

# MINUTES OF AUDIT AND ETHICS COMMITTEE

4 APRIL 2017

## PRESENT:

### Members of the Committee:

Mr P Dudfield (Chairman), Mr J Eves (Vice Chairman) and Councillor Mistry

### Officers:

Mannie Ketley (Head of Corporate Resources and Chief Financial Officer), Chris Green (Corporate Assurance and Improvement Manager), Chris Blundell (Financial Services Manager), Rob Kindon (Property Services Manager), Tom Kittendorf (Sport and Recreation Manager), Theresa Summers (Safety and Resilience Manager) and Veronika Beckova (Democratic Services Officer)

### In attendance:

Paul Harvey (Assistant Manager – Grant Thornton)

## 43. MINUTES

The minutes of the meeting held 14 February 2017 were approved and signed by the Chairman.

## 44. APOLOGIES

Apologies for absence from the meeting were received from Councillors Mrs Crane and Roodhouse.

An apology for absence from the meeting was received from Grant Patterson (Director – Grant Thornton).

## 45. INFORMING THE AUDIT RISK ASSESSMENT FOR RUGBY BOROUGH COUNCIL

The committee considered the report presented by Grant Thornton (Part 1 – Agenda Item 4).

**RESOLVED THAT** – the committee confirmed that it is satisfied with arrangements currently in place identified in the appended report.

## 46. DRAFT EXTERNAL AUDIT PLAN 2016/17

The committee considered the report presented by Grant Thornton (Part 1 – Agenda Item 5).

**RESOLVED THAT** – the Draft External Audit Plan and proposed fee for 2016/17 be approved.

**47. 2016/17 INTERNAL AUDIT PLAN PROGRESS UPDATE**

The committee considered the report presented by the Corporate Assurance and Improvement Manager (Part 1 – Agenda Item 6).

**RESOLVED THAT** – the report be noted.

**48. 2017/18 INTERNAL AUDIT PLAN**

The committee considered the report presented by the Corporate Assurance and Improvement Manager (Part 1 – Agenda Item 7).

The Corporate Assurance and Improvement Manager informed the committee that closing date for the Corporate Assurance Officer's post is Sunday 9 April. Interviews will be held in the week commencing Monday 24 April.

**RESOLVED THAT** – the internal audit plan for 2017/18 be approved.

**49. MOTION TO EXCLUDE THE PUBLIC UNDER SECTION 100(A)(4) OF THE LOCAL GOVERNMENT ACT 1972**

**RESOLVED THAT** – under Section 100(A) (4) of the Local Government Act 1972 the public be excluded from the meeting for the following items on the grounds that they involved the likely disclosure of information defined in paragraphs 1 and 2 of Schedule 12A of the Act.

**50. CORPORATE HEALTH AND SAFETY INTERNAL AUDIT REPORT – ACTION PLAN UPDATE**

The committee considered the private report presented by the Property Services Manager and the Safety and Resilience Manager (Part 2 – Agenda Item 1).

As part of the 2017/18 internal audit plan, a follow-up review is scheduled for quarter three.

**RESOLVED THAT** –

- (1) the action plan update be noted; and
- (2) the positive actions taken be noted.

**51. BENN HALL INTERNAL AUDIT REPORT – ACTION PLAN UPDATE**

The committee considered the private report presented by the Sport and Recreation Manager (Part 2 – Agenda Item 2).

As part of the 2017/18 internal audit plan, a follow-up review is scheduled for quarter three.

**RESOLVED THAT** –

- (1) the action plan update be noted; and
- (2) the positive actions taken be noted.

**52. WHISTLE BLOWING INCIDENTS – STANDING ITEM – TO RECEIVE ANY UPDATES**

One issue is currently being investigated by the Corporate Assurance and Improvement Manager. The committee will be kept informed of the progress.

**53. FRAUD AND CORRUPTION ISSUES – STANDING ITEM – TO RECEIVE ANY UPDATES**

There were no issues to report.

**CHAIRMAN**