

MEETING: AC.25.04.13
DATE: **25 April 2013**

South Somerset District Council

Draft minutes of a meeting of the **Audit Committee** held in Committee Rooms 3 and 4, Council Offices, Brympton Way, Yeovil on **Thursday, 25 April 2013**.

(10.00 a.m. –10.23 a.m.)

Present:

Members:

Derek Yeomans - Chairman	Roy Mills
John Calvert	Terry Mounter
John Dyke	John Richardson from 10.10am
Tony Lock	Colin Winder
Ian Martin	

Officers:

Donna Parham	Assistant Director Finance & Corporate Services
Pam Harvey	Civil Contingencies Manager
Anne Herridge	Committee Administrator

Also Present:

Cllr Tim Carroll	SSDC
Peter Lappin	Grant Thornton
Simon Garlick	Director for Grant Thornton
Andrew Ellins	South West Audit Partnership – Audit Manager

75. Minutes (Agenda item 1)

The minutes of the meeting held on the 28 February 2013, copies of which had been circulated, were taken as read and, having been approved as a correct record, were signed by the Chairman.

76. Apologies for Absence (Agenda item 2)

No apologies for absence were received.

77. Declarations of Interest (Agenda item 3)

There were no declarations of interest.

78. Public Question Time (Agenda item 4)

No questions or comments were raised by members of the public.

79. Health, Safety and Welfare (Agenda Item 5)

The Civil Contingencies Manager presented the report as detailed in the agenda which informed members of health, safety and welfare issues relevant to the Council's activities and undertakings covering the period from November 2011 to January 2013.

She informed members that accident levels were down although she was unsure if that was because they had not been reported. She indicated that by October 2013 there were likely to be some minor amendments made to First Aid regulations but would probably have little or no effect on the Council's First Aid arrangements.

In response to questions the Civil Contingencies Manager replied that a new protection/monitoring system was in place and had been rolled out to those assessed as high risk, such as lone workers, and was in the form of a sophisticated Identity Card which was able to send communications back to a central monitoring system and could be tailored to individual requirements.

The officer was thanked for a good report.

Lead Officer: Pam Harvey, Civil Contingencies Manager
Contact Details: pam.harvey@southsomerset.gov.uk or (01935) 462303

NOTED

80. Planned Audit fee for 2013/14 (Agenda Item 6)

The Director for Grant Thornton referred to the planned audit fee for 2013/14 as detailed in the agenda report; he explained that the Audit Commission set the proposed work programme and scale of fees for 2013/14.

He asked members to note that the Council's composite indicative grant certification fee should read £12,200 and not £15,899 as printed in the report.

RESOLVED:

That the contents of the Planned Audit Fee Letter for 213/14 be noted.

Lead Officer: Donna Parham Assistant Director Finance & Corporate Services
Contact Details: donna.parham@southsomerset.gov.uk or (01935) 462225

81. Accounting Policies for 2012/13 Statement of Accounts (Agenda Item 7)

The Assistant Director Finance and Corporate Services presented the report and explained that there had been no changes to the proposed accounting policies for the year 2012/13 from the year 2011/12.

At the suggestion of the Chairman, the Assistant Director Finance and Corporate Services would arrange for a training session on Accounting Policies, Statement of Accounts to take place after the next Audit Committee meeting on 23 May 2013.

RESOLVED:

That members approve the Accounting Policies, paying particular attention to the key accounting policy change relating to heritage assets.

Lead Officer: Amanda Card, Finance Manager
Contact Details: amanda.card@southsomerset.gov.uk or (01935) 462542

82. Audit Forward Plan (Agenda Item 8)

The Risk Management Update report will be placed on the agenda for 27 June 2013 rather than 23 May. The Group Audit Manager – Quality and Delivery will attend the next meeting of the Audit Committee.

RESOLVED: that the proposed Audit Committee Forward Plan be noted.

Lead Officer: Anne Herridge, Committee Administrator
Contact Details: anne.herridge@southsomerset.gov.uk or (01935) 462570

83. Date of the Next Meeting (Agenda Item 9)

Members noted that the next scheduled meeting of the Audit Committee would be held on Thursday, 23 May 2013 at 10.00 a.m. in the Main Committee Room Council Offices, Brympton Way, Yeovil.

NOTED

(Anne Herridge, Committee Administrator)
(anne.herridge@southsomerset.gov.uk or (01935) 462570)

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Chairman