

**NUNEATON AND BEDWORTH BOROUGH COUNCIL**

**AUDIT COMMITTEE**

**22nd March, 2012**

A meeting of the Audit Committee was held at the Town Hall, Nuneaton, on Thursday, 22nd March, 2012.

**Present**

Councillor J. Haynes (Chair)

Councillors D. Carr, R.G. Copland, P.J. Gilbert, G. Smith and R.A. Taylor, and Mrs Lesley Nelson.

An apology for absence was received from Mrs Christine Bacon.

486 **Minutes**

**RESOLVED** that the minutes of the meeting held on 26th January, 2012 be confirmed and signed by the Chair.

487 **Certification of Claims and Returns - Annual Report - 2010/11**

Mr. Preece of the Audit Commission presented the Certification of Claims and Returns – 2010/11 report which summarised the findings from certifying the 2010/11 claims.

**RESOLVED** that

(a) the report and the remedial action taken following the recommendations made within it be noted; and

(b) a progress report be submitted in the Autumn to this Committee to update Members on the error rates in the processing of Housing and Council Tax Benefit Claims.

488 **2011/12 Opinion Audit Plan**

Mr. Gregory of the Audit Commission presented the 2011/2012 Opinion Audit Plan setting out the Audit Commission approach to the audit of the 2011/12 Financial Statements and the associated specific risks identified.

**RESOLVED** that

(a) the report be noted; and

(b) the Assistant Director-Finance and Procurement, and her team be thanked for their support and co-operation during the audit.

489 **Update on the Outsourcing of Audit Services**

The Executive Director submitted to a report to inform the Committee of the result and future timetable for the outsourcing of external audit services.

**RESOLVED** that

(a) the update on the outcome of the procurement exercise to outsource the work of the Commission's in-house audit practice and the process for making auditor appointments for 202/13 and subsequent years be noted; and

(b) Mr. Preece and Mr. Gregory be thanked for their attendance at the Committee and the Committee look forward to working with them again under the Grant Thornton contract for Audit Services.

490 **Internal Audit Plan 2012-13**

The Audit and Governance Manager submitted a report setting out the proposed Internal Audit Plan for 2012 – 13 which had been prepared on a risk assessment basis. The Committee were informed that paragraph 4.5 of the report should be deleted as it had been included in error.

**RESOLVED** that

(a) the Internal Audit Plan 2012-13 as set out at Appendix A to the report of the Audit and Governance Manager be approved; and

(b) a report on the proposed computer audit plan be submitted to this Committee in June, 2012

491 **Contract and Financial Procedure Rules**

The Assistant Director – Governance and Recreation and the Assistant Director – Finance and Procurement submitted a joint report updating the Council's Contract Procedure Rules and Financial Procedure Rules which were last updated and approved by Council in April 2011.

**RESOLVED** that

(a) the Contract Procedure Rules at Appendix A and the Financial Procedure Rules at Appendix B to the joint report of the Assistant Director – Governance and Recreation and the Assistant Director – Finance and Procurement be approved subject to the correction of the spelling error in paragraph 2.5.2 and;

(b) IT BE RECOMMENDED TO COUNCIL THAT the Constitution be updated accordingly.

492 **Anti-Money Laundering Framework**

The Assistant Director-Finance and Procurement and the Audit and Governance Manager submitted a joint report on the Council's Anti-Money

Laundering Framework, which was first introduced and approved by Cabinet in 2009.

**RESOLVED** that

(a) the updated framework at Appendix A to the joint report of the Assistant Director – Finance and Procurement and the Audit and Governance Manager be approved subject to the correction of the spelling errors in paragraphs 3.2 and 7.1; and

(b) IT BE RECOMMENDED TO COUNCIL THAT the Constitution be updated accordingly.

493 **Any Other Business**

**(i) Courtesies**

The Chair reported that Mrs. C. Grant, Democratic Services Officer, was taking voluntary redundancy/early retirement on 31st March, 2012.

**RESOLVED** that the Committee record it's thanks to Mrs. Grant for her contribution to the work of the Council and express their best wishes for the future.

**(ii) Utility Invoice**

The Committee requested an update on progress relating to the apparent incorrect payment of a large utility invoice.

**RESOLVED** that:

(a) it be noted that investigations were still ongoing, as several months of usage were needed to compare bills; and

(b) further updates be provided to future meetings of this Committee.

**(iii) Mileage Claims**

The Committee requested an update on progress relating to the audit of mileage claims.

**RESOLVED** that it be noted that a mileage claims would be included in the audit plan which will be submitted to the next meeting of this Committee.

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Chair