

Report For:	Audit Committee
Meeting Date:	31st January 2019
Part:	Part 1 - Open
If Part 2, reason:	N/A



WYCOMBE
DISTRICT COUNCIL

AGENDA ITEM:

SUMMARY

Title of Report:	Audit Committee Annual Report – Draft
Officer Contact: Direct Dial: Email:	Michael Howard 01494 421357 Mike.Howard@wycombe.gov.uk
Ward(s) affected:	ALL
Reason for the Decision:	To comply with CIPFA guidance. Contained within the CIPFA Audit Committee Practical Guidance for Local Authorities and Police 2013 Edition is a recommendation of good practice to publish an Annual report reflecting the work of the Audit Committee.
Proposed Decision/Recommendation:	That: The draft 2018 Annual report for the Audit Committee is agreed.
Sustainable Community Strategy/Council Priorities - Implications	Risk: Not applicable Equalities: Not applicable Health & Safety: Not applicable
Monitoring Officer/ S.151 Officer Comments	Monitoring Officer: No specific Monitoring Officer comments. Section 151 Officer: No specific Section 151 Officer comments.
Consultees:	None

Options:	None.
Next Steps:	None
Background Papers:	2017 Annual Report
Abbreviations:	CIPFA – Chartered Institute of Public Finance and Accountancy

Appendices to this report are as follows:

None, contained in main report



WYCOMBE DISTRICT COUNCIL ANNUAL AUDIT COMMITTEE REPORT 2018

Date: December 2018

Version: 1.0

Author: Michael Howard: Business Assurance Manager

Introduction by the Chair of the Audit Committee.

I am pleased to present the Annual Report of the Audit Committee which describes the Committee's work and its achievements.

The Annual Report helps to demonstrate to the various stakeholders in the district of the vital role that is carried out by the Audit Committee and the contribution that it makes to the Council's governance arrangements.

To provide ongoing assurance over the Council's internal controls and systems the Committee is attended by the Council's in house Business Assurance Manager.

Similarly, representatives from Ernst Young, the Councils External Auditor attend and report upon the Councils financial statements and value for money arrangements.

Looking forward to 2019/20, the Audit Committee will continue to provide robust oversight of Council's spending and value for money.

Whilst there is a cyclical work plan, the Committee is able to seek assurance from Management that any emerging areas of risk are being properly managed and controlled.

I would like to thank all Members who have served on the Audit Committee during the year and those officers who have supported the work of the Committee in presenting and discussing reports.



Councillor Mike Appleyard

Chairman of the Audit Committee

1 Audit Committee responsibilities.

1.1 The Audit Committee is responsible for:

- Liaison with the Council's external auditors
- Reviewing and discussing the annual financial statements, external audit reports and external auditor's annual management letter prior to consideration by Cabinet and full Council.
- Corporate governance
- Internal audit
- Risk Management
- Counter Fraud
- Maintaining an overview of Health and Safety in the Council's capacity as employer or regulator.
- Analysis of key performance indicators and identification of actions required.

The Council's constitution details the terms of reference for the Audit Committee.

1.2 To ensure that the Audit Committee is able to deliver against the responsibilities outlined above, a work programme is prepared and this forms the basis of the meetings that are held throughout the year.

1.3 Attached at Appendix A is a brief outline of the meetings that have been held and the items that were covered. The planned agenda is supplemented by reports where the Committee has requested additional information or assurance from Management.

1.4 Taking the year as whole, the Audit Committee has been successful in:

- ❖ Maintaining an overview of internal control and governance
- ❖ Focussing attention on services where there are internal control or performance issues.
- ❖ Maintaining an overview of the Council's finances and receives reports from the Council's External Auditors, EY, based on their annual cycle of external audit work. We are pleased to record that the Council received an Unqualified Audit Opinion for the 2017/18 Accounts.
- ❖ Maintaining an overview of the Council's Health and Safety arrangements.
- ❖ Undertook a review of Service Performance for Quarters 1 (April – June 2016 and Quarter 2 (July – September 2016).

