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Cherwell District Council

Accounts, Audit and Risk Committee

Minutes of a meeting of the Accounts, Audit and Risk Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 24 June 2015 at 6.30 pm

Present: Councillor Mike Kerford-Byrnes (Chairman)
Councillor Rose Stratford (Vice-Chairman)
Councillor Ray Jelf
Councillor Nicholas Mawer
Councillor Barry Richards
Councillor Lawrie Stratford
Councillor Barry Wood

Also Present: Mark SurrIDGE, Ernst Young, External Audit
Ed Cook, PwC, Internal Audit

Apologies for absence: Councillor Colin Clarke

Officers: Paul Sutton, Head of Finance and Procurement
Louise Tustian, Acting Corporate Performance and Insight Manager
James Doble, Democratic and Elections Manager

3 **Declarations of Interest**

There were no declarations of interest.

4 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

5 **Urgent Business**

There was no urgent business.

6 **Minutes**

The minutes of the meetings of the Committee held on 26 March 2015 and 19 May 2015 were agreed as a correct record and signed by the Chairman.

7 **Chairman's Announcements**

The Chairman reminded Councillors that filming and broadcasting of the meeting was permitted, subject to the efficient running of the meeting not being affected.

8 **External Audit Progress Report**

Mark Surrige, Ernst Young, the council's external auditor, introduced the Audit Fee Letter 2015-16 and gave a verbal update on progress to date for 2014-15. It was noted that the audit fee would be 25% lower following a national procurement exercise.

In the course of discussion it was noted that whilst the total figure quoted in the letter was correct, the individual figures did not add up to the total.

Resolved

- (1) That the Audit Fee Letter and the progress update from Ernst Young be noted.

9 **Internal Audit Progress Report and Annual Plan**

Ed Cook, PwC, the council's internal auditor, introduced the Internal Audit Annual Report. It was noted that whilst the council was ranked as 'improvement required', this was the second highest category, with the highest being 'adequate'.

Resolved

- (1) That the Internal Audit Annual Report be noted.

10 **Corporate Risk Register Annual Report**

The Acting Corporate Performance and Insight Manager, submitted a report to update the Committee on the management of Strategic, Corporate and Partnership Risks during the fourth and final quarter of 2014/15 and to report the progress made on the 2015/16 Risk & Opportunities Management Strategy review, Risk Training programme and Internal Audit review.

The Committee noted that there had been a decrease in the residual risk with regard to Joint Working (three-way) and the Dry Recycling Contract, however both issues were likely to change and risk would be reassessed as required.

In the course of discussion it was queried whether Bicester Gateway had been identified as a risk duty to the potential impact on Pioneer Square in terms of lost trade and revenue. The Acting Corporate Performance Manager agreed to clarify this with the Commercial Director (Bicester).

Resolved

- (1) That the quarter 4 Strategic, Corporate and Partnership Risk Register be noted.
- (2) That it be noted that there had been changes to three of the risk scores, one of which was Cherwell District Council (CDC) specific, the other two were joint risks across both councils.
- (3) That it be noted that three risks have been closed since the last meeting; two of which are CDC specific, one is a joint risk across both CDC and South Northamptonshire Council.
- (4) That it be noted that one new joint strategic risk had been added to the register since the last meeting.
- (5) That the progress made on the 2015/16 Risk and Opportunities Management Strategy review, the 2015/16 Risk Training Programme and the 2014/15 Risk Audit be noted.

11

Q4 Treasury Management Report

The Head of Finance and Procurement submitted a report providing information on treasury management performance and compliance with treasury management policy for 2014-15 for Quarter 4 ending 31 March 2015 as required by the Treasury Management Code of Practice, in considering the report members noted the exempt appendix.

In the course of discussion members expressed concern regarding the amount of capital slippage where no spend had occurred. It was agreed that it would be appropriate to refer the retrospective issue of capital slippage in 2014/15 to the Overview and Scrutiny for them to investigate why this had not occurred and if there were issues with either the management of services or problems with business planning where staff time for capital schemes should be allocated.

