

Committee: **Accounts, Audit and Risk Committee**
Date: **Wednesday 18 September 2013**
Time: **6.30 pm**
Venue **Bodicote House, Bodicote, Banbury, OX15 4AA**

Membership

Councillor Trevor Stevens (Chairman)	Councillor Mike Kerford-Byrnes (Vice-Chairman)
Councillor Andrew Beere	Councillor Ray Jelf
Councillor Nicholas Mawer	Councillor Lawrie Stratford
Councillor Rose Stratford	Councillor Barry Wood

AGENDA

1. Apologies for Absence and Notification of Substitute Members

2. Declarations of Interest

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

3. Petitions and Requests to Address the Meeting

The Chairman to report on any requests to submit petitions or to address the meeting.

4. Urgent Business

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

5. Minutes (Pages 1 - 6)

To confirm as a correct record the Minutes of the meeting of the Committee held on 26 June 2013.

6. Statement of Accounts 2012/13 (Pages 7 - 114)

** Please note that Appendix 3 to this report will follow as it is currently being finalised **

Report of Interim Head of Finance and Procurement

Summary

The purpose of this report is to obtain official sign-off by the Chief Financial Officer and the Chairman of Accounts, Audit and Risk Committee the audited Statement of Accounts 2012/13.

Recommendations

The Accounts, Audit and Risk Committee is recommended:

- (1) To approve the amendments to the 2012/13 financial statements detailed in Appendix 1
- (2) Subject to reviewing the contents of the Audit Results Report (separate agenda item) approve the 2012/13 financial statements (Appendix 2).
- (3) To note that the 2012/13 Summary Accounts are currently being prepared and will be tabled at the meeting (Appendix 3 – to follow).

7. External Audit Results Report (Pages 115 - 138)

Report of Head of Finance and Procurement

Summary

To allow Members to consider the Ernst and Young LLP Results Report which includes comments on the audit of the 2012/13 Statement of Accounts.

Recommendations

The Accounts, Audit and Risk Committee is recommended: to:

- (1) Consider the matters raised in the report before approving the 2012/13 financial statements and recommending to Council.
- (2) Note of the adjustments to the financial statements set out in this report
- (3) Approve the letter of representation on behalf of the Council as set out in the appendix.

8. Risk Management - First Quarter Review of Risk (Pages 139 - 156)

Report of Corporate Performance Manager

Summary

To update the Committee on the management of Strategic, Corporate and Partnership Risks during the first quarter of 2013/14 and highlight any emerging issues for consideration.

Recommendations

The Accounts, Audit and Risk Committee is recommended to:

- (1) To review the quarter 1 Strategic, Corporate and Partnership Risk Register

9. Q1 Treasury Management Report (Pages 157 - 174)

Report of Interim Head of Finance and Procurement

Summary

To receive information on treasury management performance and compliance with treasury management policy for 2013/14 for Quarter 1 including an update for position as at 31 August 2013 as required by the Treasury Management Code of Practice.

Appendices 1 and 2 to the report are restricted.

Recommendations

The Accounts, Audit and Risk Committee is recommended to:

- (1) Note the contents of the Quarter 1 (Q1) Treasury Report.
- (2) Note the contents of the 2012/13 Annual Treasury Report which was presented to Council in July 2013 – Appendix 3.

10. Use of Purchase Orders (Pages 175 - 176)

Report of Interim Head of Finance and Procurement

Summary

The purpose of this report is to provide information to the Accounts, Audit and Risk Committee on the Council's use of Purchase Orders.

Recommendations

The Accounts, Audit and Risk Committee is recommended to:

- (1) Note the contents of the report on the progress the Council is making to improve the use of purchase orders.

11. Internal Audit Progress Report (Pages 177 - 184)

Report of Chief Internal Auditor

Summary

This report provides the Committee with an update of the work of Internal Audit since the last meeting.

Recommendations

The Accounts, Audit and Risk Committee is recommended to:

- (1) Note the contents of this report

12. Review of Work Programme

To review the Committee work programme (to be tabled).

13. Exclusion of Public and Press

The following item contains exempt information as defined in the following paragraphs of Part 1, Schedule 12A of the Local Government Act 1972.

3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Members are reminded that whilst the following item has been marked as exempt, it is for the meeting to decide whether or not to consider each of them in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers. Should Members decide not to make a decision in public, they are recommended to pass the following recommendation:

“That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1, Schedule 12A of that Act.”

14. **Q1 Treasury Management Report - Exempt Appendix 1 and 2**
15. (Pages 185 - 218)

Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.

Information about this Meeting

Apologies for Absence

Apologies for absence should be notified to democracy@cherwellandsouthnorthants.gov.uk or 01295 221589 prior to the start of the meeting.

Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

Evacuation Procedure

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

Access to Meetings

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

Mobile Phones

Please ensure that any device is switched to silent operation or switched off.

Queries Regarding this Agenda

Please contact Natasha Clark, Democratic and Elections
natasha.clark@cherwellandsouthnorthants.gov.uk, 01295 221589

Sue Smith
Chief Executive

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