1.5 Attached at Appendix B is a brief outline of the work programme for the Audit Committee up to 2019. Audit Committee members may also request reports or ask for the details of any follow up action on a specific area of concern.

1.6 All agenda and minutes from the Audit Committee meetings are available on the Council's website: www.wycombe.gov.uk

2. Audit Committee Membership

2.1 The Membership of the Audit Committee is made up 8 Councillors: 7 Conservatives and 1 Labour and 4 standing deputies: 3 Conservatives and 1 Labour.

4 Further information:

If you have any comments or questions arising from this report or would like to know more about the work of the Audit Committee, please contact

Iram Malik - Senior Democratic Services Officer

Email: Iram.Malik@wycombe.gov.uk DDI: 01494 421204

APPENDIX A - WORK UNDERTAKEN BY THE AUDIT COMMITTEE JANUARY 2018 - NOVEMBER 2018.

Thursday 25th January 2018

Items covered:

- Annual Review of the Risk Management Policy
- Audit Committee Annual Report – Draft
- Treasury Management Strategy 2018/19
- EY Certification of Grants Claim
- EY Annual Audit Plan
- Audit Committee Work Programme

Thursday 31st May 2018

Items covered:

- 2017/18 Service Performance Annual Report
- Health & Safety Annual Report 2017/18 & Work Programme
- EY Audit Progress Report
- EY Annual Fee Letter 2018/19
- Annual Review of the Audit Committee Terms of Reference
- Proposed Internal Audit Programme 2018-19
- Annual review of the Anti- Fraud & Corruption Policy
- Business Assurance Managers Annual Report (including Local Code of Governance)
- Draft Annual Governance Statement
- Audit Committee Work Programme

Information Sheet:

02-2018 Regulation of Investigatory Powers (RIPA) Annual Report

Thursday 26th July 2018

Items covered:

- WDC Emergency Plan/Procedure (arising from Strategic Risk Register review)
- Housing Benefit Subsidy Audit – Appointment of Independent Reporting Accountant.
- Treasury Management Annual Report Cabinet Report
- External Auditor's Audit ISA 260 Audit Results Report
- Approval of 2017/18 Statement of Accounts.
- Higginson Park Trust Annual Report and Accounts for 2017/18
- Audit Committee Work Programme

Information sheet:

03-2018 Ernst & Young - Local Government Audit Committee Briefing.

Thursday 1st November 2018

Items covered:

- Business Assurance Manager's Half-Yearly Report
- Update on the Actions from the Annual Assurance Statement and Local Code of Governance.
- Update on the Strategic Risk Register.
- Treasury Management Mid-Year Report 2018/19
- Approval of the Higginson Part Trust Charity Annual Report 2017/18.
- Audit Committee Work Programme

PRESENTATIONS

There were no presentations made to the Audit Committee during the reporting period.

APPENDIX B – 2019 FORWARD WORK PROGRAMME

January 2019

Items to be covered:

Draft Audit Committee Annual Report
Annual Review of the Risk Management Policy
Ernst & Young Annual Audit Plan
Certification of Grants and Claims Annual Report
Strategic Risk Register - Quarter 3 Monitoring Report
Audit Committee Work Programme

June 2019

Items to be covered:

Proposed Internal Audit Programme 2019/20
Health & Safety Annual Report 2017/18 and Work Programme 2019/20
Draft Annual Governance Statement
EY Audit Progress Report
Audit Committee Work Programme

Information Sheet:

Regulation of Investigatory Powers Act Annual Report

July 2019

Items to be covered:

External Audit- ISA 260 Audit Results Report
Approval of the Statement of Accounts 2018/19
Higginson Park Trust Annual Report and Accounts for 2018/19
Treasury Management Annual Report 2018/19 Cabinet Report
Audit Committee Work Programme

November 2019

Items to be covered

Business Assurance Managers Half Yearly Report
Update on the Actions from the Annual Assurance Statement and Local Code of Governance.
Treasury Management Mid-Year Report 2018/19
Health & Safety Mid-Year Progress Report
Audit Committee Work Programme.