

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

MINUTES OF A MEETING OF THE AUDIT COMMITTEE HELD AT FIRE SERVICE HEADQUARTERS, BIRKENSHAW, ON 19 APRIL 2013

Present: Councillors B Selby (in the chair), J Dodds, S Hamilton, P Harrand, A Wainwright and A Wallis

In attendance:

Graham Kettles	KPMG
Shirley Hampshire	KPMG
Simon Straker	Internal Audit

19 MINUTES OF THE LAST MEETING

RESOLVED

That the Minutes of the meeting held on 1 February 2013 be signed by the Chair as a correct record.

20 URGENT ITEMS

None

21 EXCLUSION OF THE PUBLIC – SECTION 100A, LOCAL GOVERNMENT ACT 1972

There were no items which required the exclusion of the public and press.

22 DISCLOSURES OF INTEREST

There were no disclosures of disclosable pecuniary interest in any matter under discussion at the meeting.

23 INTERNAL AUDIT – QUARTERLY REVIEW - SUMMARY

The Chief Finance Officer presented a report that provided a summary of the audit activity for the period from January to March 2013.

Two audits had been completed and both had received substantial assurance. A special investigation had also been undertaken following a competitive tender process for the purchase of IT storage. Internal Audit had confirmed that there had

been no compromise of the Authority's contract standing orders.

Members received an update on the special investigation which had been reported to the last meeting. They were advised that the matter was now in the hands of the Crown Prosecution Service.

RESOLVED

That the report be noted.

24 INTERNAL AUDIT PLAN 2013 - 14

Consideration was given to a report of the Chief Finance Officer which provided an outline of the proposed programme of audit work for 2013 – 14.

The areas to be investigated included;

- Key financial systems (SAP implementation and disbursement account)
- Other financial systems / locations
- Corporate governance
- Business risk and control (as detailed in the annex to the report now submitted)
- Follow-up audits (equipment controls, IT procurement and vehicle review implementations)

It was reported that one of the potentially largest areas of concern for the Authority would be the November 2013 implementation of the SAP financial system at Kirklees Metropolitan Council and the possible impact this may have in the short term for the Authority. Members were advised that this had already been addressed to some extent by the attendance of members of the Authority's finance department on a SAP finance training session and on a visit to Tyne and Wear Fire Service to view the system in operation. The Senior Finance Manager was also in close contact with the implementation group at Kirklees.

RESOLVED

- (i) That the report be noted; and
- (ii) That progress with the implementation of the SAP financial system at Kirklees Metropolitan Council be the subject of regular report to the Audit Committee.

25 EXTERNAL AUDIT – SCALE OF FEES 2013 / 14

The Chief Finance Officer presented details of the audit work programme and scale of fees for 2013 / 14.

Members were advised that there had been no change to the previous year's fees (£48,107) which had been set by the Audit Commission rather than KPMG who delivered the audit. It was reported that low fee levels would be maintained for the duration of the five-year contract, subject to annual review.

After the transitional five-year period, it was reported that the Authority would put the external audit process out to tender and appoint its own external auditors with the assistance of an independent audit selection committee (the precise nature of which remained undecided at the current time).

RESOLVED

That the report be noted.

26 OPERATIONAL ASSESSMENT PEER CHALLENGE – IMPROVEMENT PLAN

Consideration was given to a report of the Director of Corporate Resources which updated Members on progress against the Operational Assessment Peer Challenge Improvement Plan.

It was reported that all areas of the Improvement Plan, drafted in response to the challenge process in February 2012, had been completed.

RESOLVED

That the report be noted.

Chair