

AUDIT AND PERFORMANCE SCRUTINY COMMITTEE

Minutes of the meeting held on Thursday, 28th April 2011 at Retford Town Hall

Present:

Councillors: P C Offer (Chair)
Mrs V A Bowles, H Burton, D Challinor, G Freeman, M T Gray, D Potts,
Mrs A Simpson, Mrs J F Smith, Miss M Stokes, S Toms, A A D Tromans,
C Troop, Mrs C Wanless and G J Wynne.

Officers: S Brown, J Hamilton, M Hill and N Taylor.

Also present: R Barnett and C Williams – Audit (RSM Tenon).

Standards Committee Members: None

49. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor B Jones.

50. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

(a) Members

Councillor Miss M Stokes declared a personal interest in Agenda Item No 6(c) – Internal Audit Report Plan 2011/12, as she is a member of Worksop Town Centre Partnership Board; she remained in the meeting.

Councillor Mrs C Troop declared a personal interest in Agenda Item No 6(c) – Internal Audit Report Plan 2011/12, as she is a member of the A1 Housing (Bassetlaw) Board; she remained in the meeting.

Councillor A A D Tromans declared a personal interest in Agenda Item No 6(c) – Internal Audit Report Plan 2011/12, as he is a member of the A1 Housing Board and a member of the Bassetlaw Town Centre Partnership Trust Board; he remained in the meeting.

Councillor G J Wynne declared a personal interest in Agenda Item No 6(c) – Internal Audit Report Plan 2011/12, as he is a member of the Bassetlaw Town Centre Partnership Trust Board; he remained in the meeting.

(b) Officers

There were no declarations of interest by officers.

51. MINUTES OF THE MEETING HELD ON 24TH FEBRUARY 2011

RESOLVED that the Minutes of the meeting held on 24th February 2011 be approved.

52. MINUTES FOR ACTION AND IMPLEMENTATION

RESOLVED that the Minutes for Action be received.

53. OUTSTANDING MINUTES LIST

RESOLVED that the Outstanding Minutes List be received.

Key Decisions

None

Other Decisions

54. REPORT(S) OF THE DIRECTOR OF RESOURCES

(a) Internal Audit Progress Report 2010/11

R Barnett presented information to Members regarding internal audits: Sickness and Absence; Flexible Working Arrangements; Payroll; Treasury Management; Budgetary Control; Sustainability Management and Integration; Debtors; I T Disaster Recovery; Risk Management; I T Network Security; Procurement – Contracts Tendering; and Follow Ups (2) and (3).

Elected Members raised issues/asked questions on: procurement; the Print and Design Unit; and sickness absence monitoring.

RESOLVED that the Internal Audit Progress Report 2010/11 be received and actions taken or to be taken be noted.

(b) Internal Audit Annual Report 2010/11

C Williams presented a formal report to Members on the activities of Internal Audit during the financial year 2010/11 that includes, amongst other matters, an opinion on the overall adequacy and effectiveness of the Council's internal control environment.

Elected Members raised issues/asked questions on: bike storage; controls within leisure; security for reception area at Queen's Buildings; and the market contractors.

RESOLVED that:

1. The Internal Audit Annual Report 2010/11 be received.
2. A written response by provided for Members on compensating controls that are in place for the Leisure Management Contract.

(c) Internal Audit Plan 2011/12

C Williams presented Members with the proposed Internal Audit Plan for work to be undertaken during the financial year 2011/12. The Strategy for Internal Audit for the period 2011/12 to 2013/14 and the detailed Internal Audit Plan for 2011/12 were appended to the report.

Elected Members raised issues/asked questions on: prioritisation and scoping of audits; the impact of Universal Credit; the future direction of anti-fraud work; future bailiff arrangements; potential areas for risks for licences; the demise of the Standards regime and the implications of the Bribery Act.

(Councillor M T Gray joined the meeting during consideration of this item.)

RESOLVED that the Strategy for Internal Audit for the period 2011/12 to 2013/14 and the detailed Internal Audit Plan for 2011/12 be approved.

(d) Certification of Claims and Returns – Audit Commission Annual Report 2009/10

Members were presented with the Audit Commission's annual report on the certification of claims and returns for 2009/10 which was appended to the report.

RESOLVED that the Audit Commission's annual report on the certification of claims and returns for 2009/10 be received and accepted.

(e) Audit Commission Audit Plan 2010/11

Members were presented with the Audit Commission's Audit Plan 2010/11 for Bassetlaw's audit of financial statements and the value for money conclusion for 2010/11 which were appended to the report.

RESOLVED that the Audit Commission's Audit Plan 2010/11 for Bassetlaw's audit of financial statements and the value for money conclusion for 2010/11 be received and accepted, and recommended to full Council on 29th June 2011.

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

None.

55. ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS TO BE URGENT

(a) Chair of Audit and Performance Scrutiny Committee

Councillor P C Offer, informed Members that, regardless of the outcome of the forthcoming local elections, he was resigning from the position of Chair of the Committee due to work commitments. He thanked Members, officers and RSM Tenon for their contributions and said that he felt that the audit and scrutiny roles within the Council had strengthened over recent years.

Several Elected Members supported these comments and thanked Councillor Offer, as Chair, for his own personal contribution in giving a clear direction to, and understanding of, the roles of audit and scrutiny.

As there was no other urgent business to consider, the Chairman closed the meeting.