

# Audit & Governance

## Committee

29th June 2011

### MINUTES

#### Present:

Councillor Bill Hartnett (Chair), Councillor Rebecca Blake (Vice-Chair) and Councillors Michael Braley, Andrew Brazier, Malcolm Hall and William Norton

#### Also Present:

Mr D Evans (Audit Commission)

#### Officers:

A Bromage (Worcestershire Internal Audit Shared Service Manager), T Kristunas and J Pickering

#### Committee Services Officer:

S Skinner

#### 1. APOLOGIES

An apology for absence was received on behalf of Councillor Anderson.

#### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 3. MINUTES

##### RESOLVED that

the minutes of the meeting of the Committee held on 18th April 2011 be confirmed as a correct record and signed by the Chair.

#### 4. CHAIR'S ANNOUNCEMENTS

The Chair mentioned two missing reports, referred to in the previous set of minutes, and requested their submission to the next meeting of the Committee.

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Chair

These were in respect of:

- Market Service - Income Recording System
- Stores Audit.

The Chair also asked that, on the next available Member Development occasion for Audit and Governance Committee Members, the following areas be addressed:

- Future reporting arrangements
- International Audit standards
- International reporting standards
- How the Council's processes compare against Best Practice / Private Sector organisations

### **5. ANNUAL GOVERNANCE STATEMENT 2010/11**

The Committee received and considered the Annual Governance Statement for inclusion in the Statement of Accounts 2010/11.

Members sought a number of clarifications and further explanation of a number of points, but without impact on the document as presented, in respect of which it was

**RECOMMENDED that**

**the Annual Governance Statement be included in the Statement of Accounts.**

### **6. BRIBERY ACT 2010**

The Committee received a report which detailed the information necessary to prepare the Council to implement processes and procedures to ensure compliance with the Bribery Act 2010.

Members noted that the Act was due to come into force on 1st July 2011 and expressed some disappointment that the current report was being submitted to the Committee relatively late, in relation to this implementation date.

Officers were requested to do all necessary to ensure that Members and Officers were rapidly and fully briefed on the implications of the new legislation.

**RESOLVED that**

- 1) the Committee note that procedures will be put in place to avert any possible actions against the Council in relation to Bribery actions and potential legal actions that could be taken against the Council for not having**

**'adequate' measures in place; and**

- 2) the Chief Executive Office be requested to add relevant information into the next issue of the Members' Bulletin; and**
- 3) this matter be added to the Member Development Programme for future Induction sessions or to other appropriate opportunities for Member and Officer training.**

### **7. INTERNAL AUDIT ANNUAL REPORT 2010/11**

The Committee received and considered the Internal Audit Annual Report for 2010/11, together with the opinion of the Acting Worcestershire Internal Audit Shared Services Manager of the overall adequacy of the Council's internal control environment.

Members raised a number of matters with Officers for further clarification and explanation, as detailed below.

#### **a) Statements of Internal Control**

Members noted that a number of Statements of Internal Control were still outstanding. Members expressed disappointment that these had not yet been completed and returned and required notification, with explanations, to be submitted to them as soon as the Statements were returned.

#### **b) Housing Control Spreadsheet - Garages**

In relation to advice that a master spreadsheet had been mislaid in relation to control of the Council's garage stock, the Committee urged Officers to take all steps to rediscover the spreadsheet and to notify Members if this proved impossible.

#### **c) Sundry Debtor Income**

In relation to concerns that outstanding arrears and collection performance had not been reported to Members since 2008, the Chair requested that reports be made to the Executive Committee and/or Overview and Scrutiny Committee, as appropriate.

#### **d) Duplicate Payments**

Members noted arrangements currently in place to minimise the risk of duplicate payments being made. In most instances, the Council's computer systems would not permit this to happen. However, in the case of separate invoices being received by Officers for the same

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order, a degree of risk remained, and control was subject to Officers' vigilance.

**RESOLVED that**

**subject to the exceptional matters raised by Members and recorded in the preamble above, and associated action required, the Internal Audit Annual Report for 2010/11 be approved.**

## **8. COMMITTEE WORK PROGRAMME 2011/12**

Members considered the Audit & Governance Committee's rolling Work Programme for 2010/12.

**RESOLVED that**

**subject to the addition to the Programme of the two items detailed at Minute 4 above, the report be noted.**

The Meeting commenced at 7.30 pm  
and closed at 8.05 pm