

AUDIT SUB-COMMITTEE

4th April 2012

PRESENT:-

Conservative Group

Councillor Harrison (Chairman), Councillor Mrs. Patten (Vice-Chairman) and Councillor Ford.

Labour Group

Councillors Bell and Shepherd.

AS/28. **MINUTES**

The Open Minutes of the Meeting held on 22nd February 2012 were taken as read, approved as a true record and signed by the Chairman. It was confirmed that an external audit report on sickness absence should be available for the next Meeting of the Sub-Committee.

MATTERS DELEGATED TO SUB-COMMITTEE

AS/29. **INTERNAL AUDIT PLAN 2012 - 13**

The Sub-Committee was asked to consider the proposed Internal Audit Plan for 2012/13. It was noted that this was the first full year plan since the Council became part of the Central Midlands Audit Partnership. A copy of the Plan had been circulated and was presented by the Partnership's Audit Manager. The document comprised an introduction, which set out the reasons for the Audit Plan and the approach to audit planning together with aims of audit coverage. The content of the Audit Plan was reported with sections on audit resources and plan contingencies, together with the types of audit work that would be undertaken. A further section gave an overview of planned coverage, displayed as pie charts and the detailed Audit Plan proposal was submitted showing proposed work areas for each service area, categorised by risk.

Mr. Manifold explained the process undertaken to identify risk areas and the scaling of audit work dependent upon the degree of risk. There was discussion about the section on the approach to Audit Planning, relating to risk management processes and reliance solely on the risk registers. It was acknowledged that the Partnership's auditors needed to gain an understanding of the District Council's risk processes. However, difficulties had been experienced in accessing the information required to date. There was discussion about the planned audit work for a number of areas, particularly relating to procurement, which had been raised at the previous

Meeting. In response to a question, details were provided of the staffing available through the Partnership, including the specialist knowledge for certain audit areas. Next, Members questioned the timing of audit work, which was spread as evenly as possible throughout the year. It was also noted that periodic monitoring/progress reports would be submitted to the Audit Sub-Committee. Further areas discussed were use of the Council's former staff for some of the audit work and whether the partnership arrangement would lead to an increase in the number of days of audit work completed. An explanation was provided on the terminology used relating to an IT audit and another area reported was the proactive approach to follow up audit work and particularly the implementation of recommendations. The Committee received further information about the incomplete audits carried forward from 2011/12. Members then reviewed the detailed audit plan proposal and were satisfied about the levels of coverage, whilst questioning the categorisation of the risk level of the work on Corporate Fixed Assets.

RESOLVED:-

That the proposed internal Audit Plan for 2012/13 is approved for implementation and that periodic monitoring reports be submitted to future Meetings of the Sub-Committee.

AS/30. **LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT ACT (ACCESS TO INFORMATION) ACT 1985**

RESOLVED:-

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

MINUTES

The Exempt Minutes of the Audit Sub-Committee Meeting held on 22nd February 2012 were received.

J. HARRISON

CHAIRMAN