

## **Finance & Procedures Overview & Scrutiny Committee – 9 March 2004**

---

Minutes of the meeting of the **Finance & Procedures Overview & Scrutiny Committee** held on **9 March 2004** when there were present:-

Cllr T G Cutmore (Chairman)

Cllr P A Capon  
Cllr Mrs H L A Glynn  
Cllr Mrs S A Harper

Cllr T Livings  
Cllr C R Morgan

### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Mrs J R Lumley

### **OFFICERS PRESENT**

P Warren	Chief Executive
R Crofts	Corporate Director (Finance & External Services)
T Metcalf	Audit & Process Review Manager
N Bishop	Principal Auditor
J Kevany	Principal Auditor
M Martin	Committee Administrator

### **130 MINUTES**

The Minutes of the meeting held on 12 February 2004 were approved as a correct record and signed by the Chairman.

### **131 INTERNAL AUDIT PROGRESS REPORT**

The Committee considered the report of the Chief Executive which invited Members to monitor the progress of the Internal Audit Plan for 2003/04 and agree the proposed Audit Plan for 2004/05.

Members were advised that:-

- To date Internal Audit had completed 91% of the Audit Plan and were still on target to reach 94% by 31 March 2004.
- The column headed 'Variance' within the table referred to the number of days involved in the proposed changes to the plan.

In response to Member questions, it was noted that 'Special' assignments relate to contingency arrangements when a particular issue may require time to be allocated to it.

**Resolved**

- (1) That the changes to the 2003/04 Audit Plan be agreed.
- (2) That the Proposed Audit Plan for 2004/05 be agreed. (CE)

**EXCLUSION OF PUBLIC AND PRESS**

**Resolved**

That the press and public be excluded from the meeting for the following item of business on the grounds that exempt information as defined in Paragraph 14 of Part 1 of Schedule 12 of the Local Government Act 1972 would be disclosed.

**132 AUDIT REPORT**

The Committee considered the exempt report of the Chief Executive, which related to completed audit investigations and provided an update of audit recommendations.

Members were reassured that concerns raised could be addressed when the sheltered schemes pilot study is reported to Members through the Committee process.

**Resolved**

- (1) That the conclusions and results from the audits in Appendix 1 and 2 be agreed.
- (2) That the updated information on the audit recommendations, as outlined in Appendix 3, be agreed. (CE)

The meeting closed at 8.15 pm.

Chairman .....

Date .....