It was also agreed that there should be a referral to the Budget Planning Committee to enable them to consider procedures to monitor capital spend in year and so that measures can be taken at the budget planning stage so that in future only those schemes where there are resources to deliver the scheme are approved.

Resolved

- (1) That the contents of the Quarter 4 (Q4) Treasury Report be noted.
- (2) That a referral be made to the Overview and Scrutiny Committee requesting the Committee investigate the retrospective issue of capital slippage where no spend had occurred and if there were issues with either the management of services or problems with business planning where staff time for capital schemes should be allocated

- (3) That a referral be made to the Budget Planning Committee to request they consider procedures to monitor capital spend in year so that measures could be taken at the budget planning stage so that in future only those schemes where there were resources to deliver the scheme were approved.

12 **Statement of Accounts Review**

The Head of Finance and Procurement submitted a report for members to consider and endorse the pre-audit Statement of Accounts for 2014-15.

Resolved

- (1) That the carry forward of budget underspends from 2014-2015 to 2015-2016 (annex to the minutes as set out in the minute book) be approved.
- (2) That the balances on capital schemes which have slipped in 2014-2015 to be carried forward into the 2015-2016 capital programme (annex to the minutes as set out in the minute book) be approved.
- (3) That the Statement of Accounts be noted.
- (4) That the outcomes from the informal review undertaken on 25 June immediately prior to the formal meeting at 5.00pm be noted.

13 **Annual Governance Statement 2014-15**

The Head of Finance and Procurement submitted the Annual Governance Statement to the meeting. In the course of discussion members agreed that reference to the Budget Planning Committee should be included within the description of the governance framework.

Resolved

- (1) That the Annual Governance Statement 2014-15 be endorsed with reference to the Budget Planning Committee should be included within the description of the governance framework.

The meeting ended at 7.29 pm

Chairman:

Date:

REQUIRING MEMBER APPROVAL IF MORE THAN 10% of BUDGET
(EXECUTIVE UP TO £50k, COUNCIL ABOVE)

	H o S	Amount £	Budget %	Approval
BUDGET CARRY FORWARD REQUESTS				
CCTV project	Jackie Fitzsimons	83,000	-7.4%	AAR
Uniform training	Jackie Fitzsimons	5,000	6.7%	
Paperlite project	Jackie Fitzsimons	15,000	20.0%	
Health and Safety Case	Jackie Fitzsimons	16,000	#DIV/0!	
Emergency Planning software system	Jackie Fitzsimons	2,750	2.1%	
Continuing professional development training	Jackie Fitzsimons	850	15.5%	
Maintenance Costs	Karen Curtin	50,000	#DIV/0!	AAR
Housing needs carry forward request	Chris Stratford	2,794	2.3%	
Unspent training budget as a result of post vacancy to fund OD project and transformation programme to deliver shared competency framework, etc.	Jo Pitman	45,000	#DIV/0!	
Request to c/fwd unspent budget to member training reserve and for new AV equipment in Council chamber	Kevin Lane	24,200	2.3%	
To fund new AV equipment in council chamber and £5000 funds for x3 extra staff members for 6 months into 15-16 and f/time temp to cover maternity leave	Kevin Lane	60,000	1085.9%	AAR
		304,594		
TRANSFERS TO EAR MARKED RESERVES				
Thames Valley Police account for future spend on joint projects	Jackie Fitzsimons	10,000	7.0%	
Transfer to Reserves the Licencing Net underspend for the year	Jackie Fitzsimons	60,667	3.8%	AAR
Sainsbury's Primary Authority balance to EMR	Jackie Fitzsimons	55,328	Nil budget	AAR
To Fund future costs of the Local Plan and Town Centre masterplanning.	Adrian Colwell	400,000	Nil budget	AAR
Planning fees to Planning Fees reserve	Andy Preston	300,000	41761.2%	AAR
Strategic Housing Market Assessment	Chris Stratford	120,000	Nil budget	AAR
Car Park Studies	Calvin Bell	200,000	Nil budget	AAR
Valuation Consultancy	Karen Curtin	70,000	Nil budget	AAR
Transport Engineer Consultancy	Calvin Bell	280,000	Nil budget	AAR
Building Control balance to EMR	Andy Preston	53,035	763.5%	AAR
Eco Town interest to Eco Town reserve	Karen Curtin	29,000	Nil budget	
Joint External Bid-Writer (SNC)	Karen Curtin	30,000	Nil budget	
Over recovered income from court cost to fund new system to make the process of debt collection more efficient	Paul Sutton	25,000	#DIV/0!	
To help fund the revenue cost not built into the base for the new 3-way pay't mgt system in 15-16	Paul Sutton	10,083	-4870.5%	
Request to c/fwd unspent budget to member training reserve and for new AV equipment in Council chamber	Kevin Lane	8,747	0.8%	
		1,651,860		
GRANTS TO EARMARKED RESERVES				
Eco Town S106 income	Karen Curtin	209,909		AAR
Capacity grant	Karen Curtin	202,676		AAR
Active Women	Nicola Riley	6,339		
New Burdens Neighbourhood Plan grant	Adrian Colwell	17,150		
New Burdens grant	Paul Sutton	27,184		
New Burdens - Asset of Community and Rights to Challenge	Paul Sutton	16,402		
New Burdens NDR cost of collection	Paul Sutton	78,582		AAR
IER grant	Kevin Lane	31,786		
Section 31 Grant	Paul Sutton	731,000		AAR
		1,321,028		

