



### Committee and Date

West Mercia Energy Joint  
Committee

27<sup>th</sup> February 2017

## **WEST MERCIA ENERGY JOINT COMMITTEE**

**Minutes of the meeting held on 26 September 2016**

**In the Wilfred Owen Room, Shirehall, Abbey Foregate, Shrewsbury, Shropshire, SY2  
6ND**

**10.00 - 11.40 am**

**Responsible Officer:** Emily Marshall

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### **Present**

Councillor P. Price (Herefordshire – Chairman)

Councillors Michael Wood (Shropshire), J. Smith (Worcestershire) and A. Blagg  
(Worcestershire - Vice Chairman)

### **22 Apologies for Absence**

Apologies for absence were received from Councillors Steve Charmley (Shropshire Council), Lee Carter (Telford and Wrekin), Arnold England (Telford and Wrekin) and David Harlow (Herefordshire).

### **23 Named Substitutes**

There were no named substitutes in attendance.

### **24 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.

### **25 Minutes**

In response to a question, the Director confirmed that the suggestion to circulate minutes of the Flexible energy management panel as soon as they were finalised, as detailed on page 4 of the Minutes had been implemented.

### **RESOLVED:**

That the Minutes of the West Mercia Energy Joint Committee held on 29<sup>th</sup> February 2016 be approved as a correct record.

## 26 **Supplier Contracts**

In accordance with Standing Orders, Mr N. Evans, Director of West Mercia Energy provided an update on Supplier Contracts.

The Director reported that there was one entry on the register to make the Joint Committee aware of. The entry related to the oil contract where under Standing Orders post tender negotiation had been conducted with the preferred bidder to clarify certain elements of their bid and to achieve cost savings.

### **RESOLVED:**

That the update on supplier contracts by the Director of West Mercia Energy be noted.

## 27 **Statement of Accounts 2015/16 and Annual Governance Statement 2015/16**

Mr J. Walton, Treasurer (WME) presented the Letter of Representation, the Statement of Accounts 2015/16 and the Annual Governance Statement 2015/16 for the West Mercia Energy Joint Committee, commenting that overall he documents were in line with expectations.

In response to comments raised by Members, the Treasurer provided a brief explanation of the figures relating to the pensions deficit. The Committee were satisfied with the explanation and felt reassured that the audit process also examined this area.

### **RESOLVED:**

1. That the Letter of Representation be signed by the Chairman and submitted by the Treasurer.
2. That the finalised Statement of Accounts 2015/16 be signed by the Chairman and the Treasurer.
3. That the Annual Governance Statement 2015/16 be approved.

## 28 **External Audit: Audit Findings Report 2015/16**

Mr R. Percival (External Auditor – Grant Thornton) presented the West Mercia Energy Joint Committee Audit Findings Report 2015/16 (copy attached to the signed minutes).

The External Auditor informed the Joint Committee that the audit had been conducted in line with the Local Audit and Accountability Act 2014. There were no significant issues to raise with the Joint Committee, the accounts were very well presented with no adjustments to be made.

**RESOLVED:**

That the West Mercia Energy Joint Committee Audit Findings Report 2015/16 be noted.

**29 Internal Audit Annual Report 2015/2016**

C. Pilawski, Audit Service Manager introduced Internal Audit Annual report 2015/16 (copy attached to the signed minutes).

**RESOLVED:**

1. That Performance against the Audit Plan for the year ended 31 March 2016 be endorsed.
2. To note that the system of governance, risk management and internal control is operating effectively and can be relied upon when considering the Annual Governance Statement for 2015/16.
3. That the Audit Service Manager's positive year end opinion on West Mercia Energy's governance, risk management and internal control environment for 2015/16 on the basis of the work undertaken and management responses received be noted.

**30 Internal Audit Quality Assurance Improvement Programme**

C. Pilawski, Audit Service Manager (Shropshire Council) presented the Internal Audit Quality Assurance Improvement Programme (copy attached to the signed minutes)

**RESOLVED:**

That the report be noted.

**31 Exclusion of Press and Public**

**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.

**32 Exempt Minutes**

**RESOLVED:**

That the Exempt Minutes of the meeting held on 29<sup>th</sup> February 2016 be approved as a correct record.

**33 Distribution of Surplus**

The Treasurer presented an exempt report (copy attached to the signed exempt minutes), which recommended the level of distribution of surplus to Member Authorities.

**RESOLVED:**

That the recommendations contained within the exempt report be approved.

**34 Joint Agreement - West Mercia Energy Joint Committee**

The Director presented an exempt report (copy attached to the signed exempt minutes), which provided an update on the revised provisions of the Joint Agreement between the West Mercia Energy member authorities.

**RESOLVED:**

That the recommendation contained within the exempt report be approved.

**35 Financial Regulations**

The Director presented an exempt report (copy attached to the signed exempt minutes), which presented updated Financial Regulations to the Committee for approval. The Director drew the Committee's attention to some minor amendments to the Regulations.

**RESOLVED:**

That the recommendation contained within the exempt report be approved subject to further consultation with Herefordshire Council.

**36 Standing Orders - West Mercia Energy Joint Committee**

The Director presented an exempt report (copy attached to the signed exempt minutes), which presented updated Standing Orders for approval.

**RESOLVED:**

That the recommendation contained within the exempt report be approved.

**37 Scheme of Delegation - West Mercia Energy Joint Committee**

The Director presented an exempt report (copy attached to the signed exempt minutes), which presented the Joint Committee Scheme of Delegation for approval.

**RESOLVED:**

That the recommendation contained within the exempt report be approved.

**38 Energy Governance, Accountability, Risk and Reporting Policy**

The Director presented an exempt report (copy attached to the signed exempt minutes), which presented the updated West Mercia Energy Governance, Accountability, Risk and Reporting Policy for approval.

**RESOLVED:**

That the recommendation contained within the exempt report be approved.

**39 Update on Business Plan and Trading Performance to Date 2016//17**

The Director presented an exempt report (copy attached to the signed exempt minutes), which presented an update on the West Mercia Energy Annual Business Plan and Budget 2016/17.

**RESOLVED:**

That the recommendation contained within the exempt report be approved.

**40 Minutes of the Flexible Energy Advisory Panel**

The Director presented an exempt report (copy attached to the signed exempt minutes), which presented the minutes of the Flexible Energy Management/Advisory Panel meetings that had been held since the last meeting of the Joint Committee.

**RESOLVED:**

That the recommendation contained within the exempt report be approved.

**41 Risk Management Update**

The Director presented an exempt report (copy attached to the signed exempt minutes), which provided an update on risk management.

**RESOLVED:**

That the recommendation contained within the exempt report be approved.

**42 Date of Next Meeting**

It was noted that the next meeting would take place on Monday, 27<sup>th</sup> February 2017 at 10.00 a.m. in the Shrewsbury Room, Shirehall, Shrewsbury

Signed ..... (Chairman)

Date: .....