

AUDIT AND RISK COMMITTEE

Monday, 17th November, 2014

Present:- Councillor John Taylor – in the Chair

Councillors Loades, Allport, Mrs Burgess, Jones and Sweeney

8. APOLOGIES

Apologies were received from Councillor Mrs Hambleton

9. DECLARATIONS OF INTEREST

There were no declarations of interest stated.

10. MINUTES OF PREVIOUS MEETINGS

Resolved:- That the minutes of the meeting held on 29 September, 2014 be agreed as a correct record.

11. CORPORATE RISK MANAGEMENT JULY TO SEPTEMBER 2014

The Head of Business Improvement, Central Services and Partnerships provided members with an overview of the report.

A risk report and action plan was attached to the report. Members were advised that the risk attached to fees and charges had now reduced and, as a result would not appear of the next list as it only contained the top line risks.

No additional medium or high risks had been added to the register during this quarter.

Members discussed the items contained in the risk report and made observations. A query was raised as to how assets (stock) could be a risk when professionals were employed to manage them. The reason for this was that one incident could turn into a major claim.

In addition, fraud wasn't on the list as a risk.

Members were advised that certain 'risks' were not in the report as their score was below 7-9. The Council has policies in place to identify the scores for each risk.

Resolved:- (i) That the comments regarding the progress made in managing the risks identified within the Strategic, Operational, Project and Partnership Risk Registers be noted.

12. HEALTH AND SAFETY 6 MONTHLY REPORT

Consideration was given to a report informing Members of issues and trends regarding health and safety at the Council. The health and safety report covering April to September, 2014 was appended to the report.

There had been a reduction (in comparison to this time last year) in the number of days lost due to accidents at work.

Members requested clarification of Target 100. The actions are scored and when a programme is in place and the targets reach 100% it is seen as complete. If it does not reach 100% it would be looked at by Internal Audit.

Resolved:- That the report be noted.

13. TREASURY MANAGEMENT HALF YEARLY REPORT

Members considered a report on the Treasury Management Half Yearly report for 2014/15 which was appended to the report.

The Staffordshire Pension Fund had been reviewed. The lump sums payable by the Council were listed for the next three years and Members were informed that if the amounts were pre-paid, a discount would be given offering a significant saving.

Resolved:- That the Treasury Management Half Yearly Report for 2014/15 be received.

14. ANNUAL AUDIT INSPECTION LETTER

The Annual Audit Letter from the council's external auditors, Grant Thornton had been received and was appended to the report.

Resolved:- That Grant Thornton's Annual Audit Letter be received an a copy sent to all elected members.

15. ADOPTION OF INTERNAL AUDIT HIGH RISK RECOMMENDATIONS AND SUMMARY OF ASSURANCE

A report was considered on high risk recommendations and summary of assurance for July to September, 2014. The Audit Recommendations were appended to the report.

High risk recommendations mean that action is imperative to ensure that the authority is not exposed to high risks. The recommendation has to be agreed with managers and must be carried out within one month.

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

16. INTERNAL AUDIT PROGRESS REPORT QUARTER 2

Members considered a report In the Internal Progress for Quarter 2, 2014/15.

The Performance Indicator recommendations were currently 92% against a target of 96% giving a good indication that managers were responding and implementing the recommendations made.

Members' attention was drawn to the Information Governance Toolkit draws together legal rules and central guidance to provide a single standard set of information governance requirements.

Resolved:- That the Treasury Management Half Yearly Report for 2014/15 be received.

17. **URGENT BUSINESS**

There was no urgent business.

COUNCILLOR JOHN TAYLOR
Chair