



**BROMSGROVE DISTRICT COUNCIL**

**MEETING OF THE AUDIT BOARD**

**MONDAY 29TH JUNE 2009 AT 6.00 P.M.**

**COMMITTEE ROOM, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE**

**MEMBERS:** Councillors S. R. Peters (Chairman), B. Lewis F.CMI (Vice-Chairman), D. Hancox, Ms. H. J. Jones, C. R. Scurrall and E. C. Tibby

**AGENDA**

1. To receive apologies for absence
2. Declarations of Interest
3. To confirm the accuracy of the minutes of the meeting of the Audit Board held on 8th June 2009 (Pages 1 - 2)
4. 2008/09 Statement of Accounts and Governance Statement (to follow)
5. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting

K DICKS  
Chief Executive

The Council House  
Burcot Lane  
BROMSGROVE  
Worcestershire  
B60 1AA

19th June 2009

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## **BROMSGROVE DISTRICT COUNCIL**

### **MEETING OF THE AUDIT BOARD**

**MONDAY, 8TH JUNE 2009 AT 6.00 P.M.**

PRESENT: Councillors D. Hancox, Ms. H. J. Jones, B. Lewis F.CMI, S. R. Peters, C. R. Scurrrell and E. C. Tibby

Observers: Councillor G. N. Denaro (Portfolio Holder for Resources) and Councillor D. L. Pardoe

Officers: Ms. J. Pickering and Ms. P. Ross

1/09 **ELECTION OF CHAIRMAN**

**RESOLVED** that Councillor S. R. Peters be elected Chairman of the Board for the ensuing municipal year.

2/09 **ELECTION OF VICE-CHAIRMAN**

**RESOLVED** that Councillor B. Lewis F.CMI be elected Vice-Chairman for the ensuing municipal year.

3/09 **APOLOGIES**

No apologies for absence were received.

4/09 **DECLARATIONS OF INTEREST**

No declarations of interest were received.

5/09 **MINUTES**

The minutes of the meeting of the Audit Board held on 16th March 2009 were submitted.

**RESOLVED** that the minutes be approved as a correct record.

6/09 **INTERNAL AUDIT PERFORMANCE AND WORKLOAD - QUARTER 4**

Consideration was given to a report that provided a summary of the current performance and workload of the Internal Audit Section. The Head of Financial Services provided a number of updates on the current status to date and gave a brief explanation on the timescales, procedures and the Audit Commission criteria followed to conduct an Audit Review. The Head of Financial Services responded to questions from Members and clarified that a joint model of delivering Internal Audit services across Worcestershire was being addressed as part of the Worcestershire Enhanced Two Tier (WETT)

Programme. This would include a review of best practice across the Councils within the scheme.

**RESOLVED:**

- (a) that the Head of Financial Services be tasked to present the following completed Audit Reviews to the Audit Board meeting in September 2009:-
  - ICT Services (including Helpdesk)
  - Payroll
- (b) that the current status and work completed on the 2008/2009 Audit Plan be noted and approved; and
- (c) that the work completed by the Internal Audit Section to March 2009 be noted.

7/09

**RISK MANAGEMENT TRACKER QUARTER 4**

Members considered a report which presented an end of year overview of Actions/Improvements as detailed in the Corporate and business area risk registers for the period 1st April 2008 to 31st March 2009. The Head of Financial Services highlighted the comparison of Internal Audit's predicted position rating (based on the number of Actions/Improvements completed in the first half of the year) with the actual end of year rating. Members were informed that for each business area the actual was the same or better than predicted.

Members requested that the Head of Financial Services be tasked to present the Financial Services risk register to the Audit Board meeting in September 2009.

**RESOLVED** that the progress to date against the Corporate and all business area risk register actions for the period 1st April 2008 to 31st March 2009, Quarter 4, be noted.

The meeting closed at 6.30 p.m.

Chairman