

## South Somerset District Council

**Draft Minutes** of a meeting of the **Audit Committee** held at the **Main Committee Room, Council Offices, Brympton Way, Yeovil BA20 2HT on Thursday 23 March 2017.**

(10.00 - 10.50 am)

### **Present:**

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

Mike Best                                  Colin Winder  
Graham Middleton

### **Officers**

Donna Parham                              Assistant Director (Finance & Corporate Services)  
Kelly Wheeler                              Democratic Services Officer

### **Also Present:**

Moya Moore                                  Assistant Director – SWAP

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### **62. Minutes (Agenda Item 1)**

The minutes of the meeting held on Thursday 23<sup>rd</sup> February were approved as a correct record and signed by the Chairman.

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### **63. Apologies for absence (Agenda Item 2)**

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

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### **64. Declarations of Interest (Agenda Item 3)**

There were no declarations of interest.

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### **65. Public question time (Agenda Item 4)**

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

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### **66. Date of next meeting (Agenda Item 5)**

Members noted that the date of the next meeting of the Audit Committee was scheduled for 10am on Thursday 27<sup>th</sup> April in the Coker Room, Brympton Way, Yeovil.

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## **67. 2017/18 SWAP Internal Audit Charter (Agenda Item 6)**

The Assistant Director of SWAP presented her report to members. She suggested that as there would be a change to the section 151 officer of the Council, that the endorsement of the Internal Audit Charter should be deferred to a later meeting of the Committee. She advised that she would like to meet with the new section 151 officer to discuss reporting lines and contact names before amending the document.

The Assistant Director, Finance and Corporate Services, introduced the new section 151 officer to members. He explained that he had worked for several authorities within Somerset and would be providing section 151 officer cover for the Council on a temporary basis, whilst also providing cover to Taunton Deane Borough Council and West Somerset. He anticipated that he would be in the office twice a week; however he would attend Audit meetings if required.

The Assistant Director of SWAP advised members that officers from Grant Thornton, the external auditors, would like to meet with members prior to the April meeting of the Audit Committee.

Members suggested that they would like to see a report included within the next agenda to clarify the changes which are to be made to reporting lines and duties.

It was unanimously agreed that the report should be deferred to the April meeting of the Audit Committee.

**RESOLVED:** that the approval of the 2017/18 SWAP Internal Audit Charter be deferred to the April agenda of the Audit Committee to allow the Assistant Director of SWAP to clarify responsibility of officers within the Council following a change to the position of section 151 officer.

*(Voting: Unanimous)*

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## **68. 2017/18 SWAP Internal Audit Plan (Agenda Item 7)**

The Assistant Director SWAP advised members that the 2017/18 Internal Audit Plan had been agreed at the Senior Management Board and that the plan focussed on risks associated to both the Westlands project and the Transformation project.

She advised that the Healthy Organisation review was ongoing. She further advised that the plan could be altered to fit in with the transformation project schedule.

On being put to the vote, it was unanimously agreed to approve the Internal Audit Plan

**RESOLVED:** that members agreed to approve the Internal Audit Plan of 333 days for April 2017 to March 2018.

*(Voting: Unanimous)*

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## **69. Audit Committee Forward Plan (Agenda Item 8)**

The Assistant Director, Finance and Corporate Services, advised that the E:Procurement and Risk Management/Procurement Strategy update reports would be a verbal update at the next meeting.

She further advised that as she would soon be leaving the authority, the Forward Plan would need to be amended to reflect this change.

She further advised that the review of Internal Audit would be carried out in June alongside the Annual update report.

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Chairman