

**To: All Members of the County Council  
All Chief Officers**

**From COUNTY SECRETARY'S  
DEPARTMENT**

**Ask for** Ron Coxall  
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**My Ref** RNC/sk  
**Your Ref**

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**AUDIT COMMITTEE  
12 OCTOBER 2001**

**MINUTES**

**ATTENDANCE**

**MEMBERS OF THE COMMITTEE**

N K Brook, A D Dodd, F J Escott, V I Muspratt, R Sanderson (Vice-Chairman in the chair)

Upon consideration of the agenda for the Audit Committee meeting on 12 October 2001 as circulated, copy annexed, action was taken or decisions were reached on individual items as recorded below:

**AGENDA PART 1**

**1. MINUTES**

The minutes of the meeting held on 26 June 2001 were confirmed.

On Item 1 of the minutes, the Chief Internal Auditor reported that the District Auditor had still to resolve the issue of the challenge to the 1999/2000 accounts, and that a further report on this would come to the next meeting.

**2. RISK MANAGEMENT**

The Head of Risk Management, Paul Dudley, gave a presentation. He undertook to provide Committee members with further detail on the amounts spent out by the Council on insurance premiums compared to what is recovered from the insurers.

**3. FUTURE WORK PROGRAMME**

The Committee discussed their future work programme and particularly how they wished to deal with monitoring of high value contracts.

3.1 In that regard it was AGREED that:

- (a) this be dealt with in future by examining high value contracts within generic groups, divided thus:
- Property Construction / Maintenance / Architectural Services
  - Road Construction / Maintenance / Road Design
  - Waste Management
  - Passenger Transport
  - Care Services
  - Support Services (including ICT, Call Centre, Recruitment Centre, Leased Cars)
  - Financial Services (including Accounting Services, Insurance, Risk Management)
  - Facilities Management Services (including Grounds Maintenance, Catering, Cleaning, Vehicle Maintenance)
  - Consumables (including all goods and equipment contracts managed by County Supplies, Energy and Food)
  - Other
- (b) one generic area be examined at each meeting, thus ensuring that all contracts are monitored within a 3 year rolling period, commencing on 13 December 2001 with Property Construction / Maintenance / Architectural Services and followed on 7 March 2002 by Facilities Management Services.
- (c) the Chairman and Spokesmen agree outside of the meeting how these reports should be presented to future meetings.
- (d) in appropriate circumstances, the Committee may request reports on individual contracts outside of the agreed programme.

3.2 The Committee asked that, when the Contract Regulations currently being redrafted are finalised, these be circulated to the Committee. They also requested that a copy of the Council's procurement policy be sent out at the same time.

3.3 The following work programme was then AGREED:-

<u>Committee Date</u>	<u>Items</u>
13 December 2001	<ul style="list-style-type: none"> <li>◆ District Audit Management Letter 2000/01</li> <li>◆ Internal Audit update report</li> <li>◆ Contract monitoring - Property Construction / Maintenance / Architectural Services (including management roles)</li> </ul>
7 March 2002	<ul style="list-style-type: none"> <li>◆ District Audit Planning Memorandum 2001/02</li> <li>◆ Internal Audit Plan 2002/03</li> <li>◆ Contract monitoring - Facilities Management Services</li> <li>◆ Contract for care services - Leonard Cheshire Foundation - progress report (see Part II Item 1 minute below)</li> </ul>
13 June 2002	<ul style="list-style-type: none"> <li>◆ Internal Audit Annual Report 2001/02</li> <li>◆ Contract monitoring item (to be chosen from generic list)</li> </ul>

**Exclusion of the Press and Public**

RESOLVED:

That under Section 100(A)(iv) of the Local Government Act 1972, the press and public be excluded from the remainder of the meeting for the following items of business on the grounds that they would involve the likely disclosure of exempt information as defined in paragraph 7 of Part 1 of Schedule 12A to the said Act.

**1. CONTRACT FOR CARE SERVICES - LEONARD CHESHIRE FOUNDATION**

Erin McAllister and David Robinson from Adult Care Services presented this report and answered questions.

The Committee received the report, and asked that a further progress report on this contract be brought back to the meeting on 7 March 2002.

**2. CONTRACT FOR CALL CENTRE SERVICES -  
CAPITA BUSINESS SERVICES LTD**

Paul Jackson from Community Information presented this report and answered questions. The Committee received the report.

**Andrew Laycock**  
**County Secretary**