

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
AUDIT AND GOVERNANCE COMMITTEE
THURSDAY, 6 DECEMBER, 2012 AT 4.00 P.M.
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 1

PRESENT:
Councillors

Ball, G. (Chairman)
Gamble, B. (Vice-Chairman)

Anslow, C. Snape, P. A.
Bennett, C. Molineux, G. N.
Bottomer, B.

Also Present Mr. G. Patterson, Engagement Lead, Grant Thornton
 Ms. S. Joberns, Engagement Manager, Grant Thornton

23. Apologies

All Members were present.

24. Declaration of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members

No Declarations of Interests were made in addition to those already confirmed by Members in the Register of Members' Interests.

25. Minutes

RESOLVED:

That the Minutes of the meeting held on 25 September, 2012 be approved as a correct record and signed.

26. Internal Audit Quarter 2 Report of 2012-13

Consideration was given to the Report of the Chief Internal Auditor (Enclosure 4.1 – 4.2 of the Official Minutes of the Council).

The Chief Internal Auditor gave an overview of the Report and explained that the Internal Audit Section was on target to complete delivery of the Audit Plan by the end of the year.

Concern was raised in relation to the management of the Council's Property Portfolio covering industrial units and shops and the reliance on one member of staff for aspects of the system. The Chief Internal Auditor explained that steps were being taken to address the concerns and clear documented procedures were being drawn up to make the system as robust as possible.

RESOLVED:

That the Committee notes the contents of the Internal Audit Report for Quarter 2 of 2012-13.

27. Strategic Risk Register

Consideration was given to the Report of the Head of Governance (Enclosure 5.1 – 5.3 of the Official Minutes of the Council).

The Risk and Resilience Manager gave an overview of the report and explained that its purpose was to provide Members with an update on the strategic risks that the Council was facing in delivering its objectives.

It was explained that as requested by the Committee, additional information had been included in the form of an 'Overall Progress Summary' for each risk, accompanied by a symbol to indicate whether progress had been made or not. Members considered this to be useful.

The Committee was advised that Risk No. 7, Shared Services with Stafford Borough Council listed in Appendix 1 should have been identified as having a medium score at 1 April, 2012, rather than a low score.

Councillor P. Snape was of the opinion that as shared services was progressing well and was considered to be a low risk, that the sharing of other services should be explored.

The Head of Governance explained that the review of the shared services performance was being monitored by Scrutiny Committee who would be receiving a progress report. Scrutiny Committee would then make recommendations to Cabinet for their consideration.

28. Annual Governance Statement Progress Report

Consideration was given to the Annual Governance Statement Progress Report (Enclosure 6.1 – 6.7 of the Official Minutes of the Council).

RESOLVED:

That the contents of the progress report on the Annual Governance Statement for 2011-12 be noted.

29. Annual Audit Letter 2011-12

Consideration was given to the Annual Audit Letter.

Mr. G. Patterson advised that Grant Thornton had been appointed as External Auditors for a 5 year period.

He gave an overview of the report and explained that it summarised the findings from the 2011-12 audit which comprised of two elements:-

- the audit of the financial statements; and
- assessment of the arrangements to achieve value for money

Mr. Patterson reported that an unqualified opinion had been issued on the financial statements and he was satisfied that in all significant respects the Council had put in place proper arrangements to secure value for money in its use of resources for the year ended 31 March, 2012.

RESOLVED:

That the Annual Audit Letter be received.

30. Grant Thornton – External Audit Fees Report

Consideration was given to the letter from Grant Thornton to the Head of Finance relating to the planned audit fee for 2012-13.

Grant Patterson explained that contained within the letter was a billing schedule for the main Audit fee and for the Grant Certification. An outline of the audit timetable was also listed. Any additional work would be agreed separately and a fee agreed with the Council.

He asked that if concerns arose which Members would like to discuss they should contact him in the first instance or Suzanne Joberns. Alternatively they could contact Jon Roberts in the Public Sector Assurance regional lead partner. Their contact details being listed within the letter.

RESOLVED:

That the contents of the letter be noted.

CHAIRMAN

The meeting closed at 5.10 p.m.