

Sevenoaks District Council

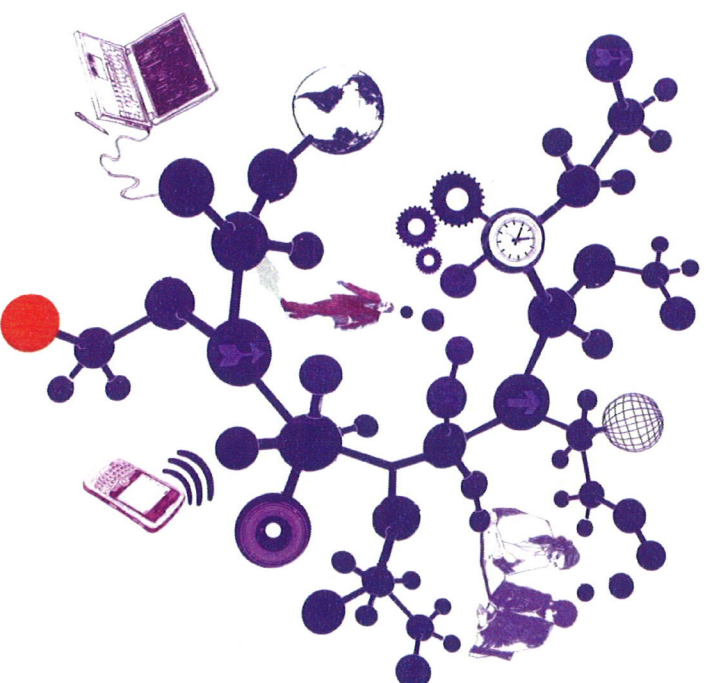
Introduction to External Audit

Year ended 31 March 2015

July 2015

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Introduction

We are delighted to have been appointed as auditors to the Council and look forward to providing you with a high quality external audit service. We are keen to develop our relationship with you over the coming months, ensuring that you receive the quality of external audit you expect and have access to a broad range of specialist skills where you would like our support.

Grant Thornton is one of the world's leading organisations of independent assurance, tax and advisory firms. Over 35,000 Grant Thornton people, across 100 countries, are focused on making a difference to clients, colleagues and the communities in which we live and work.

We are the UK's leading provider of public sector external audit services, covering all parts of the NHS and local government. We can offer a full complement of supporting services if required, such as taxation advice, corporate governance reviews and board effectiveness workshops.

This briefing covers the work we will undertake at the Council and outlines the expected timetable for our work.

Members of the audit committee can find further useful material on our website (www.grant-thornton.co.uk/publicsector), where we have a section dedicated to our work in the public sector.

No.1

Auditor of public sector healthcare

40%

Of the public sector audit market

4,000

People in the UK

Number 1

Employer of CIPFA members and trainees

Introduction

If you would like further information on any items in this presentation, or would like to register with Grant Thornton to receive regular email updates on issues that are of interest to you, please contact either your Engagement Lead or Engagement Manager.

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Our work

The Public Sector Audit Appointments Limited is responsible for:

- appointing auditors to local government, police and NHS bodies
- Setting audit fees
- setting the required standards for its appointed auditors
- making arrangements for the certification of housing benefit subsidy claims

