

Committee: Accounts, Audit and Risk Committee
Date: Wednesday 30 May 2018
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Mike Kerford-Byrnes (Chairman)	Councillor Sean Gaul (Vice-Chairman)
Councillor Hannah Banfield	Councillor Hugo Brown
Councillor Ian Corkin	Councillor Nicholas Mawer
Councillor Tom Wallis	Councillor Sean Woodcock

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. Minutes (Pages 1 - 6)

To confirm as correct records the Minutes of the meetings of the Committee held on 12 April 2018 and 15 May 2018.

5. Chairman's Announcements

To receive communications from the Chairman.

6. Housing Benefit and Council Tax Reduction Risk Based Verification Policy
(Pages 7 - 20)

Report of the Executive Director Finance and Governance

Purpose of report

To provide an update on the Risk Based Verification (RBV) module which was agreed by members in June 2017 and was introduced for Housing Benefit and Council Tax Reduction new claims from November 2017 following the introduction of the online application form to support the module, and to seek approval for some minor changes to the RBV policy.

Recommendations

The meeting is recommended to:

- 1.1 Note the contents of this report.
- 1.2 Approve some minor changes to the Risk Based Verification policy for 2018-2019.

7. Internal Audit - Annual Report 2017/2018 (Pages 21 - 40)

Report of the Executive Director, Finance & Governance

Purpose of report

To receive CW Audit Services annual report for 2017/18 in relation to the Internal Audit work undertaken during 2017/18

Recommendations

The meeting is recommended to

- 1.1 Note the contents of the 2017/18 annual report from CW Audit Services.

8. Internal Audit - Annual Plan 2018/19 (Pages 41 - 58)

Report of the Executive Director, Finance & Governance

Purpose of report

To receive CW Audit Services annual plan for 2018/19.

Recommendations

The meeting is recommended to:

- 1.1 Consider and approve the contents of the 2018/19 annual internal audit plan from CW Audit Services.

9. External Audit - Annual Letter 2016/17 (Pages 59 - 62)

** Please note that the appendix to this report will follow as it is currently being reviewed and finalised **

Report of the Executive Director for Finance and Governance

Purpose of report

To note the Ernst and Young (EY) Annual Audit Letter 2016/17.

Recommendations

The meeting is recommended to:

- 1.1 Note the contents of the letter setting out the key issues arising from the audit work undertaken by the Councils External Auditors, Ernst & Young (EY).

10. External Audit - Annual Audit Fees 2018/19 (Pages 63 - 70)

Report of the Executive Director, Finance & Governance

Purpose of report

To note the indicative audit fee for 2018/19.

Recommendations

The meeting is recommended to:

- 1.1 Note the contents of the letter setting out the indicative annual audit fees for 2018/19 from the Councils External Auditors, Ernst & Young (EY).

11. External Audit - Annual Audit Plan 2017/18 (Pages 71 - 122)

Report of the Executive Director, Finance & Governance

Purpose of report

To receive a report setting out the External Audit Annual Audit Plan for 2017/18.

Recommendations

The meeting is recommended to:

- 1.1 Note the contents of the External Audit Plan for 2017/18.
- 1.2 Note the verbal update on progress from our External Auditors, Ernst & Young (EY).

12. Draft Statement of Accounts and Annual Governance Statement 2017/18
(Pages 123 - 126)

** Please note that the appendix to this report will follow as it is currently being reviewed and finalised **

Report of the Executive Director, Finance & Governance

Purpose of report

To receive a report is to ask members to consider and note the DRAFT Statement of Accounts 2017/18 and consider and endorse the Annual Governance Statement 2017/18.

Recommendations

The meeting is recommended to:

- 1.1 Consider and note the DRAFT Statement of Accounts 2017/18.
- 1.2 Consider and endorse the Annual Governance Statement 2017/18.

13. Review by Those Charged with Governance (Pages 127 - 136)

Report of the Executive Director, Finance & Governance

Purpose of report

To set out the response to Ernst & Young (EY) regarding the review of management assurance.

Recommendations

The meeting is recommended to:

- 1.1 Approve the response relating to management assurances from Those Charged with Governance at Appendix 1.

14. Urgent Business

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

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 227956 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 Aaron Hetherington, Democratic and Elections
aaron.hetherington@cherwellandsouthnorthants.gov.uk, 01295 227956

Yvonne Rees
Chief Executive

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