

Finance and Audit Scrutiny Committee

Tuesday 11 March 2014

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Tuesday 11 March 2014 at 6.00pm.

Membership:

Councillor Barrott (Chairman)	
Councillor Mrs Bunker	Councillor Pratt
Councillor Mrs Knight	Councillor Rhead
Councillor MacKay	Councillor Mrs Sawdon
Councillor Mrs Mellor	Councillor Mrs Syson
Councillor Pittarello	Councillor Williams

Emergency Procedure

At the commencement of the meeting, the Chairman will announce the emergency procedure for the Town Hall.

Agenda

Part A – General Items

***1. Substitutes**

To receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Chief Executive, together with the name of the Councillor for whom they are acting.

***2. Declarations of Interest**

Members to declare the existence and nature of interests in items on the agenda in accordance with the adopted Code of Conduct.

Declarations should be entered on the form to be circulated with the attendance sheet and declared during this item. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. If the interest is not registered, Members must notify the Monitoring Officer of the interest within 28 days.

Members are also reminded of the need to declare predetermination on any matter.

If Members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from officers prior to the meeting.

***3. Minutes**

To confirm the minutes of the meeting held on 11 February 2014

(Item 3/Page 1)

Part B – Audit Items

***4. Informing the Audit Risk Assessment – Report from External Auditors**

To consider a report from Finance

(Item 4/Page 1)

Part C – Scrutiny Items

***5. Comments from the Executive**

To consider a report from Civic & Committee Services

(Item 5/Page 1)

***6. Forward Plan**

To consider a report from Civic & Committee Services

(Item 6/Page 1)

***7. Review of the Work Programme**

To consider a report from Civic & Committee Services

(Item 7/Page 1)

***8. Executive Agenda (Non Confidential Items and Reports) – Wednesday 12 March 2014**

To consider the non-confidential items on the Executive agenda which fall within the remit of this Committee. The only items to be considered are those which Committee Services have received notice of by 9.00am on the day of the meeting.
You are requested to bring your copy of that agenda to this meeting (circulated separately).

***9. Public and Press**

To consider resolving that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following items by reason of the likely disclosure of exempt information within paragraphs 1 and 3 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

***10. Newbold Comyn Golf Course**

To consider a report from Cultural Services / F&A Chairman

(Item 10/Page 1)

***11. Executive Agenda (Confidential Items and Reports) – Wednesday 12 March 2014**

To consider the confidential items on the Executive agenda which fall within the remit of this Committee. The only items to be considered are those which Committee Services have received notice of by 9.00am on the day of the meeting.
You are requested to bring your copy of that agenda to this meeting (circulated separately).

***12. Minutes (Confidential)**

To confirm the minutes of the meeting held on 11 February 2014

(Item 12/Page 1)

***13. Comments from the Executive – Appendix 2 (Confidential)**

To consider a report from Civic & Committee Services

(Item 13/Page 1)

(*Denotes those items upon which decisions will be made under delegated powers, as previously granted by Council)

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General Enquiries: Please contact Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ.

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Enquiries about specific reports: Please contact the officers named in the reports.

You can e-mail the members of the this Committee at

F&Ascrutinycommittee@warwickdc.gov.uk

Details of all the Council's committees, councillors and agenda papers are available via our website www.warwickdc.gov.uk/committees

Please note that the majority of meetings are held on the first floor of the Town Hall. If you feel that this may restrict you attending this meeting, please telephone (01926) 353362 prior to the meeting, so that we can assist you and make any necessary arrangements to help you to attend the meeting.

THE AGENDA IS AVAILABLE IN LARGE PRINT ON REQUEST, PRIOR TO THE MEETING, BY TELEPHONING (01926) 353362

FINANCE AND AUDIT SCRUTINY COMMITTEE

Minutes of the meeting held on Tuesday, 11 February 2014 at the Town Hall, Royal Leamington Spa at 6.00pm.

PRESENT: Councillor Barrott (Chair): Councillors Mrs Knight, MacKay, Mrs Mellor, Pittarello, Mrs Sawdon, Mrs Syson and Williams.

ALSO PRESENT: Councillor Shilton (Portfolio Holder).

Apologies for absence were received from Councillors Mrs Bunker, Pratt and Rhead.

138. **SUBSTITUTES**

There were no substitutes.

139. **DECLARATIONS OF INTEREST**

Minute 146 – Executive Agenda (Confidential Items & Reports) – Executive item 23 – 10, 12 & 14 Chapel Street, Warwick

Councillor Mrs Sawdon declared an interest because she was a governor of Warwick School. She did not take part in the discussion or decision, but left the meeting for the duration of the item.

140. **MINUTES**

The minutes of the meeting held on 7 January 2014 were taken as read and signed by the Chair as a correct record.

141. **EXECUTIVE AGENDA (NON-CONFIDENTIAL ITEMS & REPORTS)**

The Committee considered the following non-confidential items which would be discussed at the meeting of the Executive on Wednesday 12 February 2014.

Item 15 – Future delivery of off-street parking enforcement

The Committee supported the recommendations in the report.

(Councillor Shilton left the meeting at the conclusion of this item)

142. **PUBLIC AND PRESS**

RESOLVED that under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item, by reason of the likely disclosure of exempt information

within paragraphs 1, 3 and 7 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

The full text of Minute 143 was recorded in a confidential minute which was to be considered for publication following implementation of the relevant decisions. A summary is as follows:

143. EXECUTIVE AGENDA (CONFIDENTIAL ITEMS & REPORTS)

The Committee considered the following confidential item which would be discussed at the meeting of the Executive on Wednesday 12 February 2014.

Item 24 – Extension of Adaptation Building Works Contract

The Committee supported the recommendations in the report.

144. EXECUTIVE AGENDA (NON-CONFIDENTIAL ITEMS & REPORTS)

The Committee considered the following non-confidential items which would be discussed at the meeting of the Executive on Wednesday 12 February 2014.

Urgent Item – Proposed exemption from the Code of Procurement Practice

The Committee supported the recommendations in the report.

(Councillor Mrs Mellor left the meeting during the course of this item)

Item 6 – Housing Revenue Account Budget 2014/15 and Housing Rents

The Committee supported the recommendations, except to put forward an alternative to recommendation 2.2, which the Committee suggested as an incentive to encourage tenants to downsize.

The alternative to recommendation 2.2 was; that if an existing District Council tenant transfers to a void property, the tenant should still be eligible for their current level of rent and not the capped formula ('target') social rent.

Item 7 – Heating, Lighting and Water Charges 2014/15 – Council Tenants

The Committee supported the recommendations in the report.

Item 16 – Public Service Network (PSN) Compliance

The Committee recommended to the Executive that recommendation 2.2 be amended to read "for up to 17 Councillors".

For clarification, the recommendation, if approved, would now read:

"The Executive approve for a trial period the introduction of the following IT provision, for up to 17 Councillors, for either:
(a) A 3G iPad and printer but no broadband allowance, printed copies of agendas or printer consumables; or
(b) VDI desk top, printer, broadband allowance and printer consumables."

145. PUBLIC AND PRESS

RESOLVED that under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item, by reason of the likely disclosure of exempt information within paragraphs 1, 3 and 7 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

The full text of Minute 146 was recorded in a confidential minute which was to be considered for publication following implementation of the relevant decisions. A summary is as follows:

146. EXECUTIVE AGENDA (CONFIDENTIAL ITEMS & REPORTS)

The Committee considered the following confidential items which would be discussed at the meeting of the Executive on Wednesday 12 February 2014.

Item 22 – Housing with Care Opportunity at St Michael’s Chapel and Master’s House, Saltisford (Leper Hospital)

The Committee supported the recommendations in the report.