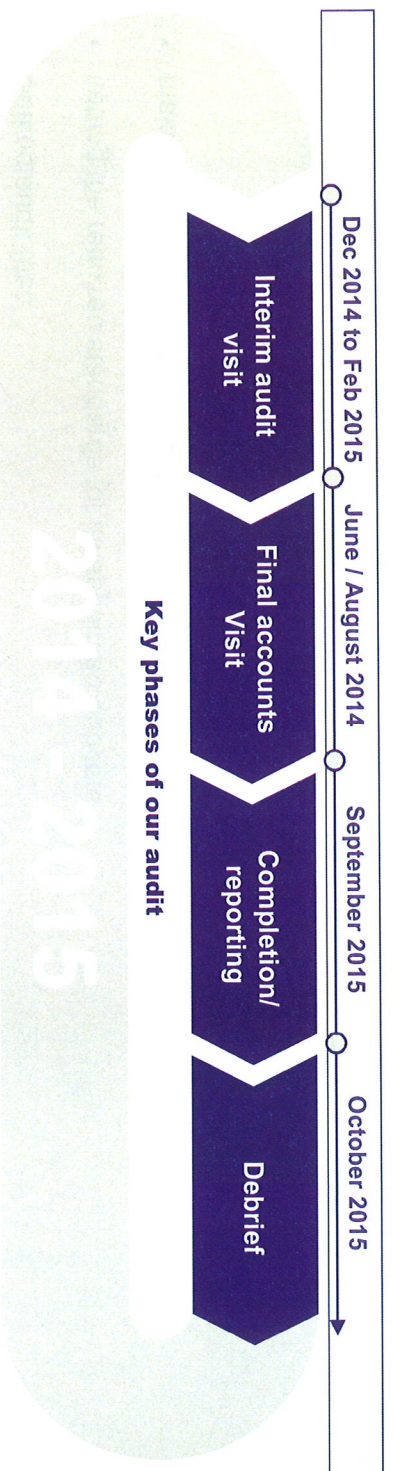
Our objectives are to review and report on:

- your financial statements (the audit opinion)
- Whole of government accounts
- your arrangements for securing economy, efficiency and effectiveness in its use of resources (the value for money conclusion)
- certification of housing benefit subsidy claim.

We will discuss our audit approach with you before commencing any detailed work.

We plan to hold regular meetings with your internal auditors and will look to obtain assurance from their work.

The audit cycle

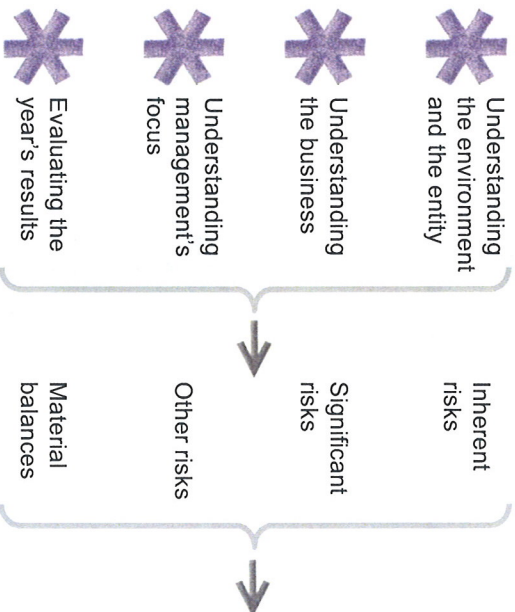


Date	Activity
On-going	Planning meetings with officers and Internal Audit
Dec 2014 to Feb 2015	Detailed planning and interim site work
June 2015	Audit plan produced
June 2015	Year end fieldwork commences
August 2015	Audit findings clearance meeting
September 2015	Audit committee meeting to report our findings
September 2015	Sign financial statements opinion and VFM conclusion
November 2015	Certification of housing benefit subsidy claim Issue annual audit letter
Audit committees	We will attend audit committee meetings. We will provide you with an update on our work and will share with you other key developments