CAPITAL OUTTURN 2014/15

Description	Original Budget 14/15	Adjusted 14/15	Approved Budget 14/15	Actual 14/15	Slippage 14/15	Variance 14/15
	£000	£000	£000	£000	£000	£000
Community and Environment						
Biomass Heating for Bicester Leisure Centre	307		307	221	86	0
Cooper Sports Hall Roof	100		100	0	100	0
Woodgreen Leisure Centre Bowls Hall Heater	65		65	25	0	(40)
Customer Self-Service Portal and CRM Solution	55		55	0	55	0
Stratfield Brake Floodlights	20		20	20	0	0
Hanwell Solar PV	35		35	28	0	(7)
Community Centre Refurbishments	84		84	0	84	0
Solar Photovoltaics at Sports Centre	80		80	0	80	(0)
Village Hall, Recreation Play Grants	7		7	0	7	0
Football Development Plan in Banbury	20		20	0	20	0
North Oxfordshire Academy Astro turf	150		150	0	150	0
South West Bicester Sports Village	1,458	(1,271)	187	187	0	(0)
Athletics Track Refurbishment - North Oxfordshire	165		165	124	7	(34)
Stratfield Brake Repair Works	22		22	0	22	0
KGSC ATP Replacement	77		77	9	20	(48)
Car Park Refurbishments	28		28	0	28	0
Implementing Vehicle Parks Proposals	17		17	0	17	0
Sports Centre Modernisation Programme	118		118	0	118	0
Energy Efficiency Projects	45		45	14	31	0
Glass Bank Recycling Scheme	25		25	16	9	(0)
Recycling Bank Scheme	25		25	4	21	0
Off Road Parking Facilities	18		18	0	18	0
Urban Centres Improvements	15		15	0	15	0
Vehicle Replacement Programme	873		873	860	17	4
Recycling Bins	216		216	24	0	(192)
Fleet Management System	4		4	3	1	(0)
Mini MRF [Materials Recovery Facility]	29		29	0	0	(29)
Thorpe Lane Depot Hard Standing	35		35	32	0	(3)
	4,093	(1,271)	2,822	1,566	906	(350)

