

MINUTES OF AUDIT COMMITTEE HELD ON

20 January 2010

7.30pm-8.22pm

PRESENT

COUNCILLORS

David Carter (Chairman)

Simon Carter
Joshua Jolles

Tony Durcan

Tony Hall
Lorna Spenceley

APOLOGIES

Manny Doku

Muriel Jolles

Mark Wilkinson

SUBSTITUTIONS

Edna Stevens substitute for Mark Wilkinson

ALSO PRESENT

Linda Pailing

64. **DECLARATIONS OF INTEREST**

None.

65. **MINUTES**

RESOLVED that the minutes of the meeting held on 18 November 2009 be agreed as a correct record and signed by the Chairman.

66. **MATTERS ARISING**

None.

67. **WRITTEN QUESTIONS AND PETITIONS**

None.

68. **NON-CONTENTIOUS BUSINESS**

RESOLVED that the Committee Forward Work Plan be taken as non-contentious business.

69. **COMMITTEE FORWARD WORK PLAN**

RESOLVED that the Committee Forward Work Plan be noted.

70. **ANNUAL AUDIT LETTER 2008/09**

The Audit Commission submitted their annual audit letter which summarised the findings from their 2008/09 audit.

RESOLVED that the annual audit letter 2008/09 be noted.

71. **PLAYHOUSE BUDGET**

The Committee received a report on the Playhouse budget, which was a standing item on the agenda.

RESOLVED that the report be noted.

72. **INTERNAL AUDIT TERMS OF REFERENCE**

The Committee received a report proposing revised terms of reference for Internal Audit.

Members commented that the document should not reflect that the current Head of Internal Audit was female.

RESOLVED that the Internal Audit terms of reference be agreed, subject to being written in the third person (ie not gender specific) and referred to the Constitution Working Group for consideration.

73. **INTERNAL AUDIT PROGRESS REPORT**

The Committee received a progress report on Internal Audit.

RESOLVED that

- (a) the report be noted;
- (b) the Key Performance Indicators (KPIs) shown in Appendix 2, for use in assessing the effectiveness of the Internal Audit function, be approved.

74. **REFERENCES FROM OTHER COMMITTEES**

None.

75. **MATTERS OF URGENT BUSINESS**

None.

CHAIRMAN OF THE COMMITTEE