Item 23 – 10, 12 & 14 Chapel Street, Warwick

The Committee supported the recommendations in the report, including additional recommendation 2.2 which was set out in the addendum.

(Councillor Mrs Sawdon left the meeting for the duration of this item, having declared an interest)

147. EXECUTIVE AGENDA (NON-CONFIDENTIAL ITEMS & REPORTS)

The Committee considered the following non-confidential items which would be discussed at the meeting of the Executive on Wednesday 12 February 2014.

Item 11 – Peer Challenge Improvement Plan Update

The Committee supported the recommendations in the report.

Item 12 – 2nd Warwick Sea Scouts’ Headquarters

The Committee supported the recommendations in the report.

Item 13 – Car Parking - National Bowls Championships

The Committee supported the recommendations in the report.

Item 14 – Economic Development Action Plan – National Bowls Championships

The Committee supported the recommendations in the report and suggested that officers consider looking at how the Council could incentivise use of Covent Garden Car Park in some way, perhaps by offering a free car park ticket in a leaflet to be distributed on the first day of the championships, or by including a free ticket in the championship programme.

(Councillors Pittarello and Mrs Sawdon left the meeting at the conclusion of this item)

Item 5 – Budget 2014/15 and Council Tax – Revenue and Capital

The Committee supported the recommendations in the report.

(Councillor MacKay left the meeting during the course of this item)

148. **COMMENTS FROM THE EXECUTIVE**

A report from Civic and Committee Services summarised the Executive’s response to comments which the Finance & Audit Scrutiny Committee gave on reports submitted to the Executive on 8 January 2014.

RESOLVED that the contents of the report be noted.

149. **FORWARD PLAN**

The Committee considered the latest published version of the Forward Plan.

One of the five main roles of overview and scrutiny in local government was to undertake pre-decision scrutiny of Executive decisions. If the Committee had an interest in a future decision to be made by the Executive it was within the Committee’s remit to feed into the process.

The Forward Plan detailed the future work programme for the Executive. If a non-Executive Member highlighted a decision which was to be taken by the Executive which they would like to be involved in, Members could then provide useful background to the Committee when the report was submitted to the Executive and they were passing comment on it.

RESOLVED that, at present, there were no forthcoming Executive decisions which Members wished to have an input into before the Executive make their decision.

150. **REVIEW OF THE WORK PROGRAMME**

A report from Civic and Committee Services detailed the Committee's work programme for 2013/14 and 2014/15.

RESOLVED that the work programme for 2013/14 and 2014/15 be noted.

151. **PUBLIC AND PRESS**

RESOLVED that under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following items, by reason of the likely disclosure of exempt information within paragraphs 1, 3 and 7 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

The full text of Minutes 152 and 153 were recorded in a confidential minute which was to be considered for publication following implementation of the relevant decisions. A summary is as follows:


152. **MINUTES (CONFIDENTIAL)**

The confidential minutes of the meeting held on 7 January 2014 were agreed as a correct record.

153. **COMMENTS FROM THE EXECUTIVE – APPENDIX 2 (CONFIDENTIAL)**

A report from Civic and Committee Services summarised the Executive's response to comments which the Finance & Audit Scrutiny Committee gave on reports submitted to the Executive on 8 January 2014.

(The meeting ended at 8.45 pm)

 Finance & Audit Scrutiny Committee - 11 March 2014		Agenda Item No. <div style="text-align: right; font-size: 2em;">4</div>
Title	Informing the Audit Risk Assessment – Report from External Auditors	
For further information about this report please contact	Mike Snow (01926) 456800	
Service Area	Finance	
Wards of the District directly affected	None specifically	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No	
Date and meeting when issue was last considered and relevant minute number		
Background Papers	None	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality and Sustainability Impact Assessment Undertaken	No
Not relevant	

Officer/Councillor Approval		
With regard to officer approval all reports <i>must</i> be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).		
Officer Approval	Date	Name
Chief Executive/Deputy chief Executive	25/2/14	Chris Elliott
Head of Service	25/2/14	Mike Snow
CMT		
Section 151 Officer	25/2/14	Mike Snow
Monitoring Officer	25/2/14	Andy Jones
Finance	25/2/14	Mike Snow
Portfolio Holder(s)	25/2/14	Councillor Andrew Mobbs
Consultation Undertaken		
Final Decision?		Yes/No
Suggested next steps (if not final decision please set out below)		

1. SUMMARY

- 1.1 Ahead of the audit of the 2013/14 accounts, the external auditors have prepared a report covering some important areas of the auditor risk assessment where the auditors are required to make inquiries of the Finance and Audit Scrutiny Committee under auditing standards. Finance and Audit Scrutiny Committee are required to consider this report and whether these responses are consistent with its understanding and whether there are any further comments it wishes to make.

2. RECOMMENDATION

- 2.1 The Finance and Audit Scrutiny Committee considers Grant Thornton's report and the responses therein, and confirms it is satisfied with the arrangements.

3. REASONS FOR THE RECOMMENDATION

- 3.1 In planning and performing the audit of the financial statements the auditors need to understand how the Finance & Audit Scrutiny Committee, as "those charged with governance", supported by the Council's officers, meets its responsibilities in the following areas:

- fraud
- laws and regulations
- going concern
- related party transactions
- accounting for estimates.

The accompanying external auditor's report summarises the respective responsibilities of the Finance & Audit Scrutiny Committee, officers and external audit in each of these areas, as set out by International Standards on Auditing (UK and Ireland) (ISAs).

4. POLICY FRAMEWORK

- 4.1 By considering the documents, members can see how external audit can assist the Council in its priority of managing the Council's resources effectively and ensuring its services are of a high quality.

5. BUDGETARY FRAMEWORK

- 5.1 This audit of the accounts is due to be undertaken within the agreed budget. There are no additional budgetary implications from this report.

6. RISKS

- 6.1 The external auditor's report considers frameworks in place that impact upon the risks relating to the Council's financial statements. It is important to manage the authority's risks so as reduce the likelihood of mis-statement within the accounts.

7. ALTERNATIVE OPTION CONSIDERED

- 7.1 None.

Informing the audit risk assessment for Warwick District Council

Year ended

31 March 2014

John Gregory

Director

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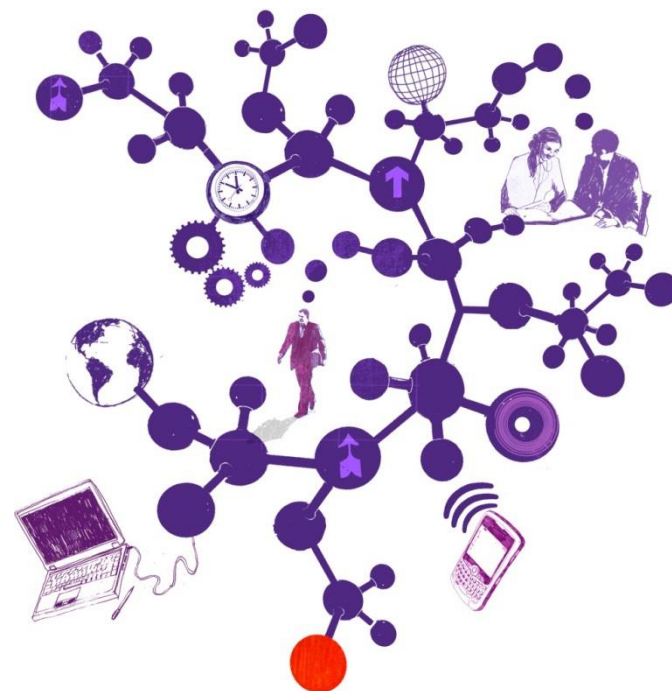
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The contents of this report relate only to the matters which have come to our attention, which we believe need to be reported to you as part of our audit process. It is not a comprehensive record of all the relevant matters, which may be subject to change, and in particular we cannot be held responsible to you for reporting all of the risks which may affect your business or any weaknesses in your internal controls. This report has been prepared solely for your benefit and should not be quoted in whole or in part without our prior written consent. We do not accept any responsibility for any loss occasioned to any third party acting, or refraining from acting on the basis of the content of this report, as this report was not prepared for, nor intended for, any other purpose.