Description	Original Budget 14/15	Adjusted 14/15	Approved Budget 14/15	Actual 14/15	Slippage 14/15	Variance 14/15
Resources						
Standardisation	0		0	5	0	5
Microsoft Licensing Agreement	50		50	130	0	80
Thin Client Extention	9		9	0	9	(0)
Core Business System Integration	24		24	0	24	0
Corporate Bookings System	19		19	8	8	(3)
Extended Contract for Website Hosting	40		40	0	40	0
Visualifies Upgrade	16		16	0	16	0
Server Replacement 1314	3		3	(1)	3	(0)
Financial System Upgrade	100		100	139	0	39
CDC&SNC Cust Servs Desktop	20		20	19	9	8
GCSX Secured Area - Wall Garden - PNC Compliance (20		20	0	20	0
San Storage Renewal (IT hardware)	81		81	90	9	18
Server Replacement Programme (IT hardware)	30		30	0	30	0
ESXI PROD 2 - capacity forward planning (IT hardwa	15		15	0	15	0
Lync 2013 (professional fees, equipment, IT hardwa	44		44	35	9	0
Desktop PC Replacement	59		59	39	15	(5)
Netback Up Upgrade	75		75	51	24	(0)
ISCSI Traffic Separation (IT hardware)	20		20	16	4	(0)
Modular Development of CSM - Cherwell Helpdesk Sof	25		25	0	25	(0)
Security Logging Software	25		25	0	25	0
Hyper V Environment (IT hardware)	14		14	0	14	0
Aerial Imagery Update (professional fees)	10		10	6	0	(4)
Citrix - Expansion to Support Agile Working	20		20	0	20	(0)
VMware Virtual Centre Site Recovery Manager (disas	35		35	0	35	0
Sharepoint - Joint Bid with SNC (split 50:50)	35		35	0	35	0
Resourcelink Implementation	0		0	10	0	10
Elections - Cabinet Office IER Project	0		0	7	0	7
Elections Polling Booths and Count Tables	50		50	40	0	(9)
	839	0	839	594	389	144

Description	Original Budget 14/15	Adjusted 14/15	Approved Budget 14/15	Actual 14/15	Slippage 14/15	Variance 14/15
Development						
Cherwell Community Led Programme	11,930		11,930	12,121	0	191
Disabled Access Audit	15		15	0	15	0
23&24 Thorpe Place Roof Lights	27		27	23	4	0
Condition Survey Works	682		682	210	472	0
Replacement AC to Main Chamber Bodicote	166		166	160	0	(6)
Highfield Depot Redev of Office & Welfare Facilities	156		156	70	0	(86)
Replacement Air Con Banbury Museum	35		35	28	0	(7)
Bradley Arcade Roof Repairs	122		122	2	120	0
DPS Access Audit	20		20	0	20	0
Empty Homes and Work-in-default (recoverable) Enfo	100		100	0	100	0
18 & 19 Thorpe Place - Replacement Roof Lights	27		27	0	1	(26)
Upgrade to Uninterrupted Power Supply & Back up Sy	310		310	22	288	(0)
Improvements to Amenities to Orchard Way Shops	28		28	3	25	0
Bolton Road Design Works	15		15	15	0	0
Environmental Improvements Grimsbury	250		250	0	250	0
Access to Highfield Depot	22		22	0	0	(22)
Bicester Cattle Market Car Park Phase 2	90		90	0	90	0
Bicester Pedestrianisation	250		250	0	0	(250)
Future Regeneration Schemes Preliminary Prof Fees	6		6	0	0	(6)
Old Bodicote House	216		216	92	124	(0)
Bicester Town Centre Redevelopment	250		250	74	176	(0)
Kidlington High Street Pedestrianisation	46		46	50	0	4
Disabled Facilities Grants	838		838	847	0	9
Discretionary Grants for Domestic Properties - Es	376		376	240	136	0
Land Claypits Lane Bicester	56		56	50	0	(6)
Planning and Building Control replacement of ICLIP	84		84	0	84	0
	16,117	0	16,117	14,008	1,905	(204)
Bicester Regeneration						
Green Deal Capital	0		0	75	0	75
Graven Hill capital investment	0		0	4,708	0	4,708
Bicester Community Building	4,837	(2,886)	1,951	1,951	0	0
	4,837	(2,886)	1,951	6,735	0	4,783
GRAND TOTAL	25,886	(4,157)	21,729	22,902	3,200	4,373