

To: All Members of the County Council
All Chief Officers

From COUNTY SECRETARY'S
DEPARTMENT

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**AUDIT COMMITTEE
20 JUNE 2002**

MINUTES

ATTENDANCE

MEMBERS OF THE COMMITTEE

N K Brook, D Clayton, R S Clements, A D Dodd, P V Goggins (Chairman), R Mays (for V I Muspratt), M H O'Neill (for F J Escott), R Sanderson.

Other Member in attendance: B Lamb

Upon consideration of the agenda for the Audit Committee meeting on 20 June 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 on 7 March 2002 were confirmed.

The Committee noted, further to item 2 on the minutes, that the workshop/seminar on risk to be run by the District Auditor would take place on the morning of 30 September 2002.

2. INTERNAL AUDIT ANNUAL REPORT 2001/02

The Committee noted the key themes and recommendations that had emerged from Internal Audit's work in 2001/2, and management responses to these.

The Chief Internal Auditor was asked to update the Committee at their next meeting on commissioning for Daycare (p11), audit of the music service (p14) and payroll expenses (p21).

3. SCRUTINY OF THE ROLE OF DISTRICT AUDITOR

The Finance Director informed the Committee that the issue mentioned in paragraph 8.3 of his report, namely the need to avoid unwanted consultancy work being imposed under the guise of 'corporate governance', had now been resolved and was no longer considered to be an area in need of improvement.

On paragraph 9.1 (bullet point 3) the Finance Director reported that the District Audit was not able to publish the Annual Audit letter any earlier.

The Committee noted the report on the role of the District Auditor, and endorsed the comment in paragraph 8.4 that measures needed to be agreed with the District Auditor to assess their performance.

4. COMPREHENSIVE PERFORMANCE ASSESSMENT (CPA)

The Assistant Chief Executive, Clare Kaye, reported that Social Services had received a 2-star rating following their inspection, and positive feedback had been received from the inspection team following the Highways Maintenance 'gap' inspection.

The Committee noted the report explaining the process associated with the Comprehensive Performance Assessment (CPA)

5. CRIMINAL RECORD CHECKS ON EMPLOYEES OF CONTRACTORS

The Committee received the report giving further information about the introduction of criminal record checks on employees of contractors with access to schoolchildren.

6. FUTURE WORK PROGRAMME

The Committee agreed the following work programme up to March 2003:-

11 October 2002 - Meeting CANCELLED	
<u>Committee Date</u>	<u>Items</u>
12 December 2002	<ul style="list-style-type: none"> • District Audit Annual Letter 2001/02 • Level of reserves in schools - update report • Contract monitoring item - Waste Management • Update report from Chief Internal Auditor on issues arising from his 2001/2 Report • Review timeliness of 3-year high value contract monitoring schedule (agreed in March 2002) - report advice from Procurement Board
6 March 2003	<ul style="list-style-type: none"> • District Audit Plan 2002/3 • Internal Audit Plan 2003/4 • Contract monitoring item - Care Services

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 - CONSUMABLES

The Committee reviewed the report of the County Supplies and Contracts Officer on contracts for 'common use' consumables i.e. any product purchased by the County Council which is required for use by more than one department, or in schools. This included energy, fuel, vehicles, food, IT, School Curriculum and County Supplies Catalogue products.

Andrew Laycock
County Secretary