

**To: All Members of the County Council
All Chief Officers****From COUNTY SECRETARY'S
DEPARTMENT****Ask for** Ron Coxall
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Your Ref

**AUDIT COMMITTEE
8 June 2004****MINUTES****ATTENDANCE****MEMBERS OF THE COMMITTEE**

N K Brook, D Clayton, A D Dodd, G D Game, P V Goggins, M J Hobday, R Sanderson, H M Saunders (Chairman)

Also in attendance: David Beatty, Executive Member for Resources

Upon consideration of the agenda for the Audit Committee meeting on 8 June 2004 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 4 March 2004 were confirmed.

2. AUDIT COMMISSION AUDIT & INSPECTION PLAN 2004/05

The Audit Commission Audit and Inspection Plan 2004/5 was received.

On page 4 it was suggested to the District Auditor that under 'Governance' he might like to re-define the third risk to read "successful project management of all Capital Projects" rather than just referring to PFI projects, and to revise the audit work proposed, accordingly.

3. INTERNAL AUDIT ANNUAL REPORT 2003/04

The annual report of the Chief Internal Auditor for 2003/4 was received.

The Committee asked to place on record their appreciation to the Chief Internal Auditor and his staff for their work on the 2003/4 Audit. They also asked to record their appreciation to the Finance Director and his staff for their effective financial management.

The Committee were concerned about failures by certain departments to act on previous Internal Audit recommendations, particularly those highlighted on pages 13 and 19 of the Annual Report. The Committee asked for a further report to their next meeting on whether these issues have been resolved. If not, they asked that the appropriate Chief Officer(s) attend the meeting to explain why the necessary action had not been taken.

The Committee also asked for a further report to their next meeting on whether the Adult Care and Fire and Rescue Services had yet implemented the staff Performance and Development Scheme required by the County Council. If not, then the Committee asked that the appropriate Chief Officers(s) attend the meeting to explain the reasons.

4. REVIEW AND STATEMENT OF INTERNAL CONTROL 2003/04

The Chief Internal Auditor informed the Committee that minor amendments to the draft statement had been made since the agenda had been sent out, and a revised version was tabled. Additionally, the Committee noted a possible need to qualify paragraph 3.13 to reflect the fact that not all departments had yet implemented the Staff Performance and Development Scheme.

RESOLVED:

That subject to the minor amendments mentioned above, the Statement of Internal Control 2003/4 be recommended for approval to the Casework Committee, which will be asked to agree the Council's accounts at their meeting on 17 August 2004.

5. THE NATIONAL PROCUREMENT STRATEGY

Progress in meeting the requirements of the National Procurement Strategy within the Council was noted.

6. FUTURE WORK PROGRAMME

It was noted that the next meeting, on 14 October, would commence at 3 p.m.

The Committee agreed the following future work programme:-

<u>Committee date</u>	<u>Items</u>
14 October 2004 at 3 p.m.	<ul style="list-style-type: none"> • Contract monitoring – facilities management services (central buildings) • Review of the first six months of operation of the SAP resource management software • Further report updating progress on issues identified in previous internal audits, but not acted upon by departments • Further report on whether Adult Care and Fire and

	Rescue Services have implemented the Staff Performance and Development Scheme
16 December 2004	<ul style="list-style-type: none"> • Audit Commission Audit & Inspection Annual Letter 2003/04 • Contract monitoring item – consumables
3 March 2005	<ul style="list-style-type: none"> • Risk Management Annual Report 2004/05 • Audit Commission Audit & Inspection Plan 2005/06 • Internal Audit Annual Plan 2005/06

PART TWO (CLOSED) AGENDA

EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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

CONTRACT MONITORING ITEMS

Reports were received on contracts relating to:

1. Property, design, construction and maintenance
2. Personnel contracts (Manpower)

ANDREW LAYCOCK
County Secretary