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Purpose

The purpose of this report is to contribute towards the effective two-way communication between the Authority's external auditors and the Authority's Finance and Audit Scrutiny Committee, as 'those charged with governance'. The report covers some important areas of the auditor risk assessment where we are required to make inquiries of the Finance and Audit Scrutiny Committee under auditing standards.

Background

Under International Standards on Auditing (UK and Ireland) (ISA(UK&I)) auditors have specific responsibilities to communicate with the Finance and Audit Scrutiny Committee. ISA(UK&I) emphasise the importance of two-way communication between the auditor and the Finance and Audit Scrutiny Committee and also specify matters that should be communicated.

This two-way communication assists both the auditor and the Finance and Audit Scrutiny Committee in understanding matters relating to the audit and developing a constructive working relationship. It also enables the auditor to obtain information relevant to the audit from the Finance and Audit Scrutiny Committee and supports them in fulfilling its responsibilities in relation to the financial reporting process.

Communication

As part of our risk assessment procedures we are required to obtain an understanding of management processes and the Finance and Audit Scrutiny Committee's oversight of the following areas:

- fraud
- laws and regulations
- going concern
- accounting estimates
- related parties.

This report includes a series of questions on each of these areas and the response we have received from the Authority's management. The Finance and Audit Scrutiny Committee should consider whether these responses are consistent with its understanding and whether there are any further comments it wishes to make.

Fraud

Issue

Matters in relation to fraud

ISA(UK&I)240 covers auditors responsibilities relating to fraud in an audit of financial statements.

The primary responsibility to prevent and detect fraud rests with both the Finance and Audit Scrutiny Committee and management. Management, with the oversight of the Finance and Audit Scrutiny Committee, needs to ensure a strong emphasis on fraud prevention and deterrence and encourage a culture of honest and ethical behaviour. As part of its oversight, the Committee should consider the potential for override of controls and inappropriate influence over the financial reporting process.

As the Authority's external auditor, we are responsible for obtaining reasonable assurance that the financial statements are free from material misstatement due to fraud or error. We are required to maintain professional scepticism throughout the audit, considering the potential for management override of controls.

As part of our audit risk assessment procedures we are required to consider risks of fraud. This includes considering the arrangements management has put in place with regard to fraud risks including:

- assessment that the financial statements could be materially misstated due to fraud
- process for identifying and responding to risks of fraud, including any identified specific risks
- communication with the Finance and Audit Scrutiny Committee regarding its processes for identifying and responding to risks of fraud
- communication to employees regarding business practices and ethical behaviour.

We need to understand how the Finance and Audit Scrutiny Committee oversees the above processes. We are also required to make inquiries of both management and the Committee as to their knowledge of any actual, suspected or alleged fraud. These areas have been set out in the fraud risk assessment questions below together with responses from the Authority's management.

Fraud risk assessment

Question	Management response
Has the Authority assessed the risk of material misstatement in the financial statements due to fraud or error? What are the results of this process?	The financial statements are subject to internal quality assurance checks which are carried out by the Head of Finance and Strategic Finance Manager. The monthly review of Service Revenue and Capital budgets will identify any material risk of material misstatement.
What processes does the Authority have in place to identify and respond to risks of fraud?	All suspected cases of fraud, theft, corruption should be notified to Head of Finance or the Audit & Risk Manager. Anti Fraud & Corruption and Whistle Blowing Policies in place.
Have any specific fraud risks, or areas with a high risk of fraud, been identified and what has been done to mitigate these risks?	Investigations of suspected fraud, as a result of cases brought to the attention of the Head of Finance or Audit and Risk Manager, are carried out by the Internal Audit team. No Significant Fraud risk identified. Locations handling income, particularly in the form of cash, are more likely to be at risk of fraud. However, as noted above, these are not significant.

Fraud risk assessment (continued)

Question	Management response
<p>Are internal controls, including segregation of duties, in place and operating effectively? If not, where are the risk areas and what mitigating actions have been taken?</p>	<p>Sound systems of internal control with roles and responsibilities are defined in various places such as the Constitution, Code of Financial Practice and Code of Procurement Practice. The Codes were updated in 2012/13, formal training for officers on the Code of Financial Practice is scheduled to be provided in 2014.</p> <p>The role of Internal Audit, provides assurance that the Council's Internal Controls are in place. Annually, the Audit & Risk Manager provides an opinion on the Council's control environment.</p> <p>Services controls e.g. segregation of duties of officers' to mitigate fraud, are in place to support the Council's Anti-Fraud and Corruption Strategy and Whistle Blowing Policy.</p> <p>There is a strong risk management culture, with Finance & Audit Scrutiny Committee actively involved in reviewing Service Risk Registers.</p>
<p>Are there any areas where there is a potential for override of controls or inappropriate influence over the financial reporting process (for example because of undue pressure to achieve financial targets) ?</p>	<p>None known.</p>
<p>Are there any areas where there is a potential for misreporting override of controls or inappropriate influence over the financial reporting process ?</p>	<p>None known.</p>
<p>How does the Finance and Audit Scrutiny Committee exercise oversight over management's processes for identifying and responding to risks of fraud and breaches of internal control? What arrangements are in place to report fraud issues and risks to the Finance and Audit Scrutiny Committee?</p>	<p>The reporting of fraud issues to Finance & Audit Scrutiny Committee is made by various methods ; i) Investigation reports by the Audit and Risk Manager, as a result of the Whistleblowing Policy; ii) Reports by the Head of Finance; and iii) Annual Governance Statement report for Internal Control to mitigate fraud risk.</p>

Fraud risk assessment (continued)

Question	
How does the Authority communicate and encourage ethical behaviour of its staff and contractors?	The updated code of conduct for members and employees outlines the Council's expectations for business practice and ethical behaviour.
How do you encourage staff to report their concerns about fraud? Have any significant issues been reported ?	Employees are aware of the anti-fraud and corruption strategy, details are available on the Intranet. The Monitoring Officer or Audit & Risk Manager investigate all employee concerns for suspected fraud.
Are you aware of any related party relationships or transactions that could give rise to risks of fraud ?	Most of the related party transactions that could give rise to potential fraud are those in which Councillors have a direct interest. Risks are mitigated, by the Councillor declaration of interest and non-participation in debates. Officers are also expected to declare any potential interest or conflict. Tightened procedures now operate within Housing & Property Services.
Are you aware of any instances of actual, suspected or alleged fraud, either within the Authority as a whole or within specific departments since 1 April 2013 ?	Concerns were raised during 2013 of potential irregularities within Housing & Property Services. Investigations showed there was no suspicion of fraud although improved internal procedures were needed to be put in place.
Are you aware of any whistleblower reports or reports under the Bribery Act since 1 April 2013 ? If so, how has the Finance and Audit and Scrutiny Committee responded to these ?	No

Laws and regulations

Issue

Matters in relation to laws and regulations

ISA(UK&I)250 requires us to consider the impact of laws and regulations in an audit of the financial statements.

Management, with the oversight of the Finance and Audit Scrutiny Committee, is responsible for ensuring that the Authority's operations are conducted in accordance with laws and regulations including those that determine amounts in the financial statements.

