

AUDIT AND RISK COMMITTEE

7.00 pm, Monday, 18 February 2013

Present:- Councillor Paul Waring – in the Chair

Councillors Loades, Jones, Mrs Peers, Turner and Stringer

Independent member:- Phil Butters

In attendance:- Kelvin Turner (Executive Director, Resources and Support Services), Dave Adams (Executive Director, Operational Services), Mark Bailey (Head of Business Improvement and Partnerships), Liz Dodd (Audit Manager), Nick Lamper (Senior Member Services Officer) and David Jenkins (Engagement Manager, Grant Thornton (external auditors))

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING

Resolved: That the minutes of the meeting held on 5 November 2012 be approved as a correct record and signed by the chairman.

4. MANAGEMENT REVIEW OF THE IMPACT OF THE RE-STRUCTURING OF THE PARK ATTENDANT SERVICE

A report was submitted outlining the impact of the restructuring of the Park Attendant Service, which had successfully delivered savings of £100,000 per annum in 2011/12 and 2012/13.

The report set out the advantages and disadvantages of the restructured service, the impact on income for tennis and bowls, and a number of options for collection of tennis fees. It identified the preferred option as engaging a club to assist with the management of Westlands Sportsground.

The committee discussed the various options and further variations of them.

Resolved: That the following approaches be explored further:-

- (a) The possibility of operating an electronic entry system;
- (b) Further advertising and promotion opportunities; and
- (c) The engagement of a club or community centre to assist with the management of Westlands Sportsground (including approaching the Lawn Tennis Association, David Lloyd Leisure and Whitfield Community Centre).

5. CORPORATE RISK MANAGEMENT REPORT OCTOBER TO DECEMBER 2012

A report was submitted providing an update on progress in enhancing and embedding risk management for the period October to December 2012, including progress in managing the identified corporate risks.

Mark Bailey, Head of Business Improvement and Partnerships, answered members' questions and provided further information on individual risks.

Resolved:

- (1) That the progress made in managing the risks identified within the Strategic, Operational, Project and Partnership Risk Registers be noted;
- (2) That training be provided for members in addition to officers in respect of risk 4 (breach of Data Protection Act); and
- (3) That clarification be sought in relation to the precise nature of the risks and consequences in respect of risks 6 and 7 (failure to establish robust processes to dispose of surplus land and buildings, and inability to implement outcomes from the Stock Condition Survey) from the risk owners and this information be provided to members of the committee.

6. ADOPTION OF INTERNAL AUDIT HIGH RISK RECOMMENDATIONS AND SUMMARY OF ASSURANCE - 1 OCTOBER TO 31 DECEMBER 2012

A report was submitted on outstanding high risk recommendations for the third quarter of 2012/13, summarising these by Directorate and calendar month.

It was noted that more detailed reports were also submitted to the chair and vice-chair on a monthly basis.

Resolved:

- (1) That the actions taken and levels of assurance be noted; and
- (2) That the report for the fourth quarter be adapted to present a summary of the more detailed information provided to the chair and vice-chair, and to identify any recurring themes.

7. INTERNAL AUDIT PROGRESS REPORT - QUARTER 3 2012/13

A report was submitted on the work undertaken by the Internal Audit team during the third quarter of 2012/13 and identifying key issues raised.

Resolved: That the work undertaken be noted.

8. INTERNAL AUDIT PLAN 2013/14

A report was submitted seeking the committee's approval of the proposed Internal Audit Plan for 2013/14 and the reporting arrangements for performance against the plan.

Resolved: That the proposed plan and reporting arrangements be approved.

9. REVIEW OF THE INTERNAL AUDIT STRATEGY 2013 TO 2016 AND THE INTERNAL AUDIT SECTION TERMS OF REFERENCE

A report was submitted seeking the committee's approval of the revised Internal Audit Strategy and Terms of Reference, which had been revised as part of the audit planning process for 2013/14.

The documents had been reviewed and updated to reflect the revised Public Sector Internal Audit Standards which would come into effect on 1 April 2013. The CIPFA guidance on the application of the new standards was still awaited and, if necessary, a further report could be placed before the committee once the guidance had been published.

Resolved: That the revised Internal Audit Strategy 2013-16 and Internal Audit Terms of Reference be approved.

10. PLANNED AUDIT FEE 2012/13

A report was presented to enable the committee to consider the planned audit fee for 2012/13.

David Jenkins, the Engagement Manager from the external auditors, Grant Thornton, attended the meeting and presented the proposals.

Resolved: That the planned audit fee for 2012/13 be approved.

11. CERTIFICATION WORK REPORT 2011/12

A report was submitted along with Grant Thornton's Annual Report in respect of the Certification of Claims for the Borough Council for 2011/12.

David Jenkins, the Engagement Manager from the external auditors, Grant Thornton, attended the meeting and presented the report.

Resolved: That the Annual Report on the Certification of Claims be received.

12. URGENT BUSINESS

There was no urgent business.

COUNCILLOR PAUL WARING
Chair

The meeting concluded at 8.20 pm.

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