

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

AUDIT COMMITTEE

2 MARCH 2017 AT 6.30 PM

PRESENT: Mrs R Camamile - Chairman
– Vice-Chairman

Mr DC Bill MBE (for Mr DS Cope), Mrs MA Cook, Mrs L Hodgkins, Mr KWP Lynch, Mr LJP O'Shea, Mrs J Richards, Miss DM Taylor and Mr HG Williams

Officers in attendance: Ilyas Bham and Rebecca Owen

392 APOLOGIES AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillor Cope, with the substitution of Councillor Bill authorised in accordance with council procedure rule 4.

393 MINUTES OF PREVIOUS MEETING

It was moved by Councillor Lynch, seconded by Councillor Richards and

RESOLVED – the minutes of the meeting held on 13 October 2016 be confirmed and signed by the Chairman.

394 DECLARATIONS OF INTEREST

No interests were declared at this stage.

395 EXTERNAL AUDIT PLAN

Steve Clark and Avtar Sohal of Ernst & Young presented the external audit plan.

RESOLVED – the report be noted.

396 CERTIFICATION OF CLAIMS AND RETURNS ANNUAL REPORT 2015-16

Members gave consideration to the certification of claims and returns annual report for 2015-16. It was noted that, whilst there were small errors found, they were very minor and the outcome was positive.

RESOLVED – the report be noted.

397 INTERNAL AUDIT PROGRESS REPORT

Jodie Stead of PWC presented the internal audit progress report and outlined some changes to the plan. Members expressed concern that there continued to be overdue recommendations. In response it was explained that the majority of these were due to the system not having been updated rather than the actions not having been completed. Whilst it was acknowledged that work was being undertaken to rectify this and increase use of the system, members requested an update to the meeting on 22 June.

RESOLVED – the report be noted and an update in relation to outstanding recommendations be brought to the June meeting.

Councillor Taylor entered the meeting at 6.50pm.

398 INTERNAL AUDIT REPORT - GARDEN WASTE CHARGE

The committee received a report on the audit of the garden waste scheme. It was noted that there were two low risk findings and the recommendations were that performance indicators were introduced and new process for creating and dispatching stickers be implemented. In relation to the second point, it was reported that this had already been acknowledged and was underway.

A member expressed concern that concessions were not available and that a compost bin was suggested as a cheaper alternative.

RESOLVED – the report be noted.

399 INTERNAL AUDIT REPORT - FINANCE

The internal audit report of the finance service was presented to members. Two risks were highlighted – the increase in retrospective purchase orders and invoices paid without purchase orders. In relation to the former, it was confirmed that there were no issues with authorisation and the percentage of retrospective orders was low. In relation to the latter, concern was expressed that invoices were still being paid without orders. It was explained that these were likely to be payments that were raised through other interfaces, for example the Orchard system, and therefore not put through the purchasing system. The internal auditor was unable to confirm due to not having the details at the meeting. It was agreed that internal audit would assist officers in analysing the detail of the invoices to be able to report back on the type and number of transactions that were being paid without a purchase order. It was agreed that this would be reported back to the June meeting.

RESOLVED – a report be brought back to the June meeting.

400 INTERNAL AUDIT REPORT - PARTNERSHIPS

The committee gave consideration to the internal audit report in relation to the ICT partnership. It was reported that the risks highlighted had been rectified in the new contract that had commenced in January.

RESOLVED – the report be noted.

401 INTERNAL AUDIT REPORT - REVENUE & BENEFITS PARTNERSHIP

Members received the revenues & benefits partnership internal audit report.

RESOLVED – the report be noted.

402 AUDIT COMMITTEE EFFECTIVENESS

In accordance with best practice and the commitment given to an annual review of the operation of the Audit Committee, members gave consideration to a report into the effectiveness of the committee. Members were asked to complete the checklist and return to the Democratic Services Officer by the end of March and an anonymous summary of these forms would be used as a basis for evaluating the effectiveness of the committee at the following meeting.

(The Meeting closed at 7.35 pm)

CHAIRMAN

