

AUDIT SUB-COMMITTEE

12 SEPTEMBER 2005

Councillor F.J.D. Boot (Chairman)

Councillors:

A.S. Bexon

G.V. Clarke

J.M. Cole

S.M. Creamer (a)

C.M. Lockett (a)

C.N.F.W. Pratt

9 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors Creamer and Lockett.

10 TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING ON 9 JUNE 2005.

RESOLVED:

That the minutes of the above meeting, having been circulated, be approved as a correct record and signed by the Chairman.

11 REPORTS OF HEAD OF FINANCE

The Manager of Resource Services reported that the Internal Audit Section finalise audit reports having agreed an implementation plan for those areas where weaknesses had been identified.

The majority of recommendations were medium to low risk and therefore should be implemented within 3 months of the final report being issued.

Internal Audit follow-up on the implementation of recommendations on a quarterly basis. The results of the initial follow-up were reported to the Head of Finance, who would request that any outstanding recommendations are actioned immediately.

Any recommendations that were outstanding were reported to committee.

The Manager of Resource Services reported that there were four reports to follow up within the last review, these were:

- § Cash Receipting 2003/04
- § Payroll 2003/04
- § Creditors 2004/05
- § Debtors 2004/05

There were 61 recommendations across all departments in the above reports. All of the recommendations had been implemented.

RESOLVED:

To take no further action.

12 INTERNAL AUDIT STRATEGY

The Manager of Resource Services reported that the Authority had previously produced four-year strategies based upon a plan of audit activity to cover all systems and all departments during that period.

The previous four-year strategy had been extended to ensure a good level of internal audit service until March 2005.

The use of risk analysis in creating annual audit work plans had been put in place for the year 2005/06 and was reflected in the Internal Audit Strategy.

The document submitted, sets out how the Internal Audit Service would be delivered and how assurance could be obtained from the work undertaken.

The Internal Audit Strategy also detailed the resources required and available together with the qualifications and experience required to provide an effective Internal Audit Service.

RESOLVED:

To accept the Internal Audit Strategy.

The meeting closed at 5.55 pm