

<h1>Audit Committee</h1>	<b>Agenda Item:</b>  <b>A.4</b>
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Meeting Date: 15<sup>th</sup> April 2013  
 Portfolio: Finance, Governance and Resources  
 Key Decision: No  
 Within Policy and Budget Framework: Yes  
 Public / Private: Public

Title: **AUDIT COMMITTEE’S ANNUAL REPORT**

Report of: Chair of Audit Committee.  
 Report Number: RD04/13

**Purpose / Summary:**

This report provides a summary of the work undertaken by the Audit Committee during the period 16<sup>th</sup> of April 2012 to the 11<sup>th</sup> January 2013.

**Recommendations:**

It is recommended that the Audit Committee note and accept this report for recommendation to Council.

**Tracking**

Executive:	<b>Not applicable.</b>
Overview and Scrutiny:	<b>Not applicable.</b>
Council:	<b>30<sup>th</sup> April 2013.</b>

**Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None**

## 1 **BACKGROUND**

1.1 In accordance with paragraph 3.3 of the Audit Committee's Rules of Governance - attached to this report for Members' information as **Appendix A** - the Chairman of the Audit Committee is required to present an Annual Report on the work of the Audit Committee to the full Council.

1.2 The Members of the Audit Committee for this municipal year are -

### **Conservative**

Mallinson E

Nedved

Bowman

Bowman C (Substitute)

Craig (Substitute)

Parsons (Substitute)

### **Labour**

Patrick (Chair)

Sherriff

Franklin

Bowditch

Whalen (Substitute)

Boaden (Substitute)

Stothard (Substitute)

This Report covers the meetings of the Audit Committee held on.

16<sup>th</sup> April 2012

12<sup>th</sup> July 2012

26<sup>th</sup> September 2012

11 January 2013

## 2 **AUDIT COMMITTEE'S PROGRAMME OF WORK.**

2.1 At the commencement of the year, the Committee agreed a Programme of work for the forthcoming year that outlined the areas to be considered at each meeting.

2.2 The Programme for the above period included the following topics that were considered at each of the meetings:

**Minutes of the Corporate Resources Overview and Scrutiny Committee or latterly the Resources Overview and Scrutiny Panel** – these were submitted to each meeting of the Audit Committee for information and any member comments.

**Responses from the Executive/Overview and Scrutiny** – these were submitted for consideration and comment.

**Audit Services Progress Reports** – these provided summaries of the work carried out by Audit Services since the previous meeting of the Committee. A copy of each Final Audit Report was appended to these Progress Reports, together with any relevant information relating to any follow-up reviews that had been undertaken where members' attention needed to be drawn to any outstanding recommendations and the reasons for these.

**Annual Governance Statement Action Plan** – this regular report appraises members of progress made on the Annual Governance Statement Action Plan.

**Risk Management Policy and progress** – officers have provided Members of the Committee with information relating to the work of the Corporate Risk Management Group and the updated Corporate Risk Register on a regular basis, for noting and action if necessary.

The programme also included a number of topics that are considered on an annual or an ad-hoc basis -

### 2.2.1 **MEETING HELD 16<sup>TH</sup> APRIL 2012.**

- The Minutes of the meetings of the Resources Overview and Scrutiny Panel held on 5 January and 16 February 2012 were submitted for information.

- Subsequent to the verbal update at the last meeting of the Committee, the District Auditor informed Members that Grant Thornton had now been awarded the contract (for a five year period) for the North West area.
- The Audit Manager (Audit Commission) presented the Annual Report on the Certification of Claims and Returns for 2010/11.
  - The Audit Manager (Audit Commission) submitted his Review of Financial Systems for the 2011/12 Audit.
  - The Audit Manager presented report RD.05/12 summarising the work undertaken by the Audit Committee during the period from 5 July 2011 to 13 January 2012.
  - The Audit Manager stated that the existence of the Audit Committee and its work programme enabled the Council to demonstrate that it was following the recommended best practice of the CIPFA Practical Guidance for Audit Committees in Local Authorities.
  - The Financial Services Manager submitted report RD.98/11 providing information regarding the final accounts process.
  - The Audit Manager submitted report RD.03/12 providing details of the updated Strategic Audit Plan and the proposed Audit Plan for 2012/13.
  - The Audit Manager submitted report RD.04/12 summarising the work carried out by Audit Services since the previous report to Committee on 13 January 2012 and detailing the progress made against the 2011/12 Audit Plan up to 31 March 2012.
  - The Financial Services Manager submitted report RD.06/12 updating the Committee on progress made to the Annual Governance Statement Action Plan.
  - The Financial Services Manager submitted report RD.90/11 providing the regular quarterly summary of Treasury Management Transactions including the requirements of the Prudential Code, as required under the Financial Procedure Rules. The report had been received by the Executive on 13 February 2012.

