

## STANDARDS COMMITTEE

**Minutes of:**           **AUDIT SUB-COMMITTEE**

**Date of Meeting:**    25 September 2002

**Present:**             Councillor F Chaudhry (in the Chair);  
                              Councillors T P Chamberlain, Y Creswell, W Ramsey, G Sharkey, B Vincent and  
                              J F Walton

**Apologies for absence:** Councillor E B Briggs and Mr J Lodge

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### **SP.483    PUBLIC QUESTION TIME**

*No members of the public were present to ask questions under this item.*

### **SP.484    DECLARATIONS OF INTEREST**

*No declarations of interest were made.*

### **SP.485    MINUTES**

#### ***Delegated decision:***

*That the Minutes of the meeting of this Sub-Committee held on 18 June 2002 be approved as a correct record.*

### **SP.486    AUDIT PROGRESS REPORT 2001/2002**

*The District Auditor submitted a Progress Report on the District Audit Plan for 2001/2002.*

*Members of the Sub-Committee raised questions on the report and the District Auditor gave responses and made statements on the different matters raised.*

#### ***Delegated decision:***

*That the report be noted.*

### **SP.487    STATEMENT OF ACCOUNTS 2001/2002**

*The Executive Member for Resource submitted a report on the Statement of Accounts for 2001/2002.*

*The Statement of Accounts was appended to the report and contained the Consolidated Revenue Account, Housing Revenue Account, the Collection Fund, the Consolidated Balance Sheet and the Statement of Total Movements in Reserves.*

*A copy of the letter of representation on the Audit of Accounts 2001/02 sent to the District Auditor by the Director of Finance and E-Government was also submitted.*

*Concerns were expressed by several Members that there had been insufficient time to read the statement prior to the meeting.*

#### ***Delegated decisions:***

*1. That the Director of Finance and E-Government, after consultation with the Chair and Councillor Walton and after taking into account any comments from other Members of the Sub-Committee, be authorised to approve the Statement of Accounts for 2001/2002 in line with the Accounts and Audit Regulations 1996 and approve the financing of the Capital Programme outlined in Note 3 of the Consolidated Balance Sheet.*

*2. That the contents of the letter of representation enclosed with the report be noted.*

**SP.488 LOCAL CODE OF CORPORATE GOVERNANCE**

*The Director of Finance and E-Government presented a report submitted by the Executive Member for Resource on a Code of Corporate Governance to ensure that the Council conducted its affairs in accordance with the law and that public money was safeguarded and properly accounted for and used economically efficiently and effectively.*

*The report stated that the Council already had in place a number of arrangements to ensure that the Council operated efficiently. However, an assessment had been carried out using a good practice framework recommended by CIPFA and SOLACE and the report set out a number of improvements which could be made to strengthen further the Council's existing arrangements. Initial indications suggested the development work would be required in the following areas:-*

- *Production of an Annual Report*
- *Production of Departmental Service Delivery and Development Plans*
- *Implementation of Investors in People across the Council*
- *Development of a Corporate Performance Management System*
- *Introduction of a Risk Management Policy and Strategy*
- *An update of the Council's Complaints Procedure*

*Work had already begun on these tasks and further reports would be submitted to future meetings of the Committee.*

*The Executive Committee at its meeting on 11 September 2002, had approved a recommendation of the Standards Committee (Minutes 264) that the Draft Code be approved.*

**Delegated decision:**

*That the report and the decision of the Executive be noted.*

**SP.489 EXCLUSION OF PRESS AND PUBLIC**

**Delegated decision:**

*That in accordance with Section 100(A) of the Local Government Act 1972 the press and public be excluded from the meeting during consideration the following items of business since they involved the likely disclosure of exempt information in respect of action taken or to be taken in connection with the prevention and investigation or prosecution of a crime.*

**SP.490 INTERNAL AUDIT PROGRESS REPORT**

*The Chief Internal Auditor submitted a Progress Report showing the progress of Internal Audit Reports through the system and gave details of more recent reports issued since the previous Progress Report.*

**Delegated decisions:**

1. *That the report be noted.*
2. *That the Director of Education and Culture be instructed to either submit a written report or attend the next meeting of this Sub Committee to report on the Action Plan in respect of Report 1657/02.*
3. *That the Management Board be informed of this Sub Committee's concerns about the length of time which is occasionally taken to respond to reports published by the Chief Internal Auditor or act on the recommendations made by him.*

**SP.491 INTERNAL AUDIT REPORT – MEMBERS FEEDBACK**

*The Chief Internal Auditor submitted a report providing feedback to Members in respect of specific queries raised in relation to Audit Reports. Details of Internal Audit follow-up work were also circulated.*

*The Director of Finance and E-Government gave an update on actions taken in respect of the Car Loan Scheme.*

***Delegated decisions:***

1. *That the report be noted.*
2. *That the Director of Finance and E-Government be requested to submit a further report on the Car Loan Scheme in 12 months time.*

**F CHAUDHRY**

**Chair**

**(Note: The meeting started at 6.30 pm and finished at 8.00 pm)**

