

WYRE FOREST DISTRICT COUNCIL

AUDIT COMMITTEE

**COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY,
KIDDERMINSTER**

3RD DECEMBER 2012 (6.00PM)

Present:

Councillors: D C H McCann (Chairman), M A Salter (Vice-Chairman),
P Dyke, J A Hart, M B Kelly, N Knowles, J W Parish and C Rogers.

Observers:

Councillor N J Desmond.

AUD.22 Apologies for Absence

There were no apologies for absence.

AUD.23 Appointment of Substitutes

There were no appointment of substitutes.

AUD.24 Declarations of Interests by Members

No declarations of interest were made.

AUD.25 Minutes

Agreed: The minutes of the meeting held on 24th September 2012 be confirmed as a correct record of the meeting and signed by the Chairman.

AUD.26 Annual Audit Fees

To Committee received the Wyre Forest Fee Letter from Grant Thornton which summarised the audit fees for 2012/13 and introduced the new Engagement Lead for the External Audit Team.

Members were taken through the letter and attention was drawn to the reduction of 40% in the audit fees for 2012/13.

Decision: The Wyre Forest Fee Letter be noted.

AUD.27 External Funding Position Statement – Quarters 1 and 2 : 2012/13

The Committee received a report from the Director of Economic Prosperity and Place that provided an update on the amount of external funding being attracted into the District during Quarters 1 and 2 of the 2012/13 financial year and the variety of projects for which the funding was contributing towards for the benefit of the District and its residents.

Members were taken through the appendix to the report which detailed projects that had been funded. In response to a Members question, the Regeneration Officer would obtain information as to whether the standard for the new lighting for the cycle track at Stourport Sports Club was for competition or training.

Decision:

- 1. The Regeneration Officer to obtain information as to the standard of the new lighting for the cycle track at Stourport Sports Club.**
- 2. The amount of External Funding being attracted to the District as detailed in Appendix 1 of the report to the Audit Committee at its meeting on 3rd December 2012 be noted.**

AUD.28 Internal Audit Monitoring Report Quarter Ended 30th September 2012

The Committee received a report from the S151 Officer and Principal Auditor that informed Members of the Internal Audit Monitoring Report for the Quarter ended 30th September 2012.

The Principal Auditor highlighted reports which had been finalised in the quarter, all of which had achieved “limited” or “some” assurance.

Members raised concerns on the “limited” assurance for Human Resources Establishment and asked for a report explaining why the service was not progressing.

In relation to the completion date of September 2012 for End of Year Testing on the Establishment records, it was confirmed that the Human Resources Team were currently undertaking their review of the database and that the planned work could now proceed.

In response to a Members question, it was confirmed that a list of properties/assets which the Council owned would be circulated to Members.

Members were pleased to see that the Audit Team were back on track with internal audit targets.

In response to a Member query on the summary of audit advice given in the “Petty Cash” section, the Principal Auditor confirmed that items in this section included petty cash, transferring floats with the move to new HQ and updating signatures.

Decision:

- 1. Information on Council owned properties/assets would be circulated to Members.**
- 2. The Internal Audit Monitoring Report for the Quarter ended 30th September 2012 as detailed in Appendix 1 of the report to the Audit Committee at its meeting on 3rd December 2012 be considered.**

The meeting ended at 6.35 pm.