- Pursuant to Minute AUC.11/12, the Director of Economic Development submitted joint report with the Director of Governance (ED.18/12 / GD.22/12) setting out the main changes to the style and content of Development Control Committee reports and how those changes met the objectives of the Action Plan.

- The Deputy Chief Executive submitted report SD.05/12 providing an update on the Council's risk management arrangements. The report contained the Risk Register presented to the Resources Overview and Scrutiny Panel on 29 March 2012.

### **2.2.2 MEETING HELD 12<sup>TH</sup> JULY 2012.**

- Councillor Ms Patrick was duly appointed as Chairman of the Audit Committee for 2012/13 and it was also moved and seconded that Councillor Bowditch be appointed Vice-Chairman.

- The Minutes of the meetings of the Resources Overview and Scrutiny Panel held on 29 March and 14 June 2012 were submitted for information.

- The Financial Services Manager submitted report RD.22/12 providing the City Council's Annual Governance Statement for 2011/12.

- The Chief Accountant presented report RD.21/12 enclosing the Council's Statement of Accounts 2011/12 which had been certified by the S.151 Officer in accordance with statutory requirements by 30 June 2012.

- The Chief Accountant submitted the Annual Report on Treasury Management (RD.12/12). He informed Members that the report was required under both the Financial Procedure Rules and CIPFA Code of Practice on Treasury Management. The regular report on Treasury Transactions for the period 1 January 2012 - 31 March 2012 was also submitted.

- Pursuant to Minute AUC.11/12, the Director of Economic Development submitted report ED.26/12 setting out the main changes which had taken place to reports prepared by Planning Officers in relation to planning applications being considered by the Development Control Committee.

- The Audit Manager (Carlisle City) submitted report RD.16/12 summarising the work carried out by Audit Services since the previous report to Committee on 16 April 2012 and detailing progress made on delivery of the approved Audit Plan in the first quarter of 2012/13.
- The Audit Manager (Carlisle City) submitted report RD.15/12 summarising the work carried out by the Internal Audit Shared Service for the year 2011-12, together with information on the effectiveness of Internal Audit in the format agreed by the Audit Committee on 23 January 2007.

### **2.2.3 MEETING HELD ON 26<sup>TH</sup> SEPTEMBER 2012.**

- The Minutes of the meeting of the Resources Overview and Scrutiny Panel held on 26 July 2012 were submitted for information.
- The District Auditor presented the Annual Governance Report summarising the findings from the 2011/12 audit.
- The Chief Accountant submitted report RD.38/12 attaching a Letter of Representation for 2011/12.
- The Chief Accountant submitted report RD.39/12 concerning the Council's Statement of Accounts 2011/12. Copies of the Accounts, which had been subject to a three month audit process, (commencing July 2012 and with a statutory completion date of 30 September 2012) had been circulated.
- The Financial Services Manager submitted report RD.40/12 updating Members on a number of consultations taking place over the summer period regarding the Local Audit Bill and other consultations.
- Pursuant to Minute AUC.44/12, the Director of Governance submitted a concluding report (GD.49/12) in relation to the Carlisle Airport Action Plan. Attached, for Members' information, was report GD.06/12 previously considered by the Committee on 13 January 2012.
- The Audit Manager (Carlisle City) submitted report RD.37/12 summarising the work carried out by Audit Services since the previous report to Committee on 12

July 2012 and detailing progress made on delivery of the approved Audit Plan in the second monitoring period of 2012/13.

