

## **AUDIT COMMITTEE 20TH SEPTEMBER 2011**

**PRESENT:** Mr P. Blakemore (Independent Member and Chair)  
Councillors Carter, Lowe and Miah

**APOLOGIES:** Councillors Capleton, Osborne (Vice-chair) and Paling

### 21. MINUTES

The minutes of the meeting of the Committee held on 5th July 2011 were confirmed as a correct record and signed.

### 22. DISCLOSURES OF PERSONAL INTEREST

Disclosures of personal interest were made by all members of the Committee in respect of information in the 2010/11 Statement of Accounts relating to Members' Allowances.

### 23. AGENDA VARIANCE

**RESOLVED** that item 6 on the agenda be considered prior to items 4 and 5.

#### Reason

Item 6 (External Auditor's Annual Governance Report 2010/11) asked that the Committee consider the matters set out in the report before approving the 2010/11 Statement of Accounts (item 4).

### 24. 2010/11 STATEMENT OF ACCOUNTS

A report of the Head of Finance and Property Services was submitted setting out the 2010/11 Statement of Accounts (item 4 on the agenda filed with these minutes).

The Chief Executive, the Strategic Director of Corporate Services and the Head of Finance and Property Services attended to assist the Committee. The Strategic Director of Corporate Services asked that his thanks to Council officers and the Auditor for the considerable work undertaken to prepare the accounts (in particular in respect of International Financial Reporting Standards requirements) be formally recorded.

#### **RESOLVED**

- I. that authority be delegated to the Chair to agree minor amendments/corrections to the 2010/11 Statement of Accounts with the Strategic Director of Corporate Services and the Head of Finance and Property Services following the meeting;

2. that the Statement of Accounts for the year ended 31st March 2011 be approved (incorporating any minor amendments/corrections resulting from resolution 1. above), and the Chair be authorised to sign those accounts on behalf of the Committee.

#### Reasons

1. The Chair had identified some anomalies in the accounts which required brief explanation/possible correction. As those were not material, the Committee was content for the Chair to discuss and agree changes with officers following the meeting.
2. To comply with the Accounts and Audit Regulations 2011, and subsequent amendments.

#### 25. 2010/11 ANNUAL GOVERNANCE STATEMENT AND REVIEW OF CODE OF CORPORATE GOVERNANCE

A report of the Head of Strategic Support was submitted setting out the Annual Governance Statement 2010/11 (as included in the Statement of Accounts 2010/11) and the results of the annual review of the Council's Code of Corporate Governance (item 5 on the agenda filed with these minutes).

The Head of Strategic Support attended to assist the Committee.

#### **RESOLVED**

1. that the Annual Governance Statement 2010/11, as included in the Statement of Accounts 2010/11, be approved;
2. that the updated Code of Corporate Governance, as set out in appendix A to the report, be approved.

#### Reasons

1. To enable the Annual Governance Statement to be signed by the Leader of the Council and the Chief Executive in accordance with the required timescales.
2. To ensure that the Code of Corporate Governance is kept up to date and complies with best practice.

#### 26. EXTERNAL AUDIT – ANNUAL GOVERNANCE REPORT 2010/11

The External Auditor's Annual Governance Report 2010/11 was submitted (item 6 on the agenda filed with these minutes).

Mr N. Bellamy and Mr A. Benselin of the Audit Commission attended to assist the Committee. They asked that their thanks to Council officers for the assistance provided in respect of the 2010/11 Audit be formally recorded.

### **RESOLVED**

1. that the matters raised in the report and the adjustments to the financial statements set out be noted;
2. that the Letter of Representation to the Auditor from the Council in respect of the Audit for the year ended 31st March 2011 (set out in appendix 3 to the report) be approved for signing by the Council's Section 151 Officer;
3. that the Action Plan set out in appendix 5 to the report be agreed.

### Reason

The Committee was content with the findings of the 2010/11 Audit, the Letter of Representation and the Action Plan and had no areas of concern or actions that it wished to include as part of its decision.

## 27. NEXT MEETING – START TIME

**RESOLVED** that the next meeting of the Committee (28th September 2011) commence at 6.30pm.

### Reason:

Some members of the Committee would have difficulty attending this meeting at the usual start time of 6.00pm. Therefore, a later start time was appropriate, particularly given the requirement that meetings were quorate.

### Notes:

1. No reference may be made to these minutes at the Council meeting on 7th November 2011 unless notice to that effect is given to the Team Leader - Committee and Mayoral Services by five members of the Council no later than five working days following the publication of the minutes.
2. These minutes are subject to confirmation as a correct record of the Committee's decisions (at the next meeting of the Committee).