

THE DISTRICT COUNCIL OF CHESTER-LE-STREET

Report of the meeting of the Audit Committee held in Conference Room 3, Civic Centre, Chester-le-Street on Thursday 4 October 2007 at 3.00pm.

Members Present: Councillors G Armstrong (Chairman), R Harrison, J Shiell and JM Proud.

Officers Present: J McConnell (Head of Internal Audit), M Welsh (Principal Internal Auditor), K Roberts (Principal Internal Auditor) and C Turnbull (Democratic Services Officer).

19 APOLOGIES FOR ABSENCE

There were no apologies for absence.

20 MINUTES OF MEETING HELD 5 JULY 2007

RESOLVED: "That the minutes of the proceedings at the meeting of the Committee held 5 July 2007 copies of which had previously been circulated, be confirmed as being a correct record."

The Chairman proceeded to sign the minutes.

21 DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest from Members.

22 CUSTOMER PERCEPTION SURVEY

Consideration was given to a report from the Head of Internal Audit detailing the results of the 2007 Customer Perception Survey.

The Head of Internal Audit spoke to the report and advised that the survey was not restricted to those services that were subject to audit. She further advised that the results of the survey were very positive and no specific action was proposed as a result.

RESOLVED: "That the outcome of the Customer Perception Survey 2007 be noted and a similar survey be carried out in 2008."

23 INTERNAL AUDIT WORK COMPLETED

Consideration was given to a report from the Head of Internal Audit giving an update of the findings of Internal Audit work completed within the second quarter of the 2007/2008 financial year. The report contained executive summaries of audits on Leisure Income Follow-Up and IT General Controls.

Leisure Income Follow-UP

M Welsh, Principal Internal Auditor, advised that the audit was undertaken following a request for further work from the Audit Committee. He reported the four key findings of the audit as detailed in the report, and advised that training would be undertaken in November and an update provided to the January 2008 meeting of the Committee.

Members expressed concern that the issues had taken so long to resolve.

IT General Controls

M Welsh, Principal Auditor, spoke to the report and advised of the key findings as detailed in the report.

24 INTERNAL AUDIT PERFORMANCE

Consideration was given to a report from the Head of Internal Audit on the activity and performance of Internal Audit during the first half of the 2007/2008 financial year.

The Head of Internal Audit advised that the number of Performance Indicators for the service had been increase from 3 to 11.

RESOLVED:

- “1. That the information contained in the report be noted.
2. That the Risk and Financial Services Manager be invited to attend a future meeting to address the Committee on the Risk Register.”

25 EXCLUSION OF PUBLIC AND PRESS

RESOLVED: “That under Section 100A of the Local Government Act 1972, the Public and Press be excluded from the meeting for the following item of business on the grounds it involves the likely disclosure of exempt information as defined in paragraph 7 of Part 1 of Schedule 12A of the Act.”

26 INTERNAL AUDIT WORK COMPLETED

Consideration was given to a report from the Head of Internal Audit giving an update on the findings of Internal Audit work. The report contained executive summaries on investigations as detailed in the report.

K Roberts, Principal Internal Auditor, spoke in detail to the report and answered questions from Members on the investigations.

The Chairman stressed that Officers must ensure that processes and procedures are amended in order to ensure that similar occurrences cannot happen again.

The Head of Internal Audit advised Members of an investigation that was ongoing. Future investigations were required and a report and Action Plan would be submitted to a future meeting of the Committee.

The meeting terminated at 3.57pm

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