- The Chief Accountant submitted report RD.28/12 providing the regular quarterly summary of Treasury Management transactions for the first quarter of 2012/13, including the requirements of the Prudential Code.
- The Deputy Chief Executive submitted report SD.07/12 providing an update on the Council's risk management arrangements. The report contained the Risk Register presented to the Resources Overview and Scrutiny Panel on 26 July 2012.

#### **2.2.4 MEETING HELD ON 11<sup>TH</sup> JANUARY 2013.**

- The Minutes of the meetings of the Resources Overview and Scrutiny Panel held on 30 August, 18 October and 4 December 2012 were submitted for information.
- The Executive had given consideration to Minute Excerpt AUC.126/12, and noted that the Carlisle Airport Action Plan had been implemented to the satisfaction of the Audit Committee; and that the Committee would no longer monitor the position.
- The Financial Services Manager presented, for information, the Audit Practice's Annual Audit Letter for the City Council, the purpose of which was to summarise the findings from the 2011/12 audit.
- The Audit Commission had set its proposed work programme and scales of fees for 2012/13; and the Director outlined details of the audit fee for the Council, along with the scope and timing of the work, Value for Money conclusion and details of their Team.
- The Financial Services Manager reported that the Department for Communities and Local Government had, on 6 July 2012, published the draft Local Audit Bill for consultation. The draft Bill set out the Government's proposals for a new local audit framework for public bodies, including the appointment of their auditors.

- The Financial Services Manager submitted report RD.71/12 providing an update on the governance arrangements relating to the Shared Internal Audit Service.
- The Financial Services Manger submitted report RD.65/12 providing information regarding the 2012/13 Final Accounts process.
- The Audit Manager (Carlisle City) submitted report RD.69/12 summarising the work carried out by Audit Services since the previous report to Committee on 26 September 2012 and detailing progress made on delivery of the approved Audit Plan in the third quarter of 2012/13.
- The Financial Services Manger submitted report RD.60/12 setting out the Council's Treasury Management Strategy Statement for 2013/14 in accordance with the CIPFA Code of Practice on Treasury Management.
- The Financial Services Manager submitted report RD.47/12 providing the regular quarterly summary of Treasury Management transactions for the second quarter of 2012/13, including the requirements of the Prudential Code.
- The Financial Services Manager submitted report RD.72/12 updating Members on the Council's governance arrangements and its systems of internal control in line with CIPFA's Good Governance Framework.
- The Deputy Chief Executive submitted report SD.01/13 providing an update on the Council's risk management arrangements. The report contained the Risk Register presented to the Resources Overview and Scrutiny Panel on 18 October 2012.

### **3 CONSULTATION**

None

### **4 CONCLUSION AND REASONS FOR RECOMMENDATION.**

4.1 The existence of the Audit Committee and its work programme enable the Council to demonstrate that it is following the recommended best practice in respect of the CIPFA Practical Guidance for Audit Committees in Local Authorities. The Committee has strengthened the Council's internal control process through its ability to ensure that



systems and controls are robust, that challenges are raised as appropriate, and that adequate follow-up procedures are in operation in relation to Audit recommendations. This has been noted and commented on by the Audit Commission's Audit Manager.

**4.2 It is recommended that the Audit Committee note and accept this report.**

## **5 CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES.**

5.1 To ensure that good governance arrangements are in place to underpin the delivery of Carlisle City's Priorities.

**Contact Officer: Gill Martin Ext: 7294**  
**Audit Manager**  
**Shared Internal Audit Services**

**Appendix A – Rules  
of Governance  
attached to report:**

**Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:**

- None

### **CORPORATE IMPLICATIONS/RISKS:**

**Chief Executive's – not applicable**

**Community Engagement – not applicable**

**Economic Development – not applicable**

**Governance – not applicable**

**Local Environment – not applicable**

**Resources – not applicable**

## **Appendix A**

### **AUDIT COMMITTEE RULES OF GOVERNANCE**

#### **1. STATEMENT OF PURPOSE**

- 1.1 The purpose of an Audit Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process.

