

## South Somerset District Council

**Minutes** of a meeting of the **Audit Committee** held at the **Main Committee Room, Council Offices, Brympton Way, Yeovil BA20 2HT on Wednesday 25 March 2015.**

(10.00 - 11.15 am)

**Present:**

**Members:** Councillor Derek Yeomans (Chairman)

Tony Lock  
Ian Martin

David Norris  
Colin Winder

**Officers**

Donna Parham  
Jo Boucher  
Andrew Ellins  
Pam Harvey  
Gary Russ  
Eleizabeth Cave  
Moya Moore

Assistant Director (Finance & Corporate Services)  
Democratic Services Officer  
  
Civil Contingencies Manager  
Procurement and Risk Manager

**Also Present:**

Elizabeth Cave

Grant Thornton

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**71. Minutes (Agenda Item 1)**

The minutes of the meeting held on 26<sup>th</sup> February 2015, copies of which had been circulated, were taken as read, and having been approved as a correct record were signed by the Chairman.

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**72. Apologies for absence (Agenda Item 2)**

Apologies for absence were received from Councillors John Calvert and John Dyke.

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**73. Declarations of Interest (Agenda Item 3)**

There were no Declarations of Interest.

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**74. Public question time (Agenda Item 4)**

There were no members of the public present.

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**75. Date of the next Audit Committee meeting (Agenda Item 5)**

Members noted that the next scheduled meeting of the Audit Committee would be held on Thursday 23<sup>rd</sup> April 2015 at 10.00am.

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## **76. External Audit Plan for 2015/16 (Agenda Item 6)**

Members were introduced to Mrs Elizabeth Cave, new engagement lead for the audit. She introduced the Audit Plan 2015/16 and made particular reference to the following points:

- Financial pressures, responses and challenges going forward ensuring planning arrangements for future risks regarding the financing changes;
- Diagram showing the Grant Thornton Audit Approach;
- Significant and other risks identified;
- Key dates , Year end fieldwork to start 3<sup>rd</sup> August 2015

Members were content to note the Audit Plan.

**RESOLVED:** That members noted the Audit Plan for 2015/16.

*Lead Officer:* Donna Parham  
*Contact Details:* Donna.parham@southsomerset.gov.uk or (01935) 462225

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## **77. Internal Audit Charter Annual Review (Agenda Item 7)**

The Audit Manager, SWAP confirmed that the Internal Audit Charter remained exactly the same as approved by Committee in February last year.

Audit Committee members were content to agree to the Charter in advance of the forthcoming financial year.

**RESOLVED:** That the Internal Audit Charter be agreed.

*Lead Officer:* Andrew Ellins, Audit Manager  
*Contact Details:* [andrew.ellins@southwestaudit.co.uk](mailto:andrew.ellins@southwestaudit.co.uk)

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## **78. 2015/16 SWAP Internal Audit Plan (Agenda Item 8)**

The Audit Manager, SWAP, presented the report as detailed in the agenda. He made reference to the Key Control Audits and the necessary liaison with the Assistant Director (Finance & Corporate Services) and Lead officers to ensure effective audit management.

Members were happy to agree the Internal Audit Plan.

**RESOLVED:** That the Audit Committee agreed the Internal Audit Plan of 369 days for April 2015 to March 2016.

*Lead Officer:* Andrew Ellins, Audit Manager  
*Contact Details:* [andrew.ellins@southwestaudit.co.uk](mailto:andrew.ellins@southwestaudit.co.uk)

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## 79. Health, Safety and Welfare - Annual Report (Agenda Item 9)

The Civil Contingencies Manager presented the agenda report and updated members on the major incident regarding an SSDC Building Control Officer. She told members that she had recently been informed by the Health & Safety Executive that they were to take no further action regarding this incident as they were satisfied with the case.

The Civil Contingencies Manager also told members that new CDM regulations will come into force shortly and this would positively address issues regarding site safety and in particular the responsibilities of domestic projects and site risk assessment.

She also made reference to relevant case law as set out in the agenda and in response to members queries informed them:

- Would seek further information from the H & S Executive regarding the Building Control incident. Once more information was known she would update members once more.
- Pleased to report the number of incidents reported was lower than that of last year.

Members were content to note the report.

**RESOLVED:** That members noted and comment on the report.

*Lead Officer:* Pam Harvey, Civil Contingencies Manager  
*Contact Details:* [pam.harvey@southsomerset.gov.uk](mailto:pam.harvey@southsomerset.gov.uk)

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## 80. Audit Committee Forward Plan (Agenda Item 10)

Reference was made to the agenda report, which informed members of the proposed Audit Committee Forward Plan.

**RESOLVED:** That the Audit Committee Forward Plan be noted as attached at Appendix A.

*Lead Officer:* Anne Herridge, Committee Administrator  
*Contact Details:* [anne.herridge@southsomerset.gov.uk](mailto:anne.herridge@southsomerset.gov.uk)

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## 81. Exclusion of Press and Public (Agenda Item 11)

**RESOLVED:** that the following item be considered in Closed Session by virtue of the Local Government Act 1972, Schedule 12A under Paragraph 3: "Information relating to the financial or business affairs of any particular person (including the authority holding that information)."

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## 82. Risk Management Update (Confidential Item) (Agenda Item 12)

- RESOLVED:**
1. That the committee noted the change to the risk appetite as agreed with Management Board.
  2. Noted the new risk management report “Monitoring dashboard” and comments made accordingly.

*Lead Officer:* Gary Russ, Procurement and Risk Manager  
*Contact Details:* Gary.russ@southsomerset.gov.uk

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Chairman