

Minutes of the meeting of West Mercia Energy Joint Committee held in the Shrewsbury Room, Shirehall on Monday 22 September 2014 at 10.00am.

Members Present:

Herefordshire Council	P Price
Shropshire Council	M Owen (Vice-Chairman)
Telford & Wrekin Council	W McClements
Worcestershire County Council	A I Hardman (Chairman) J Smith

Officers Present:

West Mercia Energy	N Evans
Grant Thornton	Grant Paterson J Hill
Shropshire Council	J Walton C Pilawski N Denton M Seddon S Davies
Worcestershire County Council	M Howard
Herefordshire County Council	R Wood
Telford and Wrekin	D. Sidaway S. Bass

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor A England (Telford and Wrekin).

2. NAMED SUBSTITUTIONS

There were no substitutes in attendance.

3. DISCLOSABLE PECUNIARY INTERESTS

Members were reminded that they must not participate in the discussion or voting on any matter in which they had a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.

4. MINUTES

RESOLVED:

That the Minutes of the meeting held on 24th February 2014 be approved as a correct record subject to the inclusion of Councillor J Smith being added to the list of those present.

5. SUPPLIER CONTRACTS

Mr. N. Evans, Director provided a verbal update in relation to the Supplier Contracts. He referred to the successful companies and noted that the Supplier Contracts were outlined in the Annual Audit Report.

RESOLVED:

That the update be noted.

6. STATEMENT OF ACCOUNTS 2013/14 and ANNUAL GOVERNANCE STATEMENT 2013/14

The Treasurer explained that items 6 (Statement of Accounts 2013/14 and Annual Governance Statement 2013/14) and 7 (External Audit – Audit Findings Report 2013/14) would be dealt with together. It was explained that following adjustments made as a result of consultation with External Audit, the Statement of Accounts had been amended from the previous draft copy circulated in June 2014.

Mr Grant Patterson (Grant Thornton) presented the Audit Findings Report for 2013/14 explaining that External Audit was proposing to issue an unqualified opinion on the financial statements. The key messages arising from the audit of the Joint Committee's financial statements were explained and adjustments that had been made were highlighted.

Mr Grant Patterson reported that following the recommendation from last year in relation to the risk of the lack of segregation of duties within the journals system, procedures had been put in place and the weakness identified had been addressed. To conclude, Mr Patterson explained that there was no change to the audit fee this year.

In response to a query, the Treasurer gave further clarification on paragraph 18 of the statement of accounts (IAS 19 Employee Benefits) explaining that retirement benefits were accounted for when they were earned rather than when taken as pensions. Mr Grant Patterson added that this was a true and fair figure and he was comfortable with how this was accounted.

RESOLVED:

- 1) That the Treasurer's Letter of Representation be received and signed by the Chairman.
- 2) That the Statement of Accounts for 2013/14 be approved and signed by the Chairman.

3) That the Annual Governance Statement 2012/13 be approved.

7. EXTERNAL AUDIT – AUDIT FINDINGS REPORT 2013/14

See Minute 6 above.

RESOLVED: That the Audit Findings report, 2012/13 be received.

8. EXTERNAL AUDIT – AUDIT FEE LETTER 2014/15

Mr Grant Patterson (Grant Thornton) presented the Audit Fee Letter 2014/15 and noted that the fee remained the same for 2014/15 and was as proposed in the letter.

RESOLVED:

That the External Audit Fee Letter 2014/15 be noted.

9. INTERNAL AUDIT – PAYROLL 2014/15

Ms. C. Pilawski (Audit Services Manager) outlined the report, explaining that the overall assurance level was good and referred to one item that required attention. It was noted that a recommendation had been proposed in relation to the Staff Handbook as detailed in Appendix 1 of the report.

RESOLVED:

That the Internal Audit – Payroll 2014/15 report be noted.

10. INTERNAL AUDIT – CREDITORS 2014/15

Ms. C. Pilawski (Audit Services Manager) outlined the report, explaining that the overall assurance level was good and referred to the Action Plan at Appendix 1 of the report which highlighted recommendations in relation to the 3 items that required attention.

RESOLVED:

That the Internal Audit – Creditors 2014/15 report be noted.

11. EXCLUSION OF PUBLIC AND PRESS

RESOLVED: That under Section 100(A)(A4) of the Local Government Act 1972, the public be excluded during the consideration of the following items of business on the grounds that they might involve the likely disclosure of exempt information as defined in Schedule 12(A) of the Act.

12. EXEMPT MINUTES

(The full version of Minute 12 constitutes exempt information under the Access to Information Rules and has accordingly been withheld from publication.)

RESOLVED: That the Exempt Minutes of the meeting held on 24th February 2014 be approved as a correct record.

13. INTERNAL AUDIT – GENERAL IT CONTROLS – FOLLOW UP

(The full version of Minute 13 constitutes exempt information under the Access to Information Rules and has accordingly been withheld from publication.)

RESOLVED: That the contents of the report be noted.

14. DISTRIBUTION OF SURPLUS

(The full version of Minute 14 constitutes exempt information under the Access to Information Rules and has accordingly been withheld from publication.)

RESOLVED: That the contents of the report be noted.

15. BUSINESS PLAN and TRADING PERFORMANCE TO DATE 2014/15 - UPDATE

(The full version of Minute 15 constitutes exempt information under the Access to Information Rules and has accordingly been withheld from publication.)

RESOLVED: That the contents of the report be noted.

16. MINUTES OF THE FLEXIBLE ENERGY MANAGEMENT PANEL

(The full version of Minute 16 constitutes exempt information under the Access to Information Rules and has accordingly been withheld from publication.)

RESOLVED: That the minutes of the meetings of the Flexible Energy Management Panel be received.

17. ENERGY GOVERNANCE, ACCOUNTABILITY, RISK and REPORTING POLICY

(The full version of Minute 17 constitutes exempt information under the Access to Information Rules and has accordingly been withheld from publication.)

RESOLVED: That the Policy be approved.

18. RISK MANAGEMENT UPDATE

(The full version of Minute 18 constitutes exempt information under the Access to Information Rules and has accordingly been withheld from publication.)

RESOLVED: That the contents of the update be noted.

19. DATE OF NEXT MEETING

It was noted that the next meeting of the West Mercia Energy Joint Committee would be held on Monday 16th February 2015 at 10.00 a.m., venue to be confirmed.

The meeting ended at 11:20 a.m.

Signed

Dated