

# EAST STAFFORDSHIRE BOROUGH COUNCIL

## AUDIT COMMITTEE

Minutes of the Meeting of the Audit Committee held in the Coltman VC Room at the Town Hall, Burton upon Trent on Tuesday 8<sup>th</sup> March 2016.

### **Present:**

Councillors L. Milner (Chairman), R. Faulkner, M. Fitzpatrick, D. Goodfellow and D. C. Leese

### **Independent Member:**

Mrs A. Johnson

### **Officers Present:**

Sal Khan (Head of Service), the Chief Accountant and the Senior Democratic Services Officer

### **Also Present:**

Mr Tim Ridout (Internal Auditor - CW Audit) and Mr M. Stocks (Grant Thornton)

Apologies for absence were received from Councillors A. A. Chaudhry, S. Dyche and S. Gaskin and Mr B. Jones (Independent Member)

#### 41/16 **DECLARATIONS OF INTEREST**

There were no declarations of interest at the commencement of the meeting.

#### 42/16 **MINUTES**

The Minutes of the meetings held on 26<sup>th</sup> January 2016 were approved and signed as a correct record.

#### 43/16 **URGENT BUSINESS**

There was no urgent business submitted to the meeting pursuant to Rule 12.

#### 44/16 **EXTERNAL AUDIT PLAN**

(Grant Thornton) The representative from Grant Thornton gave an overview of the planned scope and timing of their audit. A report outlining the consequences of their work, to discuss issues of risk, the concept of materiality with them, and to identify any areas to undertake additional procedures, was submitted prior to the meeting for Members consideration.

An opportunity for questions followed.

**NOTED**

45/16 **INFORMING THE AUDIT RISK ASSESSMENT**

(Grant Thornton) The representative from Grant Thornton gave a short presentation on the report circulated prior to the meeting for Members consideration. It outlined the purpose of the report, which contributed towards the effective two-way communications between the auditors and the Council's Audit Committee, as 'those charged with governance'. The report also covered some important areas of the auditors risk assessment which they were required to make inquiries of the Audit Committee under auditing standards.

As part of the assessment procedure the external auditors were required to obtain an understanding of management processes and the Audit Committee's oversight on several areas namely; Fraud, Laws and Regulations, Going concern, Related party transactions and Accounting for estimates. The report included a series of questions on each of those areas and the responses received from the Council's management.

Members were requested to consider whether those responses were consistent with its understanding and whether there were any further comments they wished to make.

An opportunity for questions followed.

**NOTED**

46/16 **PROGRESS REPORT 2015/16**

(CW Audit) The Internal Auditor gave a report summarising the work of internal audit, outlining the progress against the audit plan, the key findings and conclusions arising from their work, details of planned work and to update the Committee on the progress made in implementing previously agreed recommendations.

An opportunity for questions followed.

**NOTED**

47/16 **INTERNAL AUDIT PLAN**

(CW Audit) The Internal Auditor gave a short presentation setting out the proposed plan of internal audit coverage for the period April 2016 to March 2017. The aim of the plan was to deliver a risk focussed audit programme, be proactive and forward looking, to add value and to provide assurance to management and the Audit Committee.

An opportunity for questions followed.

**NOTED**

48/16 **DATE OF NEXT MEETING**

**Resolved:**

That the next meeting take place on Tuesday 14<sup>th</sup> June 2016 at 6.30pm in the Coltman VC Room, Town Hall, Burton upon Trent.

**Chairman**