



Minutes

Members Present

Mrs. L Duffy (Chairman), Mr P Grove (Vice-Chairman)
Mrs P Agar, Mr A Fry, Mrs A Hingley, Mr S Peters, Prof J Raine, and
Mr P Sinclair-Knipe.

1 Apologies for Absence

Apologies for absence were received from Mr S Cross, Mr B Matthews and Mr P Watts.

2 Named Substitutes

No substitutes were appointed.

3 Declaration of Interests (if any)

No declarations of interest were made.

4 Confirmation of Minutes

RESOLVED that the minutes of the Audit Committee meeting held on 26 September 2013 be confirmed as a correct record and signed by the Chairman subject to one correction: Minute number 6 referred to an External Audit Annual Governance report. This should read External Audit Annual Findings Report.

5 Internal Audit Monitoring Report 2013/14

A report was considered that provided the Audit Committee with an interim progress update on the 2013/14 plan delivery.

The Service Manager advised Members that the Debtors and Creditors reports, Operational Logistics and Community Safety Audits were now finalised and no high priority recommendations had been identified. He advised Members that the rest of the planned audits were progressing well and there were no areas of concern to bring to Members' attention. Furthermore it was disclosed that two audits had already commenced for quarter 4 namely those relating to I.T. and USAR.

RESOLVED that the report be noted.

6 Annual Audit Letter 2012/13

A report was considered that presented the Annual Audit Letter 2012/13 from the External Auditors, Grant Thornton UK LLP.

RESOLVED that the Committee notes the Annual Audit Letter 2012/13 from the External Auditors, Grant Thornton UK LLP.

7 External Audit Fee 2013/14

A report was considered that apprised the Audit and Standards Committee of the audit fee for the Authority along with the scope and timing of work to be undertaken.

RESOLVED that the report be noted.

8 Informing the Audit Risk Assessment 2013/14

A report was considered that advised Members of the Audit Risk Assessment carried out by Grant Thornton, UK, LLP, the Authority's External Auditor, in deriving the External Audit Plan.

RESOLVED that the External Auditor's "Informing the Audit Risk Assessment" attached at Appendix 1, be noted.

9 Member Development Working Group Update

A report was considered that advised Members of the proceedings of the Member Development Working Group meeting held on 1 October 2013.

The Monitoring Officer updated Members that text reminder technology would shortly be rolled out to the Committee Services Team. This would enable the Team to alert Members to training sessions and meetings of the Authority. He also advised that a meeting of the Working Group would be convened in April 2014 to work on the Member Development Programme for 2014/15.

RESOLVED that the contents of the report be noted.

The meeting concluded at 11.10 am.

Signed: _____
Chairman

Date: _____