
Finance, Audit & Risk Subcommittee

OPEN MINUTES

Minutes of a meeting of the Finance, Audit & Risk Subcommittee held in the Council Chambers, Horowhenua District Council, Levin, on Wednesday 28 September 2016 at 4.00 pm.

PRESENT

Chairperson Cr A D Rush
Members Mayor B J Duffy
Cr C B Mitchell
Cr P Tukapua

IN ATTENDANCE

Mr D Law	(Chief Financial Officer)
Mrs N Brady	(Group Manager – Business Services)
Mr G Saidy	(Group Manager – Infrastructure Services)
Mr A Mohammed	(Financial Systems Manager)
Mr A Chamberlain	(Financial Accountant)
Mr M Lester	(Project Coordination Manager)
Mrs K J Corkill	(Meeting Secretary)

PUBLIC IN ATTENDANCE

There were three members of the public in attendance at the commencement of the meeting.

1 Apologies

Apologies were recorded for Cr Bishop and Mr Jackson.

MOVED by Cr Tukapua, seconded Cr Mitchell:

That the apologies from Cr Bishop and Mr Jackson be accepted.

CARRIED

2 Public Speaking Rights

There were no requests for speaking rights.

3 Declaration of Interest

None declared.

4 Confirmation of Minutes – 31 August 2016

MOVED by Mayor Duffy, seconded Cr Mitchell:

THAT the minutes of the meeting of the Finance, Audit & Risk Subcommittee held on Wednesday, 31 August 2016, be confirmed as a true and correct record.

CARRIED

5 Matters Arising

There were no matters arising.

6 Announcements

There were no announcements.

7 Reports

7.1 Financial Report for the two months to 31 August 2016

Purpose

To present to the Finance, Audit & Risk Subcommittee the financial report for the two months to 31 August 2016.

MOVED by Mayor Duffy, seconded Cr Tukapua:

THAT Report 16/508 Financial Report for the two months to 31 August 2016 be received.

THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

Cr Rush complimented the finance team as the Subcommittee had rarely received such comprehensive information so early in the financial year.

Mrs Brady commented on the new report format which had been emailed out to Members for their feedback. She summarised the main changes that had occurred in response to Members suggestions and noted that had been set out in such a way that it made it easier for not only Members but also the public to understand. There was also an appendix which explained the terminology used. Responding to the feedback, in future the font would be standardised throughout the report for ease of reading. The two pull out pages would be further modified, there would be some adjustment in the colour coding, and any significant variances would be more clearly highlighted.

With regard to the Executive Summary, part A, Mr Law explained the top two ratios where it showed a target of 100%, that was the minimum required. It had to be 100 or over to be on track. For the final two ratios, needed to be less than the target for the kpi to be met.

There were also budget phasing issues that were being worked on with Mr Law and Mrs Brady explaining what was being done to address those anomalies.

7.2 Internal Audit Plan

Purpose

For the Audit, Risk and Finance Committee to endorse the adoption of the 2016/2017 Internal Audit Plan.

MOVED by Cr Mitchell, seconded Mayor Duffy:

THAT Report 16/515 Internal Audit Plan be received.

THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

After discussion on the proposed Internal Audit Plan, and following feedback from Members which highlighted concerns with regard to the number and variety of audit areas proposed and how these should be prioritised, the amount of time that would be involved and how realistic that was, the costs involved and who would pay, if and how it related to Council's external audit, the possibility of Members' adding to the list if an issue arose that they wanted further information on, it was:

MOVED by Mayor Duffy, seconded Cr Mitchell:

THAT the following information be provided to Subcommittee Members::

- costings and payment;*
- the relationship of this internal audit to the annual external audit;*
- the MWLASS relationship;*
- audit areas and how these would be prioritised;*
- the potential for Members to add additional audit items if required.*

CARRIED

7.3 Monitoring Reports to 28 September 2016

Purpose

To present to the Finance, Audit & Risk Subcommittee Monitoring Reports covering:

- Requested actions from previous meetings of the Subcommittee;
- Issues identified during the 30 June 2015 Audit.

MOVED by Mayor Duffy, seconded Cr Tukapua:

THAT Report 16/516 Monitoring Reports to 28 September 2016 be received.

THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

Members' queries were responded to with Mr Law noting that a items in Audit Monitoring Report would clarified in the Auditor's Management Report which should be received prior to Christmas and the report would then be superseded.

Page 34 16/245 Development Contributions Old Policy

Cr Mitchell noted that the query with regard to how many sections there still were under the old DC scheme had not been addressed.

4.40 pm

There being no further business, the Chairperson declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD
AT A MEETING OF THE FINANCE, AUDIT & RISK
SUBCOMMITTEE HELD ON

In accordance with Standing Order 3.18.2 these
Minutes were authenticated on

DATE:.....

CHAIRPERSON:.....

CHIEF EXECUTIVE:.....