

AUDIT SUB-COMMITTEE

Monday, 19th December 2005

Councillor F.J.D. Boot (Chairman)

Councillors:	A.S. Bexon (a)	G.V. Clarke (a)
	J.M. Cole	S.M. Creamer
	C.M. Lockett	C.N.F.W. Pratt

13 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors Bexon and Clarke.

14 TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 12 SEPTEMBER 2005.

RESOLVED:

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

15 FOLLOW UP OF PREVIOUS AUDIT RECOMMENDATIONS

The Head of Finance reported that there had been seven reports followed-up within the last review, details of which were included in the report.

With the exception of the Officers Disbursements Audit all of the above recommendations have been implemented and Members were asked to advise on the outstanding issue.

The outstanding issue related to the policy of limiting casual users to reimbursement of the first 100 miles per journey at casual rates. The calculation, which supported this, was made in 1988 and was therefore in need of updating to ensure it was still valid and possibly needed to be reported to Cabinet for their approval.

RESOLVED:

That the policy be referred to the next meeting of the Personnel and Resources Committee for review.

16 INTERNAL AUDIT REPORTS ISSUED JULY TO SEPTEMBER 2005

RESOLVED:

To note the recommendations.

17 STRATEGIC REVIEW

Members were informed of the changes made to the Strategic Risk Register following the review by Senior Management Team in October 2005.

RESOLVED:

To note the contents of this report and to agree to Strategic Risk Reviews becoming a standard agenda item for this committee.

18 AUDIT COMMISSION LETTER SAS 610

A letter from the Audit Commission dated 17 October 2005 was submitted.

RESOLVED:

To note the contents of the letter.

19 ANNUAL AUDIT RISK ASSESSMENT

The Head of Finance submitted a report that provided members with the opportunity to influence the audit risk assessment for the annual audit plan 2006-07 and to confirm whether any additional areas of audit work need to be considered.

RESOLVED:

To agree the approach set out in the report.

20 SUPPORTING PEOPLE

RESOLVED:

To note the report.

21 MEMBERS INPUT 2006/07

RESOLVED:

To note the information.

22 TERMS OF REFERENCE

The Head of Finance submitted a report to undertake an annual review of the Terms of Reference of the Audit Sub-Committee and where appropriate update these to reflect the work being undertaken by the Committee.

RESOLVED:

To recommend to Personnel and Resources Committee:-

- i. Adoption of the revised Terms of Reference as submitted at Appendix B to the report.
- ii. That work with regard to the recruitment and grading for the post of Manager of Resource Services be undertaken as quickly as possible.

23 ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS URGENT.

MRS C RADFORD

It was reported that Mrs Radford, Manager of Resource Services was shortly to leave the employment of the Council.

RESOLVED:

To thank Mrs Radford for the work carried out and to extend the best wishes of the Committee in her new employment.

The meeting closed at 6.45 pm