

AUDIT GOVERNANCE & STANDARDS COMMITTEE

21st April 2016

SECTION 11 UPDATE

Relevant Portfolio Holder	Cllr. John Fisher
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering – Exec Director Finance and Resources
Wards Affected	All Wards
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To present to with an update of the progress following the Section 11 recommendations noted by this committee on 28th January 2016.

2. RECOMMENDATIONS

The Committee is asked to NOTE the Action Plan as included on Appendix 1.

3. KEY ISSUES

Financial Implications

3.1 There are no specific implications to this report.

Legal Implications

3.2 The Council has a statutory responsibility to comply with financial regulations.

Service/Operational Implications

3.4 Unqualified opinions were given for the accounts and the Value for Money Judgement on 30th September 2015 for the financial year 2014/15.

3.5 The Council was required by s11 Audit Commission Act 1998 to report the recommendations contained in the Annual Audit letter at a formal council meeting, to ensure that the Council takes appropriate action to address the significant issues identified. The purpose of this report is to update Members further on the progress of these recommendations.

3.6 Appendix 1 details the action plan as at 12th April 2016, this shows that there are 2 areas of concern where the deadline has not been met by

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the due date. These relate to a full set of template working papers being prepared and agreed with by the Auditors.

- 3.7 A meeting has been held with the Auditors to discuss requirements but no formal documents has been received to enable the Technical Accountant to prepare these documents, once this has been received the Technical Accountant will work to ensure we are able to meet all requirements.
- 3.8 As part of the Final Accounts process, a full detailed timetable has been prepared and agreed with the team, giving strict deadlines for tasks to be completed to ensure that the Accounts meet the required quality and the statutory date of 31st March 2016, for the 2015/16 accounts. This is being managed with weekly meetings with all team members to allow them to raise any concerns and ensure they are meeting all deadlines.
- 3.9 A Memorandum including key dates has also been prepared for all Council Officers showing clearly the dates when information is received by Finance and the importance of this, this was emailed to Heads of service and managers and a copy was available for all staff on the council intranet; this is included at Appendix 2.
- 3.10 A risk log is also being held in finance showing all areas of concern that may affect the ability for Officers to meet the timetable, this is being updated on a daily basis and risks are being mitigated where possible. A current copy of this is included at Appendix 3.
- 3.11 Officers will continue to work with both Internal and External Audit to ensure the recommendations are implemented as reported.

Customer / Equalities and Diversity Implications

- 3.8 There are no implications arising out of this report.

4. RISK MANAGEMENT

As part of all audit work, auditors undertake a risk assessment to ensure that adequate controls are in place within the Council so reliance can be placed on internal systems.

5. APPENDICES

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| Appendix 1 - | S11 Action Plan |
| Appendix 2 - | Officer Memorandum |
| Appendix 3 - | Finance Risk Log |

REDDITCH BOROUGH COUNCIL

**AUDIT GOVERNANCE & STANDARDS
COMMITTEE**

21st April 2016

AUTHOR OF REPORT

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