

STEVENAGE BOROUGH COUNCIL

AUDIT COMMITTEE

(MEETING JOINTLY IN PART WITH THE STATEMENT OF ACCOUNTS COMMITTEE)

MINUTES

Date: Wednesday 28 September 2016

Time: 6.00 p.m.

Place: Shimkent Room, Daneshill House, Danestrete, Stevenage

Present: Councillors: M McKay (Chair), L Chester, D Cullen,
J Gardner, G Lawrence and A McGuinness.

**Independent
Member:** B Mitchell

Also Present: N Harris and K Storey (Ernest Young)

Started: 6.00 p.m.

Ended: 6.45 p.m.

1. APPOINTMENT OF PERSON TO PRESIDE

It was **RESOLVED** that Councillor Mrs M McKay be appointed to preside over the part of the meeting that was held jointly with the Statement of Accounts Committee.

The Chair informed the meeting that a revised Statement of Account had been circulated in the supplementary agenda for Members to consider.

2. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence was received from Councillor J Hollywell.

There were no declarations of interest.

3. 2015/2016 STATEMENT OF ACCOUNTS AND EXTERNAL AUDIT REPORT

The Audit Committee and the Statement of Accounts Committee meeting jointly received a presentation from the Accountancy Service Manager on the Statement of Accounts 2015/16.

Members raised concerns about receiving the Statement of Accounts late from the external auditors as it did not allow Members of the Committee sufficient time for its full consideration.

Neil Harris, Director of Ernest Young acknowledged that his firm's was solely responsible for the late audited statement of accounts and not SBC Officers. He reassured Members that sufficient resources would in future be allocated to ensure that the audit exercise was completed on time. Neil Harris acknowledged that the audit had now been fully completed and expressed his thanks to the SBC officers, especially the finance team for their full cooperation throughout the exercise.

The Assistant Director (Finance) circulated a document that listed a number of post audit adjustments to the Statement of Accounts. The Officer informed the meeting that the adjustments below had now been included within the revised Statement of Accounts -

- Movement in Reserves Statement (page 32)
- Cash flow statement (page 38)
- Narrative Summary (pages 14 and 18)
- Note 7 – Adjustment between accounting basis and funding basis (page 48)
- Note 9 – Capital Adjustment Account (page 55)
- Note 17 - Capital Expenditure and Financing (page 76)
- Note 21 – Debtors (page 21)
- Note 26 – Amounts reported for resource allocation decisions (page 99)
- Note 35 – Adjustment to net surplus on provision of services for non cash movements

The Assistant Director informed the meeting that the above changes had no impact on the balances of either the General Fund or Housing Revenue Account.

Members thanked the Officers for a clear and concise presentation.

Note – At this point in the meeting the Statement of Accounts Committee **RESOLVED** to adjourn until the rise of the Audit Committee.

Members sought clarification about the revaluation of Council stock and the Council's pension reserve.

Members were advised of a typographical error on page 139, under the heading – Cash Flow Statement – Operating Activities, that it should be amended to read 2015/2016 and not 2014/2015.

The Chair requested that thanks be recorded in the minutes to Ernest Young, the External Auditors, Clare Fletcher, Anita Thomas and the Accountancy team and to all those that had contributed to the statement for their work in producing a robust set of accounts.

It was **RESOLVED** that the Statement of Account Committee be recommended -:

1. That the Annual Report to those charged with Governance for 2015/16 be approved.
2. That the Council's Letter of Representation be approved.
3. That the Financial Report including the Statement of Accounts 2015/16 in the supplementary agenda be approved.
4. **URGENT PART 1 BUSINESS.**
None.
5. **EXCLUSION OF THE PRESS AND PUBLIC**
Not required.

PART II

6. **URGENT PART II BUSINESS**
None.

Chair

STEVENAGE BOROUGH COUNCIL

AUDIT COMMITTEE MINUTES

Date: 9 November 2016

Time: 6:00 pm

Place: Shimkent Room, Daneshill House, Danestrete, Stevenage

Present: Members: Councillors: M McKay (Chair), H Burrell, D Cullen,
L Chester, J Gardner, J Hollywell and G Lawrence
In Attendance: C Wood (SIAS Audit Manager); K Storey Ernst & Young
Start/End Time: Start Time: 6:00 pm
End Time: 7:10 pm

1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Councillor A McGuinness and Independent Member B Mitchell.

There were no declarations of interest.

2. MINUTES – AUDIT COMMITTEE – 5 SEPTEMBER 2016

It was **RESOLVED** that the Minutes of the meeting of the Committee held on 5 September 2016 are approved as a correct record and signed by the Chair.

3. MINUTES – AUDIT COMMITTEE – 28 SEPTEMBER 2016

It was **RESOLVED** that the Minutes of the meeting of the Committee held on 28 September 2016 are approved as a correct record and signed by the Chair.

4. REVISION TO CONTRACT STANDING ORDERS 2016

The Committee received a report on proposed revisions to the Council's Contract Standing Orders (CSO's). The Assistant Director Finance detailed to the Committee the main changes relating to:

- CSO's now identify the Assisstant Director or Head of Service as ultimately responsible for compliance with the CSO's for the services they are responsible for;
- For quotations, CSO's now say that Members of SBC support the use of local suppliers and that staff may wish to consider inviting them to quote for opportunities;
- The electronic tendering system would now be the only option for procuring enabling a full audit trail of all

- communications and to make data transparency a simpler process;
- The EU Procurement Directive thresholds to be updated in line with the latest thresholds;
- The section on the engagement of consultants had been enhanced.

