

## THE DISTRICT COUNCIL OF CHESTER-LE-STREET

Report of the meeting of the Audit Committee held in Conference Room No 3, Civic Centre, Chester-le-Street on Thursday 3 July 2008 at 2.00pm.

**Members Present:** Councillors G Armstrong, R Harrison and J Shiell.

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

### **8. APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillor JM Proud.

### **9. MINUTES OF MEETING HELD 24 JUNE 2008**

RESOLVED: "That the minutes of the proceedings at the meeting of the Committee held 24 June 2008 copies of which had previously been circulated, be confirmed as a correct record."

The Chairman proceeded to sign the minutes.

### **10. DECLARATIONS OF INTEREST BY MEMBERS**

There were no declarations of interest from Members.

### **11. INTERNAL AUDIT WORK COMPLETED**

Consideration was given to a report from the Acting Head of Internal Audit giving an update of the findings of Internal Audit work completed within the first quarter of the 2008/2009 financial year. The report contained executive summaries of audits on Accounts Payable, Best Value Performance Indicators, Cash & Banking, Payroll and End of Year Balances.

#### Accounts Payable 2007/2008

The Principal Internal Auditor spoke to the report and advised of the key findings.

#### Best Value Performance Indicators 2007/2008

The Acting Head of Internal Audit spoke to the report and key findings. He advised that recommendations to address minor issues and further improve the arrangements had been agreed with the various Managers responsible for the collation of their respective BVPIs.

Discussion took place on the value of historical data and accuracy of figures provided by external contractors.

### Cash and Banking

The Acting Head of Internal Audit spoke to the report and key findings. He advised that recommendations to address the issues identified and further improve the arrangements had been agreed with the Officer.

In response to a question, the Acting Head of Internal Audit confirmed that banking arrangements at the market and at Roseberry Grange Golf Course were working satisfactorily.

### Payroll

The Principal Internal Auditor spoke to the report and key findings. He advised that recommendations to address the issues identified and further improve the arrangements had been agreed with the Officer.

### End of Year Balances 2007/2008

The Principal Internal Auditor spoke to the report and key findings. He advised that recommendations to address the issues identified and further improve the arrangements had been agreed with the Officer.

## **12. INTERNAL AUDIT PERFORMANCE**

Consideration was given to a report from the Acting Head of Internal Audit on the activity and performance of Internal Audit during the first quarter of the financial year 2008/2009.

RESOLVED: "That the information contained in the report be noted."

## **13. HEADLINE CORPORATE STRATEGIC RISKS**

The Acting Head of Resources advised that the Council approved a Transition Plan in March 2008 and agreed that a re-assessment of the strategic risks would be undertaken. As a result 12 strategic risks were agreed and these would be monitored and reported on to the Executive and Scrutiny on a quarterly basis. The 12 strategic risks were detailed on the extract from the Transitional Plan, copies of which had previously been circulated

RESOLVED: "That the 12 strategic risks be noted."

**The meeting terminated at 2.59pm**