

MINUTES OF A MEETING OF THE BABERGH AUDIT COMMITTEE HELD IN THE COUNCIL CHAMBER, COUNCIL OFFICES, CORKS LANE, HADLEIGH ON MONDAY 1 JULY 2013

PRESENT: Mr D M Busby – Chairman  
Mr P D Burgoyne Mr L H Young  
Mr D C Rose

The following Members were unable to be present:-

Mr J R Cartlidge, Miss D L Kendall, Mr B Riley and Mr C A Roberts.

1 SUBSTITUTES

There were no substitutes present.

2 DECLARATION OF INTERESTS

None declared.

3 PETITIONS

None received.

4 QUESTIONS FROM MEMBERS

None received.

5 EXTERNAL AUDIT REPORTS

(a) Audit Plan 2012/13

Ms Zoe Thompson, of the External Auditors, BDO LLP, was present at the meeting and together with the Corporate Manager – Financial Services and the Head of Corporate Resources presented the Audit Plan ([Paper N28](#)) and responded to Members' questions on various matters, including:-

- Auditor's fees – these remain in line with the Audit Commission's published scale fees
- Information on the Shared Revenues Partnership – the future presentation of statistics is under discussion
- VFM/financial ratios – these will be shared
- Fraud reporting – following concerns expressed at the Joint Audit and Standards Committee, the Corporate Manager – Internal Audit will liaise with the Ipswich Borough Council Counter Fraud Manager on the way in which the relevant information is to be presented in future
- Duplication – Ms Thompson explained how the External Auditors avoid overlapping with IBC Internal Audit team and CSD.

**RESOLVED**

**That the contents of the Audit Plan 2012/13 (Paper N28) be noted.**

(b) Planning Letter 2013/14

Ms Thompson introduced the External Auditors' Planning Letter 2013/14 ([Paper N29](#)) and together with the officers responded to questions on various matters including:-

- Cost splits between the two Councils

Staffing

More work is needed on this, once the ODTs are in place – at present the principles for splitting costs have been agreed down to Corporate Manager level only. The Corporate Manager – Financial Services undertook to keep Members informed of progress in establishing a pragmatic split, on a service by service basis, with robust arrangements for monitoring.

Debtors/Creditors

From next year there will be a single financial system across both Councils to allocate costs correctly from source. It is accepted that there cannot be 100% accuracy but the tolerance levels will be agreed with the External Auditors in advance. In the meantime, the 2013/14 accounts will be closed under arrangements which are considered to be fit for purpose in the current transitional period.

- Fees – based on the published scale fees, reflecting work done, but taking into account the retrospective nature of the work, together with peaks and troughs.

**RESOLVED**

**That the contents of the Planning Letter 2013/14 ([Paper N29](#)) be noted.**

6 COMMENCEMENT TIME FOR FUTURE MEETINGS OF BABERGH AUDIT COMMITTEE

The Head of Corporate Organisation referred to the Timetable of Meetings 2013/14 which was approved by the Council meetings on 23 and 25 April 2013. Individual Committees were requested to consider and agree commencement times for future meetings.

Members were aware that Babergh Audit Committee would follow another meeting, usually of the Joint Audit and Standards Committee, whenever possible. It was agreed to consider this matter further at the next meeting, which would take place during the week commencing 23 September to receive the Council's Statement of Accounts.

**RESOLVED**

**That the current position, as set out above, be noted.**

The business of the meeting was concluded at 12.20 p.m.

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Chairman