As auditor, we are responsible for obtaining reasonable assurance that the financial statements are free from material misstatement due to fraud or error, taking into account the appropriate legal and regulatory framework. As part of our risk assessment procedures we are required to make inquiries of management and the Finance and Audit Scrutiny Committee as to whether the entity is in compliance with laws and regulations. Where we become aware of information of non-compliance or suspected non-compliance we need to gain an understanding of the non-compliance and the possible effect on the financial statements.

Risk assessment questions have been set out below together with responses from management.

Impact of laws and regulations

Question	Management response
What arrangements does the Authority have in place to prevent and detect non-compliance with laws and regulations ?	The Council has arrangements in place for legal advice to be provided by Warwickshire County Council. Employees are expected to keep themselves updated of laws and regulations related to their area of work. Suspected non-compliances with laws and regulations may be subject to internal investigation.
How does management gain assurance that all relevant laws and regulations have been complying with?	Through effective governance processes and review mechanisms such as internal audit. The Monitoring Officer will advise the Council's Corporate Management team and Councillors as appropriate.
How is the Finance and Audit Scrutiny Committee provided with assurance that all relevant laws and regulations have been complied with ?	Assurance of Statement which is reported to Finance & Audit Scrutiny Committee.
Have there been any instances of non-compliance or suspected non-compliance with laws and regulations since 1 April 2013, or earlier with an on-going impact on the Authority's 2013/14 financial statements ?	No.
What arrangements does the Authority have in place to identify, evaluate and account for litigation or claims ?	All potential insurance claims should be notified by officers to the Council's Insurance and Risk Officer.
Is there any actual or potential litigation or claims that would affect the financial statements ?	There are no material potential claims.

Impact of laws and regulations (continued)

Question	Management response
Have there been any reports from other regulatory bodies, such as HM Revenues and Customs which indicate non-compliance ?	No.

Going Concern

Issue

Matters in relation to going concern

ISA(UK&I)570 covers auditor responsibilities in the audit of financial statements relating to management's use of the going concern assumption in the financial statements.

The going concern assumption is a fundamental principle in the preparation of financial statements. Under this assumption entities are viewed as continuing in business for the foreseeable future. Assets and liabilities are recorded on the basis that the entity will be able to realise its assets and discharge its liabilities in the normal course of business.

Going concern considerations have been set out below and management has provided its response.

Going concern considerations

Question	Management response
Does the Authority have procedures in place to assess the Authority's ability to continue as a going concern ?	The Council maintains up to date five year financial projections for the General fund and a 50 year HRA Business Plan. These are constantly updated and periodically reported to members and officers. Projections are also held of future level of reserves. Alongside this, potential financial liabilities and monitored. Accordingly, the authority is able to assess any future surplus/deficit and its ability to continue as a going concern.
Is management aware of the existence of other events or conditions that may cast doubt on the Authority's ability to continue as a going concern ?	The financial projections, based on current assumptions show the Council needs to save over £1m on its revenue budget so as to be able to maintain existing services . Also, the Council needs to invest major sums in its corporate assets in future years so as to be able to ensure future service provision.
Are arrangements in place to report the going concern assessment to the Finance and Audit Scrutiny Committee ?	The financial projections and liabilities are reported to the Executive. These reports are scrutinised by the Finance & Audit Scrutiny Committee.
Are the financial assumptions in that report (e.g. future levels of income and expenditure) consistent with the Authority's Business Plan and the financial information provided to the Authority throughout the year ?	Yes, but assumptions will need to change over the year, as the MTFS is a living document. Any changes to assumptions are explained within the reports to Executive.
Are the implications of statutory or policy changes appropriately reflected in the Business Plan, financial forecasts and report on going concern ?	Yes. All known changes which impact upon the financial projections will be factored in.

Going concern considerations (continued)

Question	Management response
Have there been any significant issues raised with the Finance and Audit Scrutiny Committee during the year which could cast doubts on the assumptions made ? (Examples include adverse comments raised by internal audit regarding financial performance or significant weaknesses in systems of financial control).	No. Recent favourable Internal Audit report on the Financial Planning gave Substantial Assurance.
Does a review of available financial information identify any adverse financial indicators including negative cash flow ? If so, what action is being taken to improve financial performance ?	No. see earlier comments on projected long term shortfall.
Does the Authority have sufficient staff in post, with the appropriate skills and experience, particularly at senior manager level, to ensure the delivery of the Authority's objectives ? If not, what action is being taken to obtain those skills ?	Whilst there have been absences during 2013/14 of Heads of Service, arrangements have been put in place to ensure services continue to be appropriately managed. These arrangements primarily entail CMT taking on more line management responsibilities.

Related Parties

Issue

Matters in relation to Related Parties

Local Authorities are required to comply with IAS 24 and disclose transactions with entities/individuals that would be classed as related parties. These may include:

- entities that directly, or indirectly through one or more intermediaries, control, or are controlled by the authority (i.e. subsidiaries);
- associates;
- joint ventures;
- an entity that has an interest in the authority that gives it significant influence over the authority;
- key management personnel, and close members of the family of key management personnel, and
- post-employment benefit plans (pension fund) for the benefit of employees of the authority, or of any entity that is a related party of the authority.

A disclosure is required if a transaction (or series of transactions) is material on either side, i.e. if a transaction is immaterial from the Authority perspective but material from a related party viewpoint then the Authority must disclose it.

ISA (UK&I) 550 requires us to review your procedures for identifying related party transactions and obtain an understanding of the controls that you have established to identify such transactions. We will also carry out testing to ensure the related party transaction disclosures you make in the financial statements are complete and accurate.

Question

What controls does the Authority have in place to identify, account for and disclose related party transactions and relationships ?

Management response

Councillors and Councillors do not participate in decisions where they are a related party.
Annual accounts disclosures for related parties and transactions are reviewed for completeness by the General Fund Accountant.

Accounting estimates

Issue

Matters in relation to accounting estimates

Local Authorities apply appropriate estimates in the preparation of their financial statements. ISA (UK&I) 540 sets out requirements for auditing accounting estimates. The objective is to gain evidence that the accounting estimates are reasonable and the related disclosures are adequate.

Under this standard we have to identify and assess the risks of material misstatement for accounting estimates by understanding how the Authority identifies the transactions, events and conditions that may give rise to the need for an accounting estimate.

Accounting estimates are used when it is not possible to measure precisely a figure in the accounts. We need to be aware of all estimates that the Authority is using as part of its accounts preparation; these are detailed in appendix 1 to this report. The audit procedures we conduct on the accounting estimate will demonstrate that:

- the estimate is reasonable; and
- estimates have been calculated consistently with other accounting estimates within the financial statements.

We would ask the Finance and Audit Scrutiny Committee to satisfy itself that the arrangements for accounting estimates are adequate.

Question	Management response
Are the management arrangements for the accounting estimates, as detailed in Appendix A reasonable ?	Yes. Where estimation is necessary, appropriate estimating methodology is utilised. Estimates will be prepared by those best qualified, e.g. WCC Pension Funds department to supply estimates relating to IAS 19 – Employee Benefits, assets professionally valued.
How is the Finance and Audit Scrutiny Committee provided with assurance that the arrangements for accounting estimates are adequate ?	Details of estimates disclosed in accounting policies within Accounts. Finance & Audit Scrutiny Committee consider this document initially when signed by the S151 Officer and ahead of signing off by the Council..

