

To: All Members of the Council**From: COUNTY SECRETARY'S DEPARTMENT****Ask for: Adrian Service****Ext: 25564****Minicom: 6611****My Ref: AS/kp****Your Ref:**

**CASEWORK, APPOINTMENTS AND APPEALS COMMITTEE
17 AUGUST 2004****MINUTES****ATTENDANCE****MEMBERS OF THE COMMITTEE**

D Beatty, N K Brook, G D Game, P V Goggins, R Mays.

Upon consideration of the Agenda for the Casework, Appointments and Appeals Committee meeting on 17 August 2004 as circulated, copy annexed, action was taken or decisions were reached on individual items as recorded below :-

1. ELECTION OF CHAIRMAN**RESOLVED**

That D Beatty be elected Chairman of the Casework, Appointments and Appeals Committee for the meeting.

2. ANNUAL STATEMENT OF ACCOUNTS / STATEMENT OF INTERNAL CONTROL 2003 / 2004

The Finance Director advised that the Accounts and Audit Regulations 2003 required the Council to approve its Annual Statement of Accounts for 2003 / 2004 by 31 August 2004. Additionally all local authorities had to annually review the effectiveness of the system of internal control and issue a statement on effectiveness.

He stated that approval of next year's statement of accounts would be considered at the full Council meeting in July 2005.

The Committee agreed that there should be consistency in the presentation of the comparative figures throughout the document with last year's figures being stated first followed by the current year's figures.

In response to a question concerning School Allowances [reserves] as stated on page 55, the Finance Director explained some of the factors that had led to these reserves increasing whilst the expectation was of a decrease. He said this issue had been discussed at the Schools Forum [a meeting involving the Executive Member for Education and various Schools Heads] held in July 2004. It was agreed that the Finance Director prepare a briefing note including the paper presented to the Schools Forum meeting for circulation to all Members of the Council.

In response to a question on the re organisation of schools in Borehamwood, the Finance Director and the Executive Member for Resources advised on the progress made, the difficulties that had been encountered and the likely outcome. It was hoped that the capital receipts resulting from the school sites in Borehamwood released would meet the expenditure incurred on the new school buildings. The Finance Director stated that the re – organisation of schools scheme and release of surplus land in Welwyn Garden City would release additional funds to be used for financing future spending plans.

The Finance Director stated that he would ascertain the amount of Home Office grant made available for crime prevention measures such as Police Community Support Officers and advise appropriate Members.

He advised that in previous years, the Statement of Accounts for the concluded financial year tended to be audited, approved and dated in November or December of the next financial year and hence this is why the date November 2004 appeared in this document. However as the Committee today were approving the Accounts the dates which appeared on the bottom line of pages 10, 40 and 67 would be changed from November 2004 to 17 August 2004. Furthermore in the event of the Committee approving the required statements the Chairman would be requested to sign these statements.

The Committee agreed that the second bullet point of the actions proposed on page 16 should read "Chief Officers and Executive Members were consulted in July 2004 during the identification of the risk process."

RESOLVED

That the Annual Statement of Accounts for 2003 / 2004 incorporating the Statement of Internal Control be approved.

Andrew Laycock
County Secretary