#### **2. TERMS OF REFERENCE**

##### **2.1 Audit Activity**

To consider the Audit Services Manager's annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements.

To consider summaries of specific internal audit reports as requested.

To consider reports dealing with the management and performance of the providers of internal audit services.

To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale.

To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.

To consider specific reports as agreed with the external auditor.

To comment on the scope and depth of external audit work and to ensure it gives value for money.

To liaise with the Audit Commission over the appointment of the Council's external auditor.

To commission work from internal and external audit.

## **2.2 Regulatory Framework**

To maintain an overview of the Council's Constitution in respect of Contract Procedure Rules, Financial Regulations and financial Codes of Conduct and Behaviour.

To review any issue referred to it by the Town Clerk and Chief Executive or a Director, or any Council body.

To monitor the effective development and operation of risk management and corporate governance in the Council.

To monitor Council policies on "Raising Concerns at Work" and the anti-fraud and anti-corruption strategy and the Council's complaints process.

To oversee the production of and approve the authority's Annual Governance Statement and to recommend its adoption.

To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.

To consider the Council's compliance with its own and other published standards and controls.

## **2.3 Accounts**

To review the Annual Statement of Accounts and to make recommendations to Council in respect of the approval of the Statement of Accounts. Specifically to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.

To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

### **3. ACCOUNTABILITY**

- 3.1 The Audit Committee will be a stand alone Committee of the Council. All Audit Committee members will act in the interests of the Council and not on behalf of any political party, constituency, ward, or interest group.
- 3.2 The Chairman of the Audit Committee will be appointed by the Committee. The Chairman and the Committee will ensure that relevant issues are promptly brought to the attention of the Executive, Overview and Scrutiny Panels and Regulatory Committees or the full Council.
- 3.3 The Chairman of the Audit Committee will present an Annual Report on the work of the Audit Committee to the full Council.

### **4. AUTHORITY AND ACCESS**

- 4.1 The Audit Committee has a right to request relevant information from appropriate or relevant Members and Officers of the Council.
- 4.2 The Audit Committee will not be able to transact the powers, functions and duties reserved to the full Council, the Executive, Overview and Scrutiny and other Regulatory Committees.
- 4.3 The Audit Committee will have access to in-house financial, legal and any other professional advice necessary to carry out its functions.
- 4.4 The Chairman of the Audit Committee and the external and internal auditor will meet as necessary and the Council's Audit Services Manager will provide necessary services and support and assistance to the Audit Committee.
- 4.5 Any Member, Officer or member of the public who has any concern covered by the Terms of Reference of the Audit Committee may raise the matter with the Chairman of the Committee who will obtain, if necessary, relevant advice from the Council's Monitoring Officer or the Section 151 Finance Officer before taking any action with regard to the same.

## **5. MEMBERSHIP**

- 5.1 Audit Committee members will be appointed by the Council and consist of 7 members in accordance with the rules governing political balance. No member of the Executive and no chair of the Overview and Scrutiny Panels will be eligible to be a member of the Audit Committee.
- 5.2 The Audit Committee will be provided with administrative support by the Governance Directorate and reports/decisions of the Audit Committee will be recorded and published on CMIS in the usual way. The Resources Directorate will provide technical support to the Committee when required. As the decisions of the Audit Committee will not be of an executive nature, the decisions will not be the subject of a request for call-in. If any Member is concerned about any decision of the Audit Committee, s/he should raise the matter with the Chairman of the Audit Committee, the Monitoring Officer, the Section 151 Finance Officer and/or ask an oral question of the Chairman of the Audit Committee at the Council meeting in accordance with the relevant Council Procedure Rules.

## **6. ATTENDANCE**

- 6.1 The Audit Committee shall meet on a regular basis as provided for in paragraph 7 below. Officers and others may attend all or part of the meeting at the invitation of the Committee. Attendees will usually include:
- The Leader or Deputy Leader
  - The Portfolio Holder for Finance
  - Town Clerk and Chief Executive
  - Director of Resources (Section 151 Finance Officer)
  - Director of Governance (Monitoring Officer)
  - Audit Services Manager
  - Other Directors and Managers, as required
- 6.2 Subject to the relevant meeting complying with the Access to Information paragraphs for the exclusion of members of the public, the Audit Committee will at least annually meet :
- (i) in private, with the external and internal auditors together; and/or
  - (ii) in private, with the external auditor.

