

## AUDIT COMMITTEE

6.00 P.M.

25TH JANUARY 2006

**PRESENT:-** Councillors Malcolm Thomas (Chairman), John Gilbert, Ian Barker, Jon Barry, Keith Budden and David Whitaker

Officers in attendance:-

Lynne Armistead	Risk and Insurance Manager
James Doble	Principal Democratic Support Officer
Nadine Muschamp	Head of Financial Services
Derek Whiteway	Internal Audit Manager

### 17 MINUTES

The minutes of the meeting held on 19<sup>th</sup> October 2005 were agreed as a true and accurate record.

The minutes of the meeting held on 19<sup>th</sup> January 2006 were agreed subject to an amendment to Minute 16, Resolution 1 (b) point 3, of the insertion of the word 'only' at the start of the sentence.

### 18 RISK MANAGEMENT PROGRESS AND PROPOSED WORK PLAN

The Risk and Insurance Manager updated Members on progress on risk management and the work programme. It was noted that one area of work which required particular development in the future was business continuity under the Civil Contingencies Act, which would require extra resources.

In response to questions from Members it was confirmed that work on business continuity was only in the initial stages.

***Resolved:***

- (1) That the progress made to date with the risk management programme be noted.
- (2) That the amended work plan be approved.

### 19 CIPFA GUIDANCE ON AUDIT COMMITTEES IN LOCAL GOVERNMENT

The Internal Audit Manager outlined the guidance provided by CIPFA, in particular to the checklist that had been completed against the guidance. It was highlighted that the Council already had much of the guidance in place.

Members discussed the guidance and in particular the areas where the Council did not fully meet the suggested guidance.

***Resolved:***

- (1) That the content of the CIPFA (Chartered Institute of Public Finance and Accountancy) Guidance to Audit Committee be noted.

- (2) That officers undertake a review of the Committee's terms of reference, to be reported to the next meeting of the Audit Committee in April 2006, with a view to recommending changes to Council in May 2006 if required. In addition that this review consider issues relating to the separate roles and responsibilities of the Audit Committee, the Standards Committee and Overview and Scrutiny.
- (3) That it be noted that the Committee may, if it requires, hold meetings with the Audit Commission, and if, appropriate these may be private as set out in the Access to Information provisions of the Council's constitution.
- (4) That Member training be provided at Audit Committee meetings as, and when appropriate, and as part of the Member induction package.

## 20 RESULTS OF INTERNAL AUDIT WORK

The Internal Audit Manager outlined that this was the last time that results of Internal Audit work would be provided in this format. In future reports would be sent out to Members of the Committee as and when they were produced, a summary report would be provided for meetings of Audit Committee. It was noted that since the previous report five audits and five follow up reports had been produced; additionally a copy of the report into Poulton Area Renewal Property Issues had been included at the request of Cabinet.

In response to the audit reports Members requested an update at their April meeting on progress with regard to a new payroll and human resources management system. Members also discussed the issue of ensuring that investments in IT equipment and software were providing efficiency savings and noted that this work was due to be picked up in terms of the Gershon agenda.

Members requested a report at their next meeting from the Head of Health and Strategic Housing with regard to contaminated land and the reasons for the delays in progress to the action plan.

Members considered the report on Poulton Area Renewal Property Issues. It was noted that most actions as set out in the report had been implemented. Members discussed the difficulties involved with property purchasing and compulsory purchase.

### ***Resolved:***

- (1) That the report be noted.
- (2) That a report be requested for the next meeting from the Head of Health and Strategic Housing with regard to contaminated land and the reasons for the delays in progress to the action plan.

## 21 INTERNAL AUDIT MONITORING

The Internal Audit Manager presented the update on the Audit Plan as of the end of December 2005, it was noted that there had been some additional work in terms of the Council's Use of Resources self-assessment, procurement and an increase in ad-hoc

advice. Additionally Audit were on a one off basis auditing the Poulton Neighbourhood Grant Usage Statement, for which a fee would be charged.

**Resolved:**

- (1) That the report be noted.
- (2) That the proposed adjustments to the remaining work programme be approved.

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Chairman

(The meeting ended at 7.54 p.m.)

**Any queries regarding these Minutes, please contact  
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