

To: All Members of the County Council
All Chief Officers

From COUNTY SECRETARY'S
DEPARTMENT

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**AUDIT COMMITTEE
7 MARCH 2002**

MINUTES

ATTENDANCE

MEMBERS OF THE COMMITTEE

N K Brook, R S Clements, A D Dodd, F J Escott, P A Ruffles (for D Clayton),
R Sanderson (Vice Chairman in the Chair), G F Wenham (for V Muspratt).

Other Member in attendance - P V Goggins

Upon consideration of the agenda for the Audit Committee meeting on 7 March 2002 as circulated, copy annexed, action was taken or decisions were reached on individual items as recorded below:-

1. MINUTES

The minutes of the meeting held 13 December 2001 were confirmed.

2. DISTRICT AUDIT PLAN 2001/2002

The District Auditor, Karen McConnell and her assistant Carol Mounfield, attended and explained the District Audit Plan 2001/2002, which had been circulated.

She stated that the Plan was based on her assessment of the County Council as being "at the low end of overall risk".

The Committee noted and endorsed the Plan.

It was noted that, when conducting audits of the Health Authorities, the District Auditor ran workshops to identify risks which would be appropriate for review. The Committee felt it would be useful if the DA were to run a similar workshop with the County Council members in regard to the Audit for the County Council.

The District Auditor agreed that this would be a good idea and agreed to run a workshop, probably in September 2002, so that members could identify risks worthy of examination in the DA's plan for 2002/3.

The Committee also noted that the County Council was shortly to take part in a Comprehensive Performance Assessment. They asked that a report be brought back to a future meeting on the processes (including the involvement of District Audit) associated with the Assessment.

3. INTERNAL AUDIT PLAN 2002/3

The Committee, having raised a number of questions about the Plan which the Chief Internal Auditor answered, endorsed the Internal Audit work programme for 2002/2003.

4. CONTRACT FOR CARE SERVICES - LEONARD CHESHIRE UPDATE ON CONTRACT PERFORMANCE

The Committee at their meeting on 12 October 2001 had received a report from the Director of Adult Care Services on the contract for Care Services provided by the Leonard Cheshire Foundation, and had asked that a further progress report be brought back to this meeting.

The Committee received such a report and noted the progress which had been made.

5. FUTURE SCHEDULE FOR MONITORING HIGH VALUE CONTRACTS

The Committee agreed the 3-year schedule for the review of high value contracts, as circulated, and that further advice on its future timeliness be sought from the Procurement Board and reported back later in the year.

The County Supplies and Contracts Officer was asked to check out with relevant officers the appropriateness of considering Waste Management in December 2002, given that changes to the service were likely to arise later in the year. He would report back to the Committee if it were no longer appropriate to consider the matter in December, otherwise it would stay in the programme as agreed.

6. FUTURE WORK PROGRAMME

The Committee agreed the following work programme up to December 2002:

<u>Committee Date</u>	<u>Items</u>
13 June 2002	<ul style="list-style-type: none"> • Internal Audit Annual Report 2001/02 • Contract monitoring - Consumables • Scrutiny of role of District Auditor • Further report on criminal record checks on employees of contractors with access to schoolchildren (see Part 2 Minutes below) • Report on processes associated with the Comprehensive Performance Assessment
11 October 2002	<ul style="list-style-type: none"> • Contract monitoring item - Financial Services
12 December 2002	<ul style="list-style-type: none"> • District Audit Annual Audit Letter 2001/02 • Level of reserves in schools - update report • Contract monitoring item - Waste Management (subject to minute 5 above) • Review timeliness of 3-year high value contract monitoring schedule (agreed in March 2002) - report advice from Procurement Board

PART TWO (CLOSED) AGENDA**EXCLUSION OF PRESS AND PUBLIC**

The Committee resolved that:-

“That under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 7 of Part I of Schedule 12A to the said Act.”

1. CONTRACT MONITORING

The Committee reviewed the report of the County Supplies and Contracts Officer on contracts for Facilities Management (Grounds Maintenance, Catering, Cleaning, Vehicle Maintenance).

They asked that more detailed information be provided to their next meeting about the introduction of criminal record checks on employees of contractors with access to schoolchildren.

Andrew Laycock
County Secretary