Members questioned the use of the word 'may' in relation to the use of local suppliers. The Assistant Director (Finance) advised that the legal advice received was that the Council could not direct staff to use local suppliers as the Council would be open to challenge in relation to the procurement process. However this legal view will be revisited.

The Committee were pleased to note that the option to use a hard copy tender had now been removed and that all tenders would now be issued through the Council's E-tendering System In-tend.

In relation to the EU Procurement Directive thresholds, the Council was following the current rules as the impact of Brexit was as yet unknown.

It was **RESOLVED** that revised Contract Standing Orders be recommended to Council for approval.

5. APPOINTMENT OF EXTERNAL AUDITOR (FOR AUDITS OF ACCOUNTS FROM 2018/19 ONWARDS)

The Assistant Director (Finance) submitted a report outlining the preferred mechanism for the appointment of the Council's external auditors for the Statement of Accounts 2018/19 onwards.

The Committee was advised of the benefits of opting in to the appointing person regime which was likely to result in better buying power than contracting as a single entity.

In response to a question, officers advised that although the Auditor would be appointed on the Council's behalf, the contract would be directly between the auditor and the Council so any dialogue would happen directly.

It was **RESOLVED** to recommend to the Executive and Council that the Council opts in to the appointing person arrangements provided by Public Sector Audit Appointments (PSAA) for the appointment of external auditors for a five year period commencing on the 1 April 2018.

6. INTERNAL AUDIT PROGRESS REPORT 2016/2017

Chris Wood, SIAS Audit Manager introduced the Shared Internal Audit Service Progress Report. He advised that since the last meeting of the Committee a number of reports and assignments had been issued or completed. He was also pleased to report that the 50% delivery threshold had now been achieved.

The Committee noted that the Cyber Risk Draft Audit Report remained with management for a formal response prior to issue as a final report. Officers agreed that this would be submitted to the next meeting of the Committee in January 2017. However, officers were pleased to inform Members that there were very few risks and vulnerabilities within the service.

Members expressed concern regarding the storage and retention of paper documents containing personal data and requested that timescales be established for this to happen as soon as practicably possible. The Assistant Director (Finance) advised that this would be followed up and raised at the Corporate Governance group.

Officers reassured Members that in relation to the security of third party data, there were inherent protections in the systems used by the Council and all staff were fully trained in how to deal with the systems in place.

It was **RESOLVED** that Members are recommended to note the Internal Audit Progress Report for the period to 28 October 2016

7. 2016/17 MID YEAR TREASURY MANAGEMENT REVIEW

The Assistant Director (Finance) reported on updates to the 2016/17 Treasury Management and Investment Strategy. The Committee was advised that it was proposed to remove the requirement to maintain a minimum of £10million in instant access or overnight balances. Officers considered the prescribed amount to be unnecessary but would have due regard to the day to day cash flows required by the Council. The aim was not to undertake short term borrowing but should this be required it would be permitted within the authorised limit.

In response to a question regarding how this Committee would be able to monitor the situation, the Assistant Director (Finance) agreed to include within the Treasury Management reports to this Committee when any short term borrowing had been necessary.

Officers also reminded Members of the review of the Treasury Management Strategy which would include a presentation to Members in December/January for Members of the Audit Committee and the Executive.

It was **RESOLVED**

1. That the following be recommended to Council –
 - 1.1 That the 2016/17 Treasury Management Mid-Year Review and the prudential and treasury indicators in this report be approved.
 - 1.2 That the removal of the current treasury management limit to maintain £10Million in instant access or overnight balances limits (paragraph 4.7.9 and Appendix C) be approved;
 - 1.3 That the latest approved Countries for investments be agreed (paragraph 4.7.11 Appendix D).

8. ANNUAL AUDIT LETTER

Ernst and Young Auditors presented the Annual Audit letter for the year

ended 31 March 2016. The Auditor advised the Committee that there had been no changes to the outcomes since the previous meeting.

It was **RESOLVED** that the Annual Audit Letter for the Year ended 31 March 2016 be received.

9. URGENT PART I BUSINESS

None.

10. EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** that:

1. Under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as described in paragraphs 1-7 of Part 1 of Schedule 12A of the Act as amended by Local Government (Access to information) (Variation) Order 2006.
2. Members considered the reasons for the following report being in Part II and determined that the exemption from disclosure of the information contained therein outweighed the public interest in disclosure.

PART II

11. PART II MINUTES AUDIT COMMITTEE – 5 SEPTEMBER 2016

It was **RESOLVED** that the Part II Minutes of the meeting of the Committee held on 5 September 2016 are approved as a correct record and signed by the Chair subject to T Barnett being replaced by N Jennings as being present at the meeting.

12. STRATEGIC RISK REGISTER

The Committee received the Strategic Risk Register report.

Members asked a number of detailed questions about the report which were answered by officers.

It was **RESOLVED**

1. That the latest Strategic Risk Register is noted.
2. That developments on risk management issues as outlined in Section 4.2 of the report is noted

13. URGENT PART II BUSINESS

None.

CHAIR