## **7. MEETINGS**

- 7.1 The Audit Committee will meet at least four times a year in accordance with the schedule of meetings agreed by the Council. The External Auditor or the Audit Services Manager may request a meeting if they consider it necessary and other special meetings may be called in accordance with the Council's Procedure Rules.
- 7.2 The members of the Audit Committee will commit to receiving appropriate training and development necessary to fulfil their roles.

## **8. QUORUM**

- 8.1 The quorum for any meeting will be one quarter of the elected members of the Committee, subject to there being not less than two elected members present at any time.

## **9. WORK PROFILE OF THE AUDIT COMMITTEE**

- 9.1 In furtherance of the Terms of Reference and not otherwise, the Audit Committee is likely to receive and advise upon the following areas of work :
- Whether there is an appropriate culture of risk management and related control throughout the Council;
  - the Annual Governance Statement;
  - the annual Statement of Accounts, including changes in and compliance with accounting policies and practices, major judgemental areas and significant adjustments resulting from the audit;
  - significant changes required to Financial Procedure Rules and the Contracts Procedure Rules.
  - the framework and processes for risk assessment, analysis and management within the Council;
  - the effective co-ordination between internal and external audit;
  - the budget needed to resource effective internal and external audit and other responsibilities of the Audit Committee; and

- generally, on how the Audit Committee could add value to the work and operation of the Council.

## **9.2 External Audit and Inspection Agencies**

- To note the fees and terms of engagement of the external auditor.
- To review the planned programme of work with the external auditor.
- To consider the annual statutory audit and to advise the Executive on any response to any audit management letters, reports and investigations, including Value for Money studies and other inspection reports.
- To review whether agreed external or internal audit or inspection recommendations have been implemented by the Executive as timetabled.
- To discuss with the external auditor any problems, reservations or issues arising from the interim or final audit or other investigations.
- To review the external auditor's independence and objectivity and annually appraise the Executive on the effectiveness and value for money of the external audit service.

## **9.3 Corporate Governance Framework**

- To review and advise the Executive on the embedding and maintenance of an effective system of corporate governance including internal control and risk management.
- To give an assurance to the Council that there is a sufficient and systematic review of the corporate governance, internal control and risk management arrangements within the Council.
- To review the Annual Governance Statement and make appropriate recommendations to the Council, the Executive, the Overview and Scrutiny Panels and Regulatory Committees.
- To ensure that any significant weaknesses identified are remedied.
- To commission, if necessary, any relevant investigations into matters of particular concern relating to internal control.
- To ensure that the impact of any alleged or fraudulent activity on the Council's framework of internal control is reviewed and, where necessary, to recommend changes to strengthen the control framework.

- To receive reports relating to those aspects of whistle blowing or alleged or actual fraudulent activity which relate to the Terms of Reference of the Audit Committee.

#### **9.4 Internal Audit**

To review and make recommendations to the Executive regarding :

- The effectiveness of internal audit;
- the internal audit function to ensure it is adequately resourced;
- the internal audit strategy, annual plan and to monitor delivery of the plan;
- any internal audit protocols and policies;
- significant audit findings, together with the response from managers to these reports;
- any difficulties encountered by internal audit including any restrictions on the scope of activities or access to required information;
- agreed internal audit recommendations to ensure they are implemented by management as timetabled; and
- the annual report from the Audit Services Manager.

#### **9.5 Other**

To consider and make recommendations to the Executive on :

- the selection and terms of appointment of other appropriate advisors and consultants;
- governance issues relating to the operation of the Audit Committee, and
- the proportionality, independence, and appropriateness of any of the Council's policies relating to any audit or governance matters.
- such other matters of an audit, financial or governance nature as fall within the terms of reference of the Committee or as may be referred by the Council.