

SUMMARY OF DECISIONS -

Meeting:	Audit Committee	
Date:	Tuesday, 12 June 2018	
Place:	Shimkent Room - Daneshill House, Danestrete	
Members Present:	Councillors:	Maureen McKay, Howard Burrell, David Cullen, John Gardner, Graham Lawrence, John Lloyd and Graham Snell

1	APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST	
	<p>An apology for absence was received from Councillor L Chester.</p> <p>There were no declarations of interest.</p> <p>S Martin was introduced to the meeting as the new Client Audit Manager for the Shared Internal Audit Service.</p>	
2	APPOINTMENT OF VICE-CHAIR	
	<p>It was moved, seconded and RESOLVED that Councillor J Gardner be elected to serve as Vice-Chair of the Audit Committee for the municipal year 2018/2019.</p>	
3	TERMS OF REFERENCE	
	<p>It was RESOLVED that the Terms of Reference are noted.</p>	
4	MINUTES OF PREVIOUS MEETING	

	<p>It was RESOLVED that the Minutes of the meeting of the Audit Committee held on 26 March 2018 are approved as a correct record and signed by the Chair.</p>	
<p>5</p>	<p>ANNUAL GOVERNANCE STATEMENT 2017/18</p>	
	<p>The Committee received a report which advised on the content of the Council's Annual Governance Statement for 2017/18 following the review of the effectiveness of the Council's system of internal control and governance arrangements.</p> <p>The Chair complimented Officers for the clarity of the report.</p> <p>In reply to a question concerning potential learning points from the difficult financial situation faced by a neighbouring authority the Committee was advised that Hertfordshire County Council had prepared a summary of events. The Committee requested that a copy of the summary be made available to Members.</p> <p>It was RESOLVED that the Council's 2017/18 Annual Governance Statement, as attached to the report at Appendix One, is recommended for approval by the Statement of Accounts Committee.</p>	
<p>6</p>	<p>STEVENAGE BOROUGH COUNCIL 2017/18 ANTI-FRAUD REPORT</p>	
	<p>The Committee received the Council's 2017/18 Anti-Fraud Report.</p> <p>Members asked a number of questions about the report which were answered by the Officer.</p> <p>It was RESOLVED that the report is noted.</p>	

7	SHARED INTERNAL AUDIT SERVICE - PROGRESS REPORT	
	<p>The Committee received the Internal Audit Progress Report for the period to 25 May 2018.</p> <p>The Client Audit Manager advised the Committee that since the publication of the report the percentage of actual billable days had increased to 19% and that a further audit report had been issued.</p> <p>The Committee was further advised of 3 potential new high priority recommendations including one relating to Cyber Security.</p> <p>Members asked a number of questions relating to the Council's IT procedures which were answered by Officers.</p> <p>It was RESOLVED that the report be noted.</p>	
8	STEVENAGE BOROUGH COUNCIL 2017/18 ANNUAL ASSURANCE STATEMENT AND INTERNAL AUDIT ANNUAL REPORT	
	<p>The Committee received the Council's 2017/18 Annual Assurance Statement and Internal Audit Report.</p> <p>In reply to a question the Assistant Director (Finance and Estates) confirmed that the scope and resources for internal audit were subject to no inappropriate limitations in 2017/2018.</p> <p>Members asked a number of detailed questions about the report and Key Performance Indicator targets which were answered by the Officer.</p> <p>It was RESOLVED that:</p> <ol style="list-style-type: none"> 1. The Annual Assurance Statement and Internal Audit Annual Report are noted 2. The results of the self-assessment, as required by the Public Sector Internal Audit Standards and the Quality Assurance and Improvement Programme are noted 3. The SIAS Audit Charter is accepted 	

	<p>4. Assurance be sought from management that the scope and resources for internal audit were not subject to inappropriate limitations in 2017/18.</p>
9	<p>URGENT PART 1 BUSINESS</p>
	<p>9a ANNUAL AUDIT FEE LETTER 2018/19</p> <p>Due to an administrative error this report had not been circulated five clear days before the meeting (nor was it available for public inspection for that time). The Chair agreed that the item was accepted as urgent as the next meeting of the Committee is not until September 2018.</p> <p>The Committee was advised that the External Auditor's fee for 2016/17 had been challenged and taken to arbitration. The Assistant Director (Finance and Estates) undertook to inform the Committee of the decision of the arbitration panel once known.</p> <p>It was RESOLVED that the report is noted.</p> <p>Councillors H Burrell and J Gardner left the meeting at the conclusion of this item.</p>
10	<p>EXCLUSION OF PUBLIC AND PRESS</p>
	<p>It was RESOLVED that:</p> <ol style="list-style-type: none"> 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 having 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.

11	STRATEGIC RISK REGISTER	
	<p>The Committee received the Council's latest Strategic Risk Register.</p> <p>It was RESOLVED that the report is noted.</p>	
12	<p>URGENT PART II BUSINESS</p> <p>12a REPAIRS AND VOIDS SERVICE</p> <p>This report had not been circulated five clear days before the meeting. The Chair agreed that the item is accepted as urgent given the requirement for the report to be considered alongside the SIAS progress report at item 7 on the agenda.</p> <p>Members asked a number of questions about the report which were answered by the Officer.</p> <p>It was RESOLVED that:</p> <ol style="list-style-type: none"> 1. The report is noted 2. The service responses are noted 3. The actions that are being implemented in conjunction with the recommendations of the audit are endorsed. 	