Appendix A Accounting Estimates

Estimate	Method / model used to make the estimate	Controls used to identify estimates	Whether Management have used an expert	Underlying assumptions: - Assessment of degree of uncertainty - Consideration of alternative estimates	Has there been a change in accounting method in year?
Property valuations	Property valuations are made by the external valuer from the Valuation Office Agency. Heritage asset valuations will be made by external valuer.	Valuer notified of changes to the estate from the prior year	Use the external valuer (RICS qualified) from Valuation Office Agency for PPE. Use the external valuer for heritage assets.	Valuations are made in-line with the CIPFA Code of Practice guidance - reliance on expert	No
Estimated remaining useful lives of PPE	Assets are assigned to asset categories with appropriate asset lives.	Consistent asset lives applied to each asset category.	Use the external valuer (RICS qualified) from Valuation Office Agency	The useful lives of property are recorded in accordance with the recommendations of the external RICS qualified valuer.	No
Depreciation	Depreciation is provided for on property plant and equipment with a finite useful life on a straight-line basis	Consistent application of depreciation method across assets	No	The length of the life is determined at the point of acquisition or revaluation.	No

Appendix A Accounting Estimates (Continued)

Estimate	Method / model used to make the estimate	Controls used to identify estimates	Whether Management have used an expert	Underlying assumptions: - Assessment of degree of uncertainty - Consideration of alternative estimates	Has there been a change in accounting method in year?
Impairments	Assets are assessed at each year-end as to whether there is any indication that an asset may be impaired. Where indications exist and any possible differences are estimated to be material, the recoverable amount of the asset is estimated and, where this is less than the carrying amount of the asset, an impairment loss is recognised for the shortfall.	Assets are assessed at each year-end as to whether there is any indication that an asset may be impaired.	Use the external valuer (RICS qualified) from Valuation Office Agency. Use the external valuer for Heritage Assets.	Valuations are made in-line with the CIPFA Code of Practice guidance - reliance on expert	No
Provision for doubtful debts	A provision is estimated using a proportion basis of an aged debt listing..	The finance team calculate the provision.	No	Consistent proportion used across debt.	No

Appendix A Accounting Estimates (Continued)

Estimate	Method / model used to make the estimate	Controls used to identify estimates	Whether Management have used an expert	Underlying assumptions: - Assessment of degree of uncertainty - Consideration of alternative estimates	Has there been a change in accounting method in year?
Measurement of Financial Instruments	Measurements are obtained from appropriate sources. The Authority follows the requirements of the CIPFA Code of Practice.	The financial instruments are measured by the Treasury Accountant and the accounts are reviewed by the Strategic Finance Manager .	No	The measurements are based upon the best information held at the current time and are provided by experts in their field.	No
Creditor accruals	Accruals are estimated by reviewing goods and services received prior to the end of the financial year for which an invoice has not been received.	The date of receipt of the goods and services is used in the estimation of the accrual.	No	The use of actual dates of receipt of goods and services gives a low degree of uncertainty.	No
Pension Fund Actuarial gains/losses	The actuarial gains and losses figures are calculated by the actuarial experts(Hymans Robertson) These figures are based on making % adjustments to the closing values of assets/liabilities.	For the LGPS the Authority responds to queries raised by the administering authority Warwickshire County Council.	The Authority are provided with an actuarial report by Hymans Robertson (LGPS) .	The nature of these figures forecasting into the future are based upon the best information held at the current time and are developed by experts in their field.	No

Appendix A Accounting Estimates (Continued)

Estimate	Method / model used to make the estimate	Controls used to identify estimates	Whether Management have used an expert	Underlying assumptions: - Assessment of degree of uncertainty - Consideration of alternative estimates	Has there been a change in accounting method in year?
SERCOP overhead allocation	The accountants apportion central support costs to services based on appropriate bases.	All support service cost centres are allocated according to the agreed processes.	No	Appropriate bases are reviewed each year to ensure equitable.	No




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 Finance & Audit Scrutiny Committee - 11 March 2014		Agenda Item No. <div style="font-size: 2em; float: right;">5</div>
Title	Comments from the Executive	
For further information about this report please contact	Peter Dixon Civic & Committee Services Officer 01926 456114 committee@warwickdc.gov.uk	
Wards of the District directly affected		
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number		
Background Papers	Finance & Audit minutes 11/02/2014 Executive minutes 12/02/2014	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality & Sustainability Impact Assessment Undertaken	n/a

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy		
Head of Service		
CMT		
Section 151 Officer		
Monitoring Officer		
Finance		
Portfolio Holder(s)		
Consultation & Community Engagement		
N/A		
Final Decision?		No
Suggested next steps		

1. SUMMARY

- 1.1 This report summarises the Executive's response to comments which the Finance & Audit Scrutiny Committee made on reports submitted to the Executive on 12 February 2014.

2. RECOMMENDATION

- 2.1 That the Executive's responses be noted.

3. REASONS FOR THE RECOMMENDATION

- 3.1 This report is produced to create a dialogue between the Executive and the Finance & Audit Scrutiny Committee, ensuring that the Scrutiny Committee is formally made aware of the Executive's responses.

4. POLICY FRAMEWORK

- 4.1 The work carried out by the Committee helps the Council to improve in line with its priority to manage services openly, efficiently and effectively.

5. BUDGETARY FRAMEWORK

- 5.1 There is no impact on the budgetary framework. This is for the Committee's information only.

6. RISKS

- 6.1 There are no risks directly associated with this report.

7. ALTERNATIVE OPTION(S) CONSIDERED

- 7.1 The Committee could receive and note the minutes of the Executive instead.

8. BACKGROUND

- 8.1 As part of the scrutiny process, the Committee no longer considers the whole of the Executive agenda.
- 8.2 Councillors are emailed at the time of the publication of the Executive and Scrutiny Committee agendas, asking them to contact Civic & Committee Services by 9.00 am on the day of the Scrutiny Committee, to advise which Executive items they wish the Scrutiny Committee to pass comment on and the reasons why.
- 8.3 As a result, at its meeting on 11 February 2014, the Finance & Audit Scrutiny Committee considered the items detailed in the appendices. The responses which the Executive gave are also shown.

APPENDIX 1**Responses from the meeting of the Executive held on 12 February 2014 to the Finance and Audit Scrutiny Committee's comments**

Item no	5	Title	Budget 2014/15 and Council Tax – Revenue and Capital	Requested by	Chair
Scrutiny Comment	The Committee supported the recommendations in the report.				
Executive Response	-				

Item no	6	Title	Housing Revenue Account Budget 2014/15 and Housing Rents	Requested by	Chair
Scrutiny Comment	<p>The Committee supported the recommendations, except to put forward an alternative to recommendation 2.2, which the Committee suggested as an incentive to encourage tenants to downsize.</p> <p>The alternative to recommendation 2.2 was; that if an existing District Council tenant transfers to a void property, the tenant should still be eligible for their current level of rent and not the capped formula ('target') social rent.</p>				
Executive Response	<p>Portfolio Holder Councillor Vincett was concerned that the alternative recommendation could result in a two tier rent system, with the Council having to advertise properties at two different rent levels.</p> <p>Housing and Property Services were in the process of revisiting their policies, including their Tenants Incentive Grant Scheme. Councillor Vincett assured Members that their suggestions and concerns would be taken on board during the review. He would report back to the Executive in May 2014 on the revised policies. Whilst he understood the Finance & Audit Scrutiny Committee's concerns, he did not feel that the recommendation would incentivise tenants any more than the existing Tenant Incentive Grant Scheme and the monetary assistance already available.</p> <p>Councillor Vincett therefore requested that the proposed recommendation be rejected because it could potentially complicate the administration process and increase the risk of the incorrect rent being charged or housing benefit being applied.</p> <p>Executive agreed the recommendations as written.</p>				

Item no	7	Title	Heating, Lighting and Water Charges 2014/15 – Council Tenants	Requested by	Chair
Scrutiny Comment	The Committee supported the recommendations in the report.				
Executive Response	-				

Item no	11	Title	Peer Challenge Improvement Plan Update	Requested by	Chair
Scrutiny Comment	The Committee supported the recommendations in the report.				
Executive Response	-				

Item no	12	Title	2nd Warwick Sea Scouts' Headquarters	Requested by	Chair
Scrutiny Comment	The Committee supported the recommendations in the report.				
Executive Response	-				

Item no	13	Title	Car Parking - National Bowls Championships	Requested by	Chair
Scrutiny Comment	The Committee supported the recommendations in the report.				
Executive Response	Considering the dispersal of traffic from Victoria Park, the Executive felt there was merit regarding the comments made by the Finance & Audit Scrutiny Committee under item 14.				