Our audit approach

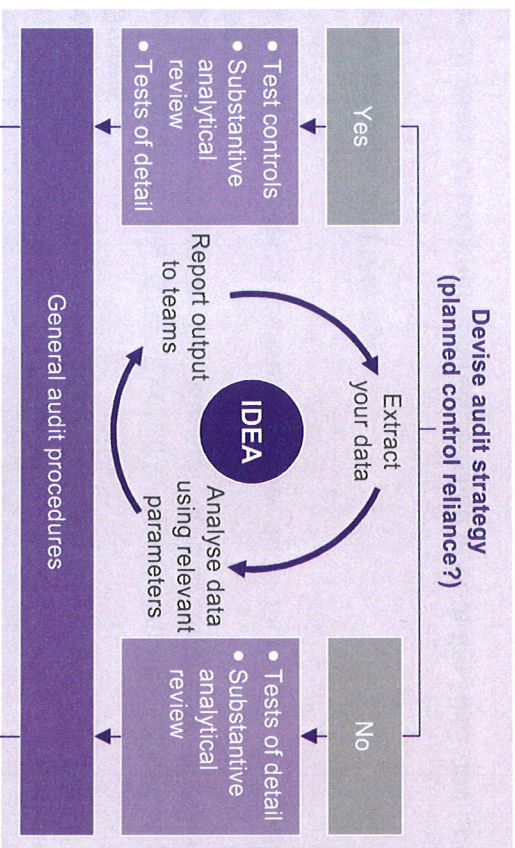
Corporate audit approach and technology

Ensures compliance with International Standards on Auditing (ISAs)



Develop audit plan to obtain reasonable assurance that the financial statements as a whole are free from material misstatement and prepared in all material respects with the code of practice on local authority accounting using our global methodology and audit software

Note:
 a. An item would be considered material to the financial statements if, through its omission or non-disclosure, the financial statements would no longer show a true and fair view.





Creates and tailors audit programs

Stores audit evidence

Documents processes and controls

Key members of your audit team

Team member	Role
<p data-bbox="1129 181 1166 607">Andy Mack - Engagement Lead</p> 	<p data-bbox="1166 927 1198 1413">Andy will be your Engagement Lead.</p> <p data-bbox="999 927 1107 1951">Andy has over 20 years external audit experience in both the NHS and Local Government. Andy has extensive experience leading audits across the local government sector.</p> <p data-bbox="879 927 987 2033">Andy is currently the Engagement Lead for Dartford Borough Council, as well as for Surrey County Council. Andy is the Engagement Lead for three NHS Clinical Commissioning Groups.</p> <p data-bbox="767 927 876 2063">Andy will be a key contact for the Chief Executive, Chief Finance Officer, and the Audit Committee providing advice to the Council on developments affecting the Council's operations.</p> <p data-bbox="687 927 756 2063">Andy is responsible for the overall delivery of the audit including the quality of outputs.</p>
<p data-bbox="560 181 596 757">Geoffrey Banister - Engagement manager</p> 	<p data-bbox="628 927 660 1509">Geoffrey will be your Engagement Manager</p> <p data-bbox="496 927 564 2024">Geoffrey has over 20 years of external audit experience in both the NHS and Local Government.</p> <p data-bbox="413 927 481 1973">Geoffrey has extensive experience of local government including both London Boroughs and District Councils.</p> <p data-bbox="293 927 362 2063">Geoffrey is responsible for planning, managing and leading the audit and will be the key point of contact for the Council's finance team.</p> <p data-bbox="205 927 274 2063">Geoffrey will work closely with the Chief Finance Officer and his team in identifying issues, proposing solutions and ensuring smooth delivery of the audit service.</p>

Working with you

Our clients say that we work with them in a distinctive way: we are keen to understand their organisation; we ask insightful questions and challenge their thinking; our senior people are accessible and approachable; client service teams have the power to act and we make decisions quickly and pragmatically. This all adds up to a coordinated approach that's responsive and agile.

To make sure that we keep the promises we make, we have a well-established client satisfaction programme. The benefits of our programme include:

- a structured approach to client relationship management resulting in the highest standards of client service
- a clear understanding of client needs
- a focus on relationships, to strengthen, and where appropriate, broaden the relationship between us
- a proactive service, and introduction to our specialist services as and when it meets your needs
- ability to resolve issues quickly.

We recognise that a key aspect of delivering distinctive client service is effective monitoring and management of our client relationships.

We seek feedback from our clients about the service they are receiving to understand how well we are meeting their expectations and, more importantly, how we can improve service performance. For some clients, we do this once a year and for others it is every other year.

The discussion is focused on:

- an overview of service performance
- the relationship with Grant Thornton
- how we can work more effectively with you.

Following the review we will develop a plan that we will share with you to ensure that we enhance our service in the areas we are doing well and address areas where we can do better.



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