

**EAST DORSET DISTRICT COUNCIL**

**AUDIT COMMITTEE**

Minutes of the Meeting held on 18th January, 2010 at 7.30 p.m.

Present:

Councillor P. G. Bennett - Chairman  
Councillor Mrs A. Warman - Vice-Chairman

Present: Councillors P. G. Cuckston, R. C. Dudman, J. P. Holland and M. G. Simper.

Also in attendance: Lindsay Cass (Head of Technical Services) and Stephen Christopher (Mazars)

442. Apologies for Absence

There were no apologies for absence.

443. Declarations of Interest

There were no declarations of interest made on this occasion.

444. Minutes

The Minutes of the meeting held on 1<sup>st</sup> December, 2009 were confirmed and signed as a correct record.

Members were updated on developments with regard to Minute 397. The Trades Union had made representations to the Chief Executive with regard to the revised membership of the Risk Management Working Party. As a result, a Trades Union representative had been re-appointed to the Risk Management Working Party.

445. Presentations by the Public

There were no questions, petitions or deputations received on this occasion.

**DELEGATED BUSINESS**

446. External Audit Report to Management 2008-2009 Final

The report was submitted, 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 asked to note the content of the Audit Report to Management for the financial year 2008-2009 from the external auditors.

**RESOLVED that the Committee note the content of the report from the external auditor.**

Voting: Unanimous

447. Annual Audit Letter December 2009

The report was submitted, 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 asked to note the content of the Annual Audit Letter, December 2009 relating to the financial year 2008-2009, from the external auditors.

Members noted that this council had an overall score of 2 for use of resources. This reflected that the council had effective processes in place but that there was room for improvement with demonstrable outcomes. There was also recognition that the corporate plan was not always output focussed.

The External Auditor took the opportunity to thank council staff for their help in making the audit process straightforward.

**RESOLVED that the Committee note the content of the report from the external auditor.**

Voting: Unanimous

448. Delivery of Green Recycling Boxes

The report was submitted, 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 considered the report that described the number of properties that had purchased more than one green box.

**RESOLVED that the report be noted.**

Voting: Unanimous

449. Emergency Planning and Flood Response

The report was submitted, 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.

Members received details of the progress that had been made to implement the recommendations of the Scrutiny Review of Emergency Planning and Flood Response. Draft copies of new information leaflets on sandbag provision and flooding were distributed at the meeting and welcomed by Members.

Officers confirmed that the council's emergency control centre now had a dedicated telephone line that bypassed the council's switchboard. Other facilities included wireless broadband, television point and full connection to the councils IT network. It was agreed that all Members would be made aware of this through the Members Newsletter.

Alternative methods of communicating vital flooding information to residents, particularly the elderly, were discussed. This included exhibitions or static displays in community venues. It was noted that not all parish and town councils had nominated flood wardens. Officers confirmed that this issue had been identified in the draft Flooding Operational Response Plans and requests had been made to parish/town

clerks to nominate flood wardens for their areas.

Officers agreed that copies of the draft Flooding Operational Response Plans would be distributed to Committee Members and relevant Ward Members.

**RESOLVED that;**

**a) the report be noted; and that**

**b) an update report be presented to the April 2010 meeting of this Committee.**

Voting: Unanimous

450. Audit Review of Housing and Council Tax Benefit.

The report was submitted, 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 considered the report on the findings of the Internal Auditor following the review of the systems and controls in place for administration, calculation and payment of Housing and Council Tax Benefits.

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

Voting: Unanimous

451. Audit Review of Main Accounting System and Bank Reconciliation.

The report was submitted, 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 considered the report on the findings of the Internal Auditor following the review of the systems and controls in place within the Main Accounting System and for the Bank Reconciliation.

**RESOLVED that;**

**a) the auditor's opinion is supported; and that**

**b) Members noted that Internal Audit is content with the management response to objective 7 on processing journals.**

Voting: Unanimous

452. Progress Report on Implementing Audit Recommendations

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

Members noted the progress made by service managers in implementing recommendations agreed with both the internal and external auditors. Following advice from officers, Members updated action points up to the end of January 2010.

**RESOLVED that Members note the content of the report and agree any variations to previously agreed action dates where necessary.**

Voting: Unanimous

453. Audit Programme 2009/2010

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

Members were advised on the progress against the audit timetable.

Officers explained that the sustainability part of the audit of public health would be removed. This was due to the extensive audit already in place for this work stream as a result of ISO accreditation.

**RESOLVED that the Committee approve the updated Audit Review Timetable.**

Voting: Unanimous

454. Minutes of the Risk Management Working Party

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

Members noted the minutes of the meeting of the Risk Management Working Party on 7 December 2009.

The meeting ended at 9.10 p.m.

CHAIRMAN