

**MINUTES OF AUDIT & IMPROVEMENT COMMITTEE HELD ON**

28 February 2008

7.30pm-8.35pm

**PRESENT**

**COUNCILLORS**

Robert Thurston (Chair)

David Carter

Jean Clark  
Lorna Spenceley

Mike Garnett

**APOLOGIES**

Rob Eschle

Andrew Johnson

69. **DECLARATIONS OF INTEREST**

None.

70. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 24 January 2008 be agreed as a correct record and signed by the Chair.

71. **MATTERS ARISING**

None.

72. **WRITTEN QUESTIONS AND PETITIONS**

None.

73. **NON-CONTENTIOUS BUSINESS**

**RESOLVED** that the following agenda items be taken as non-contentious:

7 Committee Forward Work Plan  
10 Update on Internal Audit  
11 Annual Audit Plans

- 12 Playhouse Budget
- 13 Playhouse Budget – Periods 9-13

74. **COMMITTEE FORWARD WORK PLAN**

**RESOLVED** that the Committee Forward Work Plan be noted.

75. **HARLOW COUNCIL CORPORATE ASSESSMENT IMPROVEMENT PLAN**

The Committee received a report proposing an improvement plan in response to the Audit Commission's recent assessments, which had indicated that there were three main areas for improvement.

These areas were:

- Reviewing strategic and service plans to ensure they include clear, challenging and measurable targets.
- Taking a systematic approach to incorporating the needs of all communities within the town.
- Strengthening performance monitoring and management arrangements.

Members were concerned that the success of the proposed actions in the plan, was largely based on customer satisfaction criteria. They believed that this measurement was not necessarily an accurate reflection of the success or failure of the improvement actions.

In view of this, it was agreed that other measurements to gauge the outcomes and targets should be investigated.

**RESOLVED** that

- (a) the Corporate Assessment Improvement Plan be approved;
- (b) the Improvement Group be requested to review the outcomes and measures by which the improvement plan is measured.

76. **QUARTERLY PERFORMANCE REPORT: THIRD QUARTER – 2007/08**

The Committee received the quarterly performance report for the period 1 October 2007 to 31 December 2007, including action plans to address indicators where performance was more than 5% outside the target.

**RESOLVED** that

- (a) the report be noted;
- (b) the performance improvement action plans, at pages 33-105 of the agenda, be approved;
- (c) in future reports on BVPI 204, a differentiation be included between the percentages of planning appeals allowed on decisions taken by Members and, those on decisions taken by Officers using delegated powers.

77. **UPDATE ON INTERNAL AUDIT**

The Committee received a report, which was a standing item on this Committee's agenda, giving an update on Internal Audit.

**RESOLVED** that the continuing progress being made and the actions being taken, be noted.

78. **ANNUAL AUDIT PLANS**

The Committee received a report on the proposed internal audit annual work plan for 2008/09 and the strategic work plan for 2008/09 to 2012/13.

**RESOLVED** that the draft internal audit work plans for 2008/09 through to 2012/13 be noted.

79. **PLAYHOUSE BUDGET**

The Committee received a report on the Playhouse budget at the end of period 9.

**RESOLVED** that the report be noted.

80. **PLAYHOUSE BUDGET – PERIODS 9-13 FOR 2006/07**

The Committee received a report on the Playhouse budget for the period 9-13 for 2006/07.

**RESOLVED** that the report be noted.

81. **REFERENCES FROM OTHER COMMITTEES**

None.

82. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE