

Audit & Governance

Committee

15th November 2011

MINUTES

Present:

Councillor Bill Hartnett (Chair), Councillor Rebecca Blake (Vice-Chair) and Councillors Peter Anderson, Michael Braley, Andrew Brazier and Luke Stephens

Officers:

T Kristunas, J Pickering and G Tanfield - Worcestershire Internal Audit Shared Service Manager

Committee Services Officer:

D Sunman

20. APOLOGIES

There were no apologies for absence.

The Chair welcomed members to a special meeting of the Audit and Governance Committee, which had been called to provide an update on the Internal Audit Plan.

21. DECLARATIONS OF INTEREST

There were no declarations of interest.

22. MINUTES

RESOLVED that

the minutes of the meeting of the Committee held on 26th September 2011 be confirmed as a correct record and signed by the Chair.

.....
Chair

23. INTERNAL AUDIT - UPDATE ON DELIVERY AGAINST 2011/12 PLAN

The Committee received a report that provided an update:

- a) on delivery against the 2011/12 Internal Audit Plan as at 30th October 2011; and
- b) on the actions that Internal Audit had taken to ensure the management and those charged with governance had been provided with the required coverage and assurances over the system for internal control for 2011/12.

Officers reported that significant progress had been made since 31st July 2011 towards delivering the Internal Audit Plan and achieving the targets set for 2011/12.

Members were informed that chargeability and productivity had increased from 17% to 55% and 33% to 48% respectively and that a total of 191 chargeable days had been delivered against a target of 479 days for 2011/12.

The Committee was informed that a number of steps had been put in place to ensure delivery against the Internal Audit Plan 2011/12 and to give the required assurances to Members, District Auditor (Audit Commission) and management over the system of internal control, the Annual Governance Statement and Statement of Accounts.

These steps had included:

- (i) the Worcestershire Internal Audit Shared Service Manager had met with Executive Director of Finance and Resources, in her role as the Council's Section 151 Officer, to discuss progress against the plan and actions taken to assist with the delivery of the plan;
- (ii) two experienced auditors had been recruited to the team and resource within the team had been managed to accelerate delivery against the plan and ensure effective service. ;
- (iii) the plan would continue to be rigorously monitored to ensure performance and continued improvement and that risk would be managed effectively; and
- (iv) absenteeism had been proactively and rigorously managed.

Audit & Governance

Committee

15th November 2011

Members were assured that Officers were confident that, with continued monitoring of performance, delivery against the Audit Plan for 2011/12 would continue to accelerate and would include all high and medium risk areas.

Officers would be meeting to further discuss delivery of the remainder of the Plan. Officers agreed to inform Members of the Committee, by the end of November 2011, of any changes to the Plan.

Members requested that the district auditors (the Audit Commission) be kept informed of all discussions regarding amendments to the Audit Plan for 2011/12.

RESOLVED that

- 1) the report be noted;**
- 2) Members receive electronic updates on any amendments to the Audit Plan by the end of November 2011 following Officer meetings;**
- 3) the District Auditor (Audit Commission) be kept informed of any decision to make amendments to the Audit Plan.**
- 4) that a further update report be prepared for the next meeting of this Committee.**

The Meeting commenced at 6.00 pm
and closed at 6.55 pm

.....
Chair