

AUDIT COMMITTEE

Wednesday, 24th March, 2010

Councillor E.J. Collin (Chairman)

Councillors:

A.S. Bexon (a)
A.J. Gillam
D.E. Pulk (a)

G.V. Clarke
C.J. Powell (a)
G.E. Withers

30 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Powell.

31 TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 15 DECEMBER 2009.

RESOLVED:

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

32 2008-09 ANNUAL AUDIT LETTER

The 2008-09 Annual Audit Letter was submitted for Members' information.

RESOLVED:

To note the Annual Audit Letter.

(Councillor Clarke entered the meeting)

33 ISSUE OF MONETARY PENALTIES BY THE INFORMATION COMMISSIONER

The Head Of Democratic & Community Services submitted a report to inform Members that the Information Commissioner [ICO] would have the power to impose a monetary penalty on the Council as a data controller for serious contraventions of the data protection principles from 6 April 2010.

RESOLVED:

1. To note the contents of the report.
2. To inform the Chief Executive that the Audit Committee consider that all relevant staff should be required to have Data Protection Act (DPA) training.
3. To request the Chief Executive to ensure that only necessary information is collected and stored.
4. To request that the Head of Democratic and Community Services submit a report to Committee on the implications of the DPA for Members.

34 CIPFA AUDIT COMMITTEE UPDATE

The Manager of Audit & Risk Services reported that the CIPFA Better Governance

Forum had introduced a series of briefing papers designed to raise awareness of Audit Committee roles and responsibilities and provide details of workshop and training events developed for the benefit of Audit Committee members.

RESOLVED:

To note the briefing paper and request that a report be brought to Committee on a quarterly basis.

35 CORPORATE RISK SCORECARD

The Manager of Audit & Risk Services updated members of the Committee on the current level of assurance that could be provided against each corporate risk.

RESOLVED:

To note the report.

36 THE DRAFT ANNUAL AUDIT PLAN 2010-11

The Manager of Audit & Risk Management submitted the Draft Annual Audit Plan which detailed the planned audit activity for 2010-11.

RESOLVED:

To note the contents of the draft report.

37 FOLLOW-UP OF AUDIT RECOMMENDATIONS

The Manager of Audit & Risk Management reported on progress in the implementation of previous Internal Audit recommendations.

RESOLVED:

To note the report.

38 INTERNAL AUDIT REPORTS ISSUED JANUARY – MARCH 2010

The following reports were considered:-

- i) Capital
- ii) Cash Receipting
- iii) Payroll.

RESOLVED:

1. To accept the reports.

2. Having expressed concerns regarding the cash receipting procedures, to invite the Head of Direct Services to the next meeting of the committee to explain how the recommendations for cash receipting procedures are being implemented.

The meeting closed at 7.00pm.