

AUDIT AND STANDARDS COMMITTEE

25 November 2014

7.00 pm – 8:25

Council Chamber, Ebley Mill, Stroud

Minutes

Membership:

Councillor Nigel Studdert-Kennedy (Chair)	A	Councillor Colin Fryer	P
Councillor Tom Williams (Vice Chair)	P	Councillor Keith Pearson	P
Councillor Dorcas Binns	P	Councillor Rhiannon Wigzell	P
Councillor Martin Baxendale	P	Councillor Penny Wride	P
Councillor Karon Cross	A		

A = Absent P = Present

Other Members in attendance

Councillor Nigel Cooper

Officers in attendance

Sandra Cowley, Strategic Head (Finance and Business) Services
 Graham Bailey, Principal Accountant
 Maxine Bell, Senior Accountancy Officer
 Darren Gilbert, KPMG
 Terry Rodway, Internal Audit Manager

AC.029

APOLOGIES

Apologies for absence were received from Councillors Nigel Studdert-Kennedy and Karon Cross.

In Councillor Nigel Studdert-Kennedy's absence Councillor Tom Williams took the Chair.

Penny Wride was welcomed to the Committee. The Chairman asked everyone to stand for a few moments to remember Paul Carter and his family.

AC.030

DECLARATIONS OF INTEREST

There were none.

AC.031 **MINUTES**

Performance Monitoring – Cllr Wigzell asked a question of how and when performance monitoring takes place and how it is recorded, as there seems to be a lack of consistency between committees.

Councillor Pearson offered to talk to the Legal Services Manager and Monitoring Officer in order for this issue to be put on the agenda of the Constitution working group.

RESOLVED **That the Minutes of the meeting of the Audit and Standards Committee held on 25 September 2014, are approved as a correct record and signed by the Chair.**

AC.032 **PUBLIC QUESTION TIME**

None received.

AC.033 **AUDIT AND STANDARDS WORK PROGRAMME**

Members agreed the following changes to the work programme.

Review of Effectiveness of the Audit Committee – 3 February 2015

Update on joint working with Gloucester City – Audit Service – 3 February 2015

AC.034 **KPMG ANNUAL AUDIT LETTER 2013/14**

Darren Gilbert, KPMG presented this report to Committee. The letter is produced each year at the end of the financial process. It summarised the outcomes outlined to Committee in September

RESOLVED **To note the report.**

AC.035 **HALF YEAR TREASURY MANAGEMENT ACTIVITY REPORT 2014/15**

The Principal Accountant presented this report to committee. The report is essential under the code of practice of Treasury Management.

Committee discussed various options regarding investments.

RESOLVED **The Audit and Standards Committee RECOMMENDS that the Council APPROVES the treasury management activity half year report for 2014/15, including the revisions to the 2014/15 strategy as set out in paragraphs 8 and 9.**

AC.036**INTERNAL AUDIT PLAN MONITORING REPORT**

Audit Manager presented the report which updated Committee on the following completed audits against the 2014/15 plan.

- Members Expenses
- Development Control
- Treasury Management
- Community Grants
- Contract Audit – Servicing and Repairs to Domestic Heating Appliances Contract.

Concern was expressed over the areas of weakness identified in the Community Grants audit and the Contract Audit.

The audit of Community Grants had highlighted an issue regarding a duplicate payment. An invoice had been raised to recover this amount, although at the date of the meeting this invoice had not been paid.

There was concern that discussion regarding the issues identified in the Contract Audit was taking place by Committee once again, as this seemed to be a recurring issue.

In response to a Member question, the Audit Manager agreed to look back at the level of assurance provided for previous audits to identify the direction of travel and report back to Committee.

Members' expenses – Committee asked Democratic Services to do a guide for Members on how to claim expenses, to be put in Councillor's pigeon holes.

RESOLVED **to accept the report and the assurance given on the accuracy of internal controls operating in the systems audited.**

AC.037**RISK MANAGEMENT UPDATE**

The Strategic Head (Finance and Business) Services presented this report. The information presented to Committee is a snapshot of the risk register at any particular point in time. Corporate Team review this information on a regular basis.

RESOLVED **Committee agrees that the Risk Register as set out in Appendix A to the report is representative of the key risks facing the Council.**

The meeting closed at 8.25

Chair