

ITEM 4

Time commenced : 6.00 pm
Time finished : 7.20 pm

AUDIT AND ACCOUNTS COMMITTEE 8 DECEMBER 2005

Present: Councillors Blanksby (Chair), Graves, Jones and Redfern.

Officers in Attendance:

Richard Boneham, Head of Audit
Phil Walker, Assistant Director (Corporate Finance)
Andrew Thomas, Principal Solicitor

External Auditors

John Morris, Price Waterhouse Coopers

11/05 Apologies for Absence

An apology for absence was received from Councillor Roberts.

12/05 Late Items to be Introduced by Chair

There were no late items.

13/05 Declarations of Interest

There were no declarations of interest.

14/05 Minutes of Previous Meeting

The minutes of the previous meeting held on 29 September 05 were confirmed as a correct record and signed by the Chair.

15/05 Committee Training

The Committee received a short training session relating to the scope of the Committee.

Resolved to note the training.

16/05 Quarterly Internal Audit Report

The Head of Internal Audit and Risk Management reported to the Committee that the report provided the Committee with a summary of Audit Activity for

the period 31 August 2005 – 18 November 2005 and identified changes required to the internal audit plan.

Resolved:

- 1. to note the activity and performance of Internal Audit in the period 31 August – 28 November 2005**
- 2. to review the proposed changes to the 2005/6 Internal Audit Plan**
- 3. to receive follow up reports on Direct Payments and School Procurement – to the April 2006 Audit and Accounts Committee meeting**
- 4. to approve the revised approach to school audits**
- 5. to note the timetable for producing the 2006/7 Internal Audit Annual Plan**

17/05 Follow Up Audits – Changes to Processes

The Committee considered a report of the Head of Audit and Risk Management on Follow Up Audits – Changes to Processes. It was reported that relatively few audits were the subject of a formal follow up audit, so Internal Audit was not in a position to know whether many of the accepted recommendations had been implemented. To address this, the Head of Audit and Risk Management considered that the follow up process needed to change. The new process would rely more on routine reporting back, with full follow up audits being the exception. Details of how it would operate were included in the report.

Resolved to approve the approach to the reporting of follow up audits to the Committee as detailed in the report.

18/05 Development of Corporate Governance Arrangements

The Committee considered a report of the Head of Audit and Risk Management regarding the development of Corporate Governance Arrangements.

Resolved:

- 1. to approve the approach outlined in the report for the further developments of the corporate governance framework.**
- 2. to approve the timetables for reporting the developments of corporate governance processes with the Council to Members.**

19/05 Corporate Risk Register

The Committee considered a report of the Head of Internal Audit and Risk Management regarding the Corporate Risk Register. It was reported that The Risk Register was a key component of the Council's risk management strategy and was designed to identify any forthcoming key risks and the actions needed to mitigate and control them. The report detailed the role of the Committee in providing independent assurance of the adequacy of the Council's risk management framework.

Resolved to note the report.

20/05 External Audit – Audit and Inspection Plan for 2005/6

The External Auditor presented a report on the Audit and Inspection Plan for 2005/6. The plan presented was substantially the same as the indicative plan presented to the Committee at its meeting on 29 September 2005, with some of the wording updated for the 'use of resources' work. The External Auditor had also added an item to the risk assessment concerning the procurement/implementation of the new ledger system.

Resolved to approve the external audit and inspection plan for 2005/6.

21/05 Committee Work Programme

The Committee considered a report of the Director of Finance regarding the work programme of the Committee.

Resolved to agree the updated work programme of the Committee as set out in Appendix 2 of the report.

22/05 Proposed Dates for Future Meetings

The Committee considered proposals for future Committee dates.

Resolved to agree the following future Committee dates:

Thursday 6 April 2006

Thursday 29 June 2006

MINUTES END