

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE AUDIT COMMITTEE – 24 JUNE 2008

SUBMITTED TO THE COUNCIL MEETING – 22 JULY 2008

(To be read in conjunction with the Agenda for the Meeting)

Cllr M Causey	* Cllr S N Mulliner
* Cllr S L Hill	* Cllr K T Reed
* Cllr N P Holder	* Cllr Mrs N Warner-O'Neill
Cllr Mrs D M James	

* Present

1. ELECTION OF CHAIRMAN (Agenda Item 1)

RESOLVED that Councillor N P Holder be elected Chairman of the Committee for the Council year 2008/2009.

2. ELECTION OF VICE-CHAIRMAN (Agenda Item 2)

RESOLVED that Councillor S N Mulliner be elected Vice-Chairman of the Committee for the Council year 2008/2009.

3. MINUTES (Agenda Item 3)

RESOLVED that the Minutes of the Meeting held on 11 March 2008 be confirmed and signed.

4. APOLOGIES FOR ABSENCE (Agenda Item 4)

Apologies for absence were received from Cllr M Causey and Cllr Mrs D M James.

5. DISCLOSURE OF INTERESTS (Agenda Item 5)

There were no interests raised under this heading.

PART I – RECOMMENDATIONS TO THE COUNCIL

There were no matters falling within this category.

PARTS II AND III – MATTERS OF REPORT

Background Papers

The background papers relating to the following report items in Parts II and III are as specified in the agenda for the Audit Committee.

Part II – Matters Reported in Detail for the Information of the Council

There were no matters falling within this category.

Part III – Brief Summaries of Other Matters Dealt With

6. WORK PROGRAMME (Agenda Item 7)

RESOLVED that the Committee's work programme be noted.

7. AUDIT AND INSPECTION PLAN (Agenda Item 8; Appendix A)

Jamie Bewick and Paul Grady from the Audit Commission attended the meeting and Paul Grady, who had replaced Nick Ward as District Auditor following his retirement, drew the Committee's attention to the key points in the Audit and Inspection Plan. With regard to the Housing Inspection report, it was confirmed that the indicative date for receipt of that report should have read early 2009 instead of 2010. The Chairman of the Committee requested a private meeting with the Audit Commission at the time that the inspection report was published.

RESOLVED that the Audit and Inspection Plan be noted.

8. DRAFT STATEMENT OF ACCOUNTS 2007/2008 (Agenda Item 9; Appendix B)

The Committee gave detailed consideration to the draft Statement of Accounts for 2007/2008 and received comprehensive responses from the officers on a number of issues raised. Officers explained that the format and presentation of the accounts was very much prescribed but there was some freedom for officers to give more detailed explanatory notes.

RESOLVED that the Draft Statement of Accounts for 2007/2008 be approved, subject to clarification of any final comments from the Committee by officers.

9. ANNUAL GOVERNANCE STATEMENT (Agenda Item 10; Appendix C)

The Committee received the Annual Governance Statement which replaced the previously produced Statement on Internal Control. It noted that an update report would be brought to the September meeting of the Committee setting out the progress made against the actions identified.

RESOLVED that the Annual Governance Statement be approved, attached as Annexe 1 for information.

10. ANNUAL REVIEW OF THE SYSTEM OF INTERNAL AUDIT (Agenda Item 11; Appendix D)

The Committee considered a report prepared in accordance with the Accounts and Audit Regulations 2006 which require local authorities to undertake a review of its arrangements for internal audit. The Head of Internal Audit confirmed that Waverley was now 100% compliant with the Code of Practice and that everything raised had now been addressed. Members were concerned about the outstanding Audit Manual, required by the Code and requested that it be completed by the next meeting of the Committee in September.

RESOLVED that the amount of work undertaken to comply with the Code be noted and the Audit Manual be produced in time for the September meeting of the Committee.

11. HEAD OF INTERNAL AUDIT'S ANNUAL REPORT 2007/2008 (Agenda Item 12; Appendix E)

The Committee received the Head of Internal Audit's Annual Report. Officers reassured councillors again that regular meetings were taking place to monitor the progress of implementing ITIL standards by the IT service and an update report would be presented to the March meeting.

RESOLVED that the contents of the report be noted and the Committee accept it as an assurance that the Council's control environment is being reviewed regularly and revised as necessary and that identified improvements are ongoing.

The meeting commenced at 7.00 p.m. and concluded at 8.21 p.m.

Chairman