Item no	14	Title	Economic Development Action Plan – National Bowls Championships	Requested by	Chair
Scrutiny Comment	The Committee supported the recommendations in the report and suggested that officers consider looking at how the Council could incentivise use of Covent Garden Car Park in some way, perhaps by offering a free car park ticket in a leaflet to be distributed on the first day of the championships, or by including a free ticket in the championship programme.				
Executive Response	(See item 13 above)				


Item no	15	Title	Future delivery of off-street parking enforcement	Requested by	Chair
Scrutiny Comment	The Committee supported the recommendations in the report.				
Executive Response	The Leader requested that a note be added to ensure that when the Council informs the County Council of the decision, there is clarity about the changeover arrangements, especially with regard to TUPE to protect the Council's staff.				

Item no	16	Title	Public Service Network (PSN) Compliance	Requested by	Chair
Scrutiny Comment	The Committee recommended to the Executive that recommendation 2.2 be amended to read "for up to 17 Councillors".				
Executive Response	The Executive accepted this amendment.				

Urgent Item	Title	Proposed exemption from the Code of Procurement Practice	Requested by	Chair
Scrutiny Comment	The Committee supported the recommendations in the report.			
Executive Response	-			

The Committee also considered 3 confidential Executive agenda items which are detailed in a separate confidential appendix:

- 22 - Housing with Care Opportunity at St Michael's Chapel and Master's House, Saltisford (Leper Hospital)
- 23 - 10, 12 & 14 Chapel Street, Warwick
- 24 - Extension of Adaptation Building Works Contract

 Finance & Audit Scrutiny Committee - 11 March 2014		Agenda Item No. <div style="text-align: right; font-size: 2em;">6</div>
Title	Forward Plan	
For further information about this report please contact	Peter Dixon, Civic & Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk	
Wards of the District directly affected	n/a	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	n/a	
Background Papers	n/a	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	n/a
Equality & Sustainability Impact Assessment Undertaken	n/a

Officer/Councillor Approval		
Officer Approval	Date	Name
Deputy Chief Executive		
Head of Service		
CMT		
Section 151 Officer		
Monitoring Officer		
Finance		
Portfolio Holder(s)		
Consultation & Community Engagement		
n/a		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. SUMMARY

- 1.1 This report informs the Committee of the current Forward Plan, attached at Appendix 1 to the report.

2. RECOMMENDATION

- 2.1 The Committee to; identify any Executive items on which it wishes to have an input before the Executive makes its decision; and to nominate one Member to investigate that future decision and report back to the Committee.

3. REASONS FOR THE RECOMMENDATION

- 3.1 One of the five main roles of overview and scrutiny in local government is to undertake pre-decision scrutiny of executive decisions.
- 3.2 If the Committee has an interest in a future decision to be made by the Executive it is within the Committee's remit to feed into the process.
- 3.3 The Forward Plan is the Executive's future work programme. If any non-Executive Member or Members highlighted items which were to be taken by the Executive which they would like to be involved in, those Members could then provide useful background to the Committee when the report was submitted to the Executive and when the Committee was passing comment on it.

4. POLICY FRAMEWORK

- 4.1 The work carried out by the Committee helps the Council to improve in line with its priority to manage services openly efficiently and effectively.

5. BUDGETARY FRAMEWORK

- 5.1 All work for the Committee has to be carried out within existing resources. Therefore, there is a limit to the time available that officers will have to assist Members, so the Committee may wish to prioritise areas of investigation.

6. RISKS

- 6.1 This Committee contributes to the effective minimisation of risk by scrutinising the work undertaken by the Executive.

7. ALTERNATIVE OPTION(S) CONSIDERED

- 7.1 The only alternative option is not to undertake this aspect of the overview and scrutiny function.

8. BACKGROUND

- 8.1 There are five main roles of overview and scrutiny in local government:

- Holding to account
- Performance management
- Policy review
- Policy development
- External scrutiny

- 8.2 The pre-decision scrutiny of Executive decisions falls within the role of 'holding to account'. To feed into the pre-decision scrutiny of Executive decisions, the Committee needs to examine the Council's Forward Plan and identify items which it would like to have an impact upon.
- 8.3 The Council's Forward Plan is published on a monthly basis and sets out the key decisions to be taken by the Council in the next twelve months. The Council only has a statutory duty to publish key decisions to be taken in the next four months. However, the Forward Plan was expanded to a twelve month period to give a clearer picture of how and when the Council will be making important decisions.
- 8.4 A key decision is a decision which has a significant impact or effect on two or more wards and/or a budgetary effect of £50,000 or more.
- 8.5 The Forward Plan also identifies non-key decisions to be made by the Council in the next twelve months, and the Committee, if it wishes, may also pre-scrutinise these decisions.
- 8.6 The Committee should be mindful that any work it wishes to undertake would need to be undertaken without the need to change the timescales as set out within the Forward Plan. The Committee may wish to give greater consideration to the reports in Section 2 of Appendix 1, to maximise the time available for Members to input into the process



FORWARD PLAN

Forward Plan March to June 2014

COUNCILLOR ANDREW MOBBS
LEADER OF THE EXECUTIVE

The Forward Plan is a list of all the Key Decisions which will be taken by the Executive or its Committees in the next four months. The Warwick District Council definition of a key decision is: - a decision which has a significant impact or effect on two or more wards and/or a budgetary effect of £50,000 or more.

Whilst the majority of the Executive's business at the meetings listed in this Forward Plan will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information.

This is formal notice under the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 that part of the Executive meeting listed in this Forward Plan will be held in private. This is because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. Those items which are proposed to be considered in private are marked as such along with the reason for the exclusion in the list below.

If you would like to make representations or comments on any of the topics listed below, including the confidentiality of any document, you can write to the contact officer, as shown below, at Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ. Alternatively you can phone the contact officer on (01926) 412656. If your comments are to be referred to in the report to the Executive or Committee they will need to be with the officer 7 working days before the publication of the agenda. You can, however, make comments or representations up to the date of the meeting, which will be reported orally at the meeting. The Forward Plan will be updated monthly and you should check to see the progress of the report you are interested in.

Section 1 – The Forward Plan March to June 2014

Topic and Reference	Purpose of report	If requested by Executive –date, decision & minute no.	Date of Executive, Committee or Council meeting	Publication Date of Agendas	Contact Officer & Portfolio Holder	External Consultees/ Consultation Method/ Background Papers
March 2014						
Extension of Allpay Contract (Ref 599)	To seek approval to extend the existing contract with Allpay for over the counter payments		Executive 12 March 2014	3 March 2014	Fiona Clark Cllr Grainger	
Housing Strategy Plan (Ref 565)	To agree a plan to deliver The Housing Strategy as agreed by Executive in November 2013 and going to Council December 2014		Executive 12 March 2014	3 March 2014	Ken Bruno Cllr Vincett	Housing strategy 2014 – 2017 Executive Report
Treasury Management Strategy (Ref 541)	To seek member approval of the Treasury Management Strategy and Investment Strategy for the forthcoming year		Executive 12 February 2014 Executive 12 March 2014	3 March 2014	Roger Wyton Cllr Mobbs	
Health Strategy (Ref 576)	To update members on the formulation of the Council's Health Strategy, following the return of Public Health to local authorities		Executive 12 March 2014	3 March 2014	Rob Chapleo Cllr Coker	
Hackney Carriage Fare Increase (Ref 592)	To update members on the proposed Hackney Carriage fare increase		Executive 12 March 2014	3 March 2014	Marianne Rolfe Cllr Coker	

