

AUDIT COMMITTEE

29 April 2014

PRESENT:

Councillors Mosson (Chairman), Norman, Strachan and Warfield

Ms P Moore

Officers in attendance - John Brown, Mick Hopkins, Jane Kitchen, Pat Leybourne and Joy Ordidge,

Also Present – Helen Edmonds, Laura Hinsley and Grant Patterson (Grant Thornton)

(**APOLOGIES FOR ABSENCE** were received from Councillor Wilks (Vice-Chairman) and Mr Knight)

309 DECLARATIONS OF INTEREST:

There were no declarations of interest made.

310 MINUTES:

The Minutes of the Meeting held on 21st January 2014, as printed and previously circulated, were taken as read, approved as a correct record and signed by the Chairman.

311 PERFORMANCE OF THE BENEFIT INVESTIGATION TEAM WITHIN THE FINANCE, REVENUES & BENEFITS DEPARTMENT FOR 2013/2014:

Consideration was given to a report on the performance of the Benefit Investigation Team for 2013/2014 and comparisons to the performance of the team in the financial year 2012/2013. Members were updated on a current Housing Benefit Fraud case.

RESOLVED: That the performance of the service be noted.

312 INTERNAL AUDIT PROGRESS REPORT DECEMBER 2013 TO FEBRUARY 2014:

Members considered a report on the activity and performance of the Internal Audit Section for the period December 2013 to February 2014.

RESOLVED: That the Internal Audit Progress Report for the period December 2013 to February 2014 as submitted be noted.

313 ANNUAL PLANNED AUDIT WORK PROGRAMME:

Consideration was given to the 2014/2015 Work Programme of the Internal Audit Section.

RESOLVED: That the Annual Planned Audit Work Programme as detailed in the report be approved.

314 HOUSING BENEFIT SUBSIDY CERTIFICATION WORK PLAN:

Members were informed by the External Auditors (Grant Thornton) of their planned work for the only claim which requires certification at Lichfield District Council for 2013/14 which is the Housing Benefit Subsidy claim.

RESOLVED: That the Housing Benefit Subsidy Certification Work Plan be noted.

315 THE AUDIT PLAN FOR LICHFIELD DISTRICT COUNCIL:

Members received the External Auditors' (Grant Thornton) Audit Plan which sets out the audit work proposed for 2013/2014 audit together with the fee involved.

RESOLVED: That the Audit Plan for 2013/2014 be noted.

316 AUDITING STANDARDS – COMMUNICATION WITH THE AUDIT COMMITTEE:

Consideration was given to a report on the effective communication between the Audit Committee and the External Auditor. Particular reference was made to how the Audit Committee supported by the Council's officers meets its responsibilities in the following areas : fraud, laws and regulations, going concern, related party transactions and accounting for estimates.

RESOLVED: That the report be noted.

317 PLANNED AUDIT FEE FOR 2014/15:

Members were informed by Mr Grant Patterson of Grant Thornton of the fee scale for the proposed work to be undertaken for the 2014/2015 financial year at the District Council.

RESOLVED: That the Audit Fee Letter 2014/2015 be noted.

318 RISK MANAGEMENT UPDATE:

Members were updated on the Risk Management Strategy and the management of the Corporate Risk Register.

RESOLVED: That the actions being taken to implement the Risk Management Strategy and to manage the Council's most significant risks be noted.

319 ANNUAL REPORT ON EXCEPTIONS AND EXEMPTIONS TO FINANCIAL REGULATIONS:

Consideration was given to a report on the number of Exceptions and Exemptions made to the Chief Financial Officer for the financial year 2013/2014

RESOLVED: That the Exceptions as submitted with the report be noted.

320 WORK PROGRAMME:

Members considered the Work Programme 2014/15.

RESOLVED: That the Work Programme be noted.

321 VOTE OF THANKS:

RESOLVED: (1) That the sincere thanks of the Committee be accorded to the Chairman and Vice-Chairman and officers involved with the Committee for their services during the past year.

(2) That Mrs L L Wicks, the Committee Clerk, be thanked for her services to the Committee and be given best wishes for her forthcoming retirement.

(The Meeting closed at 6.56 pm)

CHAIRMAN