

## **AUDIT COMMITTEE**

### **Minutes of a meeting of the Audit Committee held on Tuesday, 27<sup>th</sup> March 2012 at 6.00 pm in the Reception Suite, Civic Offices, Telford**

**PRESENT:** Councillors R K Austin (Vice-Chair in the Chair), I T W Fletcher, R J Sloan, W L Tomlinson and C R Turley.

**Officers:** J Marriott (Audit & Assurance Manager) and J Clarke (Democratic Services Officer).

#### **AUC-42      MINUTES**

**RESOLVED** – that the minutes of the meeting of the Audit Committee held on 27<sup>th</sup> March 2012 be confirmed and signed by the Chairman.

#### **AUC-43      APOLOGIES FOR ABSENCE**

Councillor D Davies

#### **AUC-44      DECLARATIONS OF INTEREST**

None

#### **AUC-45      INTERNAL AUDIT PLAN 2012/13 AND STRATEGY AND INFORMATION GOVERNANCE WORK PROGRAMME 2012/13**

The Audit and Assurance Manager presented a report on the Internal Audit Plan 2012/13 and Strategy and the Information Governance Work Programme 2012/13.

The report was set out in three parts:

**Internal Audit Plan** – The draft Plan set out the internal resource and the proposed work of the IT Audit Specialists for the year 2012/13. The plan also included a 10% contingency, due to the continued re-structure and ongoing changes within the organisation, in order to cover the key risk areas.

**Internal Audit Strategy** - The internal audit team's objectives were to support the whole Council as it became a Co-operative Council and to deliver an economic, efficient and effective internal audit service in order to support the achievement of the Council's priorities and objectives.

**Information Governance Work Programme 2012/13** – The Information Governance Team's work programme was presented. This sets out the work required to support the Council's information governance framework and the administration of the Council's responses to FOI, EIR and DPA requests. The Report gave a summary of the ongoing work and completion times.

A discussion took place including:

- Reduction in hours and skill levels
- Internal Audit opportunities to offer training services to other Local Authorities
- The Auditing of Abraham Darby Leisure Centre
- IG Training and Awareness Programme

- Transfer of Public Health to the Council

**RESOLVED –**

- a) that the Internal Audit Plan and Strategy for 2012/13 be approved; and
- b) that the Information Governance Work Programme 2012/13 be noted.

**AUC-46      RESULTS OF THE SURVEYS ON THE EFFECTIVENESS OF THE AUDIT COMMITTEE AND THE SKILLS OF AUDIT COMMITTEE MEMBERS**

The Audit and Assurance Manager presented a report on the results of the surveys completed to review the effectiveness of the Audit Committee and the skills of the Audit Committee Members.

There had been lower responses in 2012 compared to previous years. Only 6 of the 17 surveys that were sent out had been received. Officers had responded to say that they had only attended one meeting and they did not have enough knowledge to contribute to the survey. In some areas scores were lower than previous years but in four of the areas the scoring was well over 3. Members were asked to put forward suggestions as to how these scores could be improved.

With regard to the skills survey of Members the results were that the Members felt competent or developing their skill levels. Training was given on the final accounts in September 2011 and it was hoped in the near future to give training on IG Work Programme.

A discussion took place including:

- The recipients of the Effectiveness of the Audit Committee Survey
- Training for any new Members of the Audit Committee

**RESOLVED –**

- a) that the results of the effectiveness survey be noted; and
- b) that the results of the skills survey be noted.

Members were asked to note the dates of the future meetings.

The meeting ended at 6.18 p.m.

**Chairman:**

**Date:**