Approval of proposed Historic Buildings Grant Application Funding for 2014/1 (Ref 595)	To seek approval of proposed Historic Buildings Grant Application Funding for 2014/15		Executive 12 March 2014	3 March 2014	Alan Mayes Cllr Hammon	
HS2: Agreement of the WDC approach to petitioning in respect of aspects of the HS2 proposal (Ref 596)	Agreement of the WDC approach to petitioning in respect of aspects of the HS2 proposal.		Executive 12 March 2014	3 March 2014	Gary Fisher Cllr Hammon	
Lillington Area Action/ Neighbourhood Plan (Ref 439)	<p>To set in train work to develop an Area Action Plan for this part of Leamington as part of the Neighbourhood Community Budget pilot being trialled in Lillington</p> <p>(Moved from December 12 reason 3) (Moved from June 13 reason 3) (Moved from September 13 reason 3) (Moved from November 13 reason 3)</p> <p>It is intended that this report will be Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the</p>	<p>Executive 14 November 2012</p> <p>Report to Executive generally on Neighbourhood Plans in July 2012</p>	<p>Executive 12 December 2012</p> <p>Executive 13 February 2013</p> <p>Executive 19 June 2013</p> <p>Executive 11 September 2013</p> <p>Executive 13 November 2013</p> <p>Executive 11 December 2013</p>	3 March 2014	Chris Elliott Jameel Malik Cllr Cabrn	<p>Leamington Town Council</p> <p>Warwickshire County Council</p> <p>Report to Executive generally on Neighbourhood Plans in July 2012</p>

	authority holding that information)		Executive 12 February 2014 Executive 12 March 2014			
Riverside House offices - relocation options (Ref 528)	To present relocation options It is intended that this report will be Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information		Executive 12 March 2014	3 March 2014	Corporate Management Team Cllr Hammon	
Proposed Affordable Housing Development in Warwick Town Centre (Ref 598)	To agree to the development of an affordable housing scheme in Warwick Town Centre It is intended that this report will be Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information)		Executive 12 March 2014	3 March 2014	Andrew Jones Cllr Vincett	
Housing & Property Services Contract Update (Ref 600)	To report on the position of a number of contracts in Housing & Property Services It is intended that this report will be Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information)		Executive 12 March 2014	3 March 2014	Bill Hunt Cllrs Vincett & Mobbs	

April 2014

Sustainability Report (Ref 551)	To seek agreement for the strategic approach to climate change/sustainability		Executive 16 April 2014	7 April 2014	Richard Hall Cllr Coker	
Local Air Quality Management (Ref 562)	To seek member approval for new air quality planning guidance and an extension to the Leamington Air Quality Management Area		Executive 16 April 2014	7 April 2014	Grahame Helm Cllr Coker	DEFRA WCC Leamington Town Council Chamber of Commerce Local Developers
Fetherston Court Development Scheme Update (Ref 589)	To provide an update of the latest project budget estimate and programme following review It is intended that this report will be Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information)		Executive 16 April 2014	7 April 2014	Matt Jones Cllr Vincett	Fetherston Court Development Scheme Update 8 January 2014 Executive
Locally Listed Parks and Gardens (Ref 597)	confirmation of boundaries		Executive 16 April 2014	7 April 2014	Alan Mayes Cllr Hammon	

May 2014

Kenilworth Area Action/ Neighbourhood Plan (Ref 438)	To consider the request from Kenilworth Town Council to set in train work to develop an Area Action Plan for the town Moved from November 2012 reason 2 (Moved from June 2013 Reason 3) (Moved from August 2013 reason 3)		Executive 14 November 2012 Executive 9 January 2013 Executive 11 September 2013 Executive 12 February 2014 Executive 12 March 2014 Executive 8 May 2014	28 April 2014	Chris Elliott Cllr Caborn	Kenilworth Town Council Warwickshire County Council Report to Executive generally on Neighbourhood Plans in July 2012
Code of Conduct Review (Ref 593)	To consider revisions to the Council's Code of Conduct and associated papers		Executive 8 May 2014	28 April 2014	Graham Leach Cllr Mobbs	Written correspondence Asking for their views
Council Procedure Rules (Ref 594)	To consider revisions to the Council procedure rules from the Constitution Working Party		Executive 8 May 2014	28 April 2014	Graham Leach Cllr Mobbs	
June 2014						
Final Accounts (Ref 553)	To report on the Council's outturn position for both revenue and capital		Executive 11 June	2 June 2014		

Voluntary sector commissioning priorities for 2015-18 (Ref 585)	To confirm the priorities around which future Voluntary Community Sector commissioning will be based, and provide a brief summary of the sector in-district.		Executive 11 June 2014	2 June 2014	Liz Young Cllr Grainger	Workshop; Face to face feedback
Review of the Warwick District Council/Waterloo Housing Group Joint Venture (Ref 591)	To consider the joint venture's performance since its inception		Executive 11 June 2014	2 June 2014	Andrew Jones Cllr Vincett	

Section 2 - Key decisions which are anticipated to be considered by the Council between July 2014 and December 2014

July 2014

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August 2014

Budget Review to include Financial Projections (Ref 567)	To report on the latest financial prospects for the current and future 5 years					
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September 2014

Statement of Accounts 2013-2014 (Ref 568)	To formally approve the Council's statutory accounts 2013/2014		Executive 3 September 2014	22 August 2014	Marcus Miskinis Cllr Mobbs	
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October 2014

Fees and Charges Income Max (Ref 569)	To propose the level of fees and charges to be levied in 2013/14		Executive 1 October 2014	22 September 2014	Andy Crump Cllr Mobbs	
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November 2014

Budget Review (Ref 571)	To advise members of any variations from approved budgets		Executive 5 November 2014	27 October 2014	Andy Crump Cllr Mobbs	
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December 2014

General Fund Budgets 2014 - 2015 (Ref 586)	To consider the following year revenue budgets for the general fund		Executive 3 December 2014	24 November 2014	Marcus Miskinus Cllr Mobbs	
Housing Revenue Account Budgets 2014-2015 (Ref 590)	To consider the following year revenue budgets for the Housing Revenue Account		Executive 3 December 2014	24 November 2014		

TO BE CONFIRMED

Topic and Reference	Purpose of report	History of Committee Dates & Reason code for deferment	Contact Officer & Portfolio Holder	Expansion on Reasons for Deferment	External Consultees/ Consultation Method/ Background Papers	Request for attendance by Committee
Evening Economy (Ref 362)	Action Plan 2012-2015	Executive 11 September 2013	Joe Baconnet Cllr Hammon	Moved from September 2013 Reason 1 & 4		
Corporate Debt Policy (Ref 516)	To approve the Corporate Debt Policy	TBC	Jon Dawson Cllr Mobbs			
Housing & Property Services Advisory Services Review (Ref 524)	To present various options for the service to (i) improve value for money of existing services and (ii) accelerate and maximise new affordable housing through the HRA Business Plan.	Executive 11 December 2013 Executive 12 February 2014	Jameel Malik Cllr Vincett	Reason 3	Report to Executive 6th March 2012, recommendation number 6. Report for Finance and Audit Scrutiny Committee 11th December 2012 Report for Finance and Audit Scrutiny Committee 18th June 2013.	

