

## **AUDIT COMMITTEE**

**Tuesday, 14 December 2010**

Councillor E.J. Collin (Chairman)

Councillors:	A.S. Bexon	G.V. Clarke
	A.J. Gillam	C.J. Powell
	D.E. Pulk	G.E. Withers

Officers in attendance: V Rimmington, S M Sale.

### **19 TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 28 SEPTEMBER 2010**

RESOLVED:

That the minutes of the above meeting, having been circulated, be approved as a correct record and signed by the Chairman.

### **20 2009-10 ANNUAL AUDIT LETTER**

The 2009-2010 Annual Audit Letter was submitted for members information.

RESOLVED:

To note the Annual Audit Letter and accept the recommendations R1-R4 in the report.

### **21 CORPORATE RISK SCORECARD**

The Manager of Audit & Risk Management updated members of the Committee on the current level of assurance that could be provided against each corporate risk.

RESOLVED:

To note the report and to request officers to present further information to each risk category.

### **22 ANNUAL AUDIT PLAN - RISK ASSESSMENT**

The Manager of Audit & Risk Services submitted a report to provide members with the opportunity to influence the audit risk assessment for the annual audit plan 2011-12.

Within the Audit risk assessment three areas were identified where members could influence the actual risk assessment.

RESOLVED:

Members were requested to consider review of:-

H.R- to include recruitment, retention and staff training.

1. Debtors
2. Capital
3. Outsourced functions.

## **23 AUDIT COMMITTEE - ANNUAL REVIEW OF TERMS OF REFERENCE**

The Manager of Audit & Risk Services reported that an annual review of the Terms of Reference of the Audit Committee had been implemented and where appropriate updated to reflect the work being undertaken by the Committee.

RESOLVED:

To instruct the officers to renew the source of assurance for the responsibility to maintain an overview of the Council's constitution in respect of contract procedure rules, financial regulations and codes of conduct and behaviour.

## **24 FOLLOW- UP OF PREVIOUS AUDIT RECOMMENDATIONS**

The manager of Audit & Risk Services updated Members on the progress in the implementation of Internal Audit recommendations

RESOLVED:

To note the report.

## **25 INTERNAL AUDIT REPORTS ISSUED OCTOBER – DECEMBER 2010**

The following reports were considered:-

- i) Cash Receipting
- ii) Leisure Income
- iii) Council Tax
- iv) Debtors

RESOLVED:

To accept the reports and in particular with regard to the following:-

Leisure Income – recommend that bar prices are reviewed whenever any factor affecting the price occurs.

Council Tax and Debtors- pleased to note the areas of good practice noted by the auditors.

The meeting closed at 6.55pm.