

AUDIT SUB-COMMITTEE

Tuesday, 8th April, 2008

Councillor E.J. Collin (Chairman)

Councillors:	A.S. Bexon (a)	G.V. Clarke
	A.J. Gillam	C.J. Powell (a)
	D.E. Pulk	G.E. Withers

21 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors Bexon and Powell.

22 TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 18 DECEMBER 2007.

RESOLVED:

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

23 CODE OF AUDIT PRACTICE

RESOLVED:

To note the Code of Audit Practice.

24 STATEMENT OF RESPONSIBILITIES

RESOLVED:

To note the Audit Commission's Statement of Responsibilities.

25 ANNUAL AUDIT & INSPECTION LETTER

RESOLVED:

To note the Annual Audit & Inspection Letter.

26 USE OF RESOURCES ASSESSMENT

RESOLVED:

To note the letter and report of the Audit Commission.

27 BEST VALUE PERFORMANCE PLAN 2007/8

RESOLVED:

To note the Audit Commission Best Value Performance Plan.

28 DATA QUALITY REPORT 2007/8

RESOLVED:

To note the Audit Commission Data Quality report for 2007/08.

29 UPDATE ON LEISURE SERVICES REVIEW OF LEISURE INCOME

Consideration was given to a response by Leisure Services following the review of Leisure Income.

RESOLVED:

To note the report.

30 FOLLOW-UP OF AUDIT RECOMMENDATIONS

The Manager of Resource Services submitted a report that monitored departmental progress in the implementation of Internal Audit recommendations. The report identified to members where additional action needed to be considered in relation to any outstanding recommendations.

RESOLVED:

To note the report.

31 CORPORATE RISK SCORECARD

The Manager of Resource Services submitted a report that updated members of the Audit Sub-Committee on the current level of assurance that can be provided against each corporate risk.

RESOLVED:

To note the report.

32 THE DRAFT ANNUAL AUDIT PLAN 2008-09

The Manager of Resource Services submitted a report on the planned audit activity for 2008-09.

RESOLVED:

To note the contents of the draft report, which will be passed to the Head of Corporate Services for approval.

33 AUDIT SUB-COMMITTEE - DISCHARGE OF RESPONSIBILITIES

The Manager of Resource Services reported that the annual review of the Audit Sub Committee's Terms of Reference had been undertaken at the December 2007 meeting. Whilst the current Terms of Reference had been deemed appropriate for the Committee's current responsibilities, members had requested that a further report be submitted detailing the level of assurance that could be provided with respect to the discharge of these responsibilities.

The report was submitted to members with the purpose of meeting this objective.

The current Terms of Reference were provided in Appendix A to the report.

RESOLVED:

To agree the report.

34 DATA SECURITY REVIEW GROUP - TERMS OF REFERENCE

The Manager of Resource Services reported that at the December 2007 meeting of the Audit Sub-Committee, members had requested that the scope and terms of reference for the Data Security Review Group be circulated to members.

The Terms of Reference for the Data Security Review Group were provided in Appendix A to the report.

RESOLVED:

To note the Terms of Reference.

35 INTERNAL AUDIT REPORTS ISSUED JANUARY - MARCH 2008

The following reports were considered:-

Capital Procedures
Stock Control - Direct Services
Vehicle Fleet Management

Non Domestic Rates
Council Tax
Bank Accounts
Financial Management System
Lending & Borrowing

After discussion of the recommendations and management responses it was:

RESOLVED:

To note the reports.

The meeting closed at 7.10pm.