

**AUDIT COMMITTEE**

Thursday, 7th October, 2004 at 6.00 p.m.

**PRESENT:-**

Councillor Burston (Chairman)  
Councillor Miss Nicholls (Vice Chairman)  
Councillors Attwood, Mrs Collins, Crumpton, J Davies, Mrs Jordon, Kettle and Taylor, together with the Director of Finance, Chief Executive, Director of Law and Property, Director of Education and Lifelong Learning, Assistant Director of Education (Access and Inclusion), Assistant Director of Education (Community Education and Development), Assistant Director Legal and Democratic Services, Head of Audit Services, Mr R Clarke and Mr S Potter (Audit Managers) and Mr J Jablonski (Directorate of Law and Property).

**ALSO IN ATTENDANCE**

Councillors Mrs Millward, Mrs Coulter and Mrs Ridney.

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**MINUTES**

**RESOLVED**

That the minutes of the meeting of the Committee held on 26<sup>th</sup> August, 2004, be approved as a correct record and signed.

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**DECLARATIONS OF INTEREST**

No Member made a declaration of interest in accordance with the Members' Code of Conduct.

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**CHANGE IN ORDER OF BUSINESS**

Pursuant to Council Procedure Rule 13 (c) it was

**RESOLVED**

That the remaining items of business be considered in the following order:-

Agenda Item Numbers 6, 7, 8, 11, 10, 9 and 12.

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11

**EXCLUSION OF THE PUBLIC**

RESOLVED

That, under Section 100A (Local Government Act, 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Schedule 12A to that Act, in particular the paragraph under Part I of that Schedule indicated below:-

<u>DESCRIPTION OF ITEM</u>	<u>RELEVANT PARAGRAPH OF PART OF SCHEDULE 12A</u>
Annual Audit Report in relation to the Chief Executive's Directorate	1
Annual Audit Report in relation to the Directorate of Law and Property Home to Transport	1
Recommendations by internal audit not implemented by Schools.	1
Annual Audit Report in relation to the Directorate of Finance, ICT and Procurement.	1
Reports required under Standing Orders relating to Contracts	1

12

ANNUAL AUDIT REPORT IN RELATION TO THE CHIEF EXECUTIVE'S DIRECTORATE

A report of the Director of Finance was submitted summarising the audit work undertaken in the Chief Executive's Directorate for the 2003/04 financial year incorporating details of the more important findings and highlighting recommendations made by internal audit services where remedial action had not been taken by Management.

RESOLVED

That the findings of the 2003/04 audit work be accepted.

13

ANNUAL AUDIT REPORT IN RELATION TO THE DIRECTORATE OF LAW AND PROPERTY

A report of the Director of Finance was submitted summarising the audit work undertaken in the Directorate of Law and Property for the 2003/04 financial year and incorporating details of the more important findings.

In commenting on the report the Director of Law and Property wished to record his thanks to the Audit Team for the positive contribution they had made to the work of the Directorate.

RESOLVED

That the findings of the 2003/2004 audit work be accepted.

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14

HOME TO SCHOOL TRANSPORT

A joint report of the Director of Finance and the Director of Education and Lifelong Learning was submitted arising from a request made by the Committee to inform Members of the outcome of recent work by Internal Audit on the Home to School Transport Service operated by the Directorate of Education and Lifelong Learning the findings of which had been accepted by the Director of Education and Lifelong Learning and were being used as the basis for the improvement process. The initial response of the Director of Education and Lifelong Learning was also set out in the report submitted.

Arising from the detailed consideration given to the content of the report submitted it was

RESOLVED

(1) That the information contained in the report submitted be noted.

That the Director of Education and Lifelong Learning be requested to

- (a) Report back to the future meeting of the Committee on the implementation of the response given by him in paragraph 3.2 c of the report submitted.
- (b) Inform Councillor Mrs Jordon direct about
  - (i) The content/details of the training referred to in paragraph 4.3c of the report submitted.
  - (ii) How many drivers/escorts could use sign language.

- (c) Include reference in the Good Practice Guide to parents and circulate the Guide to them.
- (3) That it be noted that a further internal audit report of the Home To School Transport Service would be carried out in the next financial year and that the outcomes will be reported to a future meeting of the Committee.

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15 RECOMMENDATIONS BY INTERNAL AUDIT NOT IMPLEMENTED BY SCHOOLS

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A joint report of the Director of Finance and the Director of Education and Lifelong Learning was submitted on information requested by the Committee on Internal Audit Recommendations that had not been implemented by Schools and on proposed new arrangements to support, and where necessary challenge, schools to improve their financial management arrangements.

RESOLVED

- 1 That as the internal audit recommendations should be accepted the proposals set out in paragraphs 13 and 14 of the report submitted be implemented by the Director of Finance and the Director of Education and Lifelong Learning.

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16 ANNUAL AUDIT REPORT IN RELATION TO THE DIRECTORATE OF FINANCE, ICT AND PROCUREMENT

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A report of the Director of Finance was submitted summarising the audit work undertaken in the Directorate of Finance, ICT and Procurement for the 2003/04 financial year and incorporating details of the more important findings.

RESOLVED

That the findings of the 2003/04 audit work be accepted.

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17 REPORTS REQUIRED UNDER STANDING ORDERS RELATING TO CONTRACTS

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A report of the Director of Finance was submitted on cases, arising under Standing Orders 3.2, 5.2 and 29.4, required to be reported to this Committee by new standing orders relating to contracts. Details set out in the appendices to the report submitted covered the period from October 2003 to March 2004 inclusive.

RESOLVED

- 1 That the information contained in the report, and appendices to the report, submitted in respect of cases arising under Standing Orders 3.2, 5.2 and 29.4, required to be reported to this Committee in accordance with new standing orders relating to contracts be noted.
- 2 That the Director of Finance be requested to report to the next meeting of this Committee on the contract referred to as reference 702 in appendix b to the report submitted.

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The meeting ended at 7.30 pm.

CHAIRMAN

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