

Time commenced : 6.00 pm  
Time finished : 7.30 pm

**AUDIT AND ACCOUNTS COMMITTEE  
THURSDAY 7 DECEMBER 2006**

**Present:** Councillors Tittley (Chair)  
Councillors Care, Higginbottom, Ingall, Khan, Roberts, and  
Troup

**46/06 Apologies for Absence**

An apology for absence was received from Councillors Jones, Smalley and West.

**47/06 Late Items to be introduced by Chair**

There were no late items.

**48/06 Declarations of Interest**

There were none.

**49/06 Minutes of Previous Meeting**

The minutes of the previous meeting held on 25 October 2006 were approved as a correct record and signed by the Chair, subject to the inclusion of Councillor Care's apologies.

**50/06 Appointment of Members to the Independent  
Remuneration Panel on Members Allowances**

The Committee received a report from the Director of Corporate and Adult Social Services.

The Committee noted that a further nomination to the Independent Remuneration Panel had been made. The nominee had been invited to an informal interview.

**Resolved to receive a further report at the next Audit and Accounts Committee.**

**51/06 Arboretum Primary School**

The Committee received a report from the Director for Children any Young People.

**Resolved to note the report.**

## **52/06 Cavendish Close Primary School**

The Committee received a report from the Director for Children any Young People.

**Resolved to note the report.**

## **53/06 Recruitment Agency Contract**

The Committee received a report from the Director of Corporate and Adult Social Services.

It was noted that the main problem with the contract with Comensura was the bureaucracy involved in hiring temporary staff. The Committee was informed that there was an exit procedure written into the contract and that Comensura had been warned that this may be implemented if performance did not improve and the problems which had been reported to them were not resolved.

The Commission were concerned that due to the mis-coding of temporary staff, expenditure had increased to £4 million from a projected £2.5 million.

**Resolved:**

- 1. to receive a report at the next meeting of the Committee regarding the discrepancy between the projected and the new expected expenditure figures for hiring temporary staff through Comensura**
- 2. and to receive an update at the next Committee meeting on how improvements were being implemented by Comensura to improve the problems with the contract and performance issues.**

## **54/06 Moorways Sport Centre: Security**

The Committee received a report from the Director of Environmental Services.

**Resolved to note the report.**

## **55/06 Bus Real Time - Chellaston**

The Committee noted that an internal audit on the Bus Real Time project in Chellaston had begun and that the outcomes of the audit would be reported to the February meeting.

The Committee noted that the signs were scheduled to be put in 18, 19 and 20 December 2006. It was noted that penalties were difficult to impose if this did not happen due to the nature of the Partnership.

**Resolved**

1. to note the report and
2. to request a report on the problems of imposing penalties in partnership working.

## 56/06 Home to School Transport

A report from the Director Children and Young People was circulated detailing the departmental response to the recommendations of the Audit report.

**Resolved to note the report.**

## 57/06 Tree Management Policy

The Committee received a report from the Director Environmental Services.

It was noted that the Tree Management Policy had been to the Environment Overview and Scrutiny Commission and that it would be going to Council Cabinet for approval in January.

It was noted that the Policy was unlikely to be implemented until 2008/09 due to the limited resources of the Arboricultural team.

**Resolved to note the report.**

## 58/06 a) IT Disaster Recovery

The Committee received a report on IT Disaster Recovery.

It was noted that the short term recommendations should be implemented by early 2007.

The current IT contract with Capita was due for renewal in 2008 and it was noted that IT Disaster Recovery could be built into a new contract.

**Resolved to note the report.**

## b) IT Site Security

The Committee received a report on IT Site Security.

They expressed concern that the short term recommendations outlined in the report would not be completed until March 2007.

**Resolved**

1. to request that all short term recommendations be completed by February,
2. to request a progress report be brought to the February meeting and
3. to ask Councillor Roberts to write to Chief Officers requesting that the short term issues be prioritised.

## Internal Audit and Risk Management

### 59/06 Business Continuity

The Committee received a report from the Head of Audit and Risk Management.

**Resolved to note the report.**

### 60/06 Risk Management Strategy

The Committee received a report from the Head of Audit and Risk Management.

The Committee noted that risk management would be built into the next business planning cycle.

It was noted that Partnership organisations should hold their own risk registers.

**Resolved**

1. to request that Risk Registers be brought to the Committee twice a year and:
2. to bring a report on working with partnership agencies to monitor risk to the February Committee.

### 61/06 Audit Committee – Self Assessment Checklist

The Committee received a report from the Head of Audit and Risk Management.

They noted the criteria set out in CIPFA's Audit Committee – Self Assessment Checklist.

**Resolved:**

1. to request a further report on the recently published CIPFA tool kit to a future meeting and:
2. to note the recommendations regarding Member Training for Audit and Accounts Committee to Member's Services

## 62/06 Follow Up Audits

The Committee received a report from the Head of Audit and Risk Management.

They noted the progress that had been made since December 2005 on the recommendations which had been made by internal auditors.

The Committee were pleased to note that the number of recommendations being accepted by departments had increased since the Audit Committee had been started. They were however keen to insure that the recommendations were being implemented.

### **Resolved:**

- 1. to request that the following audit reports be followed up and that the results be reported to the Committee**
  - **Off Street Parking**
  - **Debt Management**
  - **Children's Centre Record Management**
- 2. To request that the timescales detailed in Appendix 2 be amended to read 'Line Managers will be given three weeks to respond to the questionnaire, otherwise the non-response will be brought to the attention on the Chief Officer. The Assistant Director and Line Managers will be copied in to this email. If after further reminders, no response has been received after six weeks or the deadline of the next Committee meeting if later, the non-response will normally be reported through the Committee.'**

## 63/06 Work Programme

The Committee received a report from the Head of Audit and Risk Management.

**Resolved to hold an extra meeting February 2007.**

## 64/06 Exclusion of press and public

**Resolved to exclude the press and public from the meeting during discussion of the following item on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 of part 1 of Schedule 12A of Section 100 (A) of the Local Government Act 1972 and that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.**

Called-in Audit

65/06      Payroll – Missing Cash

The Committee received a report from the Head of Audit and Risk Management.

**Resolved to note the report.**

MINUTES END