

AUDIT AND PERFORMANCE SCRUTINY COMMITTEE

Minutes of the meeting held on Thursday, 23rd September 2010 at Worksop Town Hall

Present:

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

Also present: D Armiger, S Brown, L Dore, M Hill, S Pearson, N Taylor, R Theakstone.

Others present (RSM Tenon): A Ali, R Barnett, M Humphrey, C Williams.

Standards Committee Member: Mr G Law

18. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors C Entwistle and W Graham.

19. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

(a) Members

There were no declarations of interest by Members.

(b) Officers

There were no declarations of interest by officers.

20. MINUTES OF THE MEETING HELD ON 29TH JULY 2010

RESOLVED that the Minutes of the meeting held on 29th July 2010 be approved.

21. MINUTES FOR ACTION AND IMPLEMENTATION

With reference to Minute 16(b), Service Scorecards - Quarter 1 2010/11, the Committee were advised that information was available on Covalent.

RESOLVED that the Minutes for Action be received.

22. OUTSTANDING MINUTES LIST

The Committee were informed that at Minute 16(b), the verbal update on Sundry Debtors will be presented at the next meeting of the Audit and Performance Scrutiny Committee.

RESOLVED that the Outstanding Minutes List be received.

Key Decisions

None

Other Decisions

23. REPORT(S) OF THE DIRECTOR OF RESOURCES

(a) Internal Audit Progress Report 2009/10

The Committee were presented with a progress report on the Council's internal audit function and in particular received information on the Construction Industry Scheme review and Cashiers, of which both reports had been finalised. It was reported that all work on the internal audit plan for 2009/10 has been completed with the exception of 'Insurance' and this has been carried forward to the 2010/11 plan.

The conclusion of the review into the Council's operation of the Construction Industry Scheme found that the Council could take *substantial* assurance that the controls used were effective. The report made three recommendations for improvement.

The conclusion of the review into the Council's Cashiers operation found that the Council could take *limited* assurance that the controls used were effective. The report made ten recommendations for improvement.

A copy of the Internal Audit Progress Report 2009/10 was appended to the report.

RESOLVED that the report be received and actions taken, or to be taken, be noted.

(b) Internal Audit Progress Report 2010/11

The Committee were presented with a progress report on the Council's internal audit function and in particular received information on the following finalised audit reports which were all non-financial: Training and Development (one recommendation), Sustainability (one recommendation), Land Charges (one recommendation), Performance Indicators (five recommendations), Mail Room (ten recommendations), Print & Design (fourteen recommendations), Abandoned Vehicles (one recommendation), Development Control (six recommendations), Tourist Information Centre – Retford (twelve recommendations), Tourist Information Centre – Worksop (nine recommendations), S106 Agreements (two recommendations), Vehicle Garage - including MOT (one recommendation), Shop-mobility (eight recommendations), Markets (six recommendations), Dog Wardens (six recommendations), Follow Up – for all Directorates (nineteen recommendations).

A copy of the Internal Audit Progress Report 2010/11 was appended to the report. Executive summaries and agreed action plans for each audited area along with high and medium recommendations were included in the appendices. Assurance levels were given in red, amber, green format.

Members asked questions relating to existing operational procedures and recommendations for improvement to the Mail Room, Print and Design, the two Tourist Information Centres, Markets, and the Dog Warden service. In response to a query regarding the future level of progress as recommendations are implemented, the Committee was advised that information was noted on Covalent when completed and that it also displayed the number of recommendations achieved within the target date.

RESOLVED that the report be received and actions taken, or to be taken, be noted.

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

None.

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

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