

## **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 27 March 2013 at 6.30 pm

Present: Councillor Trevor Stevens (Chairman)  
Councillor Mike Kerford-Byrnes (Vice-Chairman)

Councillor Colin Clarke  
Councillor Andrew Fulljames  
Councillor Lawrie Stratford  
Councillor Rose Stratford

Also Present: Councillor Ken Atack, Lead Member for Financial Management

Apologies for absence: Councillor Andrew Beere  
Councillor Barry Wood

Officers: Karen Curtin, Head of Finance and Procurement  
Nicola Jackson, Corporate Finance Manager  
Claire Taylor, Corporate Performance Manager  
Denise Taylor, Corporate Accountant  
Chris Dickens, Chief Internal Auditor  
Gavin Lane, Democratic and Elections Officer

#### **43 Minutes**

The Minutes of the meeting of the Committee held on 5 December 2012 were agreed as a correct record and signed by the Chairman.

#### **44 Petitions and Requests to Address the Meeting**

There were no petitions or requests at the meeting.

#### **45 Declarations of Interest**

There were no declarations of interest.

#### **46 Urgent Business**

There was no urgent business.

47 **External Audit Fee Letter**

The Committee considered a report of the Head of Finance and Procurement on the External Auditors' annual audit fee letter for 2012/13.

**Resolved**

- (1) That the contents of the fee letter be noted.

48 **External Audit Progress Update**

The Committee considered a letter from the Chairman of the Committee to the External Audit Manager explaining how the Committee gained assurance from management about matters within its remit.

**Resolved**

- (1) That the content of the letter signed by Councillor Stevens as Chairman of the Committee be noted.

49 **External Annual Audit Plan**

The Committee considered a report of the External Audit Manager on the proposed audit approach and scope for the 2012/13 audit.

**Resolved**

- (1) That the External Annual Audit Plan be noted.

50 **Internal Audit Progress Report**

The Committee considered a report by the Chief Internal Auditor on the work undertaken by Internal Audit since its last meeting and the Internal Audit Draft Annual Report 2012/13.

Following the identification of a high risk issue in relation to purchase orders, the Head of Finance and Procurement confirmed that the Committee would receive a report every six months on progress in relation to the management of purchase orders. The first report would be submitted in September 2013.

After the identification of a medium risk issue in relation to the general ledger, the Head of Finance and Procurement confirmed that the Committee would receive a report on planned improvements to the ledger in September 2013.

Following a recent case of a major planning application being granted permission without appropriate authority, the Committee requested the Head of Public Protection and Development Management submit a report to the next meeting to assure the Committee that there were no other cases of this kind.

**Resolved**

- (1) That the Internal Audit Progress Report be approved.
- (2) That the Internal Audit Draft Annual Report 2012/13 be noted.

51 **Risk Management Third Quarter Review and Review of Risk Management Strategy for 2013/14**

The Committee considered a report of the Corporate Performance Manager on the revised Risk Management Strategy for 2013/14 and the management of Strategic, Corporate and Partnership Risk during the third quarter of 2012/13.

The Committee heard that a new risk management group chaired by the S151 Officer was to be established by April 2013.

**Resolved**

- (1) That the quarter 3 Strategic, Corporate and Partnership Risk Register be noted.
- (2) That the updated Risk Management Strategy for 2013/14 be agreed.

52 **Treasury Management Strategy and February 2013 Update Report**

The Committee considered a report of the Head of Finance and Procurement on the Council's treasury management performance and compliance with the treasury management policy for 2012/13, and the contents of the Treasury Management Strategy for 2013/14.

**Resolved**

- (1) That the contents of the report be noted.

53 **Review of Draft Accounting Policies 2012/13 and 2012/13 Closedown Update**

The Committee considered a report of the Corporate Accountant on the review of Draft Accounting Policies 2012/13 and closedown update.

**Resolved**

- (1) That the Accounting Policies be approved.
- (2) That authority be delegated to the Head of Finance and Procurement to make any further changes to the Accounting Policies in preparation for the forthcoming accounts closure for 2012-13.

- (3) That the closedown timetable summary be noted.

54 **Work Programme**

The Committee considered its Work Programme 2012/13.

**Resolved**

- (1) That the work programme 2012/13 be noted.
- (2) That a report be presented to the next meeting on 26 June 2013 by the Head of Public Protection and Development Management to give assurance to the Committee that no major planning applications had been granted without appropriate authority.
- (3) That the following additional items be considered at the Committees' meeting on 18 September 2013:
- (a) progress report on the management of purchase orders, to be scheduled every six months thereafter;
  - (b) progress report on planned improvements to the ledger.

55 **Exclusion of Public and Press**

**Resolved**

That, in accordance with Section 100(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following item 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.

56 **Treasury Management Budget Monitoring and Compliance - Exempt Appendix 2**

The Committee considered the exempt appendix to the report of the Head of Finance and Procurement which updated Members on the Council's investments at 28 February 2013.

**Resolved**

- (1) That the exempt appendix be noted.

The meeting ended at 8.02 pm

Chairman:

Date: