

MINUTES OF AUDIT & IMPROVEMENT COMMITTEE HELD ON

23 March 2009

7.30pm-8.23pm

PRESENT

COUNCILLORS

David Carter (Chairman)

Joel Charles
Andrew Johnson

Tony Durcan
Clive Souter
Mark Wilkinson

Mark Gough
Lorna Spenceley

60. **DECLARATIONS OF INTEREST**

None.

61. **MINUTES**

RESOLVED that the minutes of the meeting held on 4 February 2009 be agreed as a correct record and signed by the Chairman.

62. **MATTERS ARISING**

None.

63. **WRITTEN QUESTIONS AND PETITIONS**

None.

64. **NON-CONTENTIOUS BUSINESS**

RESOLVED that agenda item 7 (Committee Forward Work Plan) be taken as an item of non-contentious business.

65. **COMMITTEE FORWARD WORK PLAN**

RESOLVED that the Committee Forward Work Plan be noted.

66. **ANNUAL AUDIT AND INSPECTION LETTER**

Ian Davidson, Audit Commission, presented the annual audit and inspection letter.

Members noted that the Council was delivering well against some of its key priority areas, but was making slower progress in addressing other areas of poor performance.

RESOLVED that the Audit Commission's Annual Audit and Inspection Letter of March 2009 be noted.

67. **CODE OF AUDIT PRACTICE 2008 AND STATEMENT OF RESPONSIBILITIES**

Christine Connolly, Audit Commission, presented the Code of Audit Practice 2008 and Statement of Responsibilities.

RESOLVED that the Code of Audit Practice 2008 and Statement of Responsibilities of Auditors and Audited Bodies be noted.

68. **UPDATE ON PROGRESS AGAINST THE AUDIT PLAN**

Christine Connolly, Audit Commission, presented the Audit Commission's progress report which summarised progress to 13 March 2009 against the audit plans for 2007/08 and 2008/09.

RESOLVED that the progress report be noted.

69. **PLAYHOUSE BUDGET**

The Committee received a report on the Playhouse budget, which was a standing item on this agenda. This report covered the period to the end of January 2009 (Period 10).

RESOLVED that the report be noted.

70. **ANNUAL INTERNAL AUDIT PLAN 2009/10**

The Committee received a report and proposed annual internal audit plan for 2009/10, which had been linked to the Council's corporate priorities.

RESOLVED that the Annual Internal Audit Plan for 2009/10 be approved.

71. **QUARTERLY PERFORMANCE REPORT – QUARTER THREE 2008/09**

The Committee received a report on corporate performance information for the period 1 September 2008 to 31 December 2008, together with the improvement action plans for those performance indicators which were failing to meet their targets.

Members requested that the Corporate Plan update section of the report should contain more detailed analysis of progress against targets along with appropriate performance data. In addition the requested that the Improvement Action Plan for BV12 (average number of days lost to sickness absence per full time equivalent employee) be revised to include a more detailed explanation of the reasons for the variance, specific actions taken to improve performance and an estimate of when performance would be back on target..

RESOLVED that

- (a) the report be noted;
- (b) the performance improvement action plans, as attached in appendix 1 of the report, be approved;
- (c) members of the Committee be advised of when BV12 would be back on track.

72. **REFERENCES FROM OTHER COMMITTEES**

None.

73. **MATTERS OF URGENT BUSINESS**

- (a) Geoff Brown, Head of Performance and Customer Service
Peter Quirk, Policy & Performance Manager

The Chairman announced that both Geoff Brown and Peter Quirk were leaving the Council. Geoff, was returning to Hertfordshire County Council from where he had been seconded and Peter Quirk was taking up a new post in Babergh District Council, Suffolk.

On behalf of the Committee, the Chairman thanked both Officers for their hard work and wished them well for the future.

CHAIRMAN OF THE COMMITTEE