

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 Thursday 22 March 2018.

(10.20 - 10.45 am)

Present:

Members:

Mike Best	David Norris
Anna Groskop	Colin Winder
Graham Middleton	

Officers

Laura Wicks	Senior Auditor, SWAP
Ian Baker	Director of Quality, SWAP
Karen Gubbins	Finance Specialist
Netta Meadows	Director (Strategy & Commissioning)

Also Present:

76. Minutes (Agenda Item 1)

In the absence of the Chairman, nominations for a Member to act as Chairman for the duration of the meeting were received.

Members proposed that Councillor Mike Best act as Chairman.

It was unanimously agreed that Councillor Mike Best would act as Chairman.

The minutes of the previous meeting, held on Thursday 22nd February, copies of which had been circulated, were approved as a correct record of the meeting and signed by the Chairman.

77. Apologies for absence (Agenda Item 2)

Apologies of absence were received from Councillors Jason Baker, Val Keitch, Tony Lock and Carol Goodall.

78. Declarations of Interest (Agenda Item 3)

There were no declarations of interest; however Councillor Anna Groskop and Councillor Mike Best advised that they were also Somerset County Council councillors.

79. Public question time (Agenda Item 4)

There were no members of the public present during the meeting.

80. Date of next meeting (Agenda Item 5)

Members noted that the date of the next meeting was scheduled for 10am on Thursday 26th April in the Main Committee Room, Brympton Way, Yeovil.

81. 2018/19 SWAP Internal Audit Plan (Agenda Item 6)

Laura Wicks, Senior Auditor SWAP, presented her report to members. She also introduced Alastair Woodland, the new SWAP Assistant Director.

She referred to the Quarter 3 Internal Audit Plan 2017/18 Progress Report which was included in last month's agenda. She explained that the Cyber Security audit report which was highlighted in the Significant Findings had now been re-written to provide greater clarification, following comments from Members. She explained that the recommendation by the IT auditor was that following a system issue, a root cause analysis should be carried out to rule out any cyber-attack and subsequent further risk to data, before bringing the systems back on line.

The Case Services Officer – Support Services, agreed to circulate this amendment to Members.

She referred members to the covering report on page 5 of the agenda report which summarised the plan. She explained that this had been developed with the help of the section 151 Officer, the Finance Specialist and the Chief Executive Officer.

She clarified that income generation was included within the plan under the Commercial Strategy audit.

She responded to questions from Members.

In response to a question about the Transformation Project and the associated risks, the Strategy and Commissioning Director advised that the Transformation Lead maintains a register of risks identified. She also advised that it was not all staff going through phase 2 and 3 of the Transformation Project as some staff are out of scope and others had already been through the selection in phase 1 (in 2017). She agreed to provide Members with details of the numbers of agency staff which were currently being employed by SSDC, to include the areas where they are working.

Following the discussion, members agreed to approve the SWAP internal audit plan. On being put to the vote, this was carried unanimously.

RESOLVED: that members agreed to approve the SWAP internal audit plan.

(Voting: unanimous)

82. Internal Audit Charter 2018-19 (Agenda Item 7)

The Senior Auditor, SWAP, presented her report to members. She advised that the report was in a similar format to the report presented last year and that any changes had been clearly highlighted within the report.

Following the short discussion, members agreed to note the report. On being put to the vote, this was carried unanimously.

RESOLVED: that members agreed to note the Internal Audit Charter 2018-19.

(Voting: unanimous)

83. Accounting Policies for 2017/18 Statement of Accounts (Agenda Item 8)

The Finance Specialist presented her report to members. She explained that the report was presented to the Audit Committee annually. She also advised that there would be some financial statement training for Members following the June Audit Committee meeting.

She responded to questions from members.

One member advised that they would like to see a copy of the HR Redundancy Policy. The Case Officer – Support Services agreed to circulate a copy of this policy with the minutes.

RESOLVED: that members noted the report.

84. Audit Committee Forward Plan (Agenda Item 9)

RESOLVED: that members noted the Audit Committee Forward Plan.

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Chairman