

# Minutes

## Audit Committee

- Venue: Committee Room
- Date: 4 January 2012
- Present: Councillor Mrs Casling (Chair), Councillor Crawford, Councillor Dyson, Councillor Mrs Mackman, Councillor Mrs McCartney, Councillor Nutt, Councillor Packham and Councillor Reynolds
- Apologies for Absence: Councillor Cattanach,
- Officers Present: James Ingham, Head of North Yorkshire Audit Partnership, John Barnett, North Yorkshire Audit Partnership; Rob Chambers, Audit Manager, The Audit Commission; Cameron Waddell, District Auditor, The Audit Commission; Karen Iveson, Executive Director; Mark Steward, Managing Director Access Selby; Janette Barlow, Director of Business Services; Keith Dawson, Director of Community Services; Eileen Scothern, Business Manager; Sarah Smith, Business Manager; Drew Fussey, Communities Officer and Richard Besley, Democratic Services

### **21. DECLARATIONS OF INTEREST**

Councillor Mrs Mackman declared a personal and prejudicial interest on item 12.2 of the agenda.

The Councillor is trustee and treasurer of Selby Vision, a tenant of the Council.

## **22. MINUTES**

### **RESOLVED:**

**To receive and approve the minutes of the Audit Committee held on 28 September 2011 and they are signed by the Chair.**

## **23. CHAIR'S ADDRESS AND INTRODUCTION TO THE AUDIT COMMITTEE**

The Chair welcomed councillors and informed the Committee that at last full Council it was agreed that any Internal Audit reports with an unsatisfactory opinion would be referred to Audit Committee as a "call-in" item on the agenda. Officers relevant to that service would be invited to attend.

The Chair also reminded the Committee that papers discussed in "Private" session must be kept so and should not be discussed outside of Committee.

## **24. A/11/12 – INTERNAL AUDIT QUARTER 2+ REPORT 2011/12**

The Head of the North Yorkshire Audit Partnership, James Ingham, presented the report and was pleased to report the overall general standard was good. The quarterly report indicated 6 completed reports as Very Good (2) and Good (4).

In response to a question on the latest position at Barlow Common, Business Manager, Sarah Smith, confirmed that the site became unmanned in November and that a schedule of inspection visits was in place. The Committee requested to view the inspection programme and policy.

Officers for the Partnership confirmed that Performance Management had been deferred and would check on the position of Development Policy but were happy that most reports for the year were under way.

The Head of the Partnership was questioned regarding the schedule. He informed the Committee that work was primarily aligned with the people working in the area to be inspected to ensure it meets and fits with their timetable.

Mr Ingham also confirmed that the Audit work Plan for next year would be received by the April meeting and the Committee could look at the timing schedule if they so wish and the Partnership will fit accordingly.

### **RESOLVED:**

**To receive and approve the report.**

## **25. A/11/13 – ANNUAL AUDIT LETTER**

Rob Chambers the Audit Manager for the Audit Commission introduced Cameron Waddell the Commission's District Auditor for Selby who had produced and published the Annual Audit Letter for 2010/11.

Mr Waddell explained the Audit Commission's role in fulfilling this function for local authorities and how his work through the autumn had progressed up to the submission of the letter.

He explained how the Council had to comply with a number of new procedures and that it had performed well with an unqualified audit opinion. One minor issue had been quickly resolved and the report was completed to show that Selby Council has good, low cost, services, and that it offered value for money.

The Commission's Annual Letter identified the loss of grant, changes to the HRA funding regime and the challenges around treasury management as key issues for the council.

Significant matters raised were in relation to new rules and procedures of the way leasing were reported. That matter was being resolved and new procedures would prevent this occurring.

### **RESOLVED:**

**To receive and approve the Audit Commission's Annual Audit Letter.**

## **26. AUDIT OF GRANT CLAIMS AND RETURNS 2011/12**

Rob Chambers, Audit Manager at the Audit Commission, introduced the report on the Audit of Grant Claims and Returns during 2010/11 that were submitted to Central Government.

All claims had now been signed off by the Commission with only two needing minor amendments.

The Audit Manager's view was that all in all it was a job well done.

### **RESOLVED:**

**To receive and approve the report.**

## **27. PRIVATE SESSION**

### **RESOLVED:**

**In accordance with Section 100(A)(4) of the Local Government Act 1972 and in view of the nature of the business to be transacted, to**

**exclude the press and public from the meeting during discussion of the following item as there is likely to be disclosure of exempt information.**

**28. A/11/14 – REVIEW OF THE CORPORATE RISK REGISTER**

Audit Manager, John Barnett on behalf of the Partnership had introduced the Corporate Risk Register at the September Audit Committee and informed Councillors that it had now been reviewed by Selby Council's Senior Management Team (SMT).

The Director of Business Services reported that, despite the difficult summer of 2011 and the significant changes introduced, absence levels were lower than the same period last year.

The Director informed the Committee that a staff survey had been conducted. A review of the survey report would be brought to Audit Committee at the next meeting.

The Committee requested that an item on the Council's partnerships be received at the next meeting.

**RESOLVED:**

**To receive and endorse the report.**

**29. A/11/15 – REVIEW OF ACCESS SELBY RISK REGISTER**

The Director of Business Services presented the Risk Register to the Committee.

The Committee considered the risk scores and the mitigating actions.

The Managing Director of Access Selby responded to a number of questions on areas within his remit.

**RESOLVED:**

**To receive and endorse the report.**

**30. A/11/16 – REVIEW OF COMMUNITIES SELBY RISK REGISTER**

Communities Officer Drew Fussey presented the Communities Selby Risk Register and was able to answer the questions posed by the Committee

**RESOLVED:**

**To receive and endorse the report.**

**31. Recycling and Waste Management – Internal Audit Report**

The Internal Audit report was presented by Sarah Smith, Business Manager, who confirmed that Contracts were in place and that the agreed actions had been implemented.

**RESOLVED:**

**To receive and note the report.**

**32. PSU Stores – Internal Audit Report**

The Internal Audit report was presented by Eileen Scothern, Business Manager, who confirmed that recommendations had been accepted and steps were being taken to implement the agreed actions.

**RESOLVED:**

**To receive and note the report.**

Councillor Mrs Mackman, who had earlier declared personal and prejudicial interest, left the meeting at this point before the next item commenced.

**33. Property Rentals – Internal Audit Report**

The Internal Audit report was presented by Eileen Scothern, Business Manager, who confirmed that the recommendations had been accepted and steps were being taken to implement the agreed actions.

**RESOLVED:**

**To receive and note the report.**

The meeting closed at 7:02pm