

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 30 May 2018 at 6.30 pm

Present: Councillor Mike Kerford-Byrnes (Chairman)
Councillor Sean Gaul (Vice-Chairman)

Councillor Hannah Banfield
Councillor Hugo Brown
Councillor Nicholas Mawer
Councillor Tom Wallis
Councillor Sean Woodcock

Apologies for absence: Councillor Ian Corkin

Officers: Adele Taylor, Interim Executive Director: Finance and Governance
Kelly Watson, Assistant Director: Finance and Procurement
Belinda Green, Revenues and Benefits Manager
Mandy Emery, Joint Benefits Team Leader
Aaron Hetherington, Democratic and Elections Officer

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 Minutes

The Minutes of the meetings of the Committee held on 12 April 2018 and 15 May 2018 were agreed as a correct record and signed by the Chairman.

6 Chairman's Announcements

There were no Chairman's announcements

7 **Housing Benefit and Council Tax Reduction Risk Based Verification Policy**

The Interim Executive Director: Finance and Governance submitted a report which provided 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.

Resolved

- (1) That the contents of the report be noted.
- (2) That minor changes to the Risk Based Verification policy for 2018-2019 be approved

8 **Internal Audit - Annual Report 2017/2018**

The Interim Executive Director: Finance & Governance submitted a report which presented CW Audit Services annual report for 2017/18 in relation to the Internal Audit work undertaken during 2017/18

Resolved

- (1) That the contents of the 2017/18 annual report from CW Audit Services be noted.

9 **Internal Audit - Annual Plan 2018/19**

The Interim Executive Director: Finance & Governance submitted a report which presented the CW Audit Services internal audit annual plan for 2018/19.

Resolved

- (1) That, having given due consideration, the contents of the 2018/19 annual internal audit plan from CW Audit Services be approved.

10 **External Audit - Annual Letter 2016/17**

The Interim Executive Director:, Finance & Governance submitted a report which presented to note the Ernst and Young (EY) Annual Audit Letter 2016/17.

Resolved

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

11 **External Audit - Annual Audit Fees 2018/19**

The Interim Executive Director:, Finance & Governance submitted a report to note the indicative audit fee for 2018/19.

Resolved

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

12 **External Audit - Annual Audit Plan 2017/18**

The Interim Executive Director:, Finance & Governance submitted a report which presented a report setting out the External Audit Annual Audit Plan for 2017/18.

Resolved

- (1) That the contents of the External Audit Plan for 2017/18 be noted.
- (2) That the verbal update on progress from our External Auditors, Ernst & Young (EY) be noted.

13 **Draft Statement of Accounts and Annual Governance Statement 2017/18**

The Interim Executive Director: Finance & Governance submitted a report which presented a report to ask members to consider and note the draft Statement of Accounts 2017/18 and consider and endorse the Annual Governance Statement 2017/18.

Resolved

- (1) That, having given due consideration, the draft Statement of Accounts 2017/18 be noted.
- (2) That, having given due consideration, the Annual Governance Statement 2017/18 be endorsed.

14 **Review by Those Charged with Governance**

The Interim Executive Director:, Finance & Governance submitted a report which set out the response to Ernst & Young (EY) regarding the review of management assurance.

Resolved

- (1) That the response relating to management assurances from Those Charged with Governance be approved.

15 **Urgent Business**

There were no items of urgent business.

The meeting ended at 8.15 pm

Chairman:

Date: