

South Somerset District Council

Notice of Meeting



Audit Committee

Making a difference where it counts

Tuesday 26th July 2016

10.00 am

**Main Committee Room
Council Offices
Brympton Way
Yeovil
BA20 2HT**

(disabled access and a hearing loop are available at this meeting venue)



The public and press are welcome to attend.

If you would like any further information on the items to be discussed, please ring the Agenda Co-ordinator, **Becky Sanders 01935 462596**, website: www.southsomerset.gov.uk

This Agenda was issued on Monday 18 July 2016.

A handwritten signature in cursive script that reads 'Ian Clarke'.

Ian Clarke, Assistant Director (Legal & Corporate Services)

This information is also available on our website
www.southsomerset.gov.uk



INVESTORS IN PEOPLE

Audit Committee Membership

The following members are requested to attend the meeting:

Chairman: Derek Yeomans
Vice-chairman: Tony Lock

Jason Baker
Mike Beech
Mike Best

Carol Goodall
Val Keitch
Graham Middleton

David Norris
Colin Winder

South Somerset District Council – Council Plan

Our focuses are: (all equal)

- Jobs – We want a strong economy which has low unemployment and thriving businesses
- Environment – We want an attractive environment to live in with increased recycling and lower energy use
- Homes – We want decent housing for our residents that matches their income
- Health and Communities – We want communities that are healthy, self-reliant and have individuals who are willing to help each other

Members questions on reports prior to the Meeting

Members of the Committee are requested to contact report authors on points of clarification prior to the Committee meeting.

Recording and photography at council meetings

Recording of council meetings is permitted, however anyone wishing to do so should let the Chairperson of the meeting know prior to the start of the meeting. The recording should be overt and clearly visible to anyone at the meeting, but non-disruptive. If someone is recording the meeting, the Chairman will make an announcement at the beginning of the meeting.

Any member of the public has the right not to be recorded. If anyone making public representation does not wish to be recorded they must let the Chairperson know.

The full 'Policy on Audio/Visual Recording and Photography at Council Meetings' can be viewed online at:

<http://modgov.southsomerset.gov.uk/documents/s3327/Policy%20on%20the%20recording%20of%20council%20meetings.pdf>

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Information for the Public

The purpose of the Audit Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance, to the extent that it affects the authority's exposure to risk and weakens the control environment and to oversee the financial reporting process.

The Audit Committee should review the Code of Corporate Governance seeking assurance where appropriate from the Executive or referring matters to management on the scrutiny function.

The terms of reference of the Audit Committee are:

Internal Audit Activity

1. To approve the Internal Audit Charter and annual Internal Audit Plan;
2. To receive quarterly summaries of Internal Audit reports and seek assurance from management that action has been taken;
3. To receive an annual summary report and opinion, and consider the level of assurance it provides on the council's governance arrangements;
4. To monitor the action plans for Internal Audit reports assessed as "partial" or "no assurance;"
5. To consider specific internal audit reports as requested by the Head of Internal Audit, and monitor the implementation of agreed management actions;
6. To receive an annual report to review the effectiveness of internal audit to ensure compliance with statutory requirements and the level of assurance it provides on the council's governance arrangements;

External Audit Activity

7. To consider and note the annual external Audit Plan and Fees;
8. To consider the reports of external audit including the Annual Audit Letter and seek assurance from management that action has been taken;

Regulatory Framework

9. To consider the effectiveness of SSDC's risk management arrangements, the control environment and associated anti-fraud and corruption arrangements and seek assurance from management that action is being taken;
10. To review the Annual Governance Statement (AGS) and monitor associated action plans;
11. To review the Local Code of Corporate Governance and ensure it reflects best governance practice. This will include regular reviews of part of the Council's Constitution and an overview of risk management;
12. To receive reports from management on the promotion of good corporate governance;

Financial Management and Accounts

13. To review and approve the annual Statement of Accounts, external auditor's opinion and reports to members and monitor management action in response to issues raised;
14. To provide a scrutiny role in Treasury Management matters including regular monitoring of treasury activity and practices. The committee will also review and recommend the Annual Treasury Management Strategy Statement and Investment Strategy, MRP Strategy, and Prudential Indicators to Council;
15. To review and recommend to Council changes to Financial Procedure Rules and Procurement Procedure Rules;

Overall Governance

16. The Audit Committee can request of the Assistant Director – Finance and Corporate Services (S151 Officer), the Assistant Director – Legal and Corporate Services (the Monitoring Officer), or the Chief Executive (Head of Paid Services) a report (including an independent review) on any matter covered within these Terms of Reference;
17. The Audit Committee will request action through District Executive if any issue remains unresolved;
18. The Audit Committee will report to each full Council a summary of its activities.

Meetings of the Audit Committee are held monthly including at least one meeting with the Council's external auditor, although in practice the external auditor attends more frequently.

Agendas and minutes of this committee are published on the Council's website at www.southsomerset.gov.uk

The Council's Constitution is also on the web site and available for inspection in council offices.

Further information can be obtained by contacting the agenda co-ordinator named on the front page.

Audit Committee

Tuesday 26 July 2016

Agenda

Preliminary Items

1. Minutes

To approve as a correct record the minutes of the previous meeting held on 30 June 2016.

2. Apologies for absence

3. Declarations of Interest

In accordance with the Council's current Code of Conduct (adopted July 2012), which includes all the provisions relating to Disclosable Pecuniary Interests (DPI), personal and prejudicial interests, Members are asked to declare any DPI and also any personal interests (and whether or not such personal interests are also "prejudicial") in relation to any matter on the agenda for this meeting. A DPI is defined in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012 No. 1464) and Appendix 3 of the Council's Code of Conduct. A personal interest is defined in paragraph 2.8 of the Code and a prejudicial interest is defined in paragraph 2.9.

4. Public question time

5. Date of next meeting

Councillors are requested to note that the next Audit Committee meeting is scheduled to be held at 10.00am on 25 August 2016 in the Main Committee Room, Brympton Way, Yeovil.

Items for Discussion

6. 2015/16 Annual Statement of Accounts (Pages 6 - 11)

7. Summary Statement of Accounts (Pages 12 - 16)

8. 2015/16 Audit Findings Report (Pages 17 - 18)

9. Audit Committee Forward Plan (Pages 19 - 20)

Agenda Item 6

2015/16 Annual Statement of Accounts

Strategic Director: Rina Singh, Chief Executive
Assistant Director Donna Parham (Finance and Corporate Services)
Lead Officer: Karen Gubbins, Principal Accountant
Contact Details: Karen.gubbins@southsomerset.gov.uk or 01935 462456

1. Purpose of the Report

To present the 2015/16 Annual Statement of Accounts to the Audit Committee for approval.

2. Recommendation (s)

- (a) To approve the 2015/16 Statement of Accounts. A copy of the Statement of Accounts has been circulated separately with this agenda.
- (b) To note the unqualified opinion on the financial statements.
- (c) To authorise that the Assistant Director (Finance and Corporate Services) sign the Letter of Representation.

3. Background

- 3.1 As a local authority SSDC is required to demonstrate compliance with the underlying principles of good governance and that a framework exists to demonstrate this. By preparing and publishing the annual Statement of Accounts the Council achieves the objective of accountability.
- 3.2 The Accounts and Audit Regulations (England) 2015 came into force on 1 April 2015 and supersede the 2011 regulations. This revised procedures for the approval and publication of the annual Statement of Accounts. The main changes include:
 - An earlier timetable for the closure of accounts. The previous regulations cited that the responsible finance officer certifies the annual accounts no later than 30th June following the financial year-end and that they must be published with the audit opinion, having been approved by members and re-certified by the responsible finance officer, no later than 30th September. The new regulations bring forward these dates to 31st May and 31st July respectively. In recognition of the revised dates the 2015 regulations makes transitory provisions for the statement of accounts relating to financial years 2015/16 and 2016/17 using the dates as per the 2011 regulations.
 - Exercise of public rights to inspect the accounts. The 2011 regulations required that the council made available the accounts and other relevant documents for public inspection for 20 working days before the date appointed by the Council's external auditor for questions and/or objections to the external auditor. The council must give at least 14 days notice of the public inspection period. The 2015 regulations require that the responsible finance officer must ensure that the period for the exercise of public rights includes the first 10 working days of June (transitional arrangements allow for this period to relate to the first 10 working days of July for reporting on financial years 2015/16 and 2016/17). The

period for the exercise of public rights (which includes the rights of objection, inspection and questioning of the external auditor) may only be exercised within a 30 day period.

- The 2015 regulations require a narrative statement to be prepared to support the statement of accounts. It must include comment by the authority on its financial performance and economy, efficiency and effectiveness in its use of resources over the relevant financial year.

Please contact Karen Gubbins before the meeting on 01935 462456 with any questions on the information presented.

3.3 The Statement of Accounts for 2015/16 has been prepared following International Financial Reporting Standards (IFRS).

3.4 This report:

- Outlines the key features of the 2015/16 revenue outturn position;
- Summarises the 2015/16 capital outturn position;
- Presents the 2015/16 Statement of Accounts and explains the key features and reasons for variations within those accounts.
- A response to the auditor's report.

4. Key Features of the 2015/16 Outturn Reports

4.1 Revenue Outturn

4.1.1 The figures that were presented to District Executive on 7th July 2016 represent the "Above the Line" budgets that are monitored by the Executive on a quarterly basis. Members of the Audit Committee will find that the figures presented to them in the Statement of Accounts differ from those reported to District Executive as they represent both "Above" and "Below the Line" as a total cost. The "Below the Line" figures are distinguished from the "Above the Line" costs as they are outside the control of the delegated budget holder, being capital charges and recharges from support services such as Human Resources, Legal and Financial Services.

4.1.2 The overall outturn for SSDC Services in 2015/16 was £802,716 (4.5%) underspent. Below is a summary of the figures presented to the District Executive on 7th July 2016;

	Original Budget	Movement During the Year	Outturn Budget	Actual Spend	Variation
	£'000	£'000	£'000	£'000	£'000
SSDC Services	17,389.6	392.4	17,782.0	16,979.2	(802.8) F

(Note that all figures in brackets are underspends).

4.1.3 The comparative position over the last two years was 8.5% underspent in 2014/15 and 6.8% underspent in 2013/14.

4.2 Carry Forwards

4.2.1 The District Executive approved £265,530 of specific carry forwards into 2016/17.

4.3 Revenue Balances and Reserves

4.3.1 SSDC has £8.27 million of revenue balances with £3.7 million remaining uncommitted at the year end. It needs to be noted that £3.4 million will be utilised to fund a Collection Fund Deficit in terms of NDR. A review of the risks to balances is carried out on a quarterly basis. At the year end the estimated requirement was to retain between £3.3 and £3.7 million to meet SSDC's key financial risks.

4.3.2 Specific Reserves totalled £13,063,000 at the end of the financial year. These reserves are actual cash sums set-aside for specific purposes.

4.4 Capital Outturn Report

The capital programme spend for 2015/16 was £2,084,000, which equates to a 12% underspend. This compares to a 13.7% underspend in 2014/15.

5. Loans

As part of the agreed loans policy the amount of any outstanding loans at the end of each financial year must be reported to District Executive. Outlined below is the summary of the figures presented to the District Executive on 7th July 2016;

As at 31st March 2016 the following loan was outstanding:

Borrower	Original Sum Lent £	Fixed Interest Rate	Amount Outstanding at 31st March 2016 £	Period of Loan	Final Repayment Date
Hinton St George Shop	190,000	2.67%	189,406	20 years	February 2036
Total Outstanding			189,406		

There is also £21,944 outstanding in sale of council house mortgages, and £108,969 in car, bike and learning loans.

6. Statement of Accounts

6.1 The District Auditor will review the annual Statement of Accounts and supporting working papers and will issue their opinion as to whether they present fairly the financial position of South Somerset District Council at 31 March 2016 and its income and expenditure for the year then ended.

6.2 A copy of the Statement of Accounts has been circulated separately with this agenda. In addition to this, a summary of the statements will be prepared in leaflet format to make them more accessible to the end user.

7. Key Features from the Statement of Accounts

7.1 The Statement of Accounts contain four core statements reflecting the financial position of SSDC as at 31st March 2016. These are;

- Movement in Reserves Statement;
- Comprehensive Income and Expenditure Statement;
- Balance Sheet;
- Cash Flow Statement.

7.2 There are additional statements relating to the Collection Fund (which deals with the collection and distribution of Council Tax and Business Rates).

7.3 It is a statutory requirement for all local authority financial statements to be IFRS compliant.

8. The Comprehensive Income and Expenditure Statement

8.1 This account gives detailed information about the total expenditure on the services SSDC provide. It also shows the council tax and government grants received to help pay for those services. The net operating expenditure figure is reconciled to the outturn spend position to District Executive in the following way:

	£'000
Total Spend Reported to the District Executive	16,979
Adjustments:	
Amounts not reported to management but included on Costs of Services in Comprehensive Income and Expenditure Statement.	4,380
Net Cost of Services (taken from the Comprehensive Income and Expenditure Statement, page 28 of the financial statements)	21,359

8.2 The bottom line of the Comprehensive Income and Expenditure Statement has changed from a deficit in 2014/15 to a surplus in 2015/16. This is primarily due to the 'Remeasurement of the Net Defined Benefit Liability'. The change in financial assumptions on the discount rate by the pension's actuary has resulted in this change. The discount rate is based on corporate bond yields that match the duration of the employers liabilities. Although the yields have been volatile they have increased overall which indicates a decrease in liabilities.

9. The Balance Sheet

9.1 The Balance Sheet provides the Council with a snapshot of our financial position overall as at the 31st March 2016. At 31 March 2016 the authority's net assets amounted to £38.23 million (£23.40 million at 31 March 2015).

9.2 In practice, the amount of net worth that can be used is £57.44 million (Usable Capital Receipts £34.99 million, Capital Grants Unapplied £0.52 million, Earmarked Reserves £13.06 million, General Fund Balances £8.27 million and Share in Joint Venture £0.60 million).

- 9.3 In addition, Members will note the Contingent liabilities disclosed in note 45. Contingent liabilities are possible future obligations; they are not accounted for within the balance sheet, as the obligation will only be confirmed if uncertain events happen in the future. Any claims would need to be funded from SSDC balances.

10. Cash Flow Statement

- 10.1 This statement outlines the changes in cash and cash equivalents of the authority during 2015/16.
- 10.2 There has been a net decrease in cash and cash equivalents of £2.26 million.
- 10.3 Cash Equivalents are short-term highly liquid investments that are readily convertible within 24 hours to known amounts of cash and which are subject to an insignificant risk of change in value.

11. Collection Fund

- 11.1 The Council Tax Reduction Scheme was introduced in 2013/14. This meant that recipients of financial assistance for their Council Tax bill received a discount on their bill rather than receiving a benefit from Central Government. The total SSDC has collected on behalf of all of the precepting authorities (e.g. Somerset County Council, Avon & Somerset Police Authority, Devon & Somerset Fire & Rescue Authority and town/parish councils) was £87.58 million. There was a deficit of £0.16 million on the Council Tax element of the Collection Fund account. This deficit is split in proportion to the amount of each authorities precept.
- 11.2 Business rates retention is intended to provide incentives for local authorities to drive economic growth locally. The funding regime is based on performance and has increased the need to monitor and proactively agree priorities to maximise business rate income. The share to be paid to central government from business rates collected is now 50%. Therefore 50% of business rates is retained locally (40% South Somerset District Council, 9% Somerset County Council, 1% Devon & Somerset Fire and Rescue Authority). There was a deficit of £6.57 million. This deficit is apportioned across central government, South Somerset District Council, Somerset County Council and Devon & Somerset Fire and Rescue Authority on the percentages detailed previously.

12. Auditor's Opinion

- 13.1 An unqualified opinion has been issued on the financial statements.
- 13.2 During the audit there were some minor amendments made to the financial statements following discussions with the auditors. Processes have been put in place to eliminate errors that have been identified during the 2015/16 audit to ensure that they do not occur in future years. The amendments are detailed beneath:
- 13.3 Additional disclosure against Heritage Assets for the date and method of valuation, including the details of the valuation expert.
- 13.4 Additional disclosure for accounting changes that will be required by new standards issued but not yet adopted.

- 13.5 Additional disclosure showing assets carried at historical cost compared to revalued fair value.
- 13.6 Disclosure of the change in revaluation date to 31 December and description of the change required.
- 13.7 None of the adjustments made have impacted upon the financial position of the Council.

14. Financial Implications

There are no financial implications associated with these recommendations.

Background Papers: *Revenue outturn 2015/16*
 Capital outturn 2015/16
 Accounting Policies 2015/16
 The Audit Findings for South Somerset District Council Year
 Ended 31 March 2016 by Grant Thornton.

Agenda Item 7

Summary Statement of Accounts

Strategic Director: Rina Singh, Chief Executive
Assistant Director Donna Parham, Finance and Corporate Services
Lead Officer: Karen Gubbins, Principal Accountant
Contact Details: Karen.gubbins@southsomerset.gov.uk or 01935 462456

Purpose of the Report

To ask Members of the Audit Committee to comment on the 2015/16 Summary of Accounts before publication.

Recommendation

To comment on the 2015/16 Summary of Accounts.

Summary Accounts

The first Summary of Accounts was produced in 2004/05 and we have continued to simplify the summary. Although it is no longer a requirement for the Use of Resources judgement given by the Audit Commission, it is believed that having such a document would still be of benefit.

The key comments sought are in the following areas:

- Will members of the public understand the summary;
- Are the terms and wording easy to interpret;
- Are the areas of key financial performance outlined;
- General feedback on how it could be made more user friendly.

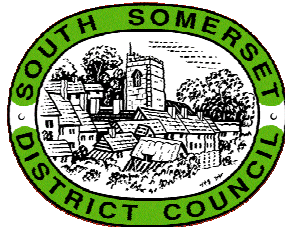
Financial Implications

The production of the summary of accounts can be financed within existing budgets. The Summary of Accounts will not be printed and distributed but will be a document accessible via the Council's website.

Background Papers: None



South Somerset District Council



Summary of Accounts 2015/16

A simplified picture of the Council's 2015/16 Statement of Accounts

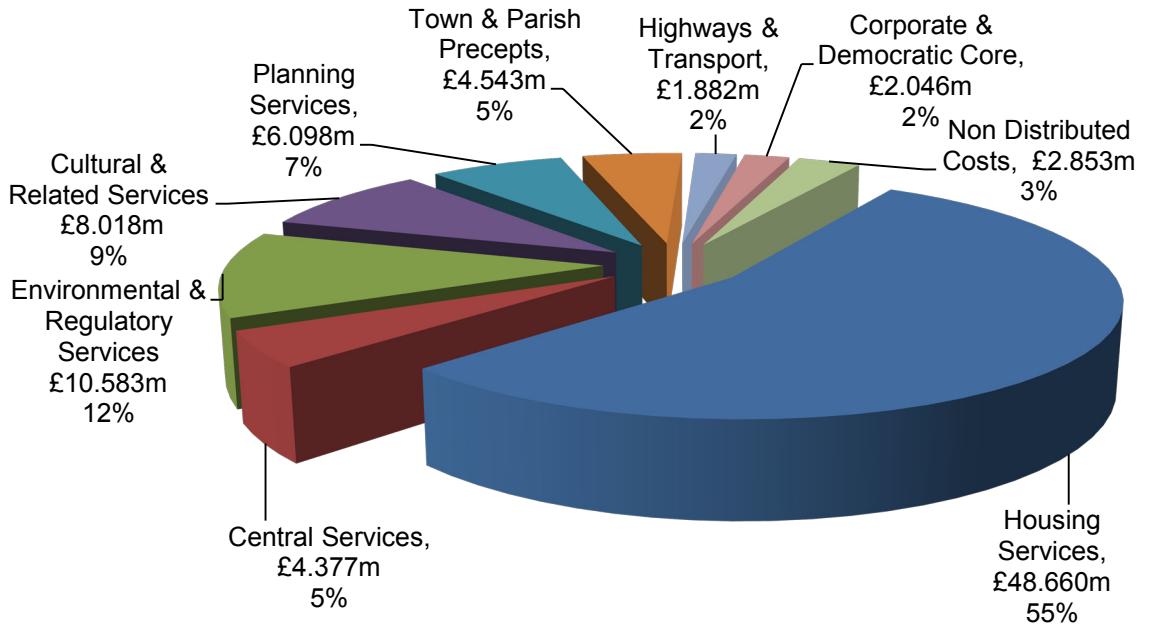
We would welcome any comments you have on the Summary of Accounts. Please call the number below or email accountancy@southsomerset.gov.uk

A full copy of the Council's 2015/16 accounts is available on request or from the Council's website - www.southsomerset.gov.uk Please telephone 01935 462462 if you wish to be sent a copy

Where the money goes:

We spent £89.060 million on running services. These costs are included in our revenue account, which shows the costs incurred between 1st April 2015 and 31st March 2016. This is summarised in the pie chart below:

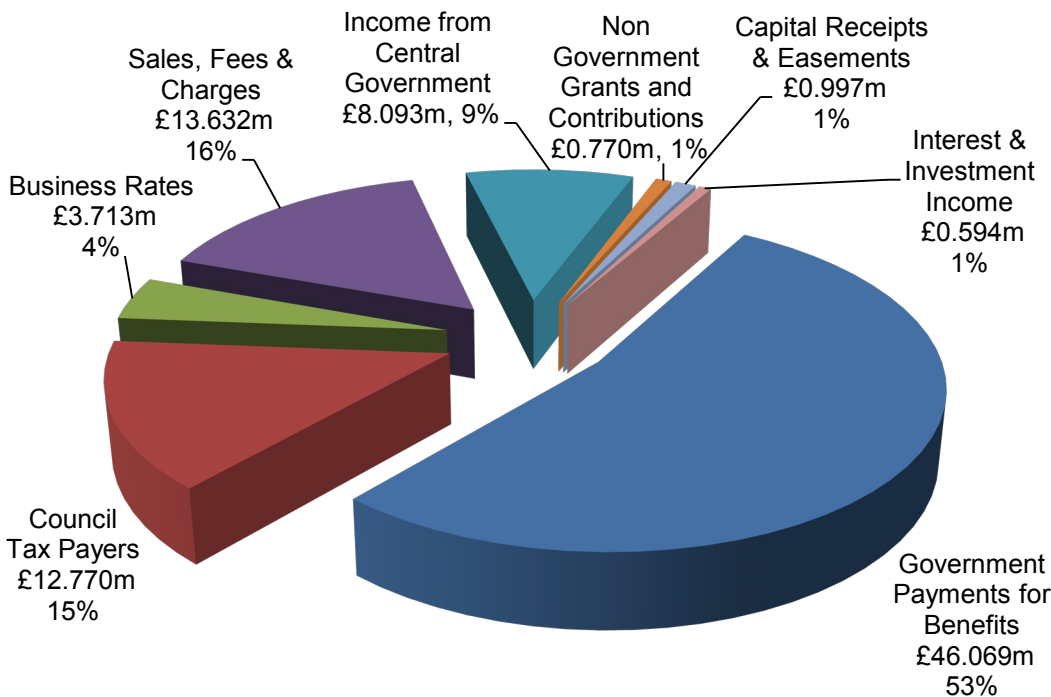
The revenue costs are those associated with the day-to-day spending of the Council eg. staff salaries, building maintenance and electricity. This is different to capital costs, which are detailed on the next page



Notes: Corporate & Democratic Core include the costs of the activities of Members in their democratic role and of providing the infrastructure to provide Council services. Non distributed costs includes costs that are unique to a local authority such as accumulated absences, and those costs not directly associated to a particular service eg. pension costs

Where the money comes from:

The chart below shows where South Somerset District Council obtained its gross income of £86.638 million during 2015/16.



The Government payments for Benefits are ringfenced for Benefit Payments that we make. This leaves £41.371 million available for expenditure on council services.

The rate of Business Rates per property is set by Central Government. SSDC collect this from local businesses. 50% is paid over to Central Government and then redistributed across the country based on the adult population. SSDC retained 40%, 9% is paid to Somerset County Council and 1% is paid to Devon & Somerset Fire & Rescue.

Deducting the income of £86.638 million from the expenditure of £89.060 million leaves a net deficit of £2.422 million.

Capital Expenditure:

Capital Expenditure is long term investments made by the council on upgrading and improving assets such as buildings and purchasing vehicles. The following table outlines the capital expenditure incurred during 2015/16:

Type	Description	2015/16 Actual £'000
Finance & Corporate Services	Council-wide projects	253
	Information technology systems	101
	Total Finance and Corporate Services	354
Economy	Housing Investments	655
	Affordable Housing	77
	Buildings at Risk	5
	Total Economy	737
Communities	Area Committee projects	65
	Market Town Visions	19
	Other communities projects	18
	Market House, Castle Cary	16
	Total Communities	118
Environment	Disabled Facilities Grants	736
	Enhancements & Adoption to Council buildings	163
	Car Parks Enhancements	78
	Empty property & HMO grants & home repairs assistance	131
	Other Environment Projects	197
	Burial projects	16
	IT Systems	27
	Photovoltaics	102
	Birchfield Sewer Pollution, Yeovil	126
	Total Environment	1,576
Health & Well-being	Yeovil Country Park Projects	15
	Sports Grants	215
	Community play schemes and Youth Facilities	101
	Octagon Theatre	104
	Grants for parishes with play areas	91
	Synthetic Grass Hockey Pitch	11
	Total Health & Well-being	537
	Total Capital spend in 2015/16	3,322
	Note: Explanation of individual projects is available if required	

Capital expenditure was financed from:

	£'000
Capital Receipts	1,869
Capital Fund	427
Capital grants from non government funding partners	428
Capital grants from central government	598
Gross Capital spend in 2015/16	3,322

What are we worth:

What the Council owns and is owed:

Net Assets	31 March 2016 £'000
Buildings, Land and Equipment owned by the Council	60,892
Stock	98
Cash in Bank and Investments	48,286
Money owed to the Council (Long and Short-term Debtors)	9,198
Money owed by the Council (Creditors, Provisions, Finance Leases and Developers Contributions)	(12,262)
Money owed by the Council relating to the Pension Scheme	(68,578)
Total Assets less total Liabilities	37,634

At the end of the year we draw up a balance sheet that shows how much SSDC's land and buildings are worth, what is owed to others, what others owe us and how much cash we have.

Usable Reserves are those that can be applied to fund expenditure or reduce local taxation. Unusable Reserves are for technical adjustments for non-current assets, financial instruments, retirement and employee benefits.

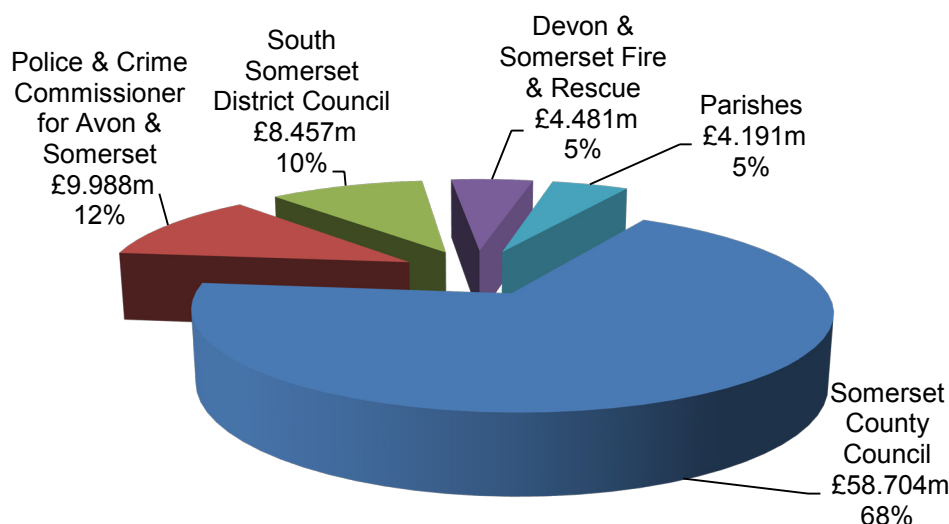
What SSDC is Worth:	31 March 2016 £'000
Usable Reserves	56,837
Unusable Reserves	49,375
Pensions Reserve	(68,578)
Total Reserves and Balances	37,634

(items in brackets represent council liabilities)

Council Tax facts and figures:

Description	2014/15	2015/16
Population of South Somerset	164,600	164,600
Collection of Council Tax in year	97.03%	97.24%
Value of Direct Debits	£67.109m	£69.378m
% Collected by Direct Debit	77.73%	78.41%
% of Households paying by Direct Debit	65.32%	67.32%

As a precepting (billing) authority we have to collect Council Tax on behalf of Somerset County Council, Avon & Somerset Police, Devon & Somerset Fire & Rescue and the Parish Councils within our district (we have no control over these authorities' expenditure). The most economical way of collecting this is by Direct Debit.



Statement from Assistant Director, Finance & Corporate Services

The council's Statement of Accounts has been prepared in accordance with the Accounting Code of Practice and has received an unqualified opinion. The figures in this summary were compiled having regard to proper accounting practices

Agenda Item 8

2015/16 Audit Findings Report

Assistant Director: Donna Parham, Finance and Corporate Services
Lead Officer: Donna Parham, Finance and Corporate Services
Contact Details: Donna.Parham@southsomerset.gov.uk or 01935 462225

Purpose of the Report

This report introduces Grant Thornton's Audit Findings Report for 2015/16 (**report to follow on 19 July 2016**).

Recommendations

1. That the Audit Committee considers the matters raised in the report;
2. Note the draft audit findings as outlined in Section two of this report;
3. Note the Value for Money criteria has been met;
4. Agree the recommended actions in Appendix A.

Background

Under the Audit Commission's Code of Audit Practice, Grant Thornton report on the overall financial statements and governance of South Somerset District Council. The review of these reports is included within the remit of Grant Thornton under its terms of reference as follows:

"To consider the reports of external audit including the Annual Audit Letter and seek assurance from management that action has been taken"

"To review and approve the annual Statement of Accounts, external auditor's opinion and reports to members and monitor management action in response to issues raised"

The Report

The report summarises the findings from the 2015/16 work of SSDC's external auditors Grant Thornton relating to governance. It covers the following areas:

The Statement of Accounts/Annual Governance Statement

The Grant Thornton report gives an unqualified opinion on the financial statements for 2015/16. It also outlines that in all material respects the Council has complied with the requirements of IFRS (International Financial Reporting Standards).

The report outlines an adjusted misstatement, two disclosure changes, and outlines that a number of ICT Policies require refreshing.

The Action plan agreed by officers is attached at Appendix A.

Value for Money

SSDC's external auditors are required to make a statement on whether the authority has made arrangements for securing economy, efficiency and effectiveness in its use of resources. The key findings are outlined on Page 28 of the report. This is now measured through a risk assessment. Overall risk criteria show the authority as having adequate arrangements in place.

Fees

The fees charged for the audit of the Statement of Accounts were £57,328 including grant certification.

Financial Implications

There are no additional financial implications associated with these recommendations.

Agenda Item 9

Audit Committee Forward Plan

Assistant Director: Donna Parham, Finance and Corporate Services
Lead Officer: Becky Sanders, Democratic Services Officer
Contact Details: becky.sanders@southsomerset.gov.uk or 01935 462596

Purpose of the Report

This report informs Members of the agreed Audit Committee Forward Plan.

Recommendation

Members are asked to comment upon and note the proposed Audit Committee Forward Plan as attached.

Audit Committee Forward Plan

The forward plan sets out items and issues to be discussed over the coming few months and is reviewed annually.

Items marked in italics are not yet confirmed.

Background Papers: *None*

Audit Committee – Forward Plan

Committee Date	Item	Responsible Officer
25 Aug '16	<ul style="list-style-type: none"> Treasury Management – First Quarter monitoring report 	Karen Gubbins
29 Sep '16	<ul style="list-style-type: none"> Treasury Management Practices Register of staff interests – annual review Internal Audit – 1st and 2nd Quarter Update E:Procurement Risk Management Update/Procurement Strategy Update 	Karen Gubbins Ian Clarke Moya Moore Gary Russ Gary Russ
27 Oct '16	<ul style="list-style-type: none"> Mid-year review of Treasury Strategy – Needs to go on to Full Council Draft Policy for Management of Information Requests Debt Write Offs Report 	Karen Gubbins Zac Tredger / Lynda Creek Donna Parham
24 Nov '16	<ul style="list-style-type: none"> Treasury Management – Second Quarter monitoring report Internal Audit – second Quarter update Annual Audit Letter Property Services Update on Audit Action Report 	Karen Gubbins Moya Moore Donna Parham Garry Green