

South Somerset District Council

Minutes of a meeting of the Audit Committee held in the Main Committee Room - Council Offices on Thursday 22 November 2018.

(10.00 - 10.20 am)

Present:

Members: Councillor Derek Yeomans (Chairman)

Mike Best
Nigel Gage
Tony Lock

Graham Middleton
Jo Roundell Greene
Colin Winder



Officers

Netta Meadows
Kelly Wheeler
Paul Matravers
Brendan Downes

Director (Strategy & Support Services)
Case Services Officer (Support Services)
Specialist - Finance
Specialist (Procurement)

Also Present:

33. Minutes (Agenda Item 1)

The minutes of the previous meeting held on Thursday 25 October 2018, copies of which had been circulated, were agreed as a correct record and signed by the Chairman.

34. Apologies for absence (Agenda Item 2)

Apologies of absence were received from Councillors Carol Goodall and Councillor David Norris.

35. Declarations of Interest (Agenda Item 3)

There were no declarations of interests.

36. Public question time (Agenda Item 4)

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

37. Date of next meeting (Agenda Item 5)

Members noted that the next meeting of the Audit Committee was scheduled for 10am on 24th January 2019 in the Main Committee Room, Brympton Way, Yeovil.

38. Annual Audit Letter (Agenda Item 6)

The Finance Specialist presented his report to letter. He advised that the report included a copy of the external Annual Audit Letter. He explained that the letter summarised key findings from work carried out by the external auditors. It also confirmed the fees charged for the audit.

He drew members attention to point 4 of the report which summarised the contents of the letter and further advised that the auditors provided a positive unqualified opinion in respect of the 2017/18 Statement of Accounts.

One member pointed out a mistake on page 9 of the agenda. Under the heading 'Working with the Council', he suggested that the second bullet point should read "We also shared our thoughts on leadership reports", rather than reading "We also shared our thought leadership reports".

In response to a question from a member, the Finance Specialist advised that the report stated that the pension fund was in a good state.

RESOLVED: that members noted the report and the contents of the Annual Audit Letter.

39. Risk Management Update Report (Agenda Item 7)

The Chairman explained that he had found the agenda report difficult to read as the agenda had been printed in black and white. He pointed out that the risk diagrams could not be read when not printed in colour. The Case Services Officer agreed to ensure that reports which included risk diagrams would be printed in colour in the future. However, the Director – Strategy and Support Services, pointed out that other ways to visually present risk would be investigated in coming months.

The Procurement Specialist presented his report to members.

He advised members that progress had been made on developing a group of 'risk champions' and stated that nominations of staff from different services had been identified. He also advised that the first risk workshop had been scheduled for the following week and summarised the training which would be provided at the workshops. He also explained the support that the risk champions would be given to enable them to offer support and advice to risk owners.

He advised members that following these workshops, a new draft risk register would be developed and would be presented to the Audit Committee in the New Year. This would run in line with developing the current TEN system.

He explained that the current critical risks were being reviewed.

RESOLVED: that members noted the report and the progress which has been made on the work plan as presented at the Audit Committee on 25th October 2018.

40. Audit Committee Forward Plan (Agenda Item 8)

Members noted the Audit Committee Forward Plan.

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Chairman