

Time Commenced: 6.00pm
Time Finished: 7.26pm

**AUDIT AND ACCOUNTS COMMITTEE
31 OCTOBER 2012**

Present: Councillor Davis – Chair
Councillors Ashburner, Harwood, Martin, Tittley and Troup

27/12 Apologies for Absence

Apologies for absence were received from Councillor Campbell and Roberts.

28/12 Late Items

There were no late items.

29/12 Declarations of Interest

There were no declarations of Interest.

30/12 Minutes

The minutes of the meeting held on 5 September 2012 were agreed as a correct record and signed by the Chair.

31/12 Data Protection Training

The committee received a presentation on Data Protection Training from the Information Governance Manager. The presentation outlined the basics of data protection. The presentation illustrated that members were able to hold information when representing residents in their ward, when dealing with complaints, when acting as a member of the committee, and whilst they were a representative of the political party at election time. Depending on which role the member was performing would determine what information could be shared and must be used for a specific purpose. The Council must specify what purpose the information would be used for and in what circumstances it could be disclosed and it must be kept secure and used to carry out official duties.

Members agreed that the training should be provided to all members and also as part of the member' induction.

Resolved that Data Protection training should be delivered to all members and also be included as part if the members' induction.

32/12 Reporting of Waivers

The committee considered a report on Waivers from the Strategic Director of Resources. The report detailed that there were a total of 11 waivers.

Members discussed the contract with Training Synergy which required to be extended for a further period of 2 years. Members requested feedback on the new ways of training. The Strategic Director of Resources explained that this feedback could be provided to the committee.

Members noted that a trial of a unique method of retexturing, by Pavestech had been used on the A5111 Manor Road as part of the skid resistance improvement programme. The committee expressed a view that this would be useful to be provided with a background on the Manor Road retexturing and this to be circulated to all Councillors.

The committee discussed that RMS Tenon had provided a learning management system for all staff to undertake data protection training and other HR initiatives in the business plan. Members expressed that they would like to be more involved with online legislative training and guidance software for all members.

The committee noted that for the recruitment of Service Directors. Gatenby Sanderson had previously been successful in securing all tenders and had delivered a successful and professional service. Members discussed whether an ongoing contract would be beneficial. The Strategic Director of Resources explained that each recruitment process was specialised and an ongoing contract would not be required.

Members discussed why the supply and installation of composite doors was an urgent waiver. It was explained by the Strategic Director of Resources that the original tender process was three years ago and it was not appropriate to go back to the original bidders. It was reported that 750 dwellings still required installing timber doors and that the previous company had gone into administration.

The committee discussed the need for two part time Ofsted Inspectors. They requested more information on the urgent requirement to appoint the Ofsted Inspectors to support the schools and this would to be circulated to the committee.

Members requested more information on the need to employ consultants to progress the development of T12 link road and the Global Technology Cluster. The Strategic Director of Resources reported that the consultants had been involved with the project for a number of years and had a large knowledge of the project.

Resolved to:

- 1. note the contents of the report.**
- 2. request that the Strategic Director of Resources provide more feedback on the Training Synergy to the committee.**
- 3. request that the Strategic Director of Resources provide information on**

- Manor Road retexturing and that this be circulated to all Councillors.**
- 4. request all members be more involved in online legislative training and guidance software.**
 - 5. request that the Strategic Director of Resources provide more information on the requirement to appoint Ofsted Inspectors to support the schools and this to be circulated to the committee.**

33/12 Governance Update

The committee received a report on the information governance for the period 1 June 2012 to 30 September 2012. The report was presented by the Head of Governance and Assurance, who detailed that the Freedom of Information requests had increased each year. These were detailed in the report. The committee requested a breakdown of categories on the types of Freedom of Information requests received. As part of the ongoing risk management work a report had been commissioned from Zurich Municipal.. This detailed key findings from interviews and reviewing previous processes to identify strengths and areas for improvement. The Insurance and Risk Management action plan has been updated to reflect the findings from this report.. Members raised concerns that the review of the Risk Management handbook was dependant on one person. The Head of Governance and Assurance explained that this was a review of the current handbook and could be contained within the workplan of that officer.

Resolved to request that the Head of Governance and Assurance provide a breakdown of FOI by categories.

34/12 Internal Audit Progress Update

The committee considered a report on Derby City Council's Internal Audit Report for the period 1 March 2012 to 30 September 2012. The report covered a summary of the audit processes, audit coverage, audit performance and recommendation tracking. Audit performance which measured by overall customer satisfaction rated as 'Good'. In respect of the implementation of audit recommendations, the Head of Governance and Assurance stated that emails to the responsible officer were generated where the recommended action dates had been exceeded. The Strategic Director of Resources clarified that these reports were also provided to the departmental management team for follow up. The Audit team also chased any outstanding items and currently sample check once the risk had been completed. The committee raised concerns that if these were critical risks or a significant risk then this needed to be addressed and to consider bringing these to the next committee.

Resolved to:

- 1. note the report.**
- 2. request that the Head of Governance and Assurance clarify the action dates as some discrepancies.**

Chair of the next ensuing meeting
at which these minutes were signed