Section 3 - Items which are anticipated to be considered by the Executive but are NOT key decisions

March 2014						
April 2014						
May 2014						
June 2014						
July 2014						
Significant Business risk Register (Ref 553)	To advise members of Corporate Business Risks				Mike Snow Cllr Mobbs	
Review of Business Rates Pooling Arrangements (Ref 554)	To inform members of the outcome of the first year's Pooling Arrangements				Richard Barr Cllr Mobbs	
August 2014						

September 2014						
October 2014						
Review of Significant Business Risk Register (Ref 570)	To inform members of the significant risks to the Council				Richard Barr Cllr Mobbs	
November 2014						
December 2014						
Review of Significant Business Risk Register (Ref 587)	To inform members of the significant risks to the Council				Richard Barr Cllr Mobbs	


Delayed reports:

If a report is late, officers will establish the reason(s) for the delay from the list below and these will be included within the plan above:

1. Portfolio Holder has deferred the consideration of the report
2. Waiting for further information from a Government Agency
3. Waiting for further information from another body
4. New information received requires revision to report
5. Seeking further clarification on implications of report.

Details of all the Council's committees, Councillors and agenda papers are available via our website www.warwickdc.gov.uk/committees

The forward plan is also available, on request, in large print on request, by telephoning (01926) 412656

 Finance & Audit Scrutiny Committee - 11 March 2014		Agenda Item No. <div style="font-size: 2em; float: right;">7</div>
Title	Review of the Work Programme	
For further information about this report please contact	Peter Dixon Civic & Committee Services Officer 01926 456114 committee@warwickdc.gov.uk	
Wards of the District directly affected	n/a	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	11 February 2014	
Background Papers	Committee minutes (various)	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality & Sustainability Impact Assessment Undertaken	n/a

Officer/Councillor Approval		
Officer Approval	Date	Name
Deputy Chief Executive		
Head of Service		
CMT		
Section 151 Officer		
Monitoring Officer		
Finance		
Portfolio Holder(s)		
Consultation & Community Engagement		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. SUMMARY

- 1.1 This report informs the Committee of its work programme for 2013/14 and 2014/15 (Appendix 1).

2. RECOMMENDATION

- 2.1 Members consider the work programme and agree any changes to it as appropriate.

3. REASONS FOR THE RECOMMENDATION

- 3.1 The work programme should be updated at each meeting to accurately reflect the workload of the Committee.

4. POLICY FRAMEWORK

- 4.1 The work carried out by the Committee helps the Council to improve in line with its priority to manage services openly, efficiently and effectively.

5. BUDGETARY FRAMEWORK

- 5.1 All work for the Committee has to be carried out within existing resources.

6. RISKS

- 6.1 This Committee contributes to the effective minimisation of risk by scrutinising the various functions and work of the Council, often in a statutory capacity. It is therefore important that the Committee's work programme is kept up to date.

7. ALTERNATIVE OPTION(S) CONSIDERED

- 7.1 There are no alternative options.

Finance and Audit Scrutiny Committee

WORK PROGRAMME 2013/14 & 2014/15

15 APRIL 2014**AUDIT ITEMS**

1	Internal Audit Strategy & Plan 2014/15 – 2016/17	Report	Richard Barr	Annual report
2	Internal Audit Quarterly Report Quarter 3 2013/14	Report	Richard Barr	Quarterly report

SCRUTINY ITEMS

3	Service Risk Register Presentation - Finance	Report	Richard Barr	Executive 11.01.12 minute 115 F&A 09.07.13 minute 30
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7 MAY 2014**SCRUTINY ITEMS**

1	End of Term Report	Report	Chairman / Peter Dixon	Executive 11.01.12 minute 115 F&A 09.07.13 minute 30
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No scheduled audit items**10 JUNE 2014****AUDIT ITEMS**

1	Annual Governance Statement	Report	Mike Snow	Annual report
2	Treasury Management Activity Report 2013/14	Report	Roger Wyton	2 nd Half Year Biannual report
3	Internal Audit Annual Report 2013/14	Report	Richard Barr	Annual report
4	Internal Audit Quarterly Report – Quarter 4 2013/14	Report	Richard Barr	Quarterly report
5	Review of Effectiveness of Internal Audit	Report	Richard Barr	Annual report

SCRUTINY ITEMS

6	Housing Business Plan Performance Management	Report	Abigail Hay	Biannual report
7	Progress report on Enterprise Projects	Report	Joe Baconnet	Annual report

1 JULY 2014

AUDIT ITEMS

1	Anti-Fraud and Corruption Progress Report	Report	John King	Annual report
2	Draft Statement of Accounts 2013/14	Report	Mike Snow	Annual report

SCRUTINY ITEMS

3	Service Risk Register Presentation – Democratic Services	Report	Richard Barr	Executive approved 11.01.12 minute 115
4	Procurement Biannual Report	Report	Susan Simmonds	Biannual report

29 JULY 2014

AUDIT ITEMS

1	Treasury Management 2013/14 Annual Report	Report	Roger Wyton	Annual report
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No scheduled scrutiny items

2 SEPTEMBER 2014

AUDIT ITEMS

1	Internal Audit Quarterly Report Quarter 1 2014/15	Report	Richard Barr	Quarterly report
2	Housing Benefit Fraud Investigation - Performance	Report	Andrea Wyatt	Annual report
3	Risk Management Annual Report	Report	Richard Barr	Annual report

No scheduled scrutiny items

23 SEPTEMBER 2014 (ACCOUNTS)

AUDIT ITEMS

1	Audit Findings Report from External Auditor	Report	Mike Snow / EA	Annual report
2	Statement of Accounts 2013/14	Report	Mike Snow	Annual report

30 SEPTEMBER 2014

AUDIT ITEMS

1	National Fraud Initiative Update	Report	Ian Wilson	Annual report
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SCRUTINY ITEMS

2	Service Risk Register Presentation – Neighbourhood Services	Report	Richard Barr	Approved by Executive 11.01.12 – minute 115
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4 NOVEMBER 2014

AUDIT ITEMS

1	Annual Audit Letter	Report	Mike Snow	Annual report
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No scheduled scrutiny items

2 DECEMBER 2014

AUDIT ITEMS

1	Treasury Management Activity Report 2014/15	Report	Roger Wyton	1 st Half Year Biannual report
2	Internal Audit Quarterly Report – Quarter 2 2014/15	Report	Richard Barr	Quarterly report

SCRUTINY ITEMS

3	Housing Business Plan Performance Management	Report	Abigail Hay	Biannual report
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13 JANUARY 2015

AUDIT ITEMS

1	2014/15 Audit Opinion Plan	Report	Mike Snow / EA	Annual report
2	External Audit Certification of Claims and Returns	Report	Mike Snow	External Audit Annual report

SCRUTINY ITEMS

3	Service Risk Register Presentation – Corporate & Community Services	Report	Richard Barr	Approved by Executive 11.01.12 – minute 115
4	Procurement Biannual Report	Report	Susan Simmonds	Biannual report

10 FEBRUARY 2015

No scheduled items

10 MARCH 2015

AUDIT ITEMS

1	Internal Audit Strategy & Plan 2015/16 – 2017/18	Report	Richard Barr	Annual report
2	Internal Audit Quarterly Report Quarter 3 2014/15	Report	Richard Barr	Quarterly report
3	Auditing Standards	Report	Mike Snow	Annual report

No scheduled scrutiny items

8 APRIL 2015

SCRUTINY ITEMS

1	Service Risk Register Presentation – Housing & Property Services	Report	Richard Barr	Executive 11.01.12 minute 115 F&A 09.07.13 minute 30
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SCRUTINY ITEMS

2	End of Term Report	Report	Peter Dixon / Chair	Annual report
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NO DATE SET:

Presentation on Disabled Adaptations – agreed by F&A 11/12/12 minute 97 (Executive item 5)

FUTURE SERVICE RISK REGISTER PRESENTATIONS:

July 2015 – Cultural Services

October 2015 – Development Services