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MINUTES OF A MEETING OF THE AUDIT COMMITTEE HELD AT THE TOWN HALL, PETERBOROUGH ON 2 FEBRUARY 2015

Present: Councillors Lee (Chairman), Harper (Vice Chairman), Stokes, Thulbourn, F Fox, Herdman, Sandford and Lane.

Also in
Attendance: Councillor Seaton, Cabinet Member for Resources.

Officers in
Attendance: Steven Pilsworth, Head of Strategic Finance
Steve Crabtree, Chief Internal Auditor
Karen S Dunleavy, Governance Officer

Also in
Attendance: Julian Rickett, PricewaterhouseCooper

1. Apologies for Absence

Apologies for absence were received from Councillors Arculus, Lamb and Sylvester.

Councillor Stokes was in attendance as a nominated substitute.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the Meeting held on 3 November 2014

The minutes of the meeting held on 3 November 2014, were approved as an accurate and true record.

4. Use of Regulation of Investigatory Powers Act 2000 (RIPA)

The Committee **noted** that there were no RIPA authorisations in this quarter.

5. External Audit: Annual Audit Letter and Grant Claims Annual Certification

The Head of Strategic Finance and Julian Rickett, PwC introduced a report to Members of the Audit Committee, which outlined the Annual Audit Letter and Grant Claims Annual Certification 2013/14.

Key points within the report included:

- Audit responsibilities;
- Audit findings;
- Matters arising;
- Other matters reported to those charged with governance;
- Annual certification report 2013/14;
- Results of certification work;
- Claims and returns certified; and
- Certification fees.

In response to questions raised by Members, Julian Rickett, PwC confirmed that the materiality amount in relation to grant claims was below the threshold agreed with Audit Committee.

The Committee:

Considered and endorsed the final report produced by External Audit in the following areas:

- i. 2013/14 Annual Audit Letter; and
- ii. 2013/14 Grant Claims: Annual Certification Report.

6. Feedback report

The Governance Officer and the Head of Strategic Finance introduced the report, which provided feedback on items considered or questions raised at the previous meeting of Audit Committee. It also provided an update on specific matters, which were of interest to the Committee or where the Committee had requested to be kept informed of progress.

The Committee:

Agreed that the Head of Strategic Finance would:

- i. Circulate the most recent Cabinet Member Decision Notice that required the use of the Invest to Save Scheme (ISS), to Members of the Audit Committee for comment on whether it contained the information they would expect; and
- ii. Arrange a briefing regarding the Asset Disposal Protocol.

The Committee Also Agreed:

That the Cabinet Member for Resources would hold a discussion with the Budget Working Group to raise whether it would be permissible to utilise Public Health funding to support the provision and maintenance of Peterborough City Council park and recreational spaces.

7. Work Programme

The Governance Officer submitted the latest version of the Work Programme for the Municipal Year 2014/2015 for consideration and approval. The standard report provided details of the proposed Work Programme for the Municipal Year 2014/2015 together with any training needs identified.

The Committee:

Noted and approved the 2014/2015 Work Programme.

The Committee also agreed:

That the Head of Strategic Finance would provide an update outlining any comments received regarding the ISS funding.

7.00pm – 7:30pm
Chairman