeting.

**Decision: The information be noted.**

**AUD.27 Annual Audit Letter and Audit Opinion**

The Committee received the Annual Audit Letter from Grant Thornton together with the Audit Opinion.

Members were taken through the report and advised that an unqualified opinion had been given and the Council had performed well in all audit aspects. There had only been a few minor amendments on the financial accounts.

He informed Members that as the Council auditors', he recommended that the reserves were only used for non specific items and not ongoing services. In response to a Member question, he replied that by 2016/17 the Council should have approximately £2m in reserves and that was quite positive so if the proposed budget plans were adhered to, the Council should have adequate reserves. The Chairman asked for the information to be sent to staff and Members confirming this.

**Decision: The information be noted.**

**AUD.28 Internal Audit Monitoring Report Quarter Ended 30<sup>th</sup> September 2013**

The Committee received a report from the Principal Auditor that informed Members of the Internal Audit Monitoring Report for the quarter ended 30<sup>th</sup> September 2013.

The Principal Auditor highlighted reports which had been finalised in the quarter, all of which had achieve "full" or "some" assurance. Members attention was drawn to the Payroll Audit 2012-13 which had received "limited" assurance in 2011/12 but had now been reviewed and has been raised to "some".

In response to a Member question, it was confirmed that the audit on "Cash to Bank (Car Parks Cash Collection) 2013-14" had received "full" assurance as everything was in order.

A Member asked why the audit advice for kiosk/cashiers was so high. The Principal Auditor explained that there was a lot of failed payments and it could be as simple as a decimal point being put in the wrong place.

**Decision: The Internal Audit Monitoring Report for the Quarter ended 30<sup>th</sup> September 2013 as detailed in the Appendix to the report be considered.**

**AUD.29 Corporate Governance Framework**

The Committee received two reports from the Chief Financial Officer and the Principal Auditor updating the governance framework in relation to their respective roles.

Members were taken through the report and there was a concern that the Chief Financial Officer role did not reflect the status of the other members of the Corporate Management Team. It was explained that it was important to note that a restructure had been held in the Resources department and the Chief Financial Officer role did not have such a big remit as the previous post.

**Decision: As part of the Corporate Governance Framework, the CIPFA Statement on the Role of the Chief Financial Officer in Local Government in relation to the post of the Section 151 Officer, as attached at Appendix 1 of the report to the Audit Committee, be noted.**

**AUD.30 Internal Audit Public Sector Internal Audit Standards 2013**

The Committee received a report from the Chief Financial Officer and the Principal Auditor updating the position in relation to the Public Sector Internal Audit Standards.

Members were informed that due to the new United Kingdom Public Sector Internal Audit Standards, this was the first time that a report had been presented to the Audit Committee. An external assessment should be carried out every five years and Members perceived it made sense for the Council's external auditors to carry out the work.

**Decision: The adoption of the UK Public Sector Internal Audit Standards as attached at Appendix of the report to Audit Committee be endorsed.**

The meeting ended at 6.41 pm.