

## **Finance & Procedures Overview & Scrutiny Committee – 28 October 2003**

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Minutes of the meeting of the **Finance & Procedures Overview & Scrutiny Committee** held on **28 October 2003** when there were present:-

Cllr T G Cutmore (Chairman)  
Cllr J Thomass (Vice-Chairman)

Cll P A Capon  
Cllr K A Gibbs  
Cllr C C Langlands

Cllr T Livings  
Cllr C R Morgan

### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Mrs H L A Glynn and Mrs J R Lumley

### **OFFICERS PRESENT**

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

### **480 MINUTES**

The Minutes of the meeting held on 14 October 2003 were approved as a correct record and signed by the Chairman.

### **481 INTERNAL AUDIT PROGRESS REPORT**

The Committee considered the report of the Chief Executive, and Members noted the details concerning progress achieved during the first six months of the 2003/04 Audit Plan.

A Charter for Internal Audit and an updated version of the Anti-Fraud & Corruption Strategy had also been appended for Members' approval.

Members congratulated officers on an excellent report and were pleased to note that whilst the percentage of the Audit Plan completed to date was lower than that of last year, officers still expected to meet the local target of 94% for the year.

Members noted that:-

- the results of the surveys sent to Heads of Service following the completion of each internal audit had generally been very good with one 'excellent' response
- the one 'poor' response had related to planning enforcement which is a specialised technical area, but that this had advanced to 'fair' as the auditor's knowledge had increased

**Resolved**

- (1) That the Audit Charter be agreed.
- (2) That the revised Anti-Fraud & Corruption Strategy be agreed. (CE)

**482 AUDIT AND INSPECTION REPORT**

The Committee considered the report of the Chief Executive, which drew Members' attention to the recommendations of the external auditors, including the Best Value Performance Plan. The recommendations had been appended to the report.

Members noted that this was the last time these issues would be reported in this format, as the two outstanding recommendations would either be included in the Audit Progress report or in a relevant service action plan.

In response to the recommendation which related to the need to develop a formal disaster and business continuity plan, Members noted that the authority was currently going through a full risk assessment process which would identify high risk areas.

**Resolved**

- (1) That the monitoring sheet for the external audit recommendations be agreed.
- (3) That the monitoring sheet for the Best Value Performance Plan recommendations be agreed. (CE)

**EXCLUSION OF THE PRESS AND PUBLIC**

**Resolved**

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

**483    AUDIT REPORT**

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

**Resolved**

- (1)    That the conclusions and results from the audits be agreed.
- (2)    That the updated information on the audit recommendations, as appended to the report, be agreed. (CE)

The meeting closed at 7.47 pm.

Chairman .....

Date .....