

AUDIT COMMITTEE

Date and Time: Tuesday, 3 December 2019 at 7pm

Place: Council Chamber, Civic Offices, Fleet

Present:

COUNCILLORS

Harward (7.05pm), Smith, Southern (Vice Chairman), Tomlinson

Officers:

Andrew Vallance	Head of Corporate Services and S151 Officer
Neil Carpenter	Audit Manager
Sabrina Cranny	Committee Services

In attendance:

Jason Collier	Capita
Emma Foy	Capita
Kevin Suter	Ernst & Young (E&Y)

19 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 30 July 2019 were confirmed and signed as a correct record.

20 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Axam, Blewett, and Delaney.

21 CHAIRMAN'S ANNOUNCEMENTS

None.

22 DECLARATIONS OF INTEREST

None declared.

23 ANNUAL GOVERNANCE STATEMENT 2018/19

The Committee considered the final Annual Governance Statement for 2018/19.

DECISION

Members approved the Annual Governance Statement 2018/19.

24 INTERNAL AUDIT PROGRESS REPORT 2019/20

The Audit Manager highlighted the key findings from audit reviews completed between August and November 2019.

Members discussed:

- Staff resource issue within SANGs/Countryside services
- Credit card usage – buying small ticket IT items without going through procurement
- Credit card signoff with no supporting information

DECISION

That the Internal Audit work completed between August 2019 and November 2019 be noted.

25 EXTERNAL AUDIT REPORT ON THE STATEMENT OF ACCOUNTS 2018/19

E&Y stated the report is due to be signed off by 6 December but delays from Capita in obtaining data from Payroll suggests the deadline would be missed.

E&Y also advised they would be undertaking nationwide training for Capita staff.

Members also discussed:

- That the Audit had taken longer than expected
- New accounting standards
- That there should be better staff training and resources in place to avoid similar problems next year
- Signing off the accounts

DECISION

- 1 The External Audit Report be noted
- 2 Subject to final approval by the Associate Partner, E&Y:
 - a The accounts for 2018/19 be approved
 - b The Chairman of the Audit Committee, in consultation with the S151 Officer, be given delegated authority to sign the accounts.

26 AUDIT COMMITTEE WORK PROGRAMME

Members considered the Audit Committee Work Programme and agreed to remove Certification of Grants Claims Report as E&Y no longer provide this report.

The meeting closed at 7.44pm.