

West Wiltshire District Council

Minutes

Minutes of the: **Audit Committee**

Held on: **Thursday 20 March 2008**

Held at: **Council Offices, Bradley Road, Trowbridge**

Present:

Councillors: Carbin, Ezra, Fuller, Humphries, and H Osborn

Also in attendance: Peter Brown and Melanie Watson (Audit Commission), and Simon Perks (KPMG)

Officers: Corporate Director & Chief Finance Officer (IJ), Management Accountant (SH), Financial Accountant (AB), and Member Support Officer (SS)

1. **Apologies**

Apologies were received from Cllr Alford.

2. **Declarations of Interest**

None.

3. **Announcements from the Chairman**

None.

4. **Minutes**

The minutes of the last meeting held on 13 December were corrected to read that the next meeting was to be held on 20 rather than 13 March 2008. The minutes were then approved as a correct record and signed by the Chairman.

5. **Annual Audit and Inspection Letter 2006/07**

The Corporate Director & Chief Finance Officer introduced Melanie Watson of the Audit Commission who presented the Annual Audit and Inspection Letter 2006/07.

Resolved:

That the Annual Audit and Inspection Letter 2006/07 is noted.

6. Internal Audit Reports

The Corporate Director & Chief Finance Officer introduced Simon Perks of KPMG who presented the Internal Audit Reports.

Resolved that the Committee:

- **Notes the internal audit reports;**
- **Notes the progress of actions taken to implement internal audit recommendations.**

7. Risk Management - update

The Financial Accountant and The Corporate Director & Chief Finance Officer presented the report on the Local Government Reorganisation (LGR) risk register and the updated strategic risk register, and answered questions from members.

Resolved that the Committee:

- **Notes the finalised LGR risk register;**
- **Notes the updated strategic risk register and requests that the Committee be updated at future meetings.**

8. Corporate Governance - update

The Corporate Director & Chief Finance Officer and the Management Accountant presented a report on the revised Local Code of Corporate Governance following the publication of revised CIPFA/SOLACE guidance.

Resolved that the Committee:

- **Note the revised framework for the Code of Corporate Governance;**
- **Note the draft Annual Governance Statement which will be discussed at the next meeting in June 2008.**

9. Annual Audit Committee report to Full Council – discussion

Resolved:

- **That a report is to be drafted by the Chairman, with the support of Officers, and circulated to members of the Committee for comment prior to its presentation to the Annual Council meeting in May 2008.**

10. Forward Work Plan

Resolved:

That the Committee approved the forward work plan, after removing 'Capital Strategy 2008' from the December 2008 meeting.

11. Date of Next Meeting

The next meeting will be on 26 June 2008 at 7.00pm.

(7.00pm – 8.00pm)

These minutes were prepared by Sean Semple, Member Support Officer,
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