

## AUDIT AND RISK COMMITTEE

Monday, 17th February, 2014

**Present:-** Councillor Paul Waring – in the Chair

Councillors Loades, Mrs Peers, Mrs Cornes, Hambleton, Taylor.J and Rout

### 1. MINUTES OF PREVIOUS MEETINGS

**Resolved:** That the minutes of the previous meeting be agreed as a correct record.

### 2. CORPORATE RISK MANAGEMENT REPORT

A report was submitted to provide an update to Members of the progress made by the Council in enhancing and embedding risk management for the period October to December 2013, including progress made in managing the identified corporate risks.

**Resolved:** That the Committee

**(a) Scrutinise the progress that had been made in managing the risks identified within the Strategic, Operational, Project and Partnership Risk Registers where applicable.**

**(b) Note the new risks that had been identified between October to December 2013.**

**(c) Identify, as appropriate, risk profiles to be scrutinised in more detail for the next meeting.**

### 3. COLLECTION OF COUNCIL TAX

At the last meeting, members had considered a report compiled by the Council's auditors, Grant Thornton, entitled 'Review of the Council's Arrangements for Securing Financial Resilience'. One element of this report highlighted that Newcastle's collection rates for Council Tax were the lowest of all the shire districts in Staffordshire and in the bottom 25% for shire districts in England.

A report was now submitted by the Head of Revenues and Benefits providing Members with additional information in relation to the collection of council tax.

Members thanked Officers and especially Dave Baker for the report.

### 4. CERTIFICATION OF WORK REPORT 2012/2013

A report was submitted to receive Grant Thornton's Annual Report in respect of the Certification of Claims for the Borough Council for 2012/13.

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**Resolved:** That Grant Thornton's Annual Report on the Certification of Claims be received.

#### 5. **INTERNAL AUDIT PROGRESS REPORT QUARTER 3**

Members received a report on the work undertaken by the Internal Audit section during the period 1 October to 31 December 2013. The report identified the key issues raised. The full individual reports issued to Officers contained the key issues plus a variety of minor issues and recommendations.

Members considered any issues that they wished to raise with Cabinet and, or Executive Directors.

**Resolved:** a) That the Partnerships Register remain on the agenda for future meetings.

b) That an update on fleet management be brought back to the Committee in 6 months time.

#### 6. **ADOPTION OF INTERNAL AUDIT HIGH RISK RECOMMENDATIONS AND SUMMARY OF ASSURANCE**

A report was submitted to report on any outstanding high risk recommendations and where necessary to request Members' approval to the Executive Directors requested actions in respect of the recommendations and proposed target dates. The report also sought to provide Members with an assurance opinion on internal controls over Council Services.

**Resolved:** That the actions of officers and levels of assurance be noted

#### 7. **INTERNAL AUDIT PLAN 2014/2015**

A report was submitted to inform Members of the proposed Internal Audit Plan for 2014/15 and to seek their approval as to its contents and to agree with members the reporting arrangements for performance against the 2014/15 proposed plan.

**Resolved:** a) That the Internal Audit Plan for 2014/15 be approved

b) That Members agree to the continuation of the reporting arrangements as set out in the report.

#### 8. **INTERNAL AUDIT CHARTER**

Members received a report for information and approval of the Internal Audit Charter. The Charter replaced the previously adopted Internal Audit Strategy and Terms of Reference.

**Resolved:** a) That the Internal Audit Charter for 2014/15 be approved

b) That the Internal Audit Charter be reviewed and updated annually to ensure compliance with the Public Sector Internal Audit Standards (PSIAS)

**COUNCILLOR PAUL WARING**  
**Chair**