

Minutes

Present:

Councillor Robin King (Chair), Councillor Bill Hartnett (Vice-Chair) and Councillors M Braley, C MacMillan and W Norton

Also Present:

Cllr P Anderson

Officers:

T Kristunas, S Mullins and B Haycock

Committee Officers:

D Sunman

32. APOLOGIES

There were no apologies for absence.

33. DECLARATIONS OF INTEREST

There were no declarations of interest.

34. MINUTES OF PREVIOUS MEETING

RESOLVED that

the minutes of the meeting held on 3 November 2009 be confirmed as a correct record and signed by the Chair.

35. ACTION SHEET

Members considered the actions arising from the previous meeting and confirmed that the purpose of the Action Sheet was to monitor progress rather than outcomes.

RESOLVED that

the Action Monitoring sheet be noted.

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Chair

36. SHARED SERVICES - FINANCIAL SUMMARY

The Committee was asked to consider the format of a financial summary statement detailing the costs and savings arising from the Shared Services agenda and to comment on what other information would be required. It was noted that the method of recording financial information at Bromsgrove was different to that operated at Redditch. Officers confirmed that figures prefixed by a minus sign should be read as expenses and not savings and confirmed that all costs had been included in the statement. Members discussed the role of the Committee in connection with Shared Services.

RESOLVED that

the template be approved with the following additions:

- 1) to include an explanation of the different accounting systems operated by each Authority;**
- 2) to include an explanation of the figures and the effect of changes; and**
- 3) to include projected savings over a longer period.**

37. RISK MANAGEMENT POLICY AND STRATEGY

Members were asked to consider the Draft Risk Management Policy and revised Risk Management Strategy, previously circulated. They were informed that further work was being carried out to provide a Risk Management Guidance Manual. It was reported that software is to be purchased to provide an electronic Corporate Risk Register, which would be widely accessible.

The Chair informed Members that a training session on Risk Management will be arranged immediately prior to the next meeting of the Audit and Governance Committee on 4 March 2009 starting at 6.00pm

RECOMMENDED that

the Risk Management Policy Strategy be approved with the following amendment:

- 1) that the Risk Management Policy (Appendix A, paragraph 3.5) read “Any variations and dispensations**

from this policy will only be allowed with the approval of the Chief Executive/Council.”

and RESOLVED that

- 2) all Members of the Council be invited to the Risk Management training session on 4 March 2009 at 6.00pm.

38. INTERNAL AUDIT - AUDIT OUT-TURN STATEMENT FOR PERIOD 1 APRIL 2008 TO 30 SEPTEMBER 2008

The Committee received a half yearly report regarding the use of Internal Audit resources from 1st April 2008 to 30 September 2008 and the impact on the Annual Audit Plan 2008/09. The Internal Audit Manager reported that 137 days less than planned had been spent on service unit audits and therefore the target of 90%+ of programmed audit work in the year ending March 2009 was unlikely to be achieved. This would impact on the level of assurance that Internal Audit could give regarding the adequacy and effectiveness of the Council's system of internal controls. A significant number of unplanned, ad hoc investigations had been carried out during the same period.

RESOLVED that

- 1) the report be noted; and
- 2) that a Risk Analysis for each planned audit be attached to the Annual Audit Plan for future years.

39. INTERNAL AUDIT PROGRESS REPORT

Members received and commented on an update regarding audits completed by the Internal Audit Team since the previous progress report to the Committee.

In respect of the audit of the Gas Maintenance Contract it was noted that the service provided was above the national average.

RESOLVED that

the report be noted.

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**40. INTERNAL AUDIT - MEMBER SUGGESTIONS OF AREAS FOR
FUTURE AUDIT ACTIVITY**

Members suggested that a further audit of ICT systems be carried out, which would include Business Continuity.

RESOLVED that

the suggestion be noted.

The Meeting commenced at 7.00 pm
and closed at 8.35 pm

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Chair