

# Minutes

## Audit Committee

Venue: Committee Room

Date: 26 June 2013

Present: Councillor Mrs D Davies, Councillor M Dyson, Councillor M Jordan (substitute for Councillor J Cattanach), Councillor Mrs C Mackman (Vice Chair), Councillor Nutt, C Pearson (Chair) and Councillor Mrs S Ryder.

Apologies for Absence: Councillor J Cattanach, Mrs M McCartney and Mrs W Nichols.

Officers Present: John Barnett, Veritau; Gavin Barker and Alison Kent, Mazars, Karen Iveson, Executive Director (S151); Keith Dawson, Director of Community Services and Glenn Shelley, Democratic Services

### 1. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 2. MINUTES

#### RESOLVED:

**To receive and approve the minutes of the Audit Committee held on 17 April 2013 and they are signed by the Chair.**

### 3. CHAIR'S ADDRESS

The Chair welcomed councillors and officers to the Committee's first meeting of 2013/14.

### 4. INTRODUCTION TO THE AUDIT COMMITTEE

The Committee noted that this training session would now be run at a

later date.

**5. TIMINGS OF MEETINGS**

**RESOLVED:**

**The Committee agreed to commence meetings at 5.00pm for the 2013/14 municipal year.**

**6. A/13/1 – ANNUAL INTERNAL AUDIT REPORT 2012/13**

John Barnett, Audit Manager at Veritau North Yorkshire, presented the Internal Audit Report for 2012/13. He informed the Committee that the overall opinion of the Head of Internal Audit on the controls operated in Selby District Council was that they provided Substantial Assurance.

The Committee discussed the two Audits which has resulted in an opinion of Limited Assurance and were informed that the necessary action was being taken to improve systems and procedures.

**RESOLVED:**

**To receive and approve the report.**

**7. A/13/2 – LOCALISED BUSINESS RATES**

The Executive Director (S151) presented the report which outlined the funding regime in respect of the new Business Rates Retention Scheme.

The Executive Director (S151) set out that new Business Rates Retention Scheme became effective from 1 April 2013. Under the Scheme the Council retained a proportion of the Business Rates that it collects from local businesses after paying a tariff to central government.

The Committee discussed the potential risks to the Council under the Scheme and acknowledged the establishment of the Business Rates Equalisation Reserve to mitigate against any losses.

**RESOLVED:**

**To note the details of the Business Rates scheme and the arrangements to deal with the funding risk**

**8. A/13/3 – COUNCIL TAX REBILLING**

The Director of Community Services presented the report which provided an overview of the issues with the billing process for Council Tax in 2013/14 and the steps taken to address these. The report also contained the key findings from an Internal Audit review of the process.

The Committee was informed that that as soon as a problem had been identified Access Selby mobilised key staff to find a solution. The Committee discussed the costs of the rebilling to the Council and sought assurances that controls were now in place to prevent a recurrence. The Director of Community Services outlined that the findings of the Internal Audit report had been taken forward and would provide a greater level of control over future billing arrangements.

**RESOLVED:**

**To note the report.**

**9. A/13/4 – ANNUAL REVIEW OF THE AUDIT VISION AND CHARTER**

The Audit Manager presented the report on the Annual Review of the Audit Vision and Charter 2013/14.

The Committee heard that the Public Sector Internal Audit Standards specified that the Vision and Charter should be reviewed on a regular basis. The Committee noted the opportunity of an annual private meeting with the Head of Internal Audit and asked that this be arranged.

**RESOLVED:**

**To approve the report for 2013/14**

**10. A/13/5 – EXTERNAL AUDIT PROGRESS REPORT**

Gavin Barker from Mazars presented the report which gave an update on progress in meeting its responsibilities as the Council's external auditor.

Following a request from the Audit Commission and in line with all other Council's, the Committee was informed that an additional item, regarding the allocation of income and expenditure within the appropriate financial year in the accounts, had been added to Mazar's work plan.

Gavin Barker updated the Committee on Mazar's work with the Council in the production of the end of year financial statements. He felt that the regular meetings between Mazars' staff and the Council finance team had proved beneficial throughout the process. The Committee also discussed the Value for Money conclusion.

The Audit Committee passed on its appreciation for the sound financial management provided by the Executive Director (S151) and her staff.

**RESOLVED:**

**To note the report.**

**11. AUDIT COMMITTEE WORK PROGRAMME 2013/14**

The Executive Director (S151) presented the draft work programme for Audit Committee for the 2013/14 municipal year.

**RESOLVED:**

**To note the work programme for 2013/14**

**12. 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.**

**13. A/13/7 – REVIEW OF THE ACCESS SELBY RISK REGISTER**

The Executive Director (S151) provided an update on the key risks identified within Access Selby which were considered by Access Selby Groups.

The Committee discussed some of the risks faced by the Council and the Executive Director (S151) gave an overview of the methodology used in making the assessment.

**RESOLVED:**

**To receive and endorse the actions of officers in furthering the progress of risk management**

**14. A/13/8 RISK MANAGEMENT ANNUAL REPORT**

The Executive Director (S151) presented the report which provided an update on Risk Management developments throughout 2012/13 and the proposed actions to be taken in 2013/14 to further the process.

**RESOLVED:**

**To receive and endorse the actions of officers in furthering the progress of risk management.**

**15. A/13/9 REVIEW OF THE CORPORATE RISK REGISTER**

The Executive Director (s151) presented the report which provided an update on the movements within the Corporate Risk Register for the Council.

The Committee heard that the risks were formally reviewed by the Council's senior officers on a quarterly basis.

**RESOLVED:**

**To receive and endorse the actions of officers in furthering the progress of risk management.**

The meeting closed at 6.20pm