
Audit Committee

Public minutes of the 36th meeting of the Audit Committee held as follows:-

Date: Thursday 20 October 2011

Time: 12:30 pm

Venue: Quay Hotel, Deganwy Quay, Deganwy, Conwy LL31 9DJ

Present: Jeff Lucas (Chair)
Deep Sagar
Joy Tweed

In attendance:

Gary Butler, Director of Finance
Richard Kennett, Chair, Finance and Resources Committee (observer)
Steve Rayner, Secretary to Committees
Greg Ross-Sampson, Director of Operations
Marc Seale, Chief Executive and Registrar
Anna van der Gaag, Council Chair

Item 1.11/77 Apologies for absence

- 1.1 Apologies for absence were received from Morag MacKellar and Graeme Clarke and Peter Cudlip of Mazars LLP.

Item 2.11/78 Approval of agenda

- 3.1 The Committee approved the agenda.

Item 3.11/79 Declarations of members' interests

- 3.1 Members had no interests to declare in connection with the items on the agenda.

Item 4.11/80 Minutes of the Audit Committee meeting of 29 September 2011 (report ref: AUD 54/11)

- 4.1 It was agreed that the minutes of the 35th meeting of the Audit Committee should be confirmed as a true record and signed by the Chair.

Item 5.11/81 Matters arising (report ref: AUD 55/11)

- 5.1 The Committee received a paper to note from the Executive.
5.2 The Committee noted the actions list as agreed at the last meeting.

Item 6.11/82 Annual report 2010-11 (report ref: AUD 56/11)

- 6.1 The Committee received a paper for discussion/approval from the Executive.
6.3 The Committee noted that the NAO had indicated that it was happy to approve the report in its present state, and that the Accounting Officer was now happy to sign it off.
6.4 The Committee agreed that it had been kept appropriately informed about issues and subsequent action throughout the development of the report.
6.5 The Committee recommended that the Council approve the Annual report.

ACTION: Director of Finance and Resources to submit the report to the Council for approval at its meeting at 13.00 on Thursday 20 October.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2011-10-11	a	AUD	MIN	Minutes Audit Committee 20 October 2011 public meeting	Draft DD: None	Public RD: None

Item 7.11/83 National Audit Office audit completion report (report ref: AUD 57/11)

- 7.1 The Committee received a paper for discussion/approval from the Executive.
- 7.2 The Committee noted that, before publication the following amendments would be made:
 - 7.2.1 Page 23 replace “Human Fertilisation Authority” with “HPC”.
- 7.3 The Committee noted the “Observations and Recommendations” section of the report, which contained 3 internal control issues, and detailed their management responses:

Deferred Income Balance

- 7.4 The Committee noted that the Executive had now made attempts to refund all registrants who had paid fees despite being lapsed from the register up to March 2011. The majority of repayments had been accepted.
- 7.5 Any registrants who had paid fees despite being lapsed from the register from March 2011 were being identified in the Netregulate system manually, pending the development of an automatic refund mechanism.
- 7.6 The Committee noted that the Internal Auditor had been commissioned to undertake a study of the Netregulate and Sage systems to determine the cause of ongoing reporting differences between the two systems.
- 7.7 The Committee noted that the Executive would review the Internal Auditor’s study, and would report to the Committee on completion.
- 7.8 The Committee agreed that it would like to see the Executive’s report on the Internal Audit as soon as it was ready, rather than wait until the March meeting.

ACTION: Director of Finance to circulate the Executive’s report on the Internal Audit to the Committee on completion.

Item 8.11/84 Any other business

- 8.1 There was no other business.

Item 9.11/85 Date and time of next meeting

- 9.1 The next meeting of the Committee would be held at 10.30 am on

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2011-10-11	a	AUD	MIN	Minutes Audit Committee 20 October 2011 public meeting	Draft DD: None	Public RD: None

Thursday 13 March 2012.

9.2 Subsequent meetings would be held at 10.30 am on:

Thursday 21 June 2012

Thursday 27 September 2012

Wednesday 28 November 2012

Resolution

The Committee agreed to adopt the following resolution:

'The Committee hereby resolves that the remainder of the meeting shall be held in private, because the matters being discussed relate to one or more of the following;

- (1) information relating to a registrant, former registrant or applicant for registration;
- (2) information relating to an employee or officer holder, former employee or applicant for any post or office;
- (3) the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
- (4) negotiations or consultation concerning labour relations between the Council and its employees;
- (5) any issue relating to legal proceedings which are being contemplated or instituted by or against the Committee or the Council;
- (6) action being taken to prevent or detect crime or to prosecute offenders;
- (7) the source of information given to the Committee in confidence; or
- (8) any other matter which, in the opinion of the Chair, is confidential or the public disclosure of which would prejudice the effective discharge of the Committee's or Council's functions.'

Summary of those matters considered whilst the public were excluded

Item 10.11/86 Private minutes of the Audit Committee of 29 September 2011 (report ref: AUD 58/11)

The Committee considered and approved the private minutes of the Audit Committee meeting held on 29 September 2011.

Item 11.11/87 Matters arising (report ref: AUD 59/11)

The Committee noted the action list arising from the minutes.

Chair

Date

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2011-10-11	a	AUD	MIN	Minutes Audit Committee 20 October 2011 public meeting	Draft DD: None	Public RD: None