

**EAST DORSET DISTRICT COUNCIL**

**AUDIT COMMITTEE**

Minutes of the Meeting held on 6th August, 2007 at 7.30 p.m.

Present:

Councillor Paul Bennett - Chairman  
Councillor Ann Warman - Vice-Chairman

Present: Councillors Ray Dudman, Paul Holland and Nick Smith.

Also in attendance: Councillor Spencer Flower.

115. Apologies for Absence

Apologies for absence were received from Councillors Malcolm Birr and Pauline Reynolds.

116. Declarations of Interest

There were no declarations of interest made on this occasion.

117. Minutes

The Minutes of the meeting held on 4<sup>th</sup> June, 2007 were confirmed and signed as a correct record.

**DELEGATED BUSINESS**

118. Performance Management Framework

The Chief Executive submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

Members were requested to note the new Performance Management Framework and the Committee's role in overseeing part three of this Framework on Data Quality Guidelines.

Members also received a presentation on the Performance Management System which would be made available to Heads of Service, Lead Members and the Chairs of Scrutiny and Policy Development, and Audit Committees.

**RESOLVED that the Committee:**

**(i) review the Data Quality Guidelines in early 2008 in the light of experience and feedback from the external audit review; and**

**(ii) note the review of information collection systems being undertaken**

Voting: Unanimous

119. Self Assessment - Data Quality

The Chief Executive submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

Members were requested to note the Self Assessment Key Lines of Enquiry (KLOEs) undertaken for the Data Quality Review and to approve the supporting Action Plan.

**RESOLVED that:**

**(i) the Self Assessment be noted; and**

**(ii) the Action Plan be approved and progress reports thereon be submitted to the Committee on a quarterly basis**

Voting: Unanimous

120. Audit Report on Sundry Debtors

The Chief Executive submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

Members were requested to support the findings of the internal auditor following the review of sundry debtors.

**RESOLVED that the auditor's opinion is supported.**

Voting: Unanimous

121. Progress Report on Implementing Audit Recommendations

The Chief Executive submitted a report for information, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'D' to these Minutes in the Minute Book.

The Committee was advised on progress made by Service Managers in implementing recommendations agreed with the Internal Auditor. An updated appendix to the report, that included external audits, was distributed to Members at the meeting. Future reports will incorporate observations of the external auditors and of the Audit Commission.

Members noted the schedule setting out progress on implementing the agreed action points and following advice from the officers, updated action points up to the end of August, 2007.

122. Audit Programme 2007/08

The Chief Executive submitted a report for information, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'E' to these Minutes in the Minute Book.

Members were advised on progress against the audit timetable.

123. Update on the Appointment of Internal Audit Staff

The Chief Executive submitted a report for information, a copy of which

had been circulated to each Member and a copy of which appears as Appendix 'F' to these Minutes in the Minute Book.

Members noted the report on the progress of the recent recruitment process and staff appointments made in the Audit Section.

124. Financial Statement Training

Members received training on understanding local authority financial statements and the principle differences with private sector statements. This included information on the professional standards and legal statutes that govern these statements, an explanation of the main headings within a set of local authority accounts, and an examination of the Statement of Accounts for East Dorset for the last financial year.

The meeting ended at 9.55 p.m.

CHAIRMAN