

Draft Minutes of the meeting of the Final Accounts & Audit Committee held on 26th February 2007 in Committee Rooms A, B & C, Monkton Park, Chippenham, commencing at 6.00pm.

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

Officers Present: S. Pangbourne (Strategic Manager – Corporate Services), R. Granger (Audit Manager), N. Ford (Auditor), G. Wilkie (Performance Management Officer) and J. Whittleton (Policy & Democratic Services Assistant)

FA41. Apologies for Absence

Apologies were received from Councillor C. O’Gorman.

FA42. Membership of the Final Accounts & Audit Committee

There were no changes of membership.

FA43. Public Question Time/Receipt of Petitions

There were no public questions nor petitions received.

FA44. Chairman’s Announcements

None.

FA45. Minutes

The Minutes of the meeting of the Final Accounts & Audit Committee held on 20th November 2006 were considered.

Resolved that the Minutes of the meeting of the Final Accounts & Audit Committee held on the 20th November 2006 be signed as a correct record.

FA46. Declarations of Interest

None.

FA47. Data Quality Strategy

Consideration was given to Report No. 7, circulated with the Agenda, which presented a draft Data Quality Strategy for approval. It described how the Strategy was developed, how it will be implemented, and how this Committee will oversee it.

Issues discussed included:

- The production of a strategy was recommended by the Audit Commission; and
- That the Portfolio Holder for Democracy & Governance has signed off the draft Strategy.



Resolved that the draft Data Quality Strategy be approved.

FA48. Risk Management and Issue Resolution Strategy

Consideration was given to Report No. 8, circulated with the Agenda, which presented a draft Risk Management and Issue Resolution Strategy for approval. It described how the Strategy was developed, how it will be implemented, and how this Committee will oversee it.

Issues discussed included:

- The need for a home for the Strategy;
- The new performance management system should be in place by April;
- Risk management and what constitutes a partner when assessing risk; and
- Emergency planning.

Resolved

- 1) That the draft Risk Management and Issue Resolution Strategy be approved subject to the addition of examples of partners in the section entitled Partnership Risk (page 11) and the inclusion of Membership in the Risk Management Group Terms of Reference (page 19).
- 2) The Committee notes that the Strategy was brought to the Corporate Management Board and the issue of where it should sit.

FA49. Annual Governance Report –Progress Update

Consideration was given to Report No. 9, circulated with the Agenda, which provided a progress update against all the recommendations set in the Annual Governance Report, presented by the Audit Commission to the Final Accounts & Audit Committee in September 2006.

Issues discussed included:

- The closure of accounts;
- That despite improvements, more can be done to better reconciliations;
- The time-table for the closure of accounts; and
- The housing benefits system.

Resolved that

- 1) The progress update set out in Appendix 1 be noted.

- 2) A further progress update be brought to this Committee in six months' time.
- 3) That a Report be brought to the next meeting of the Committee on the £180,000 which has been liberated from public conveniences funds, including a risk assessment.

FA50 Internal Audit Progress Report

Consideration to Report No. 10, circulated with the Agenda, which updated the Final Accounts and Audit Committee on progress against the 2006/2007 Internal Audit Plan.

Issues discussed included:

- That 4 audits are unlikely to be completed this year, the Section 151 Officer is aware of this and it will not effect the signing off of accounts;
- VAT & Building Control;
- Whether VAT will be included in the risk register; and
- The 4 uncompleted audits at 4.6 will be carried out first next year.

Resolved that the update be noted.

FA51. Audit Committee Self Assessment Checklist

Consideration was given to Report No.11, circulated with the Agenda, which presented to the Final Accounts and Audit Committee the Audit Committee Self-Assessment checklist produced by CIPFA and completed by Officers of the Council.

Issues discussed included:

- Training for Committee Members after May; and
- The frequency of meetings in the Terms of Reference.

Resolved that the report be noted.

FA52. Project Management Audit Report

Consideration was given to Report No. 12, circulated with the Agenda, which presented to the Final Accounts and Audit Committee the Project Management audit report completed in November 2006.

Issues discussed included:

- A strategy is going to the Executive in March;
- Capital projects do not operate using Prince2 methodology;
- Off the shelf IT systems; and

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- The debtor system.

Resolved

- 1) That the report be noted.
- 2) That the actions in Appendix 1 be brought back to Committee in two cycles to monitor progress.
- 3) That a report on proposed changes to the debtors system be produced for Committee in two cycles.

The meeting closed at 6.48pm.

There were 0 members of the public present.

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