

**Minutes of the 22nd Expenditure Controls Committee
held at 11.00 on Thursday 19th January 2017
Venue – meeting held by Telecon**

Present: Mr C St John
Mr I Trenholm
Mr R Bradburn
Mr M Taylor

1.0 APOLOGIES

No apologies were received.

2.0 MINUTES OF THE LAST MEETING

The minutes of the meeting held on the 21st October 2016 were reviewed and approved.

The auditors had provided a revised Terms of Reference and MT to forward these to the ECC offline for information.

**MT
action**

There had also been a conversation with the auditors as to whether their “sampling” could be extended, to provide additional assurance that elements of “professional spend” were not being miscoded under other headings within the ledger. MT agreed that for the quarter 4 review the auditors would broaden their review to include i) Training and Conferences; ii) Staff Recruitment and iii) External Marketing.

MT also confirmed that all of actions had been completed and papers forwarded to DH.

**3.0 INTERNAL AUDIT – DH EXPENDITURE CONTROLS REPORT:
QUARTER 2 (2016/17)**

MT presented the Q2 report and confirmed that in line with the quarter 1 report, a rating of “Substantial” had been applied. The report made clear that the spend for the quarter from programme funding had all been for the front-line and therefore additional approvals had not been required from DH, and as such no exemptions had been identified. MT to confirm to the auditors that the report could be made final.

**MT
action**

**4.0 PROFESSIONAL SERVICES – ANALYSIS OF EXPENDITURE
APRIL – SEPTEMBER 2016.**

MT presented the Quarter 3 paper summarising the professional services expenditure through to the end of December 2016. The paper details the spend by category (professional services; legal services; internal/external audit, contingent labour and external

services other) within appendix A-D.

MT noted that during quarter 3, there had been one request for ECC approval of spend, with regard to the supplier “Open Answers” part of the CMS project (approval provided).

MT confirmed that there had not been any non-frontline professional services expenditure from programme funding (formerly referred to as GIA) sources. DH approval was therefore not required for expenditure incurred by the Authority at quarter 3 - 2016/17.

5.0 **APPROVAL OF EXPENDITURE**

The ECC gave their approval that the expenditure from both programme funding and income from prices had been consistent with DH guidance. MT stated that following the review meeting, and in line with normal practice, the ECC papers would be forwarded to the DH.

**MT
action**

6.0 **ANY OTHER BUSINESS**

RB noted that there had been recent correspondence with the auditors as to whether the quarterly ECC audit reviews (sampling of spend), were still required. RB to discuss with DH whether this requirement would continue to remain in place after 2016/17 and if not, whether the committee in it’s current form could be stood down and or replaced by a simplified internal approvals process for specified types of professional spend.

7.0 **DATE OF NEXT MEETING**

The date of the next meeting is Wednesday 26th April 2017