

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

AUDIT COMMITTEE

15 FEBRUARY 2018 AT 6.30 PM

PRESENT: Mr RB Roberts - Chairman

Mrs L Hodgkins, Mr MR Lay, Mr KWP Lynch, Mr BE Sutton and Mr HG Williams

Officers in attendance: Rebecca Owen, Jodie Stead (PWC) and Ashley Wilson

344 APOLOGIES AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillor Camamile, Cope, MacDonald, Taylor and Wright.

345 MINUTES OF PREVIOUS MEETING

It was moved by Councillor Williams, seconded by Councillor Sutton and

RESOLVED – the minutes of the meeting held on 30 November 2017 be confirmed and signed by the chairman.

346 DECLARATIONS OF INTEREST

No interests were declared at this stage.

347 INTERNAL AUDIT REPORT - FINANCE CONTINUOUS AUDITING QUARTER 2

Members received the quarter 2 finance continuous auditing results. It was noted that one minor issue had been identified on the reconciliation sign off sheet in relation to dates but it was not a cause for concern.

In relation to the number of payments without purchase orders, a member expressed concern that this was still high. In response it was explained that, when interrogated, many related to items for which it wouldn't be expedient to raise a purchase order, for example utilities, business rates, HMRC, housing repairs, grants and salaries. A member requested that a report be brought to a future meeting on invoices paid without purchase orders.

RESOLVED – the report be noted and a report be brought to a future meeting on raising of purchase orders.

348 INTERNAL AUDIT REPORT - COMPLAINTS PROCESS

The committee gave consideration to an internal audit report on the corporate complaints process. It was noted that there were no recommendations arising and the processes were robust.

RESOLVED – the report be noted.

349 EXTERNAL AUDIT PLAN 2017-2018

The external audit planning report was presented to members. It was noted that the accounts would be brought to the July meeting of the committee.

RESOLVED – the report be noted.

350 ANNUAL CERTIFICATION REPORT 2016-17

The external audit annual report on certification of claims and returns 2016-17 was received by the committee. It was noted that some minor errors had been found in the 40 item testing but that the external auditors had no concerns and had signed off the report.

RESOLVED – the report be noted.

(The Meeting closed at 6.48 pm)

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CHAIRMAN