

Time Commenced: 6.00pm  
Time Finished: 8.30pm

**AUDIT AND ACCOUNTS COMMITTEE**  
**27 January 2016**

**Present:** Councillor Hezelgrave (Chair)  
Councillors Ashburner, Grimadell, Harwood, and Turner

In attendance  
Helen Henshaw and Steve Clark – Ernst Young  
Janie Berry – Director of Governance and Monitoring Officer  
Richard Boneham – Head of Governance and Assurance  
Martyn Marples – Director of Finance  
Mark Nash – Group Accountant (Corporate)  
Gemma Hadfield – Principle Accountant (Corporate)  
Linda Spiby – Acting Head of Procurement  
Nick O'Reilly – Director of Digital Services  
Christine Durrant – Acting Strategic Director of Communities and Place

**40/15 Apologies for Absence**

An apology for absence was received from Councillor Martin.

**41/15 Late Items**

There were no late items.

**42/15 Declarations of Interest**

There were no declarations of Interest.

**43/15 Minutes**

The minutes of the meeting held on 2 December 2015 were agreed as a correct record subject to the inclusion of Councillor Ashburner in the list of attendance.

Members of the Committee asked for an update on the fire at the Assembly Rooms (minute no 38/15). The Acting Strategic Director of Communities and Place gave an update on the position with the insurance, the building and the assets.

Members of the Committee asked when the report on payroll (minute 39/15) would be presented to the Committee. The Monitoring Officer explained that this would be a future meeting of the Committee.

**44/15 Central Midlands Audit Partnership**

Councillor Harwood reported that Ashfield District Council had joined the Central Midlands Audit Partnership. Amber Valley Borough Council was also considering joining the partnership.

**Resolved to note the report.**

## 45/15 Reporting on Waivers

The Committee considered a report which set out details of 15 waivers during the period 5 September 2015 and 6 January 2016.

Broken down by directorate we had

Directorate	Number of Waivers	Classification	
		Unavoidable	Avoidable
Communities & Place	10	2	8
People Services	2	1	1
Organisation & Governance	3		3
<b>Total Number of Waivers</b>	<b>15</b>	<b>3</b>	<b>12</b>

Of these waivers:

3 were unavoidable

6 were avoidable but there were considered reasons for the Waiver

6 were avoidable if measures such as better planning had taken place.

Members of the Committee asked how many external agencies were contacted in respect of the specialist worker required to complete work in relation to individual statements of special educational needs and learning disability assessments to new education, health and care plans.

Members of the Committee requested that an update be provided in six months on the managed service – temporary agency staff once the contract was in place.

It was suggested that staff should be reminded to take waivers through Council Cabinet rather than them being classed as urgent.

**Resolved**

- 1. To note the report.**

- 2. To request the Director of Finance to provide Members of the Committee with the number of external agencies contacted in respect of the specialist worker required to complete work in relation to individual statements of special educational needs and learning disability assessments to new education, health and care plans.**
- 3. To request an update on the managed service – temporary agency staff in six months.**
- 4. To request Chief Officers to encourage staff to take waivers to Council Cabinet for approval rather than them being classed as urgent.**

#### **46/15          Statement of Accounts Process 2015/16**

The Committee considered a report which stated that the Council was proposing to significantly change the Statement of Accounts timetable for 2015/16.

The Council has a statutory duty to prepare its draft accounts by 30 June and publish its final approved accounts by 30 September. The implementation of the Accounts and Audit Regulations 2015 requires that from the 2017/18 financial year, the timetable for the preparation and approval of accounts will be brought forward to a draft accounts deadline of 31 May and an audit deadline of 31 July.

**Resolved to approve changes to the Statement of Accounts timetable in line with the Accounts and Audit Regulations 2015.**

#### **47/15          Financial Procedure Rules**

The Committee considered a report which stated that the Council's Financial Procedure Rules had been updated to reflect changes in the organisation structure and standardised delegation limits.

**Resolved to approve the revised Financial Procedure Rules.**

#### **48/15          Internal Audit Progress Report**

The Committee considered the Internal Audit progress report covering the period 1 November to 31 December 2015.

The Director of Digital Services attended the meeting to explain why no response had been received to the audit recommendations and therefore no revised action date had been set.

The Head of Governance and Assurance gave an update on the position with the markets audit.

**Resolved to note the report.**

49/15      Information Governance Annual Report

The Committee considered a report which provided a summary report on the key activities carried out by the Information Governance Team in 2015.

**Resolved to note the report.**

50/15      Exclusion of Press and Public

To consider a resolution to exclude the press and public during consideration of the following item

“that under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting during discussion of the following item on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 2 of Part 1 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information”

51/15      Investigation - School

The Committee considered a report setting out details of an investigation in relation to a school.

**Resolved to summon a representative of People Services to the next meeting, to give assurances that appropriate action has been taken by the School on the recommendations made by the Independent Investigating Officer and that adequate controls were in place within all City Council schools, to prevent similar incidents happening.**

Minutes End