

DRAFT MINUTES SUBJECT TO APPROVAL AT NEXT MEETING

Draft Minutes of the meeting of the Final Accounts & Audit Committee held on 20th November 2006 in Committee Rooms A & B, Monkton Park, Chippenham, commencing at 6.00pm.

Present: Councillors V.H. Greenman and R.L. Tonge

Other Members Present: Councillor D.B. Allen

Officers Present: S. Pangbourne (Strategic Manager – Corporate Services), P. Hawley (Chief Accountant), R. Granger (Audit Manager), P. Timmins (Interim Section 151 Officer), N. Ford (Auditor) and J. Whittleton (Policy & Democratic Services Assistant)

FA30 Apologies for Absence

Apologies were received from Councillor S.B. Meadowcroft.

FA31 Membership of the Final Accounts & Audit Committee

There were no changes of membership.

FA32 Public Question Time/Receipt of Petitions

None received.

FA33. Chairman's Announcements

None.

FA34. Minutes

The Minutes of the meeting of the Final Accounts & Audit Committee held on 26th September 2006 were considered.

Resolved that the Minutes of the meeting of the Final Accounts & Audit Committee held on the 26th September 2006 be signed as a correct record, subject to the following amendment:

Minute Reference FA24, Second Resolution. Add the words 'by July' to the end of the sentence.

FA35. Declarations of Interest

Councillor V.H. Greenman declared a Personal interest in Agenda item 11, Internal Audit Progress Report. He owns Post Offices. He remained in the room.

FA36. Progress Report against the Statement of Internal Control



Consideration was given to Report No. 7, circulated with the Agenda, which was presented to the Final Accounts and Audit Committee as requested at the meeting of 26th September 2006 to show progress against the issues identified in the Statement of Internal Control.

Issues discussed included:

- Work being undertaken to address reconciliations;
- All reconciliations are expected to be accounted for by early february;
- The Disaster Recovery Plan (part of the Business Continuity Plan) will be tested shortly;
- The merits and demerits of the main accounting system and the potential for implementing a workaround system; and
- The treatment of VAT across the Council.

Resolved

- 1) That an update on the test of the Disaster Recovery Plan be brought to the February meeting of the Committee.
- 2) That an update be brought to the February meeting of the Committee on what is happening to address the first 3 weaknesses identified (in Appendix 1) as being of high residual risk.

FA37. Annual Governance Report – Action Plan & Progress Update

Consideration was given to Report No. 8, circulated with the Agenda, which provided an action plan setting out proposed actions and progress made to date against the recommendations set in the Annual Governance Report, which was presented by the Audit Commission to the Final Accounts & Audit Committee in September 2006.

Issues discussed included:

- The capacity of the Finance Team;
- The need for a temporary resource until the end of the year to deal with reconciliations;
- Whether the need for a temporary resource is 'business critical'; and
- The Final Audit Plan will be presented to the February meeting of the Committee.

Resolved

- 1) That the action plan and progress update set out in Appendix 1 be noted and approved for submission to the Audit Commission and that a further progress update be brought to this Committee in six months' time.

- 2) That a report be produced for the February meeting on the resources of the Finance Team.
- 3) That a recommendation be made to the Executive that responsibility for data quality be included in the Lead Members' outline/job description.
- 4) That an updated action plan be brought to the February meeting showing progress against the Plan.

FA38. Frequency of Final Accounts & Audit Committee Meetings

Resolved

- 1) That the next meeting of the Committee be scheduled for 6pm on Monday 26th February 2006.
- 2) That a recommendation be made to the next Annual Council to increase the membership of the Final Accounts & Audit Committee to six or seven.

FA39. Exclusion of the Press & Public

Resolved that under Section 100A(4) of The Local Government Act, 1972, the public be excluded from the remainder of the meeting on the grounds that the following item of business involves the likely disclosure of exempt information as defined below and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information:

Agenda item/Report name	Paragraph of the Act/Schedule describing the exemption
Agenda Item 11 – Internal Audit Progress Report	Paragraph 7

FA40. Internal Audit Progress Report

Consideration was given to Report No.11, circulated with the Agenda, which updated the Final Accounts & Audit Committee on progress against the 2006/2007 Internal Audit Plan.

Issues discussed included:

- Reasons for the items confidentiality;
- Procedures for when disagreement occurs between auditors and auditees;
- The definition of 'limited assurance';
- That Prince2 Project Management was used patchily across the organisation; and
- Systems for concessionary travel.

Resolved

- 1) Recommend to the Budget & Strategic Planning Working Group that the token system for concessionary travel be withdrawn.
- 2) Highlight to the Budget & Strategic Planning Working Group the risk to the year end of the token system.
- 3) That if the Budget & Strategic Planning Working Group choose to continue the token scheme, the administration of it be looked at in light of practices in other authorities.
- 4) That if the Budget & Strategic Planning Working Group choose to continue the token scheme, the Officers recommendation at 4.8 be supported.
- 5) That when there is disagreement between internal audit and an officer or service being audited, the officer concerned be invited to the Committee to express his/her concerns.
- 6) That confirmation be sought that the auditing of capital projects will take place.
- 7) That future internal audits be referred to the Committee if they are judged to be less than 'satisfactory'.

The meeting closed at 7.15pm.

There were 0 members of the public present.