

## **AUDIT AND RISK COMMITTEE**

Monday, 13th February, 2017  
Time of Commencement: 7.00 pm

**Present:-** Councillor Ms Sarah Pickup – in the Chair  
Councillors Dymond and Waring  
Officers Executive Director (Resources and Support Services) - Kelvin Turner, Geoff Durham and Annette Vacquier

### 1. **APOLOGIES**

Apologies were received from Councillors Cooper, Snell and White and Mr R Butters – Keele University

### 2. **MINUTES OF PREVIOUS MEETINGS**

**Resolved:** That the minutes of the meeting held on 14 November, 2016 be agreed as a correct record.

### 3. **DECLARATIONS OF INTEREST**

There were no declarations of interest stated.

### 4. **CORPORATE RISK MANAGEMENT REPORT FOR THE PERIOD OCTOBER - DECEMBER, 2016 (QUARTER 3)**

Consideration was given to a report informing Members of the progress made by the Council in enhancing and embedding risk management for the period October to December, 2016.

Members' attention was drawn to paragraphs 2.1.1 and 2.1.2 of the agenda report regarding sixteen overdue risks.

No new risks had been identified and none of the current risks had increased in urgency.

Members were advised that the 'Financial consequences of adverse planning decisions' would remain on the list for a short while as there was an appeal currently ongoing and possibly others in the pipeline.

The Chair asked the Council's Executive director for Resources and Support Services if there was sufficient funds in the accounts should costs be awarded against the Council. Members were advised that this was not the case in this current financial year and that provision would have to be made in the 2017/18 financial year.

**Resolved:** That the information be received and the comments noted.

**5. INTERNAL AUDIT PLAN 2017/18**

Consideration was given to a report informing Members of the proposed Internal Audit Plan for 2017/18 and to seek approval for its contents.

Members were advised that the Plan was a different format to that of previous years. Certain areas had been taken out which gave a more balanced and clearer plan.

Members were informed of the new audit management system, Pentana and that as it was developed, the Plan could be reported on a quarterly basis rather than up front every twelve months.

A query was raised as to when the local lottery would be commencing and Members were advised that subject to everything being satisfactory it should be launched around July – August 2017. In addition, in order for the lottery to 'break even', around 1000 to 1200 tickets would need to be sold each week.

- Resolved:**
- (i) That the Internal Audit Plan for 2017/18 be approved.
  - (ii) That the continuation of the reporting arrangements, as set out in the report, be agreed.

**6. INTERNAL AUDIT CHARTER 2017/18**

Consideration was given to a report informing Members and seeking their approval of the Internal Audit Charter.

The document is reviewed and produced on an annual basis to ensure that the Council complies with Internal Audit Standards.

Members' attention was drawn to section 7 of the Charter regarding the Independence of Internal Audit. Members were advised that the Council's Audit Manager, Liz Dodd was now also responsible for the Elections Section and therefore any audit issues relating to elections would be reported to the Executive Director of Resources and Support Services, Kelvin Turner.

The Charter had been seen by the Council's Executive management Team and they were satisfied with its content.

- Resolved:**
- (i) That the Internal Audit Charter for 2017/18 be approved
  - (ii) That the internal Audit Charter be reviewed and updated annually to ensure compliance with the Public Sector internal Audit Standards (PSIAS)

**7. INTERNAL AUDIT PROGRESS REPORT**

Consideration was given to a report updating members on the work undertaken by the Council's Audit Section during the first three quarters of 2016/17.

Members were advised that there had been some resource issues. However, agency staff had been brought in and everything was back on track to complete the revised Audit Plan by the end of the current financial year.

A query was raised regarding the recycling service and Members were advised that there would be an audit of the new recycling service next year.

**Resolved:** That the information be received.

**8. APPOINTMENT OF EXTERNAL AUDITOR**

Consideration was given to a report regarding the appointment of an external auditor and seeking this Committee's recommendations of the arrangements in making the appointment. This would take effect from the accounts for the financial year 2018/19.

Members were advised that this would be a 'full Council' decision which would be taken to the 22 February, 2017 meeting.

There were three options available which were outlined in paragraph 2.4 of the report. Members' attention was also drawn to paragraph 2.6.

**Resolved:** That Full Council be advised that the Audit Committee recommends that the Council opt into the national scheme for auditor appointments (Public Sector Audit Appointments).

**9. URGENT BUSINESS**

There was no Urgent Business.

**COUNCILLOR MS SARAH PICKUP**  
**Chair**

Meeting concluded at 7.25 pm